



TPSF POLICY BOARD RESOLUTION NO. 08

Series of 2012

APPROVING AND ADOPTING THE INTERNAL RULES OF PROCEDURE OF THE POLICY BOARD FOR THE EFFICIENT FUNCTIONING OF THE AFOREMENTIONED BODY AND FOR OTHER PURPOSES

WHEREAS, pursuant to The Political Science Forum Constitution, the Policy Board shall be the governing body of The Political Science Forum and shall formulate general policies;

WHEREAS, in order to formulate general policies of the Forum Constitution, the Policy Board shall have to convene to discuss certain matters affecting the Forum and its general membership;

WHEREAS, in order for the Policy Board to carry-out its tasks and objectives faithfully, and to achieve a maximum degree of efficiency during the deliberations of the aforementioned body;

WHEREAS, to attest that the members of the Policy Board are performing their tasks and functions as duly elected members of the Political Science Forum;

NOW, THEREFORE, on the motion raised by Rep. Kathleen A. Rodriguez and duly accorded by the members of the Policy Board, be it;

RESOLVED AS IT IS HEREBY RESOLVED that in order to achieve the aforementioned statements above, in compliance with the Political Science Constitution, this code of internal rules and procedures is hereby adopted, to wit;



RULE I-OFFICERS: POWERS AND DUTIES

SECTION 1. OFFICERS

The following shall be the officers of the Policy Board:

A. CHAIRMAN

He shall preside over the meetings Policy Board.

Upon the official request of the President – elect of the Political Science Forum (TPSF) to convene, the Policy Board members shall undertake the convention on the date, time and place stated on the official communication sent by the president-elect to the letter addressed to the elected Policy Board members. Upon convening, they shall elect from among themselves, as stated in the constitution of the Forum, a Chairman and other officers necessary for the efficient functioning body of the body.

PRESIDING OFFICER- The Policy Board Chairman or in hid absence, the Policy Board member acting as Chairman, or any assembly member acting as Chairman, or any assembly member selected during the meeting, shall act as the presiding officer in the meeting of the assembly.

A.1 **Powers and Duties-** The powers and duties of the Presiding Officer, in addition to those already vested upon by him by the Constitution shall be as follows:

- A.1.1 To preside over the meeting of the Policy Board,
- A.1.2 To decide all points of order,
- A.1.3 To preserve order and decorum during the meetings,
- A.1.4 To announce the official business in order to be acted by the Policy Board,
- A.1.5 To entertain only one motion at a time and to state the motion properly,
- A.1.6 To recognize only the member who is entitled to the floor,
- A.1.7 To call a special meeting by giving written notice of it to all the members of Policy Board,
- A.1.8 To appoint, with the concurrence of the Policy Board members the Chairman of the standing committees which may be authorized by the Policy Board.



B. SECRETARIAT

The Policy Board Secretariat, composed of a Secretary- General and two assistant heads to the Policy Board, shall keep all the records of the body and shall perform shall other duties the board may direct. They shall, or in their absence, any member may be designated by the presiding officer to act as secretary.

The other duties of the secretary are here as follows:

- B.1 To attend all the meetings of the Policy Board,
- B.2 To send out proper notices of all called meetings and special meetings,
- B.3 To transmit to proper authorities all the matters referred to them by the Policy Board,
- B.4 To prepare and certify the minutes of the meetings,
- B.5 To read all the correspondence and resolutions which are required by the Policy Board, or the presiding officer,
- B.6 To forward to the Executive Branch, a correct copy of each resolution approved within ten (10) calendar days after the meeting of the Policy Board,
- B.7 To carry-out enforced orders of the Policy Board when such duties devolves upon them,
- B.8 To keep all documents and records confidential. Any official requesting of such documents shall be undertaken in writing subject for the approval of the Policy Board Chairman or upon higher discretion, the President of the Political Science Forum.
- B.9 To furnish a copy of each document resolved by the Policy Board to the office of the TPSF President through the Secretariat Head.

RULE- II MEETINGS AND QUORUM

Section 1. MEETING- The Policy Board shall hold regular meetings at least twice a month and a number of special sessions as may be called by the Policy Board Chairman or by any three (3) of its members by giving proper notice, three (3) days prior to the scheduled meeting



- A. Unless the Policy Board orders, otherwise the Chairman shall inform the Policy Board members that regular meetings shall take place on certain specific date, time, and place.
- B. Regular meetings of the Policy Board shall be in public, except during executive meetings, and the presiding officer may impose proper conduct of behavior among the present public
- C. As often as necessary when public interest so demands, special meetings may be called by the Chairman or majority of the members of the Policy Board. No two meetings can be held in one day.
- D. Announcement of meetings and any means of communication for whatever purposes will only be allowed from 7 in the morning up to 10 in the evening. Announcements of meetings beyond the given time will not be considered official.
- E. Unless otherwise agreed by two-thirds (2/3) vote of the members present, there being a quorum, no other matter may be considered at a special meeting except those stated in the notice.
- F. The presiding officer shall open the meeting by calling the Policy Board to order.

Section 2. QUORUM- The majority of the Policy Board members shall constitute a quorum, and in its absence, the business of the Board shall not be discussed.

- A. The Policy Board Chairman shall be counted in making a quorum
- B. In the event of inability of the Policy Board Chairman to preside at a regular or special meeting where there is a quorum, a temporary presiding officer shall be elected from among the members present who shall not vote even in a case of a tie but shall certify within ten (10) calendar days from their adoption of resolutions and motions enacted by the Policy Board.
- C. When the quorum is lacking, a majority of those in actual attendance may adjourn from time to time and may enforce immediate attendance of any member absent, except when the excuse is valid like that of having a class or matters concerning health.
- D. If there is still no quorum in spite of the above reasons, no other business shall be transacted and the presiding officer upon proper motion or a majority of the members present shall declare the meeting adjourned due to the lack of quorum.
- E. Should a question to the lack of quorum be raised, the presiding officer shall immediately proceed to call the roll of members and thereafter announce the results.
- F. Absent members shall explain a valid reason of their absence on the next meeting of the Policy Board upon their presence, or may write a formal letter of



apology addressed to the Policy Board Chairman or, upon his absence during the meeting where a member concerned was absent, to the member presiding during the meeting where the Chairman was absent.

- G. If a member is absent without prior notice or failed to comply to pass a formal letter of apology explaining his absence on the next meeting of the Policy Board, he/she may be fined 50 pesos by the committee on accounts of the Policy Board so as to promote punctual behavior in attending regular and special meetings to the members.
- H. In cases wherein a member was late in a regular or special meeting, he/ she is responsible to pay 1 peso per minute of late to the committee on accounts of the Policy Board so as to promote the prompt behavior of the members and to avoid delays in the order of business.

RULE III - ORDER OF BUSINESS

Section 1. ORDER OF BUSINESS- The order of business of the Policy Board shall be as follows:

- A. Call to Order
- B. The Roll call of the members
- C. Declaration of the existence of a quorum
- D. Reading and adoption of the minutes of the previous meeting
- E. Reading and appropriate actions on communications received
- F. Presentation and approval of committee reports (of any)
- G. Privilege speech and question hour
- H. Business of the day
- I. Presiding officer's time (optional)
- J. Other matters
- K. Adjournment

Section 2. AGENDA- Matters that may be taken up in the meeting shall be limited only to those items listed in the agenda.

Section 3. APPEARANCE BEFORE THE POLICY BOARD- Only persons with prior permission or upon the invitation of the Policy Board will be allowed to appear and speak before the Body.



Section 4. MATTERS REFERRED TO COMMITTEES- Any measure appearing in the agenda for the reference corresponding committee shall not be subject to debate or discussion, prior to final action.

Section 5. URGENT MATTERS- Urgent matters which may be brought to the attention of the Policy Board, the delay in the consideration of which shall prejudice activities of the government, may be discussed in the meeting without being listed in the agenda.

RULE IV - MINUTES OF THE MEETING

Section I. CONTENTS- The Minutes must clearly show:

- A. The date, time, and place of holding the meeting;
- B. Whether regular or special and if special, a copy of the call of such meeting;
- C. The names of those present and absent;
- D. Whether the minutes of the last meeting were read and approved;
- E. Every resolution stating the title and the sponsors;
- F. If the resolution is not carried unanimously, a brief statement of the minority opinion;
- G. Issues and matters discussed during the meeting; and
- H. The original copies of the minutes must be signed by the members of the Policy Board present in the meeting to show those who vote for or against the motion.

Section 2. NUMBERING OF RESOLUTIONS- Resolutions of the Policy Board shall be numbered consecutively throughout the academic year.

RULE V - MOTIONS AND THEIR PREFERENCE

Section 1. PRIVILEGE AND SUBSIDIARY MOTIONS- When a question is under debate, no other motion shall be entertained, except the following and in order in which they appear below:

- A. Motion to adjourn
- B. Motion to declare a recess
- C. Motion to lay on the table (postpone temporarily)
- D. Motion to postpone to another day
- E. Motion to refer to corresponding committee
- F. Motion to amend the main motion



G. Motion to postpone indefinitely the consideration of any business

Section 2. QUESTION TO PRIVILEGE- Question relating to the rights and privileges of the Policy Board or to any of its members shall take precedence over all the motions except motions relating to adjournment or recess. This may be involved the following:

- A. Those relating to the organization/ constitution of the Policy Board;
- B. Those relating to the comfort of the members of the Board like seating, lighting, ventilation, and other inconveniences of the meeting hall/ area;
- C. Those relating to the freedom from noise and conduct of other persons inside the meeting hall/ area;
- D. Those relating to the punishment of a member for disorderly conduct or other offense;
- E. Those relating to the publish reports of proceedings, which may improve clerical and typographical errors and legibility of a published report.

SECTION 3. INCIDENTAL MOTIONS- The following shall take precedence on any motion, to which they are incidental and must be decided before any other business is taken up.

- A. **Point of order-** Any Policy Board member may interrupt a speaker to bring the attention of the presiding officer any matter involving an error in procedure or violation of the rules. It shall be discretionary on the presiding officer's part to submit to the Policy Board for resolution any point of order which may be raised.
- B. **Parliamentary Inquiry-** Any request for information is order if they are pertinent to the pending question.
- C. **Withdraw a motion-** A motion by the sponsor requesting the removal of his main motion for the consideration of the Policy Board shall be in order before its amendment and before a decision is rendered.
- D. **Suspend the Rules-** The rules shall be suspended when a motion presented to that is approved by two- thirds (2/3) majority votes of the members present.
- E. All other foregoing motions shall be non-debatable and non-amendable.

RULE VI - VOTING

Section 1. No motions except on the presence of a quorum shall be entertained during the voting.



Section 2. Any member may explain his vote when voting for a debatable motion. However, when the motion is not debatable, no other remarks shall be entertained by the chair when a member cast his vote.

Section 3. On a vote where the affirmative votes and negative votes are in equal numbers, the motion shall be decided by the Chairman of the Policy Board.

Section 4. If a tie has taken place, the Policy Board Chairman, at his discretion, shall cast the deciding vote.

Section 5. Two-thirds (2/3) vote is required to pass any of the following motions:

- A. To limit, extend or close the debate,
- B. To amend any part of adopted rules
- C. To suspend the rules,
- D. To recommend the expulsion of a member to a cause be subjecting to proper investigation as stated in the Constitution. In this case, the member who is subject to investigation is forced to inhibit the said investigation except when the investigating committee has allowed his presence to defend himself.

Section 6. No member could be compelled to vote, he may however abstain.

Section 7. The motion to consider can be made only by the member who voted on the prevailing side. Any member who abstained from voting shall have no right to ask for reconsideration.

Section 8. No member can vote on a question in which he has direct or personal pecuniary interest.

RULE VII - DECORUM AND DEBATES

Section 1. Whenever a member wishes to speak, he shall raise his hand and request the presiding officer to allow him to have the floor which consent shall be necessary before he may proceed.



Section 2. When several numbers wish to have the floor, the presiding officer shall recognize the one who made the first request.

Section 3. No member shall interrupt another without the latter's consent, which may not be obtained except through the Chair.

Section 4. The presiding officer can volunteer information only when necessary. Before participating in the deliberation of any question before the Policy Board, he should first surrender the Chair temporarily to some other member, except during the Presiding officer's time.

Section 5. If at any time, the presiding officer states a point of order, or to give information, or otherwise speak, within his privilege, the member speaking must take his seat until the presiding officer has been first heard.

Section 6. No member shall walk-out while the presiding officer is addressing the Policy Board, or while the Board is engaged in voting.

Section 7. No member shall claim the floor for the second time if there are others who wish to speak for the first time.

Section 8. Only a member who has the right to vote on the question has the right to participate in the debate.

Section 9. When a general debate has ordered, only two speeches shall be allowed to each member. The member sponsoring the measure may open and close the debate,

Section 10. When a privilege speech is to be said, the member who wishes to, must confine his discretion at least a day before the meeting or, at the meeting itself by the discretion of the Chair.

Section 11. Right after the privilege speech has taken place, the sponsor of the speech shall be ready to be questioned by the other members of the Policy Board.

Section 12. Proper attire in all of the meetings of the Policy Board must properly be observed, and is in the discretion of the Policy Board Chairman.



RULE VIII - CONDUCT OF PUBLIC HEARINGS AND CONSULTATIONS

Section 1. ON PUBLIC HEARINGS- Any resolution which is not declared urgent by the President of the Forum through writing or by the Presiding Officer in his time shall pass the two reading rule including public hearings or consultations. Hodge-podge log-rolling legislation shall never be allowed.

- A. The Secretariat of the Policy Board has the sole responsibility to disseminate the information (the date, time and place) to all concerned, of the conduct of such consultations at least three (3) calendar days before the conduct of such undertakings.
- B. After the conduct of the consultation, the legislative committee concerned shall formulate a committee report with findings and recommendations attached as shall be presented to the regular meeting of the Policy Board for appropriate actions.
- C. However, the final decision and action on a matter of concern shall be rendered by the Policy Board by a majority of vote.

RULE XI - SUPPLEMENTARY RULES

Section 1. Any rules or procedure being adopted by other parliamentary bodies not incompatible with the aforementioned rules may be resorted and considered supplement to these.

RULE XII – REPEALING RULE

Section 1. Any internal rules of procedure which are inconsistent with the aforementioned rules are hereby amended, repealed, and modified accordingly.

RESOLVED FINALLY to forward copies of this Resolution to the Adviser of the Political Science Forum, the President of the Forum for their information and ready reference.

APPROVED, this 18th of May, 2012 at the Faculty of Arts and Letters, University of Santo Tomas, Manila.



I HEREBY CERTIFY that the foregoing Resolution No. 2012- 08 was duly approved by the Policy Board on its Fifth Special Meeting held on April 11, 2012.

MIA CIELO MENDOZA
Secretary Pro Tempore

Approved by:

REP. KATHLEEN ANDREA MARIE RODRIGUEZ
Presiding Officer/ Policy Board Chairman

REP. MIA CIELO MENDOZA
2nd year Policy Board

REP. IVAN CHRIS LUZURIAGA
2ND year Policy Board

REP. JAE YEUN CHOI
4th year Policy Board

Noted by:

Asst. Prof. MA. ZENIA M. RODRIGUEZ, M.EM.
Adviser, The Political Science Forum