

# Table of Contents

	Page No.
Chapter 1- Principles Affecting Local Government Operations	1
Political Subdivisions of the State	3
Principles of Local Autonomy	3
Supervision over LGUs	10
Powers and Attributes of the LGU	16
Police Power	17
Taxation	23
Eminent Domain	26
Corporate Power of the LGU	35
Local Governments as Agents of National Government	36
Chapter 2 - Local Legislation	39
Legislative Power	39
Nature of Local Legislative Power	39
Chapter 3 - The Sanggunians	44
Sangguniang Panlalawigan	44
Composition	
Powers, Duties, and Functions	45
Sangguniang Panlungsod	49
Composition	
Powers, Duties, and Functions	50
Sangguniang Bayan	58
Composition	
Powers, Duties, and Functions	59
Sangguniang Barangay	68
Composition	
Powers, Duties, and Functions	68
The Vice-Mayor	
City Vice-Mayor	71
Municipal Vice-Mayor	72
The Regular and Ex-Officio Members of the Sanggunian	78
Qualifications	79
Disqualifications	81
Disqualifications under the Omnibus Election Code (B.P. 881)	84
Other Disqualifications	84
Manner of Election	84

Date of Election	.....	85
Term of Office	.....	85
Administrative Requirements upon Assumption to Office	.....	86
Vacancies and Succession	.....	88
When permanent vacancy occurs?	.....	88
Permanent Vacancies in the Office of the Vice- Mayor	.....	88
Permanent Vacancies in the Sanggunian	.....	89
Temporary vacancies in Vice-mayor's Office	.....	90
Prohibitions under R.A. 7160	.....	92
Liabilities of Sanggunian Members	.....	94
Disciplinary Actions Against Erring SP/B Members	.....	95
Resignation	.....	99
Termination or Removal	.....	101
Benefits and Privileges	.....	102
Compensation	.....	102
Representation/Traveling Allowance	.....	103
Year-End Benefits	.....	103
Leave Privileges	.....	103
Terminal Leave Benefit	.....	104
Practice of Profession	.....	104
Approval of Leave of Absence/Travel Order of Sanggunian Members	.....	109
Chapter 4 - Oversight Function of the Sanggunian	.....	110
Oversight Function in General	.....	110
I. Power of Scrutiny	.....	111
Budget Authorization		
Power of Confirmation or Concurrence		
Grant of Authority to the Mayor		
II. Power of Investigation	.....	113
III. Power of Supervision	.....	114
Legislative Veto		
Review of Barangay Ordinances and Resolutions		
Review of Barangay Budget		
Chapter 5 - Legislative Measures	.....	117
I. Ordinance		
I.1 Requisites for the Validity of an Ordinance	.....	117
Fundamental Principles in the Enactment of Tax Ordinances	.....	120
Limitations in the Enactment of Tax Ordinances	.....	121

I.2 Classification of Ordinances	.....	127
Principles in the Enactment, Approval and Effectivity of Ordinances	.....	128
Rules in the enactment of Ordinances and Resolutions under Article 107, IRR of the Local Government Code	.....	132
I.3 General Procedure in the Enactment of Ordinances	.....	134
I.4 Penalties for Violation of Ordinances	.....	137
Where to file in the event a question arises as to the validity of an ordinance?	.....	138
What is the effect of appeal on the effectivity of the tax ordinance?	.....	138
What is the remedy of the aggrieved party in the decision of the Secretary of Justice or on his inaction on the appeal?	.....	138
I.5 Approval of Ordinances	.....	139
I.6 Review of Ordinances	.....	144
I.7 Effectivity/Amendment/Repeal	.....	147
What is an amendment?	.....	150
What is repeal?	.....	150
I.8 Basic Parts of an Ordinance	.....	151
II. Resolution		
II.1 Basic Parts of a Resolution	.....	152
Distinctions of Ordinance and Resolution	.....	152
Chapter 6 - Legislative Process	.....	155
I. Session	.....	155
II. Quorum	.....	157
III. Internal Rules of Procedures	.....	166
1. Creation of Standing Committees		
2. Functions of Different Committees		
IV. Order of Business	.....	170
V. Parliamentary Procedure	.....	176
Motions	.....	176
Types of Motions	.....	177
Handling and Dispositions of Motions	.....	178
Appendix 1	.....	179
Sample Internal Rules of Procedures and Sample Resolution		
Appendix 2		
Sample Ordinance	.....	209