

INTERNAL RULES OF THE BANGSAMORO TRANSITION COMMISSION

RULE I TITLE

SECTION 1. *Title.* - This set of Rules shall be known as the Internal Rules of the Bangsamoro Transition Commission and shall be herein known as the Rules.

RULE II PRINCIPLES

SECTION 1. *Principles.* - The Bangsamoro Transition Commission (“the Commission”) shall abide by the following principles:

- a. Putting value in the interest of all citizens living in communities within the Bangsamoro territory and encouraging their participation in the process of building the Bansamoro;
- b. Equality and non-discrimination among members of the Commission, regardless of sex, level of education, social standing or political beliefs, and according respect for each other’s beliefs, cultures and histories;
- c. Maintaining orderly sessions and having discussions that are focused on the issues at hand without resorting to offensive language and action;
- d. Cooperation and respect among members of the Commission, as well as with and among its personnel in the Secretariat and the staff complement of the individual commissioners; and
- e. Striving for consensus and transparency in decision-making.

The independence of the Commission from the offices, departments and branches of the Government, including the Autonomous Region in Muslim Mindanao (ARMM) Government shall be maintained at all times in the performance of its task to draft the Basic Law.

RULE III THE COMMISSION

SECTION 1. *Functions.* - The Commission shall faithfully perform its functions in accordance with the Framework Agreement, to wit:

- a. To prepare the draft Bangsamoro Basic Law with provisions consistent with all agreements entered and that may be entered into by the Government of the Republic of the Philippines (GPH) and the Moro Islamic Liberation Front (MILF);
- b. To work on proposals to amend the Philippine Constitution for the purpose of accommodating and entrenching in the constitution the agreements of the GPH and the MILF whenever necessary without derogating from any prior peace agreements;
- c. To assist in identifying and coordinating, whenever necessary, development programs in Bangsamoro communities in conjunction with the MILF Bangsamoro Development Agency (BDA), the Bangsamoro Leadership and Management Institute (BLMI) and other agencies; and
- d. To coordinate and conduct dialogues and consultations with the National Government and various stakeholders in furtherance of its functions.

SECTION 2. *Rights and Responsibilities of the Members.* – The twenty-one (21) members of the Commission shall take their oath of office before assuming their post.

Upon their assumption of office, the members of the Commission shall work with each other towards the accomplishment of the tasks of the Commission.

As Commissioners, they have the following rights and responsibilities:

- a. Be given notice and agenda of all meetings through their offices, for regular and special meetings, public consultations, and other functions and activities of the Commission;
- b. Attend all such meetings and sessions of the Commission en banc, whether regular or special, public consultations, and other functions and activities of the Commission;
- c. Participate in the deliberations of the Commission, as well as in his/her assigned Committee, including to ask questions of the experts, consultants, and resource persons speaking before it;
- d. Observe proper decorum and be respectful of fellow commissioners, as well as all the personnel of the Commission;
- e. Be accorded respect by fellow commissioners and by the staff, experts, and resource persons, whether in session or otherwise;
- f. Observe the rules on confidentiality, as may be applicable;

- g. Be provided copies of the minutes of meetings at least three (3) days before the next session;
- h. Do other tasks in relation to the mandate of the Commission, as directed by the latter.

SECTION 3. *The Commission in Plenary.*- As a collegial body, the Commission shall meet in plenary sessions.

The following matters shall be discussed, decided or otherwise acted upon by the Commission in plenary:

- a. Promulgation, adoption and amendment of the Internal Rules of the Commission;
- b. Drawing up of a plan of action for the completion of the Commission's tasks;
- c. Deliberation and adoption of the draft Bangsamoro Basic Law based on the report submitted by the subject Committees;
- d. When deemed necessary, deliberation and adoption of proposals for the amendment of the Philippine Constitution based on the report submitted by the Committee on the Constitutional Amendments;
- e. Matters relating to the coordination of development programs in the proposed Bangsamoro in conjunction with the MILF Bangsamoro Development Agency and the Bangsamoro Leadership and Management Institute;
- f. Conduct of consultations and dialogues;
- g. Preparation of a budget for the Commission's operation and maintenance; h.
- h. Receiving and seeking grants and donations from private entities, governments and other funding partners;
- i. Imposition of final disciplinary actions on erring members in accordance with these Rules; and
- j. Such other matters agreed upon by the Commission to be for the decision of the plenary.

SECTION 4. *The Official Seal.* – The Commission shall adopt its official seal, as shown in Figure 1.



Figure 1.

RULE IV OFFICERS

SECTION 1. *The Chairperson.* - The Chairperson of the Commission shall be appointed by the President of the Republic of the Philippines, and shall come from the Moro Islamic Liberation Front (MILF), as provided under the Framework Agreement on the Bangsamoro.

SECTION 2. *Powers and Duties.* - The Chairperson shall have the following powers and duties:

- a. Preside over all the meetings of the Commission in plenary session;
- b. Maintain order and decorum during the sessions. In case of disturbance or disorderly conduct in the Session Hall, lobby, galleries, corridors or rooms or within the premises, take such measures as he may deem proper, or as the Commission may decide by two-thirds (2/3) vote of all members;
- c. Decide on questions of order raised by members of the Commission, subject to appeal by any member;
- d. Oversee, monitor and supervise the coordination of development programs in the proposed Bangsamoro in conjunction with the BDA and the BLMI, and make a report thereon to the Commission;
- e. Designate other member(s) of the Commission to act as spokesperson(s) of the Commission;
- f. Be considered an *ex-officio* member of every committee, entitled to relevant notices and papers and participation in the deliberations therein. However, he shall not be counted as a member for the purpose of determining the presence of a quorum and cannot vote on matters being considered by the committee;
- g. Chair the Coordinating Committee, as provided in Section 5, Rule VII herein;
- h. Act as the political and administrative head of the Commission. He shall be responsible for the overall management of the proceedings, activities, resources, facilities and employees of the Commission;
- i. Appoint the personnel of the Commission;
- j. Suspend, dismiss, or otherwise discipline Commission personnel, in accordance with Civil Service Rules and Regulations;
- k. Direct the creation of a special committee to investigate complaints against members of the Commission; and
- l. Perform such other powers as may be directed by the Commission.

The Chairperson may designate a Deputy Chairperson, as may be necessary.

SECTION 3. *The Floor Leader.* – There shall be a Floor Leader to guide the proceedings of the sessions in accordance with the prepared agenda of the Commission, to be designated by the Chairperson in consultation with the members. The Floor Leader may also perform such other functions and duties as the Chairperson may direct.

SECTION 4. *Sergeant-at-Arms.* – The Sergeant-at-Arms shall be appointed by the Chairperson, and shall have the following powers and duties:

- a. Attend the sessions of the Commission, and the meetings and public hearings of its committees;
- b. Maintain order under the direction of the Chairperson of the Commission or its committees, and in the discharge of such duty, exercise supervision and control over all security guards of the Commission, as well as law enforcement agents assisting the Commission;
- c. Execute all orders of the Commission and its committees, and serve all processes issued under their authority;
- d. Ensure that unauthorized persons are not permitted or allowed to enter or stay within the space reserved for exclusive use of Members of the Commission and of its officers and employees on duty during the session on committee meeting or public hearing;
- e. Strictly enforce the regulations relating to privileges and the admission to the Session Hall or its corridors;
- f. Have custody of the Mace which is the symbol of the authority of the Transition Commission. The Mace shall be displayed at the Chairperson's rostrum when the Commission is in session. The Mace shall serve as the warrant of the Sergeant at-Arms in enforcing order in the Commission; and
- g. Perform such other functions as maybe directed by the Commission Chairperson.

RULE V THE SECRETARIAT

SECTION 1. *The Commission Secretariat.* - The Commission shall be supported by a Secretariat to be headed by an Executive Director as may be designated by the Chairperson.

SECTION 2. *Duties and Functions.* - The Secretariat is tasked to do the following:

- a. Send out notices of meetings and agenda to each of the Commissioners, as directed by the Chairperson. Notices shall be in writing, and can be sent by actual delivery to the commissioners' offices and/or by electronic mail;
- b. Prepare the minutes of all proceedings of the Commission and its committees, which shall comprise a clear and succinct account of the business transacted and actions taken by the Commission, to keep a journal of the deliberations of the Commission, and to keep these records in its files.

Any member of the Commission may at any time request with the Secretariat for copies of the minutes;

- c. Maintain an experts' pool that may be tapped to assist the Commission in its tasks;
- d. Send out invitations to resource persons or other guests who may be invited to the sessions of the Commission and the committees, as directed by the Chairperson;
- e. Coordinate with government agencies and other organizations that are necessary for securing the budget of the Commission and of the Commissioners;
- f. Prepare the agenda of the Commission sitting in plenary; and
- g. Provide other administrative and logistical arrangements necessary for the BTC to be able to do its tasks, as directed by the Chairperson.

The Chairperson of the Commission shall appoint the members of the Secretariat and shall exercise general supervision over them.

SECTION 3. *Duties and Functions of the Executive Director.* – The Executive Director shall have the following functions:

- a. Receive public inputs, resolutions, memorials and other communications addressed to the Commission;
- b. Prepare the Order of Business and the Calendar of the Commission under the direction of the Chairperson;
- c. Call out the roll of the members of the Commission;
- d. Present or report to the Commission on the proposals, resolutions, memorials, petitions and other documents on the Basic Law received from various sectors of the public, as may be required by the Chairperson or any of the members;
- e. Be responsible for the behavior of employees under his immediate supervision, and the faithful performance of their functions and duties;
- f. Refer to the proper committee all proposals, resolutions, and other documents as may be directed by the Chairperson or the Commission;
- g. Attest and affix the seal of the Commission to all invitations issued by the Commission, and certify to the approval of all resolutions adopted by the Commission; and
- h. To perform such other functions and duties as maybe assigned to him by the Chairperson or the Commission.

RULE VI SESSIONS

SECTION 1. *Session days.* - The Commission shall have regular meetings every week of the month, from the afternoon of Monday to Wednesday. unless a special arrangement is agreed upon by the Commission. There shall be scheduled Committee meetings during these session days, or as agreed by the Commission or by the specific Committee.

Special sessions may be called by the Chairperson or by a majority of the membership.

SECTION 2. *Venue.* - Meetings will be held at the session hall of the designated principal office of the Commission in Cotabato City. The Commission may also hold its sessions in other areas as agreed upon.

SECTION 3. *Agenda.* – The agenda, as prepared by the Executive Director under the Direction of the Chair, shall be sent to the Commissioners as follows:

- a. For regular meetings: The agenda shall be sent to all members of the Commission at least three (3) days before the meeting;
- b. For special meetings: The agenda shall be sent to all members of the Commission at least two (2) days before the meeting.

Subject to the above guidance, commissioners may submit an item to the Executive Director for the consideration of the Chair in the finalization of the Agenda.

SECTION 4. *Minutes and Journals.* - Minutes of the sessions shall be taken by members of the Commission Secretariat. Such minutes shall be reviewed and adopted by the Commission at the next session, and any correction of the minutes raised by any member shall be approved by the body and reflected accordingly.

There shall be a verbatim transcription of the audio and video recordings of the proceedings. Such transcription shall be kept by the Commission Secretariat and may be requested by any member of the Commission at any time.

SECTION 5. *Attendance.* - Every member of the Commission shall be present in all the sessions unless expressly excluded by it, or prevented from doing so by sickness or other unavoidable circumstance duly reported to the Commission through the Secretariat. The Commissioner shall submit a written explanation and supporting documents, if any, to the Chairperson of his/her absence.

The Secretariat shall take note of the attendance of the Commissioners, and other reasons for the absences, if any.

SECTION 6. *Roll call and quorum.* - Upon every roll call, the names of members shall be called alphabetically by surnames. A simple majority of all the members shall constitute a quorum to do business.

When the Commission is not able to garner the necessary quorum, it cannot make any decisions, except that the members present may initiate the compulsory process to secure the attendance of the absentees. If lack of quorum subsists or there is no prospect of constituting a quorum, the Chairman shall so declare and adjourn the session.

SECTION 7. *Decision-making and Voting.*

- a. On substantive issues:
 1. When the Commission is asked to decide on substantive issues, such as the contents of the Basic Law, it shall endeavor to get the consensus of the group. For this purpose, each member may say his/her position and explain the same. However, when it is apparent that a consensus is not possible, the Chairperson shall defer the issue for not more than twenty four (24) hours.
 2. If after the lapse of such period, there is still no consensus, the issue shall be decided by a vote of at least two-thirds (2/3) of all the members. The results of the voting shall be recorded in the minutes.
 3. In case the two-thirds (2/3) vote is not achieved, the issue may be decided by a simple majority only. The Chairperson shall vote only to break a tie.
- b. On administrative/procedural issues: When the Commission is asked to decide on administrative or procedural issues, such as those that relate to the operations of the Commission, it shall endeavour to get the consensus of the group. In case this is not possible, the issue may be decided by a simple majority.
- c. Every member present in the session shall vote on every question put, when so required, unless s/he inhibits himself/herself.

SECTION 8. *Sessions.* - The Commission may conduct its sessions in public or in executive session. In executive sessions, all discussions of the Commission and the Committees shall be confidential and all minutes and documents presented at or generated from its session shall not be made available to the public, unless otherwise cleared by the Commission.

During executive sessions, only members of the Commission, their staff and the Secretariat, as may be directed by the Chairperson, shall be allowed inside the session shall, except for experts and resource persons who have been invited to give their advice and/or opinions on particular issues.

SECTION 9. *Order of Business.* - The Order of Business shall be as follows:

- a. Roll call
- b. Approval of the minutes of the previous session
- c. Committee reports
- d. Unfinished business
- e. Business for the day
- f. Other matters

SECTION 10. *Speaking at the Sessions.* - When a member desires to speak, s/he shall raise his/her hand and respectfully call the attention of the Chairperson or any presiding officer.

When two or more members want to speak at the same time, the Chairperson shall recognize the member who called his attention first.

The member who has the floor shall confine himself/herself to the issue being discussed, avoiding personalities in all cases, or other matters not relevant to the issue. S/he shall refrain from improper words or acts. The Chairperson may *motu proprio*, or as the Commission may direct, order unparliamentary statements, remarks or words to be stricken off the record.

SECTION 11. *Resource persons.* - The Commission may agree to invite resource persons during plenary sessions of the Commission or hearings of the Committees, as it may deem necessary. The invitation shall be issued through the Office of the Commission Chairperson. Unless addressed by the Commission, such guests may not take part in the deliberations of the Commission.

The invited resource person must adhere to the rules of the Commission, primarily to act decorously and confine himself or herself to the subject for which he or she has been invited.

SECTION 12. *Attire and decorum.* - During plenary sessions of the Commission and of its committees, the members shall be in “smart casual” attire and observe decorum. In more formal sessions, the members may be asked to wear clothes appropriate for the occasion.

SECTION 13. *Procedure on Motions.* –

1. Motions and Amendments -

- a. A motion may be made on a subject on the table after recognition by the Chairperson. A motion must however contain only one subject matter. A motion which requires a second must be duly seconded. Once a motion is seconded, the Chairperson shall ask the body if there is any objection or discussion. Should there be an objection, the objector shall be allowed five (5) minutes, at most, to present his/her objection which shall be responded to by the movant who shall be allowed the same time to defend his/her motion.
- b. An amendment may be proposed after the motion is duly seconded. The amendment must be duly seconded. A second and last amendment shall be entertained. The procedure for the discussion on the amendment shall be the same as for the main motion. The body will then proceed to act on the motion as amended. An amendment by substitution shall be in order provided that such substitution shall not be voted upon until the text of the original motion is

perfected. An amendment may be modified by the movant or withdrawn but after the Chairperson has restated the motion, it can only be modified by amendment.

2. Deliberations and Debates:

- a. When any matter is under debate, no motion shall be entertained except to adjourn, raise a question of privilege, declare a recess, lay on the table or postpone to a day certain (which motions shall be decided without debate), or to refer, amend or postpone indefinitely. Said motions shall have precedence in the foregoing order. After a motion to postpone to any day certain, refer or postpone indefinitely is lost, it shall not again be allowed on the same day.

Points of order, parliamentary inquiry and information which are incidental motions may be raised any time, without need of a second.

A point of order is raised to remind or question a member of the rules or even the Chairperson on a personal affront or violation of a rule.

A point of information inquires as to the facts affecting the business at hand and shall be directed either to a member or the Chairperson

A point of parliamentary inquiry is addressed to the Chairperson requesting opinion on matters of procedure as it relates to the business at hand.

- b. A motion to read any part of the rules is equivalent to a point of parliamentary inquiry unless the intent is to question the rule. A Question of Privilege which is a privilege motion, presents a request or main motion to the rights and privileges of the Commission or any of its members.
- c. Questions of privilege are those affecting the duties, conduct, rights, privileges, dignity, integrity or reputation of the Commission or of its members, collectively or individually.
- d. When any matter is under consideration, a motion to amend and a further motion to amend the amendatory motion shall be in order.
- e. It shall also be in order to move for amendment by substitution, but said motion shall not be voted upon until the text of the original matter is perfected.
- f. Any of said amendments may be withdrawn before a vote is had thereon.
- g. A member may rise on the privilege hour of ten (10) minutes without interpellation on a subject germane to the issue at hand or in general, provided such member shall have duly notified the Floor Leader prior to the sessions, which privilege is available to such member once every session.

RULE VII COMMITTEES

SECTION 1. *Standing Committees.* - In order to facilitate its work, Commission shall divide its responsibilities into the following standing committees:

- a. Committee on POLITICAL AUTONOMY – All matters directly relating and principally relating to ancestral domain, powers, form and structure of governance, electoral system, among others;
- b. Committee on FISCAL AUTONOMY - All matters directly relating and principally relating to taxation, revenue-generation, wealth-sharing, among others;
- c. Committee on JUSTICE AND SECURITY MATTERS - All matters directly relating and principally relating to the *Shari'ah* jurisdiction, improvement of workings of regular courts, alternative dispute resolution system, indigenous justice system of the indigenous peoples, policing, among others;
- d. Committee on BASIC RIGHTS, CULTURE, SOCIAL JUSTICE and IP MATTERS - All matters directly relating and principally relating to human rights and liberties of citizens residing in the Bangsamoro, among others;
- e. Committee on TRANSITORY PROVISIONS, AMENDMENTS, REVISIONS AND MISCELLANEOUS MATTERS - All matters directly relating and principally relating to the transition period from the enactment of the Basic Law until the regular elections in the Bangsamoro, among others; and
- f. Committee on CONSTITUTIONAL AMENDMENTS - All matters directly relating and principally relating to amendments or revisions to the Constitution, among others.

SECTION 2. *Special and Ad Hoc Committees.* Special and ad hoc Committee may be created by the Commission in order to facilitate the execution of its functions. Budget of the Committees so created shall be included in the budget of the Commission.

SECTION 3. *Membership in Committees.* – Each standing committee shall have at least five (5) members. Each Commissioner may choose his/her preferred standing committee, subject to the power of the Chairperson to ensure that there is balance in the number of membership in the committees. Every standing committee shall have a chairperson as presiding officer to be appointed by the Commission Chairperson.

SECTION 4. *Limitations.*- A Commissioner cannot serve as chairperson of more than one (1) standing committee nor may a Commissioner serve as member of more than three (3) committees enumerated under paragraphs (a) to (e) of SECTION 1 of this Rule.

A chairperson of a standing committee may be designated chairperson of a special or ad hoc committee, but limited to only one such special or ad hoc committee.

SECTION 5. *Coordinating Committee.* – The Coordinating Committee, to be chaired by the Chairperson of the Commission, shall be composed of the Presiding Officers of the committees enumerated under paragraphs (a) to (f) of SECTION 1 of this Rule. It shall ensure that all relevant matters are taken up by the appropriate committees.

Further, when proposals entail constitutional amendments, the Coordinating Committee shall ensure that these are taken up by the Committee on Constitutional Amendments.

SECTION 6. *Functions of the Presiding Officer.* – The Presiding Officer of each committee shall exercise the following functions:

- a. