



# **PARLIAMENTARY RULES, Procedures, and Practices of the BANGSAMORO Transition Authority**

**First Edition 2021**





## **INTRODUCTION**

**BTA RESOLUTION NO. 6**, a ‘Resolution Providing for Parliamentary Rules, Procedures, and Practices of the Bangsamoro Transition Authority of the Bangsamoro Autonomous Region in Muslim Mindanao’ was approved by the body on May 20, 2019.

Since its passage, the Parliamentary Rules of the Bangsamoro has been amended 8 times, as shown below:

<b>NO.</b>	<b>TITLE</b>	<b>DATE APPROVED</b>
<b>27</b>	Resolution Amending Section 1, Rule XVII of the Parliamentary Rules, Procedures, and Practices of the Bangsamoro Transition Authority (BTA).	<b>Session No. 13 August 22, 2019</b>
<b>29</b>	Resolution Amending Rule VIII of Resolution No. 6, Otherwise Known as the Parliamentary Rules, Procedures, and Practices of the Bangsamoro Transition Authority of the Bangsamoro Autonomous Region in Muslim Mindanao, Redefining the Quorum Requirement for Committee Meetings and Hearings	<b>Session No. 15 August 30, 2019</b>
<b>31</b>	Resolution Amending Rules XV and XVIII of Resolution No. 6, Otherwise Known as the Parliamentary Rules, Procedures, And Practices of the Bangsamoro Transition Authority of the Bangsamoro Autonomous Region in Muslim Mindanao, Providing for a Chief Minister’s Hour and for Other Purposes.	<b>Session No. 15 August 30, 2019</b>
<b>32</b>	Resolution Providing for the Election of a Deputy Majority Floor Leader and a Deputy Minority Floor Leader in the Bangsamoro Parliament, thereby Amending Resolution No. 06, or the Parliamentary Rules, Procedures, and Practices of the BTA.	<b>Session No. 15 August 30, 2019</b>
<b>50</b>	Resolution Creating the Statutory Committee on Bangsamoro Justice in the Bangsamoro Transition Authority (BTA Parliament), Amending the Parliamentary Rules, Procedure and Practices of the BTA Parliament to Include the Committee on Bangsamoro Justice Systems as One of the Statutory Committee of the BTA Parliament.	<b>Session No. 25 November 29, 2019</b>
<b>70</b>	Resolution Approving the Enhancement Made by the Committee on Rules on the Parliamentary Rules, Procedures and Practices of the Bangsamoro Transition Authority of the Bangsamoro Autonomous Region in Muslim Mindanao (BTA-BARMM)	<b>Session No. 35 June 17, 2020</b>

<b>73</b>	Resolution Amending Section 2, Rule VIII and Section 4, Rule XIII of Bangsamoro Parliament Resolution No. 6, Otherwise Known as the Parliamentary Rules, Procedures, and Practices of the Bangsamoro Transition Authority of the Bangsamoro Autonomous Region in Muslim Mindanao, to Allow the Conduct of Plenary Sessions and Committee Hearings through Teleconference, Video Conference or Other Reliable Forms of Remote or Electronic Means	<b>Session No. 36 June 18, 2020</b>
<b>103</b>	Resolution Approving the Amendments on Rule VII, Section 3 (1) and Section 4 (2) Made by the Committee on Rules on the Parliamentary Rules, Procedures and Practices of the Bangsamoro Transition Authority - Parliament of the Bangsamoro Autonomous Region in Muslim Mindanao	<b>Session No. 51, January 27, 2021</b>

This is the most recent version of the BTA Parliamentary Rules and Procedures (as of February 2021), but it has yet to be published by the BTA. The membership of the Committee on Rules is attached as an Annex at the end of this e-book.

Aside from being a guide to Members of the Parliament and Parliament staff, this e-book was also created to abide by the Rules of Parliamentary Procedure, which requires the availability of the Rules, as stated in Section 1 and 2 of Rule XXXVII,

**Section 1. *Availability of the Rules of Parliamentary Procedure.***

– These Rules shall be provided and made available in printed or electronic copies to the Members of the BTA; those appearing as resource persons in any sessions, hearings, meetings, and other similar activities; and to any person/s as the BTA may deem necessary and proper.

The local government units within the Bangsamoro are encouraged to acquire, possess, and make available copies of these Rules to all Members of the *Sanggunian* within their respective jurisdictions.

**Section 2. *Obligation to Possess and Read these Rules.*** – The Members of the BTA shall have the obligation to possess, read, and understand these Rules.

\* \* \*



**T**HIS E-BOOK WAS PREPARED by the Office of MP Rasol Y. Mitmug, Jr. This resource material is free and may be used by citizens, students, teachers, lawyers, or anyone who wishes to read the Parliamentary Rules and Procedures of the Bangsamoro Parliament. (For optimal results, the pdf variant of this e-book is best printed on size A4 paper, with one spread on each sheet. For back-to-back printing, you may modify your printer's settings.) The text of this e-book was copied as it appears in the law (BTA Resolution No. 6).

Atty. Mitmug was appointed a member of the Bangsamoro Transition Authority on September 6, 2019. He is a member of the Special Committee on Marawi, the Committee on Labor and Employment, and the Committee on Science and Technology. He is also the Vice Chairperson of the Committee on Basic, Higher, and Technical Education.

Additional resources on the House Rules and Parliamentary Procedures may be found here:

[Bangsamoro Transition Authority](#)

[Rules of the Senate](#) \*

[Rules of the House of Representatives](#) \*

[UK Parliament](#) \*

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\* Section 1, Rule XXXV of the Parliamentary Rules provides for Supplementary Rules, "If there is no provision in these Rules applicable to a specific case of proceedings in the BTA, the procedures of the Senate of the Republic of the Philippines, the House of Representatives of the Philippines, and the generally accepted principles on Parliamentary procedures shall be availed of suppletorily. In such cases, the BTA shall recognize the principle of stare decisis, or a commitment to stand by earlier decisions."

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Republic of the Philippines

## **BANGSAMORO PARLIAMENT**

Bangsamoro Autonomous Region in Muslim Mindanao  
First Regular Session

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### **RESOLUTION NO. 6**

# **RESOLUTION PROVIDING FOR PARLIAMENTARY RULES, PROCEDURES, AND PRACTICES OF THE BANGSAMORO TRANSITION AUTHORITY OF THE BANGSAMORO AUTONOMOUS REGION IN MUSLIM MINDANAO.**

**RESOLVED**, by the Bangsamoro Transition Authority, as it is hereby resolved, to adopt the following Parliamentary Rules, Procedures, and Practices of the Bangsamoro Transition Authority of the Bangsamoro Autonomous Region in Muslim Mindanao:

## **PARLIAMENTARY RULES, PROCEDURES, AND PRACTICES OF THE BANGSAMORO TRANSITION AUTHORITY**

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### **PREAMBLE**

We, the Members of the Bangsamoro Transition Authority (BTA), by virtue of Article VII, Section 25 and Article XVI, Section 3 of Republic Act No. 11054, otherwise known as the Organic Law for the Bangsamoro Autonomous Region in Muslim Mindanao (BARMM), in order to fulfil our duty to provide for the basic structure of the Bangsamoro government and to secure the identity and posterity of the people of the Bangsamoro, and allowing for meaningful self-governance, hereby promulgate and adopt this “Rules of Parliamentary Procedures and Practices of the BTA”.

### **Rule I. General Provisions**

**Section 1. Title.** – This shall be known as the “Parliamentary Rules, Procedures, and Practices of the BTA” and shall be cited as “***The Rules***” pursuant to the provision of Article VII, Section 25 and Article XVI, Section 3 of the Organic Law for the BARMM.

**Section 2. Applicability.** – These Rules shall govern the legislative procedures in the conduct of all sessions, committee hearings and meetings, and other similar activities of the BTA.

**Section 3. Purpose.** – The purposes of these Rules are to ascertain the will of the majority, to preserve the rights of the minority, and to facilitate the orderly conduct of business in the BTA. Towards this end, the BTA shall ensure the democratic processes in the debates and deliberations of issues and questions of interest and arrive at the sense and will of its Members.

**Section 4. Proceedings; Languages Used.** –The legislative proceedings in the BTA shall be recorded, in writing or electronically, in its original form and translated into Filipino, Arabic, and English languages. The Members thereof, during legislative deliberations, may speak in any of the known languages used within the Bangsamoro.

**Section 5. Title of the BTA Member.** – The official title of the BTA Members shall be Member of the Parliament (MP).

## **Rule II. The Bangsamoro Government**

**Section 1. Powers of Government.** – Legislative and executive powers in the Bangsamoro Autonomous Region in Muslim Mindanao during transition shall be vested in the BTA.

All powers and functions of the Bangsamoro Government as provided in the Organic Law of the Bangsamoro Autonomous Region in Muslim Mindanao are vested in the BTA during the transition period.

For purposes of mechanisms for intergovernmental relations with the national government and local government units in the Bangsamoro Autonomous Region in Muslim Mindanao, the BTA shall be deemed as the Bangsamoro Government for the duration of the transition period.

**Section 2. Executive Authority.** – During the transition period, executive authority shall be exercised by the Chief Minister who shall be appointed by the President as such, while legislative authority shall be exercised by the BTA.

The Chief Minister shall organize the interim Cabinet and shall appoint two (2) interim Deputy Chief Ministers, who shall also be Members of the BTA. The Chief Minister shall also appoint such other ministers as may be necessary to perform the functions of government during the transition period, a majority of whom shall be from among the Members of the BTA.

Members of the BTA who are appointed to cabinet positions shall serve their offices concurrently: *Provided*, That no Member of the BTA may be appointed, elected or otherwise hold more than two (2) positions at the same time.

**Section 3. Interim Cabinet.** – The Interim Cabinet shall be composed of fifteen (15) primary ministries with sub-offices, namely:

- (a) Finance, Budget and Management;

- (b) Social Services;
- (c) Trade, Investments, and Tourism;
- (d) Labor and Employment;
- (e) Transportation and Communications;
- (f) Basic, Higher and Technical Education;
- (g) Indigenous Peoples' Affairs;
- (h) Health;
- (i) Public Works;
- (j) Local Government;
- (k) Environment, Natural Resources, and Energy;
- (l) Human Settlements and Development;
- (m) Science and Technology;
- (n) Agriculture, Fisheries, and Agrarian Reform; and
- (o) Public Order and Safety.

Other offices on youth, women, settler communities, disaster risk reduction and management, and planning and development, among others, may be created by the BTA.

### **The Bangsamoro Transition Authority**

**Section 4. Bangsamoro Transition Authority.** – The BTA shall be the interim government in the Bangsamoro Autonomous Region in Muslim Mindanao during the transition period. The Moro Islamic Liberation Front shall lead the BTA, without prejudice to the participation of the Moro National Liberation Front in its Membership.

**Section 5. Legislative Authority.** –The legislative authority shall be exercised by the BTA which shall ensure the accomplishment of the following priorities during the transition period:

- (a) Enactment of priority legislations such as the Bangsamoro Administrative Code, Bangsamoro Revenue Code, Bangsamoro Electoral Code, Bangsamoro Local Government Code, and Bangsamoro Education Code consistent with powers and prerogatives vested in the BTA by the Organic Law of the Bangsamoro Autonomous Region in Muslim Mindanao.

The BTA may also enact a Bangsamoro Civil Service Code, as provided in the Organic Law of the Bangsamoro Autonomous

Region in Muslim Mindanao, subject to the Constitutional mandate of the Civil Service Commission.

The BTA shall enact a law to recognize, protect, promote, and preserve the rights of the indigenous peoples in the Bangsamoro Autonomous Region in Muslim Mindanao. Until the law is enacted, subsisting regional laws on indigenous peoples in the Bangsamoro shall be operational;

- (b) Determination of parliamentary districts for the first regular election for the Members of the Parliament;
- (c) Organization of the bureaucracy of the Bangsamoro Government during transition, including the approval and implementation of a transition plan, and the institution of a placement process for hiring of personnel during transition. This also includes the setting up of offices and other institutions necessary for the continued functioning of government and delivery of social services in the Bangsamoro Autonomous Region in Muslim Mindanao, as well as, those necessary for the smooth operations of the first elected Bangsamoro Government in 2022;
- (d) Full transfer of powers and properties of the Autonomous Regional Government in Muslim Mindanao to the Bangsamoro Government, except those properties, land, and structures located outside of the Autonomous Region in Muslim Mindanao. The land and permanent buildings or structures located outside the Autonomous Region in Muslim Mindanao owned, controlled, administered, or in the possession of the Autonomous Regional Government in Muslim Mindanao shall be purchased by the National Government at a price to be determined through the intergovernmental relations mechanism within one (1) year from the ratification of the Organic Law of the Bangsamoro Autonomous Region in Muslim Mindanao. Any dispute on the price may be appealed to the Office of the President which shall decide on the price with finality within three (3) months from the receipt of the appeal. The proceeds of the purchase

shall be remitted to the Bangsamoro Government;

- (e) The disposition of the personnel of the Autonomous Regional Government in Muslim Mindanao;
- (f) Transition from the Autonomous Regional Government in Muslim Mindanao to the Bangsamoro Government, as provided in the Organic Law of the Bangsamoro Autonomous Region in Muslim Mindanao; and
- (g) Other matters that may be necessary for the protection and promotion of the general welfare of the constituents of the Bangsamoro Autonomous Region in Muslim Mindanao.

**Section 6. Composition.** – The BTA shall be composed of eighty (80) Members, who shall be appointed by the President: *Provided*, That in addition, the elected officials of the Autonomous Regional Government in Muslim Mindanao shall automatically become Members of the BTA and shall serve until noon of the 30<sup>th</sup> of June 2019: *Provided, Further*, That non-Moro indigenous communities, youth, women, settler communities, traditional leaders, and other sectors shall have representatives in the BTA.

**Section 7. Dissolution of the BTA.** – Immediately upon the election and qualification of the Chief Minister under the first Parliament, the BTA shall be deemed dissolved.

Within sixty (60) days from the assumption into office of all Members of the first Parliament, the BTA shall submit its final report and recommendations on the status of government during the transition period to the Parliament, as well as to the House of Representatives, the Senate of the Philippines, and the Office of the President.

**Section 8. Forfeiture of Seat.** – Pursuant to Article VII, Section 19 of the Organic Law of the BARMM, a Member of the BTA shall forfeit his/her seat under any of the following circumstances, to wit:

- (a) Voluntary resignation in the form of either a written or oral declaration in the BTA;
- (b) Conviction of a grave offense as determined by a regular court

or a finding of guilt of any of the grave offenses, as defined by the Rules of the BTA, such as treason, high crimes, heinous crimes, crimes against morality, or other crimes punishable by more than six (6) years of imprisonment;

- (c) Permanent physical or mental incapacity that makes a Member unable to discharge his/her duties thereof, or death; and
- (d) Such other grounds as may be provided in the Bangsamoro Organic Law (BOL).

