

Chapter 8

Council Meetings

Frequency of Meetings

Section L of IRR of EO 325 provides that the RDC shall meet as often as may be necessary but not less than once every quarter. The schedule for the ensuing year shall be decided during the last meeting of the current year.

The Secretariat shall include a record of attendance of all members in the agenda folder.

Rules on Quorum

A "quorum" constitutes the minimum number of actual membership or incumbent voting member present during a meeting for the results of the deliberations to be considered a decision of the whole General Assembly or Sectoral Committee as the case maybe. The actual number of the full council or Committee does not include those incumbents who are incapacitated to discharge their duties by reason of death incapacity, or absence from the jurisdiction of the organization, or for other causes which makes attendance of the members(s) concerned impossible even though coercive process (RDC III Resolution No. 03-43-2003).

The Council shall observe 50 percent plus one of voting members of the fully constituted Council as its official quorum.

The SECCOMs shall observe 30 percent plus one of the members of the SECCOM.

For both the Council and the SECCOM, once the presence of a quorum has been declared, it will hold true for the duration of the meeting, regardless of the number of the members present.

Members from local government units and government agencies may send representatives with full authority in writing to decide for and in behalf of the member so represented on any matter for decision by the Council (Sec. L IRR of EO 325). They shall be counted as present provided that the total number of representatives with full voting power shall not exceed 30 percent of the Council or Committee.

In the absence of a quorum, the Presiding Officer may declare a recess of not more than one hour to wait for the arrival of their voting members. The Council members present may discuss the items in the agenda and make recommendations to the Council for its next meeting.

Whenever a question on the lack of a quorum is raised by any member, the Presiding Officer shall immediately call the reading of the roll of members and announce the result thereof and decide the presence or absence of a quorum.

Attendance of Non-RDC Members

Non-RDC Members may be invited in the RDC and ExCom on observer status. They can participate in the discussion of any item in the agenda. However, they do not have right to vote on any issue.

Order of Meetings

(RDC Resolution No. 03-43-2003)

1. Call to order
2. Roll call (optional)
3. Adoption of proposed agenda
4. Approval of minutes of previous meeting
5. Matters arising and status from agreements reached from previous meeting
6. New business
7. Other matters
8. Adjournment

Generation of Agenda Items

All matters and concerns for deliberation during RDC meetings shall be channeled through the appropriate sectoral or special committee. All proposed agenda matters shall be submitted by the concerned sectoral or special committee to the RDC Chairperson through the secretariat. Submissions after the prescribed period shall be scheduled for discussion in the next RDC meeting unless these matters are deemed urgent. In such case, the item shall be discussed under "other matters".

The secretariat shall endeavor to limit the number of agenda matters of each meeting to ensure that the duration of meetings is reasonable – only agenda matters needing immediate action of the Council shall be taken up in a particular meeting. The prioritization of the agenda matters shall be based on the urgency of the action required and readiness in terms of staff work. Discussion of the agenda matters that need approval of the Council shall be given priority over those that are for information only.

A motion made during a Council meeting on matters that did not emanate from decisions made by a sectoral or special committee shall be remanded to the appropriate committee.

Decisions of the Council

(Sec. L.3 IRR of EO 325)

The decisions of the Council shall be in the form of resolutions.

Council Resolution

(Sec. L.4 IRR of EO 325)

Resolutions shall be numbered consecutively every fiscal year indicating the number of the region (III for Central Luzon), number of the resolution and the year the resolution was passed.

Minutes of the Meetings

(Sec. L.5 IRR of EO 325)

The minutes of the meetings of the Full Council, the Executive Committee and the Advisory Committee shall be certified by the Council Secretary, attested by the Vice-Chairperson and approved by the Council Chairperson.

Official Records of the Council

(Sec. L.6 IRR of EO 325)

The agenda of the meetings of the Council, the Executive Committee and the Advisory Committee together with the background materials therein, the approved minutes of these meetings and the records of implementing actions taken shall constitute the official records of the Council and the Advisory Committee meetings.

Certification and Issuance of the Records of Meetings

(Sec. L.7 IRR of EO 325)

The Council Secretary shall issue certified copies of any Council meeting records or parts hereof to interested party upon written request of the interested party and written authorization of the Chairperson.

Official address of the Council

(Sec. M IRR of EO 325)

The official address of the Council shall be the address of the NEDA Regional Office 3:

National Economic and Development Authority Regional Office 3

Diosdado Macapagal Government Center (DMGC)
Barangay Maimpis, City of San Fernando, Pampanga 2000