

**RULES OF PROCEDURE FOR
REGIONAL STATISTICS COMMITTEE MEETINGS**

I. Meetings

Rule 1: Schedule of Regular Meetings

Pursuant to Philippine Statistics Authority (PSA) Board Resolution No. 01, s. 2018, regular meetings of the Regional Statistics Committees (RSCs) shall be held at least once a quarter of every year, at such date, time, and place it may decide.

Rule 2: Notice of Meetings

The RSC Secretariat, i.e., Statistical Operations and Coordination Division (SOCD) of the PSA Regional Statistical Services Office (RSSO), shall inform the RSC members of the details of the meeting at least 10 working days in advance.

II. Provisional Agenda

Rule 3: Provisional Agenda

- 3.1 The RSC Secretariat shall prepare the provisional agenda which includes all items/topics to be presented every quarter and those proposed by the members at the previous meeting.
- 3.2 If there are additional topics from RSC member/s, these shall be submitted to the RSC Secretariat at least 10 working days before the meeting.

Rule 4: Transmittal of Provisional Agenda

- 4.1 The RSC Secretariat shall provide a copy of the provisional agenda and the agenda materials to the RSC members, particularly to the RSC Chair, at least 5 working days prior to the meeting.
- 4.2 The RSC Secretariat may provide the RSC members with additional materials relating to items on the provisional agenda on the day of the meeting.

Rule 5: Adoption of the Provisional Agenda

The RSC shall adopt the provisional agenda upon motion for approval duly seconded by any member agency present during the meeting.

Rule 6: Modification of the Provisional Agenda

The provisional agenda may be modified by adding, deleting, deferring, or amending the agenda items at the start of the meeting, as the need arises. Only

those items that are crucial and priority shall be allowed to be added to the provisional agenda, either as a main agenda or other matters.

III. Representation

Rule 7: Representatives

- 7.1 RSC members may designate a permanent representative who can make decisions/commitments during the meetings. In case a permanent representative could not also attend the meeting, an alternate representative may be designated. The name of the permanent and alternate representatives shall be submitted to the RSC Secretariat.
- 7.2 The permanent and/or alternate representative may exercise the same rights as of the members, including the right to vote.

IV. Officers

Rule 8: Chairmanship of the Meeting

- 8.1 Per PSA Board Resolution No. 01, s. 2018, the chair of the RSC is the Regional Director of the NEDA except for the National Capital Region (NCR) and Autonomous Region in Muslim Mindanao (ARMM), where the Chairman of the Metropolitan Manila Development Authority (MMDA) and the Executive Director of the Regional Planning and Development Office (RPDO) are chairs of the RSC, respectively. As such, they chair the RSC meetings.
- 8.2 If the RSC Chair could not stay for the duration of the meeting, he/she may designate the RSC Vice-Chair, PSA Regional Director, to take over for the remainder of the meeting.

Rule 9: Powers and Duties of the Chair of the Meeting

The Chair of the meeting shall issue such rules, regulations, and other issuances as may be necessary to ensure the effective implementation of the provisions of PSA Board Resolution No. 01, s. 2018, during the meeting as approved by the RSC.

V. Resource Persons

Rule 10: Resource Persons during RSC Meetings

Resource person/s may be invited to RSC meetings, as the need arises.

VI. RSC Secretariat

Rule 11: Functions of the Secretariat

- 11.1 The SOCD of the PSA RSSO shall act as the Secretariat in all meetings of the RSC and will be headed by the Division Chief of the SOCD.

11.2 The RSC Secretariat shall be responsible for all the arrangements that may be necessary in the preparation for and during the conduct of meetings of the RSC.

11.3 The RSC Secretariat shall also inform the RSC members of any queries or concerns that may be brought before it for consideration.

11.4 Specifically, the RSC Secretariat shall:

- a) Issue notices of meetings;
- b) Receive, prepare, and distribute necessary documents for the meeting;
- c) Prepare, finalize, and disseminate the minutes of the meetings, the business arising, and the resolutions approved by the RSC;
- d) Keep all documents on file; and
- e) Provide copies of RSC resolutions to the PSA Board Secretariat and the Statistical Policies and Programs Division.

11.5 The RSC Secretariat shall perform all other secretariat work that may be required and assigned by the RSC.

VII. Records

Rule 12: Official Documents, Records, and Reports

All provisional agenda along with relevant materials for each item, approved minutes of the meetings, resolutions, and other pertinent files shall constitute the official records of the meetings and the same shall be filed for safekeeping by RSC Secretariat.

