



TPSF POLICY BOARD RESOLUTION NO. 09 Series of 2012

ADOPTING AND AMENDING RULE I SECTION 1(B) OF RESOLUTION NO. 08, S. 2012 OTHERWISE KNOWN AS THE INTERNAL RULES OF PROCEDURE OF THE POLICY BOARD, CREATING THE POSITION OF THE INTERNAL AFFAIRS SECRETARY AND COMMITTEE AFFAIRS SECRETARY, SPECIFYING, RE-STRUCTURING AND RE-DEFINING THE DUTIES AND FUNCTIONS OF THE SECRETARIAT 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, the Policy Board believes that in order to successfully professionalize the body, it is necessary to empower the Secretariat which will improve the documentation process of the body which is vital in any organization most especially in the legislative bodies like the Policy Board;

WHEREAS, in this recognition, the Policy Board, after considering the urgent need, has created the position of the Secretary – General and the Assistant Secretary to the Policy Board that shall compose the Legislative Secretariat;

WHEREAS, the Legislative Secretariat serves as great aid to the Policy Makers in efficiently and effectively exercising their duties and functions by providing documentary assistance to the Policy Makers;



WHEREAS, after considering the vast responsibilities to come, the Policy Makers found out that another position in the Secretariat is urgently needed to be erected;

WHEREAS, one of the thrust of the Policy Board for this Academic Year is to bring the body closer to the members and one way by which this can be faithfully executed is through the conduct of public hearings and consultations;

WHEREAS, during the conduct of such, a scribe is but needed to document the entire proceedings to effectively sum the opinion of the attending public that in this case, the Policy Board decided to create the position of the Committee Affairs Secretary;

NOW, THEREFORE, on the motion of Rep. Mia Cielo P. Mendoza, and duly accorded by the members of the Policy Board, be it;

RESOLVED AS IT IS HEREBY RESOLVED, by the members of the Policy Board, this resolution adopting and amending Rule I Section 1 (B) of Resolution No. 2012 – 08 otherwise known as the Internal Rules of Procedure of the Policy Board, providing the position Committee Affairs Secretary, specifying, re-structuring and re-defining the duties and functions of the Secretariat and for other purposes, to wit:

SECTION 1. Rule Section 1 (B) all and entirely concerning the Policy Board Secretariat which reads that “the Policy Board Secretariat, composed of a Secretary General and an Assistant Secretary to the Policy Board, shall keep all the records of the body and shall perform such 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.”

Is hereby amended to read as follows:

“Section 1b. SECRETARIAT. The Policy Board Secretariat, composed of a Secretary-General, an Internal Affairs Secretary and a Committee Affairs Secretary, shall keep all the records of the body, according to the specific tasks and functions stated in this Resolutionh, and shall perform such 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 specific duties and functions of the Secretariat are here as follows:

“B.1 Secretary General

- a. “To attend all the meetings of the Policy Board;



- b. "To send out proper notices of all called meetings and special meetings;
- c. To send out proper notices including invitations, summons and subpoenas to the Executive and current members of the Forum as directed by the Policy Board or any of its committees as authorized by the Chairman;
- d. "To transmit to proper authorities all the matters referred to them by the Policy Board;
- e. "To prepare and certify the minutes of the meetings;
- f. To read all the correspondence and resolutions which are required by the Policy Board, or the presiding officer;
- g. "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;
- h. "To carry-out enforced orders of the Policy Board when such duties devolves upon them;
- i. "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;
- j. "To furnish a copy of each document resolved by the Policy Board to the office of the TPSF President through the Secretariat Head;
- k. K. "To communicate to the Executive Committees in behalf of the Policy Board;
- l. "Directs and supervises the conduct of work of the Internal Affairs Secretary and the Committee Secretary which jurisdiction falls under the Secretary General, which jurisdiction falls further the Chairman of the Policy Board;
- m. "To submit to the Chairman of the Policy Board the accomplishments of his division at end of each month;
- n. "To perform other duties and functions as the Policy Board or its Chairman may direct."



“B.2 Internal Affairs Secretary

- a. “To be in-charge of the internal financial operations of the Policy Board. He shall have the duty to keep all the finances transmitted by the Executive Committee on Finance and responsible on the internal budget appropriations as mandated by the Legislative Committee on Accounts, on disbursement of funds, and the creation and formulation of all financial statements based of what actually transpired;
- b. “To submit to the Committee on Audit, the financial statements signed by the Chairman of the Policy Board and the Chairperson of the legislative Committee on Accounts and Appropriations, ten (10) days after the conduct of every activity of the Policy Board;
- c. “To submit on the Committee on Audit, the monthly financial statements of the activities undertaken by the Policy Board for a certain month. If there were no activities with disbursement transpired for a certain month. If there were no activities with disbursements transpired for a certain month, the Committee on Audit shall be notified by the Internal Affairs Secretary that no activities with disbursement were undertaken. The certification shall be signed by the Secretary-General and Chairman of the Policy Board;
- d. “To attend all the meetings of the Policy board;
- e. “To help in the preparation of the minutes of the meetings;
- f. “To serve as the Official Spokesperson and official representative of the Policy Board in the events were the Policy Board has been engaged and/or invited;
- g. “To be responsible and engage in the research undertakings of the Policy Board. The research shall include issues of national and local character the concerns The Forum and the general membership. Research outputs shall ensure to aid the Policy Makers in the effective and efficient exercise of their office.



- h. "To head the processing and update of the programs and projects (to be) undertaken by the Policy Board as instructed by the Secretary-General or the Chairman;
- i. "To submit to the Chairman of the Policy Board the accomplishments of his division at end of each month;
- j. "To perform the duties and functions of the Secretary-General incase of the latter's absence;
- k. "To perform other duties and functions as the Secretary-General, the Chairman, or the Policy Board may direct."

"B.3 Committee Affairs Secretary

- a. "To attend all the meetings of the Policy Board and meetings and hearings of any of the committees of the Policy Board;
- b. "To send out proper notices of all called meetings and special meetings, and hearing as instructed by any of the Committees of the Policy Board;
- c. "To transmit to proper authorities all the matters referred to them by any of the Policy Board committees;
- d. "To prepare and certify the minutes of the meetings and transcript of proceedings of any committee meetings and hearings;
- e. "To read all the correspondence and resolutions which are required by the Policy Board, or the presiding officer in any committee hearings or public hearings and consultations;
- f. "To carry-out enforced orders of the Policy Board when such duties devolves upon him;
- g. "To keep all documents and record 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 by the Chairman, the Adviser of the Forum;

- h. "To submit to the Chairman of the Policy Board the accomplishments of his division at end of each month;
- i. "To perform the duties and functions of the Internal Affairs Secretary in case of the latter's absence;
- j. "To perform other duties and functions as the Secretary-General, the Chairman, or the Policy Board may direct."

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

A handwritten signature in black ink, appearing to read 'Mia Cielo P. Mendoza'.

REP. MIA CIELO MENDOZA
2nd year Policy Board

A handwritten signature in black ink, appearing to read 'Ivan Chris Luzuriag'.

REP. IVAN CHRIS LUZURIAG
2ND year Policy Board

A handwritten signature in black ink, appearing to read 'Jae Yeun Choi'.

REP. JAE YEUN CHOI
4th year Policy Board

Noted by:

A handwritten signature in black ink, appearing to read 'Asst. Prof. MA. Zenia M. Rodriguez'.

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