**Section 9. Filling of Vacancy.** – In the event of vacancy in the BTA, the Speaker through the Chief Minister shall inform the President of such fact and request the latter to make the necessary appointment to fill up the vacancy.

### **Rights, Duties and Responsibilities of the Members of the BTA**

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**Section 10. Rights of the Members of the BTA.** – All Members of the BTA shall have the following:

- a) Equal rights, privileges, and obligations. Parliamentary rules and procedures shall be administered impartially;
- b) Right to receive all notices and schedule of sessions, and committee hearings, and meetings;
- c) Equal rights to make and present motions;
- d) Right to second motions, when necessary;
- e) Right to a full and free debate and discussions of motions presented before the plenary sessions, committee hearings and meetings;
- f) Right to vote on motions, except when they have conflict of interest or financial and pecuniary interest in the legislative measures under consideration, in which case they have to inhibit from participating in the proceedings;
- g) Right to know the meaning of the issues and the questions being debated and discussed;
- h) Right to object when the Parliamentary rules and procedures of these Rules are being violated;

- i) Shall not, in a debate and discussion of any proposed legislative measure, have to suffer personal abuse and attack from the other Members;
- j) Right to access to all the minutes and journals of the sessions, committee meetings, and hearings; and
- k) All other rights and privileges provided for under the Organic Law of the BARMM and these Rules.

**Section 11. Duties and Responsibilities.** – The primary duty and responsibility of the Members of the BTA shall be legislation. In order to fulfill this duty, the Members have the following duties and responsibilities:

- a) Prepare, introduce and work for the passage of legislative measures to effectively address social, political and economic needs and concerns in the Bangsamoro;
- b) Be obliged to promptly attend plenary sessions, committee hearings and meetings of which they are Members or where they are the authors and sponsors of the proposed legislative measures under consideration;
- c) Stay in the session hall and committee rooms until the end of the session, committee hearings, and meetings;
- d) Must be ready to intelligently participate in the debate of the legislative measures under consideration either in the plenary, committee hearings and meetings, or public consultations;
- e) Can speak openly but shall allow everyone his/her turn to speak;
- f) Must treat everyone with respect and courtesy and shall not use abusive and insulting language, impute accusation of dishonest conduct or corrupt practices against fellow Members of the BTA;
- g) Must follow the rules of debate as provided in these Rules; and
- h) Perform such other functions and activities as may be lawful and necessary to ensure the passage of legislative measures needed to effectively address the social, political, economic needs and development of the Bangsamoro.

**Section 12. Privileges and Immunities.** – Any Member of the BTA who commits an offense which is punishable by not more than six (6) years imprisonment within the Bangsamoro territorial jurisdiction

shall be privileged from arrest while the BTA is in session.

No Member of the BTA shall be questioned or be held liable in any other place for any speech or debate in the BTA or in any of its committees.

**Section 13. Disclosure.** – Members of the BTA shall, upon their assumption of office, make a full disclosure of their financial and business interests, including those of their spouses and children. They shall notify the BTA of any potential conflict of interest that may arise from the filing of bills or resolutions of which they are authors.

**Section 14. Prohibition Against Conflict of Interest.** – Pursuant to Section 15, Article VII of the Organic Law of the Bangsamoro Autonomous Region in Muslim Mindanao, the Chief Minister, Deputy Chief Ministers, Members of the Cabinet, and Members of the BTA, during their term, shall not engage, directly or indirectly, in any business or commercial enterprise in the Bangsamoro Autonomous Region in Muslim Mindanao where there may be a conflict of interest in the exercise of their functions.

**Section 15. Prohibited Business and Pecuniary Interest. –**

(a) It shall be unlawful for the Chief Minister, Deputy Chief Ministers, Members of the Cabinet, and Members of the BTA to directly or indirectly:

(1) Engage in any business transaction with the Bangsamoro Government or with any of its authorized boards, officials, agents, or attorneys, whereby money is to be paid, or property or any other thing of value is to be transferred, directly or indirectly, out of the resources of the Bangsamoro Government to such person or firm;

(2) Hold such interests in any cockpit or other games licensed by the Bangsamoro Government;

(3) Purchase any real estate or other property forfeited in favor of the Bangsamoro Government for unpaid taxes or assessment, or by virtue of a legal process at the instance of the

Bangsamoro Government;

(4) Be a surety for any person contracting or doing business with the Bangsamoro Government for which a surety is required; and

(5) Possess or use any public property of the Bangsamoro Government for private purposes.

- (b) All other prohibitions governing the conduct of national public officers relating to prohibited business and pecuniary interest so provided for under Republic Act No. 6713, otherwise known as the “*Code of Conduct and Ethical Standards for Public Officials and Employees*” and other national laws shall also be applicable to the Chief Minister, Deputy Chief Ministers, Members of the Cabinet, and Members of the BTA. (Section 16, Article VII, Organic Law of the Bangsamoro Autonomous Region in Muslim Mindanao).

**Section 16. Practice of Profession. –**

- (a) The Chief Minister, Deputy Chief Ministers, and Members of the Cabinet are prohibited from practicing their profession or engaging in any occupation other than the exercise of their functions as officials of the Bangsamoro Government.

- (b) Members of the BTA who are not holding Cabinet positions may practice their professions, engage in any occupation, or teach in schools except during session hours: *Provided*, That Members of the BTA who are also Members of the Philippine Bar shall not:

(1) Appear as counsel before any court in any civil case wherein the Bangsamoro Government or any office, agency, or instrumentality of the government is the adverse party;

(2) Appear as counsel in any criminal case wherein an officer or employee of the National Government or the Bangsamoro Government is accused of an offense committed in relation to the office;

- (3) Collect any fee for appearance in administrative proceedings involving the Bangsamoro Government; and
- (4) Use property and personnel of the government except when the Member concerned is defending the interest of the government.
- (c) Doctor of medicine may practice their profession even during official hours of work only on occasions of emergency: *Provided*, That the Members concerned do not derive monetary compensation therefrom. (*Section 17, Article VII, Organic Law of the BARMM*)

### **Rule III. Executive Officers**

**Section 1. Executive Officers.** – The Executive Officers of the Bangsamoro Government shall be the Chief Minister, the Deputy Chief Ministers and the Cabinet Ministers.

**Section 2. Powers, Duties, and Functions of the Chief Minister.**  
– The Chief Minister shall exercise the following powers, duties, and functions:

- (a) Head of the BTA;
- (b) Appoint heads of ministries, agencies, bureaus, and offices of the Bangsamoro Government or other officers of Bangsamoro-owned or controlled corporations or entities with original charters;
- (c) Appoint other officers in the BTA, as may be provided by the BTA;
- (d) Formulate a platform of government subject to the approval of the BTA;
- (e) Issue executive orders and other policies of the BTA;
- (f) Represent the BTA in the affairs of the BARMM;
- (g) Proclaim a state of calamity whenever typhoons, flash floods, earthquakes, tsunamis, or other natural or man-made calamities that cause widespread damage or destruction to life or property in the Bangsamoro Autonomous Region in Muslim Mindanao; and
- (h) Exercise such other powers and functions inherent to the office.

**Section 3. Deputy Chief Ministers.** – There shall be two (2) Deputy Chief Ministers who shall be nominated by the Chief Minister and elected by Members of the BTA.

The Bangsamoro Autonomous Region in Muslim Mindanao shall have three (3) sub- regions, namely: South Western Mindanao, North Central Mindanao, and South Central Mindanao, all within the Bangsamoro territorial jurisdiction. To ensure representation of all the sub-regions, the two (2) Deputy Chief Ministers shall come from the other two (2) sub-regions different from that of the Chief Minister.

For purposes of this provision, the coverage of each sub-region shall be determined by the BTA.

The Deputy Chief Ministers may each hold a cabinet position.

In case of death, permanent physical or mental incapacity, removal from office, or resignation of the Chief Minister, the Deputy Chief Minister, more senior in age, shall act as the Chief Minister until the President has appointed a new Chief Minister.

#### **Rule IV. Officers of the BTA, Manner of Election; Duties and Responsibilities**

**Section 1. Officers of the BTA.** – On the first day of session, the BTA shall elect the Speaker, the Deputy Speaker, Majority and Minority Floor Leaders, and such other officers of the BTA as these Rules may provide, in the manner provided in Rule VI.

A Deputy Majority Floor Leader and a Deputy Minority Floor Leader shall likewise be elected. *(As amended by BTA Resolution No. 32)*

**Section 2. Term of Office of Elective Officers of the BTA.** – The term of office of the Speaker, the Deputy Speaker and other officers of the BTA shall begin upon their election and end when their successors shall have been elected.

**Section 3. Presiding Officer.** – The Speaker, Deputy Speaker, or any other Member presiding over the BTA shall:

- (a) Secure the honor and dignity of the BTA;

- (b) Ensure the rights and privileges of all the Members; and
- (c) Assure public access to the proceedings of the Bangsamoro Transition Authority and its committees.

**Section 4. The Speaker.** – The Speaker shall be the Presiding Officer of the BTA. The Speaker shall have the following duties and powers:

- a. Preside on all plenary sessions of the BTA. He/she shall open, conduct, and close each session day;
- b. Set the order of Parliamentary business in plenary sessions;
- c. Be responsible for the management of the proceedings and conduct of business of the BTA;
- d. Maintain proper order and ensure that the right procedures are followed;
- e. Remain impartial during all debates and if he/she wishes to participate in the debate, he/she shall temporarily relinquish the chair;
- f. Vote only to break a tie;
- g. Be responsible over the use of the resources, facilities, and employees of the BTA;
- h. Exercise administrative supervision over the legislative personnel, staff, and secretariat of the BTA;
- i. Conduct regular monthly caucus of all members of the Parliament or as often as may be necessary to discuss priority measures and to facilitate dialogue, consensus and actions on issues and concerns affecting the Parliament and the performance of its functions. *(As amended by BTA Resolution No. 70)*
- j. Exercise general supervision over all committees and, in furtherance thereof, conduct regular monthly meetings with the chairpersons and vice-chairpersons of all Statutory and Parliamentary Committees to set legislative targets, review performance in the attainment of targets, ensure that the priority legislative measures of committees are attuned to the legislative agenda of the Parliament and resolve such issues and concerns that affect the operations and performance of the committees. *(As amended by BTA Resolution No. 70)*
- k. Designate a Member of the Parliament as temporary presiding officer after informing the Deputy Speaker; Provided, that any such designation shall be effective for one session day only;

*(As amended by BTA Resolution No. 70)*

- l. Sign all acts, resolutions, and bills that may be issued by or upon order of the Parliament; *(As amended by BTA Resolution No. 70)*
- m. Appoint career positions in the Parliament including co-terminus and contractual positions as well as contract of service therein.
- n. Perform such other duties and powers given to him/her by law and these Rules.

**Section 5. Deputy Speaker.** – The Deputy Speaker shall assist the Speaker in the performance of his/her functions and duties. The Deputy Speaker shall have the following duties and powers, to wit:

- a. Act as the Speaker in cases of the temporary incapacity or absence of the Speaker, until such time that the Speaker returns to office and resumes his/her work;
- b. Assume the duties and powers of the Speaker in case of resignation, removal, death, and permanent incapacity, until such time that a new Speaker has been elected and qualified;
- c. Preside over the session when, even if present, the Speaker does not preside, or has not designated any other Member as temporary presiding officer;
- d. Recommend to the Speaker appropriate policies and programs of action to improve the process of legislation and the quality of legislative measures; and
- e. Perform such other duties and functions as may be assigned or delegated to him/her from time to time by the Speaker.

## **Rule V. Other Officers of the BTA; Non-Members**

**Section 1. Secretary-General of the BTA.** – The BTA shall have a Secretary-General who shall be accountable to the BTA and the Speaker, and has the following duties and powers, to wit:

- a) Call the roll, at the beginning of every session, of the Members of the BTA in alphabetical order;
- b) Record the Members present during the roll call and determine the required majority for the purpose of declaring the

- presence of a quorum of the BTA to do business;
- c) Distribute copies of the order of business to the Members of the BTA;
- d) Oversee the recording of the minutes of debates and deliberations in the plenary sessions;
- e) Record in its original form, keep and certify the Journal of each session: Provided, That Journals of executive sessions shall be recorded in a separate book and kept confidential;
- f) Supervise the counting of the votes of the Members of the BTA in the plenary;
- g) Serve as the custodian of all the properties and records of the BTA, and make an inventory of the same at the beginning and end of each regular session;
- h) Certify and affix the seal of the BTA on all approved resolutions, bills, orders, and any other acts and legislative measures;
- i) Attest to and affix the seal of the BTA on all writs, warrants and subpoenas issued by the Speaker and/or upon the order of the BTA;
- j) Ensure that all the necessary needs and conditions for the efficient and effective performance of the duties and works of all the Members of the BTA, and committee Members are provided;
- k) Ensure that the staff and employees of the BTA perform their duties efficiently and effectively and observe civil service rules and regulations, and in case of any violation thereof, the Secretary-General may either impose the necessary disciplinary measures and/or recommend to the Speaker the dismissal of erring staff Members and employees; and
- l) The Secretary-General shall, every start of the session, have an updated printed status report on actions taken on resolutions and bills passed upon by the Parliament that must be available upon request by any Member of the Parliament. The status report must show, among others, the dates when the resolutions have been officially received by the concerned parties, as well as dates of publication of bills. (*As amended by BTA Resolution No. 70*)
- m) The Secretary-General shall assist the Majority Floor Leader in maintaining the list of interpellators which shall serve as

guide during the interpellation period on a particular bill or resolution. (*As amended by BTA Resolution No. 70*)

- n) Perform such other duties and functions as may be assigned or ordered by the BTA and the Speaker.

**Section 2. Sergeant-at-Arms.** – The Sergeant-at-Arms shall be responsible for the discipline and security in the BTA. In addition thereto, he/she shall have the following duties and powers:

- a) Attend all sessions in the plenary hall of the BTA, and in case of committee meetings, hearings or public consultations, he/she may personally attend or designate his/her representative;
- b) Secure and maintain order in the accommodation in the gallery, offices, and other premises during the plenary sessions, committee meetings and hearings, and such other proceedings or activities of the BTA.
- c) Take into the BTA's custody any person, not being a Member thereof, who misconducts himself or do not leave the session hall when asked to do so or upon the instructions of the Speaker;
- d) Implement instructions, orders and serve all processes issued by the authority of the BTA or the Speaker. He/she shall also be responsible for all mail and courier services;
- e) Custodian of the mace and is responsible for carrying and placing it in front of the Speaker's rostrum, and;
- f) Perform any and all functions and duties as may be assigned and ordered by the BTA and the Speaker.

## **Rule VI. Organizing, Convening, and Electing Officers of the BTA**

**Section 1. Organizing the BTA.** – In the first session, the BTA shall proceed with its organization. The Chief Minister shall preside over the session of the BTA until the election of the Speaker.

As Presiding Officer, the Chief Minister shall call the session to order, call the roll of the Members of the BTA and declare the presence of quorum.

**Section 2. Election of the Speaker.** – The Speaker shall be elected by a majority vote of all the Members of the BTA during the inaugural session through a standing vote with Members casting their votes without explanation. The vote of each Member shall be recorded in the Journal of the BTA.

As many Members of the BTA as are nominated may contest for the position: Provided, That if there are more than two nominees, and none of them obtains the requisite number of votes, a run-off election shall be conducted between the two nominees who obtained the highest number of votes. No abstentions shall be permitted during the run-off election.

After the election of the Speaker, he/she shall immediately take his/her oath of office.

**Section 3. Election of the Deputy Speaker and Other Officers of the BTA; Non- Members.** – The Deputy Speaker, the Secretary-General and the Sergeant-at-Arms shall be elected by a majority vote of all the Members of the BTA during the inaugural session.

**Section 4. Membership to the Majority and the Minority.** – All Members of the BTA who voted in favor of the Speaker shall be considered part of the Majority. All others shall be part of the Minority.

Members of the BTA who shall be appointed after the election of the Speaker shall have the right to choose Membership either in the Majority and the Minority through an oral or written manifestation to the Speaker.

The Majority and Minority shall elect their respective Majority Floor Leader and Minority Floor Leader, and their respective deputies, from among their Members. (*As amended by BTA Resolution No. 32*)

**Section 5. Convening the BTA.** – The BTA shall convene its regular session once every year on the second Tuesday of the month after Eid’l Fitr and not later than thirty (30) days before the opening of the next regular session. At the beginning of its regular session, the Chief Minister presents before the BTA the policies and programs of the Government of the Day. (*As amended by BTA Resolution No. 73*)

The Parliament Speaker, after due consultation with the Majority Floor Leader and the Minority Floor Leader, may convene the Parliament through teleconference or other reliable forms of electronic means when there is any occurrence of *force majeure* or a national or regional emergency where physical presence of the members of the parliament in the Plenary Hall is not possible or is limited by circumstances. *(As amended by BTA Resolution No. 73)*

The members using the teleconference platform shall be deemed present for the purpose of determining the quorum, participation in the deliberation, and casting of votes. *(As amended by BTA Resolution No. 73)*

Guidelines related to teleconferencing may be issued by the Speaker, after consultation with the Majority Floor Leader, Minority Floor Leader, and the Secretary-General. *(As amended by BTA Resolution No. 73)*

**Section 6. Special Session of the BTA.** – From time to time, as the need arises, even when the BTA is on recess, the Chief Minister or by a resolution of the majority of the Members of the BTA may request the Speaker to convene the BTA to tackle emergency situations or very important matters that need to be discussed, debated or a law passed to address the situation at hand.

## **Rule VII. The Committees**

**Section 1. The Committee.** – A Committee is an organized body composed of Members of the BTA, constituted to specialize in particular areas of concerns and to carry out specific functions.

It considers and makes recommendations and draws reports concerning disposition of bills, resolutions, and other preparatory works to be presented to the plenary sessions of the BTA.

**Section 2. The Classifications of Committees.** – The BTA shall have statutory committees and parliamentary committees. Ad hoc, joint ad hoc, special, and sub-committees may also be created and organized as the BTA may deem necessary.

**Section 3. Statutory Committees.** – The Statutory committees are permanent committees provided under the Organic Law of the BARMM and these Rules. The Memberships and jurisdictions of the Statutory committees are:

- 1) **Committee on Finance, Budget and Management.** – The Committee on Finance, Budget and Management shall have thirty-one (31) Members. It shall have jurisdiction on all matters relating to the income, revenues, preparation of budget and the appropriation of funds for the operations of the Bangsamoro Government including its expenditure, payment of public indebtedness, claims against the Bangsamoro Government, inter-governmental revenue sharing, and in general, all matters relating to public expenditures.

The work of the Committee on Finance, Budget and Management includes the scrutiny and review of the budget and expenditure of the Bangsamoro Government. (As amended by BTA Resolution No. 106)

- 2) **Committee on Basic, Higher and Technical Education.** – The Committee on Basic, Higher and Technical Education shall have seventeen thirty-one (31) Members. It shall have jurisdiction over all matters relating to education, schools, universities, colleges, Madrasah, welfare of teachers and students, and alternative learning system including special, non-formal and technical education and trainings. (*As amended by BTA Resolution No. 70*)

- 3) **Committee on Environment, Natural Resources and Energy.** – The Committee on Environment, Natural Resources, and Energy shall have seventeen twenty-seven (27) Members. It shall have jurisdiction on all matters relating to natural resources including their exploration, development, management, conservation, and utilization; and lands of the public domain, mines and minerals, forests, parks and wildlife, marine resources, and ecosystem management and pollution control. (*As amended by BTA Resolution No. 70*)

It shall also exercise jurisdiction on all matters relating to the

provisions on power and energy as provided in the Organic Law of the Bangsamoro Autonomous Region in Muslim Mindanao, including the exploration, development, utilization or conservation of energy resources, alternative and renewable energy resources.

- 4) **Committee on Agriculture, Fisheries and Agrarian Reform.** – The Committee on Agriculture, Fisheries and Agrarian Reform shall have seventeen (17) Members. It shall have jurisdiction on all matters relating to agriculture, food and agricultural production, agri-business, agricultural research and technology, agricultural education, including extension services, agricultural experimental and nursery stations, soil survey and conservation, irrigation, animal husbandry and quarantine, crop and livestock production, farm credit and farm security, insurance and guarantee programs, agricultural support prices, fisheries and aquatic resources, fresh water and fisheries culture, research and technology, and fisheries education and training.

It shall exercise jurisdiction on all matters relating to the implementation of the agrarian reform law, either passed by the Congress or the BTA and which are applicable in the Bangsamoro including support for agrarian reform beneficiaries.

- 5) **Committee on Local Government.** – The Committee on Local Government shall have twenty-nine (29) Members. It shall have jurisdiction on all matters relating to local administration and local government units such as the provinces, cities, municipalities, and barangays within the Bangsamoro Autonomous Region in Muslim Mindanao, including their revenues and expenditures. *(As amended by BTA Resolution No. 70)*
- 6) **Committee on Health.** – The Committee on Health shall have seventeen (17) Members. It shall have jurisdiction on all matters relating to public health and hygiene, medical, hospital and quarantine services and facilities for the promotion of health services and awareness to the public.
- 7) **Committee on Social Services.** – The Committee on Social Services shall have seventeen (17) Members. It shall have ju-

risdiction on all matters relating to delivery of basic social services and social development which develop and enhance the individual and community life, including the welfare of persons with disabilities and special needs.

- 8) **Committee on Labor and Employment.** – The Committee on Labor and Employment shall have seventeen (17) Members. It shall have jurisdiction on all matters relating to labor, employment and human resource development, advancement and protection of the rights and welfare of workers, maintenance of industrial peace and promotion of employer-employee cooperation, labor education and labor standards, and promotion of labor market including recruitment, training, and placement of manpower.
- 9) **Committee on Trade, Investment and Tourism.** – The Committee on Trade, Investment and Tourism shall have seventeen (17) Members. It shall exercise jurisdiction on all matters relating to the planning and programming of general economic development, including the regulation and diversification of industry and investments, and those which involve public indebtedness, either domestic or local.

It shall exercise jurisdiction over private corporations, domestic and foreign trade, handicraft and cottage industries, intellectual property rights, patents, trade names and trademarks, standards, weights, measures and designs, quality control, consumer protection, and stabilization of prices of commodities.

It shall also exercise jurisdiction on all matters relating to the development and promotion of tourism and the tourist industry, both local and international.

- 10) **Committee on Transportation and Communications.** – The Committee on Transportation and Communications shall have seventeen (17) Members. It shall have jurisdiction on all matters relating to land, sea, and air transportations, including seaports, airports, and other systems of transportation, all lighthouses, postal, telegraph, radio, cable, television, tele-

phone and other communication services.

- 11) **Committee on Public Works and Highways.** – The Committee on Public Works and Highways shall have thirty-one (31) Members. It shall exercise parliamentary jurisdiction on all matters relating to planning, construction, maintenance, improvement and repair of public infrastructures including roads, bridges, harbors, parks, drainage, flood control and protection, water utilities and the utilization of waters. *(As amended by BTA Resolution No. 70)*
- 12) **Committee on Human Settlements and Development.** – The Committee on Urban and Rural Planning and Development, Housing and Resettlements shall have seventeen (17) Members. It shall have jurisdiction on all matters relating to urban, and rural planning and development, housing and shelter service delivery, resettlements, and other related activities which help uplift the conditions of the inhabitants therein.
- 13) **Committee on Public Order, Security and Safety.** – The Committee on Public Order, Security and Safety shall have seventeen (17) Members. It shall exercise jurisdiction on all matters relating to peace and order, the Bangsamoro Police, Fire and Jail Management, suppression of criminalities such as, but not limited to, illegal gambling, organized crimes, terrorism, illegal drugs, regulation of the private security agencies, firearms, firecrackers, pyrotechnics, destructive fires, rescue, emergency medical services and research and development in the internal security and safety aspects within the Bangsamoro.
- 14) **Committee on Indigenous Peoples Affairs.** – The Committee on Indigenous Peoples shall have seventeen (17) Members. It shall have jurisdiction on all matters relating to the implementation of the provisions of the indigenous peoples rights embodied in the Organic Law of the Bangsamoro Autonomous Region in Muslim Mindanao and the development of their communities.

- 15) **Committee on Science and Technology.** – The Committee on Science and Technology shall have seventeen (17) Members. It shall exercise jurisdiction on all matters relating to science and technology, including scientific and technological research, development and advancement, and climate and weather forecasting.
- 16) **Committee on Bangsamoro Justice System.** – The Committee on Bangsamoro Justice System shall have Twenty-five (25) members. It shall exercise jurisdiction on all matters relating to Muslim personal, family, and property relations provided for under Presidential Decree no. 1083, including commercial, other civil actions and criminal jurisdiction which the Parliament has power to legislate on as provided under Republic Act no. 11054. *(as amended by BTA Resolution No. 50)*

Members of the BTA may sit in any of the committees; provided that the maximum number of committees they shall be part of shall not exceed four (4). Provided, further, that the Minority shall be represented in all committees. *(As amended by BTA Resolution No. 70)*

**Section 4. The Parliamentary Committees.** – Parliamentary committees are permanent committees which exercise continuing responsibility in the legislative activity of the BTA, and are hereinafter set up in these Rules. The BTA shall, upon the recommendation of the Committee on Rules, organize and adopt Parliamentary committees: Provided, That the Memberships of Parliamentary committees shall be on the basis of proportional representation affiliated with the Majority and the Minority of the BTA.

The following are the Parliamentary committees of the BTA with its corresponding number of Memberships and jurisdictions:

- 1) **Committee on Rules.** – The Committee on Rules shall have twenty-nine (29) Members. It shall have jurisdiction on all matters affecting the parliamentary procedures and practices of the BTA, the calendar, order and manner of conducting business, and the creation of the parliamentary committees, ad hoc, joint ad hoc, special, sub-committees and all other committees that may hereinafter be created. The Majority

Floor Leader shall be the Chairperson of the Committee on Rules while the Minority Floor Leader shall be the Vice-Chairpersons thereof. *(As amended by BTA Resolution No. 70)*

- 2) **Committee on Accounts.** – The Committee on Accounts shall have seventeen (17) Members. It shall have jurisdiction over all matters pertaining to the review and assessment of the budget of the Bangsamoro Parliament. *(As amended by BTA Resolution No. 106)*

The Committee on Accounts shall also have jurisdiction to examine and scrutinize the income, revenues, and the expenditure plans of all government ministries, bureaus and agencies of the Bangsamoro Government, including the audit thereof.

- 3) **Committee on Ways and Means.** – The Committee on Ways and Means shall have seventeen (17) Members. It shall have jurisdiction on all matters relating to income, revenues, taxes and fees, loans and borrowings, credit and bonded indebtedness, and other sources and forms of revenues.
- 4) **Committee on Good Government, Accountability of Public Officers and Investigation, otherwise known as the Blue Ribbon Committee.** – The Blue Ribbon Committee shall have twenty-five (25) Members. It shall have jurisdiction over all matters including, but not limited to, investigation of malfeasance, misfeasance and nonfeasance in office committed by officers and employees of the Bangsamoro Government, the local government units and other instrumentalities thereof.

The committee may, on its own initiative, or at the instance of any Member, or upon the order of the BTA, initiate the investigation.

- 5) **Committee on Ethics and Privileges.** – The Committee on Ethics and Privileges shall have seventeen (17) Members. It shall have jurisdiction over all matters relating to the duties, conduct, rights, privileges, immunities, integrity, and rep-

utation of the BTA and its Members. It carries out independent, objective, and impartial investigations into complaints against the Members of the BTA.

- 6) **Committee on Amendments, Revision, and Codification of Laws.** – The Committee on Amendments, Revision, and Codification of Laws shall have seventeen (17) Members. It shall exercise jurisdiction on all matters relating to the proposal to amend or revised the Organic Law of the Bangsamoro Autonomous Region in Muslim Mindanao, and the codification of codes and laws, including proposal to amend or revise these Rules or any provision thereof.

**Section 5. Officers of the Committees.** – Except for the Committee on Rules, the Chairperson of each Committee shall be elected by the Members of the Parliament in the Plenary. Each Committee shall elect Vice-Chairpersons from among its Members. Provided, that one of the Vice-Chairpersons shall come from the Minority. The Chairperson and, in his/her absence, the Vice-Chairperson designated by the Chairperson shall preside over the committee meetings and hearings.

In the election of the Vice-Chairpersons, the Vice-Chairperson coming from the Minority shall be nominated by the Minority. As to the other Vice-Chairpersons, they shall be nominated by the members of the Committee as a whole. *(As amended by BTA Resolution No. 70)*

**Section 6. Committee Secretariat, Staff.** – Each Committee shall have a secretariat and staff. It shall provide the Members of the committees with adequate, up to date, relevant and efficient technical support to enable them to perform their legislative tasks and responsibilities.

It shall also prepare the minutes, debates and discussions among the Members of the committee including the views and opinions of invited resource persons and experts, and signed them together with the Chairperson of the committee.

**Section 7. Membership in the Committees.** – The Membership in each committee shall be divided between the Majority and the Minority in proportion to their respective Membership in the BTA.

The Speaker, Deputy Speaker, Majority Floor Leader and Minority Floor Leader shall be ex- officio Members for all committees. They will have the right to vote. Their ex-officio Membership shall not count in nor affect the proportional representation of the Majority and Minority in the committee.

**Section 8. Nomination and Affirmation of Officers and Members of the Committees.** – The Majority and the Minority shall submit the names of their respective nominees for each committee, including those of the selected Committee Chairpersons and Vice-Chairpersons, to the Speaker. Upon motion of the Majority and Minority Floor Leaders, the Speaker shall present the names to the BTA for affirmation in plenary session, without putting the same to a vote.

A Member of the BTA may be a Chairperson, Vice-Chairperson, and Member of more than one (1) committee, maximum of four (4).

**Section 9. Commencement in the Exercise of Duties and Functions.** – The Chairperson, Vice-Chairpersons, and Members shall commence the exercise of their duties and functions immediately after their affirmation in the plenary session. They shall cease to perform their duties and functions when their successors shall have been duly elected and qualified.

**Section 10. Sub-Committee.** – Each committee may create and organize a sub-committee to deal on specific issues on the basis of proportional representation of the Majority and the Minority, as may be efficient and effective in the performance of its Members. It shall also define and determine the Membership and general jurisdiction of each sub-committee or special committee.

The subcommittee shall elect a Chairperson and Vice-Chairperson from among its members, and it shall also be provided by its own secretariat. The subcommittee Chairperson, and in his/her absence, the subcommittee Vice-Chairperson shall preside over the subcommittee meetings and hearings. (*As amended by BTA Resolution No. 70*)

**Section 11. Special Committee.** – Upon the presentation of an appropriate motion and duly seconded, or the Committee on Rules, through its Chairperson, may *motu proprio* recommend to the BTA,

for its approval, the organization of a special committee whose Membership is determined on the basis of proportional representation of the Majority and the Minority, and shall define its jurisdiction.

The officers and Members of such special committee shall be affirmed in the same manner as those of the Parliamentary committees and shall exercise the same powers as a regular committee.

**Section 12. Ad Hoc Committee.** – Ad hoc committee is a temporary committee set up under these Rules to consider specific issues which necessitate immediate and prompt actions by the BTA. It has a relatively short time to carry out its work and report to the appropriate committee or the BTA.

**Section 13. Ad Hoc Joint Committee.** – An ad hoc joint committee is a temporary committee which may be formed and organized to consider matters of interest of two or more committees.

**Section 14. Oversight Functions and Responsibilities.** – All committees shall have oversight functions and responsibilities to see to it that laws, policies and programs addressing specific concerns within their respective jurisdictions have been carried out by the concerned ministries and implemented in accordance with the purpose of the law and the intent of the BTA.

**Section 15. Committee of the Whole.** – The Committee of the Whole refers to the act of the BTA in constituting itself into a committee to consider a bill or resolution.

**Section 16. Committee Report.** – The Committee is required to prepare and submit a committee report which contains the discussions and the views expressed by the individual Members and all the invited resource persons and experts on the bill or resolution under its consideration as well as the amendments introduced and their justifications.

The Members who participated in the final voting must sign the report, either in favor, with reservation, or dissenting.

Any Member who has signed the committee report cannot ask question or make a statement contrary to the report, except about the

points in the committee report he/she has objected to, abstained, and signed with reservation.

The committee report shall be printed, distributed, and forwarded to the Office of the Secretary-General. It shall also be made available to the public in writing or electronic form.

**Section 17. Reservations by Members.** – The Members of the Committee who do not support any legislative proposal adopted by a committee, may submit a reservation in which a member may state his/her reason and/or what he/she thought should be done. The reservation shall be included in the committee report.

**Section 18. Power to Adopt, Amend or Reject Bill.** – A Committee shall have the power to adopt, amend, revise, or reject the cabinet bill or private Member bill referred to it.

**Section 19. Vacancy and Succession.** – In case of vacancy in the Membership of a committee, the committee shall continue to perform its duties, functions and powers until a new Member is elected. The vacancy shall be filled up immediately by the Majority or Minority Members of the BTA that loses such Membership.

In case of absence or temporary incapacity of the Chairperson, the Vice-Chairperson/s shall automatically assume the duties of the former until such time that he/she returns to office and resumes work.

In case of vacancy in the position of Chairperson of the committee by reason of death, resignation, permanent incapacity, or removal, the vacancy shall be filled in the same manner as provided in the first paragraph of this Section.

**Section 20. Power of Committee to Initiate Legislation or Resolution.** – Each Committee has the power to initiate legislation by drafting a bill or resolution and introducing it in the plenary session of the BTA. This is called the Committee bill or resolution which shall be steered by the whole Members of the concerned committee for approval by the BTA. (*As amended by BTA Resolution No. 70*)

## **Rule VIII. Committee Hearings, Public Hearings**

## **and Public Consultations**

**Section 1. Committee Hearings, Public Hearings, and Public Consultations.** – The committee may organize public hearings and consultations for the purpose of obtaining more information and facts and a wider view on any prospective legislative measures from professional and expert opinions, organizations, and the public. These hearings and consultations are open to the general public.

**Section 2. Committee Meeting, When and Where Held.** – The meetings of the committees are held in the morning of Tuesday, Wednesday, and Thursday in the committee room of the BTA building during the regular session of the BTA, without prejudice to holding it, whenever necessary, in outside venues. The committee Members may also go on research visits or on-site investigations.

For the same reasons and the same procedure provided under Section 5, Rule VI, the Committee may conduct meetings or hearings through teleconference, video conference or other reliable forms of remote or electronic means using appropriate information or communication technology systems due to force majeure or of an emergency which may prevent which may prevent Members from physically attending the committee meetings or hearings. *(As amended by BTA Resolution No. 73)*

Guidelines related to teleconferencing issued by the Speaker as provided in Rule VI, Section 5, shall likewise cover teleconferencing during committee meetings and hearings. *(As amended by BTA Resolution No. 73)*

**Section 3. Quorum Required.** – A committee meeting or hearing requires the presence of at least thirty percent (30%) of all its Members, including the Ex-Officio Members, in order to constitute a quorum. A decision made in such committee meeting and hearing requires a simple majority of the Members present. *(As amended by BTA Resolution No. 29)*

**Section 4. Attendance in Committee.** – Members of the committee shall be obliged to attend all committee meetings or hearings. The attendance sheet shall be forwarded to the Office of the Speaker.

Any Member who fails to attend any committee meeting or hearing for three (3) consecutive times or one-third (1/3) of the total meetings and hearings in one (1) year, without leave or any justifiable cause duly communicated and received by the committee, may be removed from the committee. The vacant Membership shall be promptly filled by the Majority or Minority to which he/she is affiliated.

**Section 5. Who Else May Attend Committee Meetings.** – Committee meetings or hearings are open to the Members, council of leaders, and various representatives of the government. However, only Members of the committee may make and present a motion and vote.

Any Member of the BTA may view and read documents of the committee, whether he/she is a Member or not.

## **Rule IX. Appearance of the Chief Minister, Cabinet Ministers, Resource Persons, and Experts in the Committee**

**Section 1. Appearance of the Chief Minister, Cabinet Ministers, and other Government Officials.** – The Chief Minister, or his/her duly authorized Cabinet Minister, or any high ranking officials of the government, may attend any committee meetings or hearings, if he/she deems it necessary.

The appearance of the Cabinet Minister, with the consent of the Chief Minister, in the committee shall pertain to any matter within his/her expertise and cognizance.

**Section 2. Cabinet Minister as a Resource Person.** – A Minister of the Cabinet may answer, either verbally or in writing, questions of the Members of BTA or Committee. Interpellations of Members shall not be limited to the written questions, but may cover matters related thereto. The questions and answers shall be recorded in the Journal of the BTA and in the minutes of the committee, as the case may be.

**Section 3. Correspondence with Ministries.** – A Committee may communicate with any Cabinet Minister or Ministry through the Chief Minister and request for the production of necessary and rele-

vant information needed for the efficient performance of a committee.

**Section 4. Appearance of Resource Persons and Experts.** – The committee may invite and consult experts and resource persons having expertise or knowledge in a particular field in order to gather more facts, knowledge and information that will help form the conclusion to the matter under consideration.

**Section 5. Resource Persons Listed in the Order of Business.** – The Order of Business shall specify the subject of the questions, the resource persons requested to answer them, and the proponents thereof.

**Section 6. Appearance in Executive Session of Resource Persons and Experts.** – The appearance of resource persons and experts in the committee hearing shall be conducted in executive session when the security of the Republic of the Philippines, the Bangsamoro or public interest so requires.

**Section 7. Appearance in Executive Session of Cabinet Ministers.** – Any Cabinet Minister or upon the request of one-third (1/3) of the Members of the committee, may ask for an executive meeting. In such meeting, the discussions, deliberations, and all matters taken thereon shall be held in strict confidence.

**Section 8. Transcripts of Executive Sessions.** – Under no circumstances may minutes or transcripts of executive sessions, or evidence or witnesses be disclosed to the public.

## **Rule X. Power of the Committee to Issue Subpoena**

**Section 1. Power of the Committees.** – The Parliamentary committees shall have the powers to conduct inquiry in aid of legislation including the power to summon witnesses and take their testimony, and to issue subpoena and subpoena duces tecum, signed by the Chairperson of the Committee or in his/her absence by the Vice-Chairperson, and approved by the Speaker of the BTA.

**Section 2. Service of Subpoena.** – Within the Bangsamoro, such process shall be served by the Sergeant-at-Arms of the BTA. Outside of the Bangsamoro, service may be made by the police of a municipality

or city, upon request of the Secretary-General.

**Section 3. Subpoena to Non-Government Witnesses.** – Witnesses who are not government officials summoned by the Committee shall be entitled, upon request, subject to approval of the Speaker, to reasonable transportation expenses plus such amounts to defray the cost of his/her stay in the venue of the committee hearing on a day-to-day basis.

## **Rule XI. Power of Contempt of BTA**

**Section 1. Contempt; Definition.** – Contempt is the act of being disobedient or disrespectful in the form of behavior that defies the authority and dignity of the BTA, its committees and their respective Members.

It also refers to the act of obstructing the performance of the official functions of the BTA and its committees.

**Section 2. Contempt Power of BTA and Committees.** – The BTA and the committees shall have contempt power. In order to discharge its functions in an orderly, efficient and timely manner, the BTA and its committees must be accorded the coercive power to discipline any person who refuses to honor the invitation and subpoena, to produce documents and witnesses, and to answer questions propounded by its Members during hearings; and who besmirch the reputation of the BTA or its Members.

**Section 3. Order of Contempt by Speaker or Committee Chair.** – The Speaker or Chairperson of a Committee, with the concurrence of the majority of its Members, may punish or cite in contempt any witness appearing before it who disobeys any of its orders, or refuses to be sworn or testify to answer a question, or when testifying, speaks falsely or evasively, or who unduly refuses to bring certain documents and/or objects of evidence required, notwithstanding the issuance of the appropriate subpoena therefor.

**Section 4. Punishment for Contempt.** – A witness may be ordered by the Committee to be detained in such place as it may des-

ignite under the custody of the Sergeant-at-Arms until such witness agrees to produce the required documents, or to be sworn or to testify, or otherwise clear himself of that contempt.

A report of the detention of any person for contempt shall be submitted by the Sergeant-at-Arms to the Office of the Speaker, committee concerned, and the Office of the Chief Minister.

## **Rule XII. Bills and Resolutions**

**Section 1. Bill.** – A bill is a proposed measure, or amendment or repeal of an existing law, presented to the BTA for its consideration.

**Section 2. Kinds of Bills.** – The following are the kinds of bills introduced and filed with the BTA:

- a. **Cabinet Bill.** – Cabinet bill is a priority measure submitted by the Chief Minister and the Cabinet Ministers, on their own initiatives, to the BTA for consideration to pass a new law or amend or revise an existing law. *(As amended by BTA Resolution No. 70)*

If the Members of the parliamentary committee, sub-committee, special committee, ad hoc and ad hoc joint committee, as a result of meetings, hearings, public consultations, investigation and inquiry discover the need to pass a new law or amend or revise an existing law, they may, in the first instance, persuade the concerned Cabinet Minister to draft the bill.

Such bill shall be presented to the Chief Minister and the Cabinet and if it passes their approval, the Cabinet Minister in charge shall introduce and steer the legislative measure before the BTA.

- b. **Committee Bill.** – Committee bill is a proposed measure initiated by any of the committees of BTA for the purpose of passing a new law or amending or revising an existing law.

It may also refer to any bill where the Cabinet Minister declines to act as mentioned in the immediately preceding Section 2(a), Paragraph 2. The Committee concerned may, on

its own initiative, introduce the said bill, to be steered by its Chairperson throughout the stages of legislation.

- c. **Private Member Bill.** – Any Member of the BTA who is not holding any executive position may introduce a bill. This shall be called a private member bill.

Cabinet bills shall have precedence over private member bills without prejudice to the consolidation. *(As amended by BTA Resolution No. 70)*

**Section 3. Parliamentary Bills and Resolutions.** – The Chief Minister shall introduce bills that will implement the government platform or programs and projects for the welfare of the general public.

Any Member of BTA may also introduce any bill, resolution or proposal directly to the Chief Minister or any of the committees, for their consideration, adoption and filing in the BTA.

**Section 4. Resolution.** – A resolution is a document expressing the sentiment or opinion of the BTA. It does not create or modify a law.

**Section 5. Types of Resolutions.** – There are three (3) types of resolutions in the BTA, to wit:

- a. **Simple Resolution** – A simple resolution is a measure used by the BTA to take action affecting its own procedures, urgent resolution requiring immediate action by the BTA, or to express an opinion, sympathy or commendation. *(As amended by BTA Resolution No. 70)*
- b. **Concurrent Resolution** – A concurrent resolution is a resolution issued concurrently by both the Executive and the BTA expressing their sentiments on certain matters.
- c. **Joint Committee Resolution** – A joint committee resolution is a resolution of two or more committees expressing the will or action of the Members on certain matters. This requires the majority vote of all the committees concerned.

**Section 6. Simple and Concurrent Resolutions.** – Simple and concurrent resolutions shall not be subject to the ordinary procedure

as prescribed in the Stages of Legislation herein provided. The BTA or the committees concerned in a plenary session shall promptly act on these matters.

**Section 7. Structure of a Bill; Order.** – The following shall be order of the contents of a bill, to wit:

- a. **Explanatory Statement; Optional.** – Explanatory statement sets out the purposes or reasons for introducing the bill.
- b. **Number.** – Number refers to the assigned number as to the order it is received by the Office of the Secretary-General of the BTA.
- c. **Title.** – Title spells out the purpose of the bill in general terms and must accurately reflect its contents.
- d. **Sponsor.** – Sponsor refers to the author or authors who introduce the bill in the BTA and whose names are enumerated therein. They shall sign the bill as Sponsors.
- e. **Enacting Clause.** – Enacting clause states the authority under which the bill will be enacted.

Example: Be it enacted by the BTA in session assembled.

- f. **Body of the Bill.** – Body of the bill is broken into Rule and Sections, each of which is numbered in Roman and Arabic numerals, respectively. A section may have more than one (1) paragraph.

A section may contain sub-sections which are sequentially lettered. Likewise, a sub- section may have more than one (1) paragraph.

- g. **Amendment and Revision.** – A bill may contain an amendatory or revision clause which shall modify, improve or supersede an existing law.

If a bill proposes to amend or revise an existing law, the title must mention the law being amended or revised.

- h. **Separability Clause.** – A bill contains a separability clause which states that if any portion or provision of the law is declared unlawful or unconstitutional, other sections or provisions which are not affected by such declaration shall continue to be in full force and effect.
- i. **Effectivity.** – Effectivity clause is the final section of a bill which announces when it shall take effect.

**Section 8. Form of a Proposed Resolution.** – The following shall be the order of the form of a proposed resolution, to wit:

- a. **Number.** – Number refers to the assigned number as to the order it is received by the Office of the Secretary-General of BTA.
- b. **Authors.** – The Authors introduce the proposed resolution in the BTA and their names shall be enumerated therein. They shall sign the proposed resolution.
- c. **Title.** – Title spells out the purpose of the proposed resolution and must accurately reflect its contents.
- d. **Body.** – The Body contains the ‘Whereas Clauses’ which present the justifications or reasons of the proposed resolution.
- e. **Final Statement of the Proposed Resolution.** – This contains the specific sentiments or opinions expressed by the authors and as may be adopted by the BTA.

**Section 9. Filing of Bills and Resolution.** – A Member may file a bill or resolution with the Office of the Secretary-General of the BTA which shall indicate the number and the date it was received. This bill or resolution shall then be forwarded to the Office of the Speaker.

**Section 10. Referral of Bills and Resolutions.** – The Speaker shall have the duty to refer the cabinet bills, committee bills, private Member bills or resolutions to the appropriate committees.

**Section 11. Deferral.** – In the absence or inability of the Cabinet Minister, the chairman of the sponsoring committee, the author of the

private Member bill or the sponsor of the resolution, as the case may be, the debate or deliberation of the particular bill or resolution may be deferred. Such deferral shall be communicated in writing to the Chief Minister, the relevant ministry, the concerned committee, the author of the private Member bill, and other officials required to be present in the next session date.

**Section 12. Amendments of Bills and Resolutions.** – All bills and resolutions shall be subject to amendments; but in order that the amendments may be considered, they should be presented concretely and specifically in the course of the debate, indicating therein the page and the line in which the amendments are proposed to be made. The Proponent may be required to present the amendment in writing if the majority of the Members of BTA present so desires.

Whenever a Member of BTA wishes to retain in a measure some words or phrases which have been substituted or deleted by the committee that reported it, an amendment to that effect must be presented as if such words or phrases have never appeared on the bill.

No amendment by substitution shall be entertained unless the text thereof is submitted in writing.

Any of said amendments may be withdrawn before a vote is taken thereon.

**Section 13. One Subject Matter.** – A bill shall only have one (1) subject matter, and an amendment which seeks the inclusion of a provision not germane to the purpose of a bill (rider) shall not be allowed.

**Section 14. Substitution of Bill; Subject Distinct.** – A bill or resolution shall not be amended by substituting it with another which covers a subject distinct from that proposed in the original bill or resolution.

**Section 15. Amendments during the Plenary.** – The following amendments can be presented in the plenary:

- a. **Committee Amendment.** – Committee amendment refers to any alteration or changes by addition, deletion, substitution, or any amendment to a bill offered by the concerned committee.

- b. **Floor or Individual Amendment.** – Floor or Individual amendment refers to any alteration or amendment by addition, deletion, substitution or any amendment to a bill offered by the concerned Member.

### **Rule XIII. Sessions**

**Section 1. Session.** – Session is the period during which the BTA meets to conduct its legislative and other related business.

**Section 2. Sessions, Hearings and Public Consultations.** – In any sessions of the BTA or hearings and public consultations of any committee, the Speaker or the Chair of the Committee, respectively, shall furnish its Members with the minutes or reports of their previous sessions, hearings and public consultations.

**Section 3. Kinds of Sessions.** – Parliamentary sessions are classified as:

- a. **Inaugural Session.** – Inaugural session is a session when the BTA meets for the first time after an appointment of its Members.
- b. **Plenary Sessions.** – Plenary sessions are sessions which refer to the conduct of business of the BTA with full powers and effects.
- c. **Regular sessions.** – Regular sessions are sessions conducted by the BTA based on its annual calendar schedules.
- d. **Special Sessions.** – Special sessions are sessions called by the Speaker, upon the request of the Chief Minister, in response to emergency situations or important matters, when public interest or public safety so requires.
- e. **Executive Sessions.** – Executive sessions are sessions which are generally closed to the public involving regional security, public safety, public health, subject matters that may be offensive to decency and public morals, and similar matters.

The Speaker may, *motu proprio*, as the need arises, even when the BTA is on recess, call a special session.

**Section 4. Conduct of Sessions.** – Plenary sessions shall commence at one o'clock in the afternoon on Tuesdays through Thursdays of the third and fourth week of the month. Except when the parliament decides otherwise. The Speaker shall open, conduct, and close the sessions.

The Speaker, after consultation with the Majority Floor Leader and the Minority Floor Leader, respectively, may:

(a) Postpone the holding of the session on a day to day adjournment, or

(b) Convene and hold the session through teleconference, video conference, and other reliable forms of remote or electronic means, using appropriate information and communications technology systems, due to force majeure or the occurrence of a national or regional emergency which may prevent the convening of the Parliament or the physical presence of its Members in the plenary hall. The members using the teleconference platform shall be deemed present for the purpose of determining the quorum, participation in the deliberation, and casting of votes.

Notwithstanding the foregoing, a limited number of the members who elect to be physically present during the holding of a teleconference session may personally attend and participate in the said session inside the plenary hall, the speaker, in consultation with the majority and minority leaders, shall determine the list of the members who will be allowed to physically attend the session in the plenary hall.

The guidelines on the teleconferencing issued by the speaker as provided in Rule VI, Section 5, shall likewise cover teleconferencing during sessions. (*As amended by BTA Resolution No. 73*)

**Section 5. Adjournment of Session for the Day.** – Adjournment refers to the termination of the session for that day, with the hour and day of the next session being set.

**Section 6. Adjournment of Regular or Special Session; Initiative of Chief Minister** – A regular or special session may only be

adjourned if the BTA upon the proposal of the Chief Minister or on motion of five (5) percent of the Members.

**Section 7. Adjournment Sine Die.** – Adjournment *sine die* is the final termination of a regular or special session.

**Section 8. Open to the Public.** – The sessions of the BTA shall be open to the public, except when the BTA so desires.

## **Rule XIV. Quorum**

**Section 1. Meaning of Quorum.** – Quorum refers to the minimum number of the Members of BTA required to conduct any business of the BTA. Unless the BOL or these Rules provides otherwise, there is a quorum when a simple majority of all its Members is present during the roll call.

**Section 2. Presence of Quorum.** – After the determination of the presence of the quorum, the Speaker shall call the session into order, and then ask the Majority Floor Leader or any Member acting in his/her stead, “What is the pleasure of the Majority Floor Leader?”

The Majority Floor Leader or anyone acting on his/her behalf shall then announce the Order of Parliamentary Business of the Day.

**Section 3. Absence of Quorum.** – When the issue of absence of quorum is raised by any Member of the BTA, the Speaker shall temporarily stop its proceedings and order the Secretary- General to count the Members who are physically present in the session hall. Upon calling their respective names, the Members duly called shall say, “Mr. Speaker, I am here” or “Mr. Speaker, present”.

**Section 4. Classifications of Quorum.** – The following are the classifications of quorum:

- a. Simple Quorum.** – Simple quorum means the presence of fifty (50%) percent plus one (1) Member of the BTA in plenary or in any committee.
- b. Qualified Quorum.** – Qualified quorum refers to the required

specific number of Members of the BTA to discipline, punish or expel any of its Members, emergency sessions or in any committee sessions as provided in these Rules.

### **Rule XV. Parliamentary Order of Business**

**Section 1. Parliamentary Order of Business.** – On any session day of the BTA, the Speaker shall furnish each Member of the BTA with a copy of the Order of Business that shall be discussed or considered by them.

**Section 2. Daily Order of Business.** – The daily Order of Business shall be as follows:

- a. Opening of Session;
- b. Invocation or Prayer;
- c. National Anthem;
- d. Bangsamoro Hymn;
- e. Roll Call;
- f. Chief Minister's Hour; (*Wednesday*)
- g. Reading and Approval of Journal of the previous session;
- h. Resolutions, Messages, Petitions, Memorials and Communications;
- i. Privilege Hour; (*Every Thursday*)
- j. Question Hour;
- k. First Stage of Bills;
- l. Second Stage of Bills;
- m. Committee Reports;
- n. Unfinished Business;
- o. Business for the Day;
- p. Third and Final Stage; and
- q. Other Matters.

The daily Order of Business shall be posted on the websites of the BTA and the Bangsamoro Government, and as far as practicable, sent through electronic mail to the Members at least three (3) days before the commencement of session. (*As amended by BTA Resolution No. 31*)

**Section 3. Order of Business.** – The Order of Business shall be communicated to the Members of the BTA and copy furnished the Of-

fice of the Chief Minister three (3) days before the scheduled session. After the opening of a plenary session, any Member of the BTA may, before the first item on the Order of Business is called, object and move for an amendment. If no objection is raised, it shall be deemed to have been adopted.

**Section 4. Other Items Not Adopted.** – Other items not included in the adopted Order of Business may still be considered if properly moved by a Member provided that no objection thereto is raised by any other Member.

**Section 5. Removal of Adopted Item.** – The BTA may, at any time, remove an item from the adopted Order of Business if properly moved by a Member: Provided, That no objection thereto is raised by any other Member.

**Section 6. Items for Next Session.** – Items of business submitted by the Members of the BTA must, upon proper motion, be placed in the Order of Business for the next session.

**Section 7. Session; Lack of Quorum.** – Where a session has been terminated for lack of quorum resulting to failure to dispose an item, the Speaker may convene another session to discuss the same in the next session.

## **Rule XVI. Messages, Letters, Memorials, and Petitions**

**Section 1. Messages.** – Messages are official communications sent to the BTA which are read and made part of the Journal. Example:

- a. Messages from the President of the Philippines;
- b. Messages from Chief Minister;
- c. Messages from Heads of States and foreign dignitaries; and
- d. Other similar messages.

**Section 2. Letters.** – Letters are formal notices demanding that the person to whom the letter is addressed perform and alleged legal obligation such as rectifying such identified problems i.e. paying sum of money, acting on contractual commitment.

A direct written or printed message by the BTA addressed to a person or organization or government agencies.

**Section 3. Memorials.** – Memorials are written documents by which the BTA congratulates or honors any person or persons or organizations for exemplary achievements or commemorative recognition and the like.

**Section 4. Petitions.** – Petitions are formal requests submitted by individuals, organizations, local government units and other entities to redress certain grievances, address specific stand and other concerns.

**Section 5. Reading and Inclusion of Certain Documents.** – The reading and inclusion of documents such as messages, letters, memorials and petitions in the record of the BTA, as well as in the Journal, may be ordered by the Speaker or upon the motion of a Member of BTA after the latter's brief explanation of the object of his/her request. If objected to, the motion shall be submitted to a vote without debate.

**Section 6. Timely Submission of Included Documents.** – No written explanation of vote, speech or any other document shall be included in the Record, as well as, in the Journal, if the Member manifesting his/her interest to have the same included fails to submit such document within three (3) working days from the time he/she made the manifestation.

**Section 7. Document of Public Interest.** – Only document of public interest shall be included in the records or journals, as may be determined by the BTA.

## **Rule XVII. Privilege Hour**

**Section 1. Day for Privilege Hour.** – Privilege hour shall be held every Thursday of the regular sessions and shall not be interrupted by any question or motion except a point of order or a motion to adjourn. In exceptional circumstances, where the person or integrity of the BTA or of a Member is in clear danger of, or has been inflicted with such grave harm or injury, a question of personal or collective privilege may be allowed to interrupt the Privilege Hour. *(As amended by BTA Resolution No. 27)*

**Section 2. Privilege Hour, After Consideration of the Business of the Day.** – Upon the unanimous consent of the BTA, the Privilege Hour, having expired, may be continued after the consideration of the Business for the Day. On any other day, upon the unanimous consent of the BTA, there shall be a Privilege Hour after the consideration of the Business for the Day.

**Section 3. Order of Speakers During Privilege Hour.** – Any Member may speak on any matter of general interest. If more than one (1) Member desires to make use of this privilege, the first to register, either in writing with the Majority Floor Leader or verbally in open session, shall be given precedence. If sufficient time is left of the hour after a Member finished speaking, the next Member who registered to speak may do so, and so on until the full hour is consumed. If requests to make use of the Privilege Hour remain recorded at the expiration of the hour, they shall be recorded in the same order for the next Monday, or for such other day that a Privilege Hour is conducted, as the case may be.

**Section 4. Limitations.** – Members shall not avail of the Privilege Hour to speak on concerns that are principally and directly related to the subject matter of measures already pending in any committee or in plenary session.

**Section 5. Audio-Visual Presentation.** – Any Member availing of the Privilege Hour who wishes to make audio-visual presentation in the course of the Member's privilege speech, shall submit an electronic copy of the audio-visual presentation to the Majority Floor Leader before the intended date of availment of the Privilege Hour.

## **Rule XVIII. Appearance of the Chief Minister and Cabinet Ministers in the BTA**

**Section 1. Appearance of the Chief Minister.** – At the beginning of its regular session, the Chief Minister shall deliver a general policy speech in the BTA. Selected Members of the Cabinet shall, at the discretion of the Chief Minister, discuss matters relative to their Ministries. *(As amended by BTA Resolution No.31)*

**Section 2. Chief Minister's Hour.** – The Chief Minister or his/her Cabinet Minister shall render a report to the BTA regarding the accomplishments and status of the Bangsamoro Government. This shall be conducted in open session, once a month, and on a Wednesday. The Chief Minister or his/her Cabinet Minister shall deliver the report without interruption. Thereafter, the Members of the BTA may be allowed to ask clarificatory questions on matters covered by the report. *(As amended by BTA Resolution No. 31)*

## **Rule XIX. Question Hour**

**Section 1. Question Hour.** – Question hour refers to the time set aside for the Members of the BTA to ask the Chief Minister and the Cabinet Ministers questions relative to the policies, programs, projects and those pertaining to their official functions.

**Section 2. Right to Ask Questions.** – Members of the BTA shall have the right to ask questions addressed to any Cabinet Minister, in writing, during the Question Hour.

Written questions shall be submitted to the Secretary-General at least three (3) days before the Question Hour. Questions of an urgent nature or those relating to current issues shall be given priority. The written questions shall be read by the Secretary-General in the plenary session upon order of the Speaker. *(As amended by BTA Resolution No. 70)*

If verbal answer is desired, the questions shall be answered and disposed of on the same day without prejudice to a request made by the Minister concerned to ask for more time to prepare his/her answer,

but in no case, shall exceed five (5) working days from the date the same was required to be answered.

If in the opinion of the Speaker, a Member's question which asks for an oral answer is of such a nature that a written reply would be more appropriate, he/she may direct such question to be answered in writing, in which case the Minister concerned shall submit a written answer within five (5) days from the date the oral answer was desired.

A Member may also, by notice given at any time before the scheduled date of appearance of the Chief Minister or Cabinet Minister to answer, withdraw or postpone the question hour allocated to him/her, to a later date to be specified in his/her written withdrawal or request for postponement.

**Section 3. Cabinet Minister as a Resource Person.** – A Minister of the Cabinet may answer questions of the Members of BTA or committee either verbally or in writing. Interpellations of Members shall not be limited to the written questions, but may cover matters related thereto. The questions and answers shall be recorded in the Journal.

**Section 4. Appearance Upon Request of the BTA.** – The Chief Minister or the Cabinet Minister may be requested to appear before the BTA and be heard on any matter pertaining to the concerned ministry. The request shall state specifically the questions to be answered and the date and hour for the appearance of the Chief Minister or the Cabinet Minister. Such appearance shall be scheduled at least three (3) days from receipt of the request.

**Section 5. Day of Appearance.** – The appearance of the Chief Minister or the Cabinet Minister shall be scheduled on Wednesday or on such other day(s) as may be determined by the Speaker or a majority of the Members of the BTA. The Cabinet Minister may answer the questions of the Members either verbally or in writing. Interpellations of Members shall not be limited to the written questions but may cover matters related thereto. Such interpellations shall conform to the standards for questions herein provided. The questions and answers shall be recorded in the Journal.

Only questions within the jurisdiction or cognizance to the Ministry/ies on which time has been allotted on that day, shall be asked.

**Section 6. Appearance in Executive Session.** – The appearance of the Chief Minister or the Cabinet Minister shall be done in an executive session when the security of the Bangsamoro or the public interest requires or the Chief Minister so states in writing.

**Section 7. Questions; Withdrawal.** – Questions may be withdrawn by the proponent when no answer has yet been made. The withdrawal shall be in writing and submitted at least three (3) days before the scheduled appearance to the Speaker, who shall immediately communicate such withdrawal to the concerned Cabinet Minister.

Answers to written questions which the Cabinet Ministers present before the Plenary shall not be released for publication until after the answers shall have been given on the floor.

**Section 8. Order of Calling Questions, if Several Ministers are Present.** – If two (2) or more Ministers are present on the same day of the Question Hour, the Speaker shall call successively, in the order in which the questions are received and listed, the first and next speaker-Minister accordingly. If within the specified schedule, the answers to the questions are not yet complete, the Speaker may allow the continuation of the proceedings, otherwise he/she shall direct that the same be taken up during the next scheduled Question Hour.

**Section 9. Standards Set for Questions.** – Questions shall be based on fact and asked for the purpose of obtaining information on matters of public interest within the competence and cognizance of the Minister to whom they are addressed.

The right of any Member of the BTA to ask questions shall not:

- a. contain arguments, inferences, imputations or defamatory statements;
- b. ask for a hypothetical proposition;
- c. ask the character or conduct of the Chief Minister or Minister except in relation to his/her official or public office;
- d. ask for information on matters pending or under consideration by any Parliamentary committee;

- e. ask on a matter under adjudication by a court of law, or any administrative bodies; and
- f. ask information about matters which by their nature are classified as strictly confidential.

**Section 10. Form of Questions and Answers.** – In form, questions and answers of excessive length are not in order.

**Section 11. Questions Not Conforming to Standards.** – If the questions do not conform to the foregoing standards, the Speaker shall return them to the Member concerned and the latter may modify or restate the questions to make them conform to the said standards or appeal the action of the Speaker. Said appeal shall be resolved like all other appeals from the rulings of the Speaker without debate.

**Section 12. Classification and Disposition of Questions.** – Questions may be classified and grouped together by subject matter by the Speaker who shall decide the order in which the said questions are to be dealt with. During the appearance of the Cabinet Minister, the Speaker shall direct the Secretary-General to read the questions according to their precedence, the name of the proponent and the Cabinet Minister to whom the question is directed.

**Section 13. Standards for Answers.** – The standards for answering questions propounded by any Member of the BTA should be direct, concise and responsive without need for discussing general policies or programs.

**Section 14. Unanswered Questions.** – Questions that are left unanswered may be answered in writing or, where necessary, during a day set aside by the Speaker before the next Question Hour or at any succeeding Question Hour, without prejudice to the right of the proponent to ask that the same be answered orally in open session. Questions not taken up due to the absence of both the proponent and the Cabinet Minister shall be taken at any other day.

**Section 15. Short Notice Question; Allowed.** – When a Member desires a verbal answer to a question raised on a short notice which relates to a matter of public importance and is of an urgent character, the Speaker shall ask the proponent to briefly justify and state his/her

reasons. In such case, the Speaker may direct the Minister concerned to reply immediately if he/she is in a position to do so, otherwise, he/she shall indicate the day of his/her reply which shall not be more than five (5) days from the date the urgency is discovered.

**Section 16. Interpellations and Comments of Proponents of Original Questions.** – At the end of every Question Hour, it shall be in order for any proponent of the original questions to interpellate the Cabinet Minister concerned and make comments, observations and statements relative to the answers given. The interpellations and comments of the proponent shall be subject to the fifteen (15) minute rule.

**Section 17. Committee on Rules; Coordination Unit.** – A Coordination Unit under the Committee on Rules shall be organized to facilitate, coordinate and expedite all matters relative to the conduct of the Question Hour.

## **Rule XX. Confirmation of Cabinet Ministers Who are Non-BTA Members**

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**Section 1. Confirmation of Non-BTA Ministers.** – Non-BTA Members who were appointed to Cabinet Minister position shall be subject to confirmation by the BTA in a plenary session duly assembled. There shall be rules to be adopted by the BTA that will govern the process of confirmation of non-BTA Member.

## **Rule XXI. Stages of Legislation**

**Section 1. Stages of Passing a Law.** – A bill filed in the plenary session, either as a cabinet bill, committee bill or private Member bill, shall pass through several stages before it becomes a law.

**Section 2. Stages of Legislations.** – The stages of legislation in the BTA shall be as follows:

### ***First Reading***

- a. The First Stage.** – During the first stage, a bill is introduced in the BTA. The Speaker shall direct the Secretary-General to

read the bill's number, title and author.

At this stage, the Speaker shall recognize the author of the bill to declare in the plenary session whether the bill is a cabinet bill or a private member bill.

If the bill is a private Member bill, the author may propose the inclusion of additional authors by making the appropriate request to the Majority Floor Leader. *(As amended by BTA Resolution No. 70)*

### ***Second Reading***

**b. Second Stage.** – During the second stage, the proponent will deliver his/her sponsorship speech containing the general principles, outline, objectives and purposes of his/her bill. Thereafter, the bill shall be referred to the appropriate committee. *(As amended by BTA Resolution No. 70)*

**c. Committee Stage.** – At this stage, the concerned committee shall examine, scrutinize and deliberate in detail and line by line the legislative proposal. It may consult, invite and solicit opinions from experts, relevant ministries and offices, the public and other interested parties.

The committee concerned may propose amendments or revisions to the proposal, and if there are no changes made, the bill is deemed submitted to the next stage. The Committee shall then render a report on the bill to the plenary.

**d. Consideration and Deliberation Stage.** – The Members of BTA shall deliberate and debate the committee report, including proposed amendments if there are any, in the Plenary Session, except when the proponent has already agreed to adopt the committee amendments.

But if the proponent of the committee report does not accept the amendments, the period of amendment continues and he/she can propose his/her own amendments. This is called the **Committee Amendments** which refer to the alterations, modifications, and

changes made or proposed to be made to the bill that are offered by the proponent.

Individual Members can also propose amendment. This is called individual or **floor amendments**, which refers to any alteration, modification, and change made or proposed to be made to the bill by other Members of BTA.

Both the committee amendments and individual or floor amendments shall be debated and voted upon.

### ***Third Reading***

- e. Final Stage.** – During the final stage, there shall be a final debate on whether or not to pass the bill. No amendment can be considered at this time. The proponent of the bill or author of the motion shall have the right to close the debate.

During the voting, the Majority Floor Leader shall only read the title of the bill, provided that printed copies of the bill shall have been distributed to the Members of the BTA at least three (3) days before voting ensues. However, in case of a certified bill or emergency bill, the three (3) days requirement herein is waived and the voting can be done on the same day the bill is approved in the Final Stage.

The Speaker shall ask for a roll call vote by show of hands or by standing or sitting provided that any Member who wishes to abstain shall manifest by saying “Mr. Speaker, I abstain”, without the need of explanation.

- f. Approval of the Bill.** – After going through the stages herein provided, the printed form of the approved bill shall be signed by the Speaker and the Chief Minister.
- g. Effectivity.** – The enacted law shall take effect after fifteen (15) days following its complete publication in at least one (1) newspapers of general circulation within the BARMM.

**Section 3. In cases of Public Calamity or Emergency; Exception.** – No bill shall be become a law unless it has passed the stages of

legislation except when the Chief Minister certifies to the necessity of its enactment to respond to a public calamity or emergency. For this purpose, the Chief Minister shall immediately forward to the Speaker of the BTA the certified measure. Within twenty-four (24) hours from receipt of the certification, the BTA shall act for the immediate passage of an emergency bill.

**Section 4. Swift Passage Procedure.** – The BTA shall, in exceptional cases, adopt the Swift Passage Procedure which is a speedy disposition of a bill in seven (7) working days that skips the detailed scrutiny and examination period in the Committee Stage provided in Section 2 (c), Rule XX, of these Rules.

This procedure allows cross-party or free conscience voting.

## **Rule XXII. Debates and Deliberations**

**Section 1. Debate.** – Debate is the formal discussions of a measure under consideration in the plenary, according to the Parliamentary procedures and practices provided in these Rules.

**Section 2. Opening of the Debate.** – The Speaker shall open the debate on every item of the Parliamentary Order of Business unless such a debate is inadmissible or subject to special conditions.

The Speaker shall state the question before the plenary session when it becomes ready for consideration by the BTA. A Member has the right to speak and must address his/her views and remarks to the Speaker.

**Section 3. List of Interpellators.** – The Majority Floor Leader shall maintain a list of interpellators that serves as the guide in the order to be recognized in the discussion of the measure under consideration. Unless interrupted by procedural motions, the session proceeds with the list. In order to be registered in the list of interpellators, a Member shall register in writing to the Secretary-General which list shall be submitted to the Majority Floor Leader for the recognition of the interpellator. *(As amended by BTA Resolution No. 70)*

**Section 4. Member Shall Speak Once; Exception.** – No Member

of the BTA shall speak more than once during the same day on the same question or motion. If a Member wishes to do so, he/she may appeal and seek the leave of the BTA which requires majority vote of the Members present without debate, but the appellant has to wait until after all Members who desire to speak have already spoken on the same question or motion.

**Section 5. Sponsor's Final Statement.** – The proponent of any measure is entitled to move for the closure of the debate with a remark, speech, or final statement which he/she raised before the plenary or the appropriate committee, provided that all Members who wish to be recognized and speak have already spoken.

If all the Members on the list have taken the floor or if no one requests leave to speak, the Speaker shall close the debate.

**Section 6. Procedures in Consideration of Bills and Resolutions** – The BTA shall adopt the following procedure in the consideration of bills and resolutions:

- a. If a debate ensues, turns for and against the bill shall be taken alternately: Provided, however, That any committee Member who fails to enter his/her objection or to make of record his/her dissenting vote in the committee level, shall not be allowed to speak against the bill during the period of debate, although he/she may propose and speak or vote on amendments thereto.
- b. The sponsor of the bill or author of the motion shall have the right to close the debate.
- c. With the debate closed, the consideration of amendments, if any, shall be in order.

At this stage, a committee amendment followed by individual and floor amendment shall be observed.

1. Committee Amendment. -
2. Individual or Floor Amendment. -
3. After the period of amendments, the voting of the bill on Second Reading.

**Section 7. Final Vote.** – Bills shall be submitted to final vote after printed copies thereof in final form have been distributed to the Members at least three (3) days prior to voting on the bill except when the Chief Minister certifies to the necessity of their immediate enactment to meet a public calamity or emergency, in which case the voting may take place immediately after the approval of the amendments.

**Section 8. Adjournment of Deliberations or Closure of the Debate.** – If all the speakers on the list have taken the floor or if no one requests leave to speak, the Speaker shall declare the debate closed.

**Section 9. Leave to Speak and Request for Leave to Speak by Members of the BTA.** –

- (1) Members may take the floor only if given leave to do so by the Speaker.
- (2) Members who wish to speak on the subject under consideration shall, as a rule, inform the Majority Floor Leader who keeps the list of proponents.
- (3) Members who wish to raise a point of order or to make a statement may do so by intervention.
- (4) If a Member wishes to put a question to the proponent in the course of his/her speech or, during the debate, to make remarks on the subject under discussion, he/she shall use one of the microphones in the Chamber. He/she may put this question or make these remarks, following a question to that effect, only if the Speaker has consented. Following a contribution to the debate the Speaker may give Members leave to make remarks lasting not more than three (3) minutes; the proponent may reply once. The remarks must be brief and concise.

**Section 10. Explanations of Vote.** –

- (1) During the final voting stage, Members of the BTA may make a verbal statement on the final vote lasting not more than five

(5) minutes or submit a short written statement, which shall be included in the minutes of plenary proceedings. As a rule, the Speaker shall give Members leave to make a statement before the vote is taken.

- (2) Prior to the vote, any Member of the BTA may state that he/she will not participate in the vote.

**Section 11. Closure of Debate and Deliberation.** – The Speaker may close the deliberations or debate if a motion to that effect is moved and duly seconded by any Member.

**Section 12. Impartiality of the Speaker.** – The Speaker shall remain impartial during debate and deliberation of bills and resolutions in the plenary. When he/she desires to engage in debate on the merits of a bill or resolution under consideration with Members of the BTA, he/she shall relinquish the chair, and the Deputy Speaker shall temporarily act as the presiding officer.

### **Rule XXIII. Decorum, Parliamentary Acts and Language**

**Section. 1 Decorum.** – Decorum is the proper etiquette and conduct of Members during the session of the BTA.

**Section 2. Offensive Acts and Languages** – Speeches, acts and languages delivered in plenary session, committee, public consultation or in any other parliamentary proceedings during the regular session which are offensive or improper against any Member of the BTA, persons or public institutions shall be deemed unparliamentary.

**Section 3. Enforcing Parliamentary Conduct.** – When a Member of BTA, by word or deed, violates any Rule of the BTA, the Speaker, *motu proprio* or at the instance of another Member may call him/her to order. The Member of BTA concerned shall immediately take his/her seat if he/she happens to have the floor; and in case the point of order raised has been sustained by the Speaker or Presiding Officer, said Member of BTA shall not continue speaking without the consent of the BTA. If there is a motion permitting the Member of BTA concerned to continue speaking, the same shall be resolved without debate.

**Section 4. Unparliamentary Language.** –When a Member of BTA is called to order for using unparliamentary language, any other Member may ask that the objectionable words be read for the information and decision of the BTA.

**Section 5. Proceedings.** – Upon the recommendation of the Committee on Ethics and Privileges, the BTA may punish any Member of BTA for disorderly behavior and, with the concurrence of two-thirds (2/3) votes of all the Members, suspend the Member of the BTA for a period not exceeding sixty (60) calendar days.

## **Rule XXIV. Motions**

**Section 1. Motion, Defined.** – A motion is a proposal which expresses certain views made by a Member of the BTA in a meeting, session, public consultation, and similar activities upon which the BTA or any of its committees shall take proper action.

**Section 2. Presentation of Motions.** – The BTA shall conduct business through the presentation of motions by its Members. A motion may be proposed or introduced verbally, but a majority of the Members of BTA present may require that it be done in writing and read by the Secretary-General before putting it into consideration.

Any Member of the BTA may bring business by introducing a main motion, or dispose of this business through subsidiary motions and incidental motions.

**Section 3. Main Motion.** – A main motion is a motion sponsored by a Member of the BTA presented for consideration and deliberation before the plenary session, committee meetings, public consultations and hearings, on any particular subject matter. Main motions are debatable and subject to amendments.

**Section 4. Prohibition in Presenting Main Motion.** – A main motion cannot be presented when there is a standing motion before the BTA. However, any other motions such as privilege motions, subsidiary motions and incidental motions can be presented while a main motion is pending deliberation and take precedence over the latter

when properly presented.

**Section 5. Subsidiary or Secondary Motions.** – Subsidiary or secondary motions refer to the other various motions which aid Members in properly disposing of the main motion. These motions, when properly raised, suspend the main motion and must be decided before the main motion can be acted upon.

In effect, subsidiary motions may modify, postpone action or may refer the main motion to an appropriate committee to investigate or conduct hearings, meetings, and consultations.

**Section 6. Subsidiary Motions.** – Subsidiary motions are ranked from the highest order to the lowest, to wit:

- a. Lay on the table puts aside a main motion to a later unspecified time;
- b. Previous question;
- c. Limit or extend limits of debate;
- d. Postpone to a certain time;
- e. Commit or refer. A motion to commit or refer sends the main motion to a smaller group like a committee for further study and refinement;
- f. Amend; and
- g. Postpone indefinitely.

**Section 7. Incidental Motions.** – Incidental motions are those motions which arise out of another question which is pending, and therefore take precedence and must be decided before the question out of which they arise. They are incidental to a question that has just been pending and should be decided before any other business is taken up.

Incidental motions take precedence over subsidiary motions. Among these incidental motions are:

- a. Questions of order and appeal;
- b. Suspension of the Rules;
- c. Objection to the consideration of a question;
- d. Division of a question, and consideration by paragraphs;
- e. Division of the assembly, and motions relating to methods of voting, or to closing or reopening of polls;

- f. Motions relating to methods of making, or to closing or to re-opening of nominations; and
- g. Request growing out of business pending or that has been pending; as a Parliamentary inquiry, a request for information, for leave to withdraw a motion, to read papers to be excused from a duty, or for any other privilege.

**Section 8. Privileged Motion.** – Privileged motions are motions not relating to the pending question but are of so great importance as to require them to take precedence over all other questions, and on account of their high privilege, they are non-debatable. Subsidiary motions cannot be applied to privileged motions, except the motions to fix the time to which to adjourn, and to take a recess.

The following are the privileged motions:

- a. Fix the time to which to adjourn, if made while another question is pending;
- b. Adjourn, if unqualified and if it has not the effect to dissolve the BTA;
- c. Take a recess, if made when another question is pending;
- d. Raise a question of privilege; and
- e. Call for orders of the day.

**Section 9. Motion to Take From the Table.** – Motion to take from the table is to resume the consideration of a motion that was laid on the table earlier, either done in the present session or in the previous session.

**Section 10. Point of Order.** – Point of order is a motion that helps render that leadership of the session is not solely the responsibility of the chair or presiding officer. This motion is used when a Member feels that proper decorum of debate is not being followed and the chair does not call the person to order.

**Section 11. Putting the Question and Announcement of the Votes.** – When the Members shall have already exhaustively debated and discussed the issues, the Speaker may proceed to take the vote on the question before it. The Speaker may ask “Are you ready for the question or the vote?” if no Member seeks recognition, the Speaker

can proceed to ask again “As many as are in favor of the ....., say aye. And after the ayes have responded, he/she continues “as many as are opposed, say no.”

The votes are necessary complement to the question ask and should always be announced to give effect to the result. The ayes have it and the motion is adopted, or the nays have it, and the motion is lost are the usual result of the announcement.

**Section 12. Votes Required to Approve a Motion.** – If the BTA has established a quorum, the votes required to approve a motion is the majority of the votes cast provided that a motion to suppress or limit debate, to prevent the consideration of a question, and without due notice to rescind action previously taken, required a two-thirds (2/3) vote.

**Section 13. Precedence of Motion.** – While a motion or bill or resolution is being discussed, no other motion shall be entertained except the following and in the order in which they appear below:

- a) Motion to adjourn;
- b) Motion to set the date for the resumption of the session;
- c) Motion to suspend the session;
- d) Motion to call an executive session;
- e) Motion to lay on the table any business;
- f) Motion to postpone indefinitely the consideration of any business;
- g) Motion to postpone the consideration of any business to another date;
- h) Motion to refer a principal motion to the corresponding committee; and
- i) Motion to amend.

All motions to adjourn or suspend a session or to hold executive sessions shall be resolved without debate.

## **Rule XXV. Point of Order**

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**Section 1. Leave to Speak.** – The Speaker shall give precedence to a Member requesting for leave to speak in order to move a procedural motion on a point of order. The motion must relate to the subject under debate or to the Parliamentary business.

**Section 2. Point of Order Raised.** – When a point of order is properly raised by a Member, the Speaker shall grant the motion. When the motion is recognized, no other motions shall be entertained from any other Members of the BTA.

**Section 3. Five (5) Minute Limitation.** – No Member may speak for longer than five (5) minutes on a point of order.

## **Rule XXVI. Suspension of Rules**

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**Section 1. Authority to Move.** – The Majority Floor Leader, as the Chairperson on Committee on Rules, shall have the preference to move for the suspension of the Rules without prejudice to the right of the other Members of the BTA.

**Section 2. Vote Requirement.** – A majority vote of the Members present, there being a quorum, is required to suspend any rule.

**Section 3. Interruption of Motion to Suspend the Rules.** – When a motion to suspend the Rules is pending, one (1) motion to adjourn may be entertained which shall be promptly voted upon. If the latter is lost, no similar motion shall be presented or made until the vote is taken on the motion to suspend the rules.

**Section 4. Debate on Motion to Suspend the Rules.** – A motion to suspend the rules for the passage of a measure may be debated on for one (1) hour, which shall be divided equally between those in favor and those against.

**Section 5. Effects on Suspension.** – The BTA shall proceed to consider the measure after voting to suspend the rules. A majority vote of the Members present, there being a quorum, shall be necessary for the passage of said measure.

## **Rule XXVII. Manner of Obtaining the Floor**

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**Section 1. Obtaining the Floor.** – Whenever a Member of the BTA wishes to speak, he/she may not address the BTA or make motion until after being recognized by the Speaker. In order to obtain the floor, he/she may rise and ask for recognition by the Speaker or he/she may register his/her desire to be recognized with the Majority Floor Leader. In the first case, when two (2) or more Members rise at about the same time to claim the floor, the speaker is duty bound to call the first to rise and ask for recognition, except in the following three (3) cases:

1. When a debatable question is immediately pending. The proponent of the immediately pending debatable question before the BTA shall be given the floor unless he/she has already substantially spoken on the question;
2. When a non-debatable question is immediately pending. The proponent of the question which is non-debatable has no preference on the floor or is not again entitled to debate on the same question, provided that the Member who also seeks recognition has not spoken on the question; and
3. When no question is pending.

Then the Speaker will respond by recognizing the Member and yielding to him/her the floor. After having obtained the floor, the Member may then proceed to address the presiding officer by his/her official title “Mr. Speaker”.

The Member may then address the BTA and/or proceed to make and present the proper motion on the subject matter in question. A second to the motion is necessary to be made by any other Member of the BTA. Before any debate or discussion may ensue, the Speaker shall re-state the motion as seconded.

The Speaker may, without waiting for the second, put the question before the plenary if he/she sees it to the general interest of the Members. A Member can raise a point of order that the motion was not seconded in which case the Speaker shall oblige and call for a second before it can formally proceed with the question.

**Section 2. Prohibition on Manner of Obtaining the Floor.** – No Member of BTA shall interrupt another without the latter's consent, which may not be obtained except through the Speaker or Presiding Officer.

**Section 3. Second the Motion, Exceptions.** – Motions have to be duly seconded. The following are the exceptions, to wit:

- a. To raise a question of privilege;
- b. To raise a question of order;
- c. Objection to the consideration of a motion;
- d. Call for orders of the day;
- e. Call for the division of the question, under certain circumstances;
- f. Call for the division of the BTA, in voting;
- g. Call for motion to reconsider;
- h. For nomination; and
- i. Leave to withdraw a motion

**Section 4. Stating the Question.** – Unless the Speaker rules a motion as out of order, it is his/her duty to state the exact and perfectly clear question presented before the BTA for consideration and action, immediately after a motion is made and presented and duly seconded.

**Section 5. Amendment of the Motion.** – Prior to the re-statement of the motion or of it being ruled out of order by the Speaker, any Member of the BTA may suggest any amendments as he/she pleases, without the consent of the proponent and the seconder, or even withdraw later his/her amendment entirely but only before the Speaker re-states the motion. If the movant shall later withdraw his/her amendment, the Member who seconded has the right to withdraw his/her second.

If the Speaker has already re-stated the motion in either case, the movant cannot anymore withdraw his/her amendment without the consent of the majority of the Members present.

If the sponsor or proponent withdraws the motion and it is duly seconded, he/she shall obtain the consent of the seconder, otherwise the same is defeated. In such case, the latter may reintroduce or adopt the withdrawn motion as his/her own.

## **Rule XXVIII. Unfinished Business**

**Section 1. Unfinished Business.** – Unfinished Business refers to the matters being considered by the BTA at the time of adjournment of its preceding session. Its consideration shall be resumed until such unfinished business is disposed of. Thereafter, the Speaker shall call for the Business for the Day.

## **Rule XXIX. Records of the BTA**

**Section 1. Records of the BTA.** – The BTA record shall be a substantially verbatim account of remarks made during the proceedings of the BTA, subject only to technical, grammatical and typographical corrections authorized by the Member involved.

**Section 2. Delivery to Archives.** – All papers and records relating to the completed business of the BTA shall be delivered to, kept by and preserved in the archives. All pending matters and proceedings shall terminate upon the expiration of the term of BTA, and the records pertaining thereto, delivered to the archives within fifteen (15) days after such expiration.

**Section 3. Duty of Committee Secretaries.** – Committee secretaries shall, within seven (7) days after the enactment of bills or joint resolutions, and fifteen (15) days after final adjournment of BTA, deliver to the archives all bills, resolutions, petitions, and other papers referred to their respective committees including all records of proceedings, report of investigations conducted, and all evidences taken by such committees together with the electronic copies thereof.

The Secretary-General, upon neglect or failure of the committee secretaries to comply with this Section within seven (7) days, shall thereafter take custody of all such papers, and may impose appropriate disciplinary action on concerned committee secretaries.

**Section 4. Open Books.** – The records and journals of the BTA, including plenary records, shall be preserved and be open to the public in accordance with law.

**Section 5. Journal of the BTA.** – The Journal of the BTA shall from time to time be printed and published under the direction of the Speaker, and its distribution and the number of copies to be printed shall be determined by the BTA in a resolution to that effect.

### **Rule XXX. Journals of the BTA**

**Section 1. The Journal.** – It is a concise and accurate account of the proceedings of what has taken place in every plenary session.

**Section 2. Contents of Journal.** – The following shall be stated in full in the Journal:

- a. The proclamation by the Speaker to convene the BTA;
- b. The titles of the bills and resolutions presented by any Member of the BTA;
- c. The objections to the legislative measures vetoed by the Chief Minister, together with the votes of the Members on each veto measure; and
- d. All nominal voting.

In condensed form, the Journal shall also include:

- a. Message of the President of the Philippines;
- b. Message of the Chief Minister;
- c. Petitions;
- d. Communications; and
- e. Memorials.

It shall also include a list of Members who responded to the roll call, those who arrived at the session hall after the roll call, and those who are on official business/mission authorized by the Speaker or Chief Minister. The names of those who are absent shall also be so recorded.

**Section 3. No Interruption of Journal Reading; Exception.** – The reading of the Journal shall not be interrupted or suspended except by unanimous consent of the BTA, and no motion to amend shall be entertained once it has been read and approved.

**Section 4. Errors in Journal.** – If a Member of BTA finds any er-

ror in the Journal, the reading of which was dispensed with, he/she shall verbally in open session, call the attention of the BTA to this fact and move for its correction not later than three (3) session days subsequent to the day when the reading of the Journal was dispensed with.

**Section 5. Printing and Distribution of Journal.** – The Journal shall from time to time be printed and published under the direction of the Speaker, and its distribution and the number of copies to be printed shall be determined by the BTA in a resolution to that effect.

### **Rule XXXI. Discipline, Ethics, and Accountability**

**Section 1. Discipline of Members.** – All Members present in sessions, meetings, hearings and public consultations shall have the obligation to obey the legitimate orders of the Speaker. The Speaker or a Member can “Call to Order” any Member for simple breach of conduct or the Parliamentary procedures as provided herein.

The Speaker shall warn an offending Member for his/her disorderly behavior during the sessions, meetings, hearings and public consultations for grave breach of order. The BTA shall have the power to impose a penalty upon the offending Member by majority vote to reprimand, censure, or be removed from the plenary.

For grave disorderly behavior, the BTA may suspend a Member with the concurrence of two thirds (2/3) votes of all its Members. The penalty of suspension shall not exceed thirty (30) days.

**Section 2. Discipline of Non-Members.** – The BTA and its committees shall have the right to be protected from annoyance by non-Members, and its full authority can be exercised by the Speaker. The Speaker shall direct the non-Members to leave the plenary, or order the Sergeant-at- Arms to remove them at any time during the session. If a person refuses to leave the plenary, the Speaker shall take necessary measures to ensure that the order is enforced.

When serious annoyance by hostile persons or groups occurs as in mass meetings, the Speaker shall call on the security personnel of the BTA to impose order.

**Section 3. Code of Conduct and Ethics for Members of BTA.**

– There shall hereafter be adopted a Code of Conduct and Ethics for Members of the BTA which shall serve as their guide.

A Member of the BTA shall:

- a. Act at all times and in all places in a manner that shall reflect the honor, virtue and uprightness of the BTA;
- b. Abide in his/her deliberations and decisions by the spirit and the letter of these Rules and the relevant rules of the Parliamentary committees;
- c. Not receive compensation or any pecuniary interest, and may not permit compensation or any pecuniary interest to accrue to the Member's beneficial interest from any source, the receipt of which was derived through influence improperly exerted due to the position of the Member in the BTA;
- d. Not be appointed to any office created or the emoluments thereof increased during the term of the Member;
- e. Not personally appear as counsel before any court of justice, the electoral tribunals, or any quasi-judicial or administrative body, or be directly or indirectly financially interested in any contract, franchise or special privilege granted by the government, or any subdivision, agency or instrumentality thereof, including any government-owned or controlled corporation, or its subsidiaries, during his/her term of office;
- f. Not intervene in any matter before any office of the government for personal pecuniary benefit, or where the Member may be called upon to act on account of his/her office;
- g. Not acquire or receive any personal pecuniary interest in any specific business enterprise which will be directly and particularly favored or benefited by any law or resolution authored by the Member that is approved or adopted by BTA during the term of the Member. It shall be unlawful for the Member to continue to retain such interest thirty (30) days after such approval;

- h. Not authorize or allow an individual, group or organization not under the direction and control of the BTA to use the words “Bangsamoro Transition Authority”, or “Official Business”, or any combination of these words, nor the seal of the BTA or any other representation thereof on any letterhead, envelope, signage or for any other purpose; and
- i. Not disclose any classified information received in the course of the service with the BTA, except as authorized by the BTA or in accordance with its Rules.

The BTA, upon recommendation of the Committee on Ethics, may punish its Members for any violation of these Rules of Conduct, as well as for disorderly behavior.

**Section 4. Disciplinary Vote Requirement .** – The BTA may censure or reprimand an erring Member with the concurrence of the majority of all its Members. It may suspend an erring Member with the concurrence of two-thirds (2/3) of all its Members: Provided, that a penalty of suspension shall not exceed six (6) months.

## **Rule XXXII. Broadcasting the BTA**

**Section 1. Closed-Circuit Viewing of Floor Proceedings.** – The BTA shall establish a system for closed-circuit viewing of floor proceedings in the offices of all Members and in such other places in the BTA as the Speaker considers appropriate. Such system may include other telecommunications functions subject to rules and regulations issued by the Speaker.

**Section 2. Public Broadcasting and Recording of Floor Proceedings.** –

- a. The BTA shall administer a system for audio and visual broadcasting, recording, and live streaming of its proceedings. The system shall include the distribution of such broadcasts and recordings to news media, for the storage of audio and video recordings of the proceedings, and for the closed-captioning of such proceedings. Any public broadcasting and system of

recording of floor proceedings shall be subject to rules and regulations issued by the Speaker;

- b. All television and radio broadcasting stations, networks, services and systems including cable television systems that are accredited to the BTA radio and television correspondents' galleries, and all radio and television correspondents who are so accredited, shall be provided access to the live coverage of the BTA; and
- c. Coverage made available under this section, including any recording may not be:
  - (1) Used for any political purpose;
  - (2) Used in any commercial advertisement; nor
  - (3) Broadcast with commercial sponsorship, except as part of a bona fide news program or public affairs documentary program.

### **Rule XXXIII. Session Hall, Conference Rooms, Lounges, Lobbies and Rooms**

#### **Section 1. Use of Session Hall, Conference Rooms, Lounges and Lobbies. –**

- a. The session hall shall be used only for plenary sessions. Conference rooms and all building lobbies shall be used only for committee meetings, caucuses and meetings of Members in the performance of legislative functions except when the BTA directs otherwise.

There shall be established a Member's Lounge for their exclusive use.

A separate lounge may be used by Members and their guests upon approval by the Speaker. The entire premises of the BTA shall be used only for the official functions of BTA.

- b. The Philippine flag, the Bangsamoro flag and the official emblem or seal of the BTA shall be displayed altogether in the

session hall of BTA. The Philippine flag, as well as the Bangsamoro flag shall be open to view in conspicuous places in all offices and conference rooms in the premises of BTA.

- c. Communications, documents, publications and other information materials written by or prepared under the direction of a Member, may be distributed in the session hall by such Member personally or through facilities or employees of the BTA: Provided, That the author or source thereof is properly identified in such communications, documents, publications and other information materials.
- d. Any Member who wishes to make audio-visual presentation in the course of his/her speech, shall furnish an electronic copy of the audio-visual presentation to the Majority Floor Leader before the intended date of speech of the Member.

**Section 2. Assignment of Seats in the Session Hall.** – The seating arrangement and assignment shall be decided following the election of the Speaker, Deputy Speaker, Majority Floor Leader, and the Minority Floor Leader. The Speaker sits at the center. The Chief Minister shall likewise have a reserved chair beside and parallel to him/her on the Speaker's right side, and the Cabinet Ministers a step below the Chief Minister's chair.

The Members of the BTA shall sit in alphabetical order, provided that the Majority Floor Leader shall sit on the right side of the first row and the Minority Floor Leader on the left side parallel to the former.

**Section 3. Seats in the Gallery.** – Seats in the gallery shall be arranged according to rows, to wit:

- a. First Row. – Dignitaries and Members of the diplomatic corps;
- b. Second Row. – Family of Members of BTA and other persons authorized by the Secretary-General;
- c. Other Rows. – These shall be open to the public subject to the rules of procedure prescribed by the Secretary-General.

**Section 4. Sergeant-at-Arms; Unauthorized Persons.** – The

Sergeant-at-Arms shall not permit persons other than Members and authorized personnel to enter or stay within the places designated in the session hall for Members and personnel needed therein while the BTA is in session. Fifteen (15) minutes before the session, the Sergeant-at-Arms shall clear such area of all other persons, and shall be so kept clear until recess or adjournment. This section shall not be suspended, except as to resource persons or technical assistants required by the reporting committee or by the proponent of a motion under consideration.

**Section 5. Assignment of Rooms to Members of BTA.** – Assignment of rooms to Members shall be done, as far as practicable, by lot to be drawn upon submission to the Secretary- General of the complete documentary requirements for assumption of office.

### **Rule XXXIV. Miscellaneous Provisions**

**Section 1. Bangsamoro Symbols of Authority.** – The BTA shall adopt the official flag, emblem, seal, mace and hymn of the Bangsamoro.

**Section 2. Bangsamoro Flag.** – The BTA shall by two-thirds (2/3) vote of all the Members adopt the official Bangsamoro flag.

**Section 3. Bangsamoro Hymn.** – The BTA, by a vote of simple majority, shall adopt a Bangsamoro Hymn, which will be played or sung during formal, ceremonial and solemn occasions, together with the national anthem of the Philippines.

**Section 4. Official Seal of BTA.** – The BTA shall adopt an official seal upon a simple majority vote.

**Section 5. Mace.** – The mace of the BTA is a symbol of authority, which shall be displayed at the foot of the rostrum of the Speaker whenever the BTA is in session. It serves as the warrant for the Sergeant-at-Arms to confront disorderly behavior and to enforce order in the plenary upon the instruction of the Speaker.

**Section 6. The Gavel.** – The Gavel is a symbol of the authority of the Speaker during sessions, and in his/her absence, of the Deputy

Speaker, or any Member designated to perform the duties of the Presiding Officer. It shall be used to maintain order during meetings of the BTA and its committees.

Two (2) taps of the gavel by the Speaker shall call the BTA session open and call the meeting to order.

When a main motion has been passed or rejected, one (1) tap of the Gavel shall follow the announcement. The Gavel is also tapped once to declare a quorum; suspend and resume session; approve other motions; approve a bill or resolution on second or final stage; direct the Secretary- General to take specific actions; refer bills and resolutions to appropriate committees; refer committee report to the committee on rules when necessary; send communications to the archives; inform the body that voting will be conducted; direct the Sergeant-at-Arms to impose order and discipline; and to call for attention, silence and order in the premises of the plenary.

Adjournment is signaled by a single tap of the gavel.

### **Rule XXXV. Supplementary Rules**

**Section 1. Supplementary Provisions.** – If there is no provision in these Rules applicable to a specific case of proceedings in the BTA, the procedures of the Senate of the Republic of the Philippines, the House of Representatives of the Philippines, and the generally accepted principles on Parliamentary procedures shall be availed of suppletorily.

In such cases, the BTA shall recognize the principle of *stare decisis*, or a commitment to stand by earlier decisions.

### **Rule XXXVI. Amendment or Revision of the Parliamentary Rules, Procedures, and Practices of the BTA**

**Section 1. Amendment of these Rules.** – Any provision of these Rules, except those that are embodied in the Organic Law of the BARMM, may be amended by a majority vote of all the Members of the BTA.

**Section 2. Mode of Amendment or Revision.** – Any amendment to or revision of these Rules may be proposed by:

- a. The Speaker;
- b. Any Member of the BTA; and
- c. The Committee on Rules, by two thirds (2/3) votes of all its Members.

**Rule XXXVII. Availability, Obligations, and Effectivity  
of Parliamentary Rules, Procedures,  
and Practices of the BTA**

**Section 1. Availability of the Rules of Parliamentary Procedure.** – These Rules shall be provided and made available in printed or electronic copies to the Members of the BTA; those appearing as resource persons in any sessions, hearings, meetings, and other similar activities; and to any person/s as the BTA may deem necessary and proper.

The local government units within the Bangsamoro are encouraged to acquire, possess, and make available copies of these Rules to all Members of the *Sanggunian* within their respective jurisdictions.

**Section 2. Obligation to Possess and Read these Rules.** – The Members of the BTA shall have the obligation to possess, read, and understand these Rules.

**Section 3. Effectivity.** – These Rules shall be adopted by the BTA and remain in force until they are amended or repealed. These Rules shall take effect fifteen (15) days after its publication in newspaper of general circulation and shall be posted in the BTA website.

**Adopted**, May 21, 2019.

Certified Correct:

PROF. RABY B. ANGKAL

Secretary-General

Attested:

ATTY. ALI PANGALIAN M. BALINDONG

Speaker

## **ANNEX A**

### **COMMITTEE ON RULES**

**Chairperson:** MP Lanang T. Ali, Jr. (Majority Floor Leader)  
**Vice-Chairperson:** MP Laisa M. Alamia (Minority Floor Leader)

MP Haron M. Abas  
MP Ziaur-Rahman Alonto Adiong  
MP Ibrahim D. Ali  
MP Eddie M. Alih  
MP Suharto M. Ambolodto  
MP Baintan A. Ampatuan  
MP Susana S. Anayatin  
MP Anna Tarhata S. Basman  
MP Abdullah E. Gayak  
MP Rasul E. Ismael  
MP Mohagher M. Iqbal  
MP Raissa H. Jajurie  
MP Maisara Dandamun-Latiph  
MP Don Mustapha A. Loong  
MP Jose I. Lorena  
MP Marjanie S. M. Macasalong  
MP Malik A. Mantawil  
MP Amilbahar S. Mawallil  
MP Midpantao M. Midtimbang  
MP Hussein P. Muñoz  
MP Ubaida C. Pacasem  
MP Ali O. Salik  
MP Omar Yasser C. Sema  
MP Romeo K. Sema  
MP Aida M. Silongan  
MP Melanio U. Ulama  
MP Narciso Co Yu Ekey



THIS E-BOOK WAS PREPARED by the Office of MP Rasol Y. Mitmug, Jr. This resource material is free and may be used by citizens, students, teachers, lawyers, or anyone who wishes to read the Parliamentary Rules and Procedures of the Bangsamoro Parliament. (For optimal results, the pdf variant of this e-book is best printed on size A4 paper, with one spread on each sheet. For back-to-back printing, you may modify your printer's settings.) The text of this e-book was copied as it appears in the law (BTA Resolution No. 6).

Additional resources on the House Rules and Parliamentary Procedures may be found here:

[Bangsamoro Transition Authority](#)

[Rules of the Senate](#) \*

[Rules of the House of Representatives](#) \*

[UK Parliament](#) \*

For more information:

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\* Section 1, Rule XXXV of the Parliamentary Rules provides for Supplementary Rules, "If there is no provision in these Rules applicable to a specific case of proceedings in the BTA, the procedures of the Senate of the Republic of the Philippines, the House of Representatives of the Philippines, and the generally accepted principles on Parliamentary procedures shall be availed of suppletorily. In such cases, the BTA shall recognize the principle of stare decisis, or a commitment to stand by earlier decisions."

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