Rule 13: Minutes of the Meeting

13.1 The minutes of the meetings shall contain only the salient points in the discussion.

13.2 The RSC Secretariat shall prepare the minutes of the RSC meetings. This shall be approved by the RSC Chair and attested by the PSA Regional Director.

13.3 The minutes, in full or in part, shall not be disseminated to non-members prior to its approval.

Rule 14: Business Arising

14.1 The RSC Secretariat shall prepare the business arising from the minutes of the meeting and shall provide the same to all concerned within 10 working days after the RSC Meeting.

14.2 The RSC Secretariat shall closely coordinate with concerned agencies/units, for appropriate monitoring of the status and consequent output of the business arising which will be reported in the following RSC meeting.

Rule 15: Records of Proceedings

- 15.1 Records of proceedings during the RSC meeting shall be kept by the RSC Secretariat.
- 15.2 Records of proceedings shall not be provided and disseminated unless requested in writing and is authorized by the RSC Chair.

VIII. Conduct of Business

Rule 16: Quorum

Majority (one-half plus one) of the member agencies present during the meeting shall constitute a quorum.

In case that no quorum is reached, the Chair of the meeting may proceed with the meeting but all agenda items will be taken for discussion/information only. Agenda items needing approval shall be submitted thru a referendum.

Rule 17: General Powers and Duties of the Chair of the Meeting

- 17.1 In addition to the powers and duties granted upon the Chairman of the meeting specified above, specifically, he/she shall also:
- a) Call to order and adjourn the meeting;
 - b) Lead the discussions;
 - c) Ensure adherence of the rules;
 - d) Accord the right to speak;
 - e) Put questions to the vote; and
 - f) Announce decisions of the majority.
- 17.2 The Chair, subject to these rules, shall steer the overall proceedings of the meeting. He/she shall rule on points of order.

Rule 18: Conflict of Interest

- 18.1 RSC member/s shall immediately disclose to an RSC meeting any activity they are involved that could affect their impartiality or appearance of impartiality. In such cases, the concerned RSC member shall be refrained to vote if such activity will require approval from the RSC members.
- 18.2 If any RSC member is aware of any activity of another RSC member that could affect his/her impartiality or appearance of impartiality, he/she shall notify such activity to the RSC Chair.

Rule 19: Code of Conduct and Confidentiality

All members of RSC and its Interagency Committees / Technical Committees / Technical Working Groups / Task Forces (IACs/TCs/TWGs/TFs) shall observe Republic Act (RA) No. 6713, "An Act Establishing a Code of Conduct and Ethical Standards for Public Officials and Employees, to Uphold the Time-Honored Principle of Public Office Being a Public Trust, Granting Incentives and

Rewards for Exemplary Service, Enumerating Prohibited Acts and Transactions and Providing Penalties for Violations Thereof and for Other Purposes," in carrying out their duties and responsibilities.

IX. Voting and Decisions of the RSC

Rule 20: Right to Vote

Each member agency present in the meeting shall have one vote.

Rule 21: Majority of Vote

Decision of the RSC shall depend on the majority of the member agencies voting. Votes to be considered/counted are only affirmative or negative. Abstention shall be considered as not voting, thus, not counted.

Rule 22: Decisions of the RSC

22.1 All decisions/agreement made by the RSC shall be in the form of resolutions which shall be incorporated as part of the minutes of the RSC meetings.

22.2 Resolutions proposed before the RSC shall be voted, upon request of any member. If no member requests a vote, the RSC may approve/adopt the RSC Resolution without a vote.

22.3 RSC Resolutions shall be numbered sequentially within a year.

Rule 23: Termination of RSC Membership

Failure to attend two (2) or more RSC meetings in a year shall be ground for dismissal of any RSC member, along with breach of confidentiality and failure in the execution of RSC functions.

The RSC shall send a letter to the member agency informing about the termination of their representative's membership and likewise requesting for a replacement to their former representative.

Rule 24: Conduct of Referendum

In the event that an immediate decision from the RSC members is needed and no meeting is scheduled, a referendum can be called.

X. Amendment of Rules of Procedure

Rule 25: Amendment of Rules

25.1 An amendment shall constitute a proposal to add, omit, or revise part of the rules.

25.2 Only the Standards Service (SS) or the RSC in collaboration with the SS may amend this Rules of Procedure subject to the approval of the National Statistician.

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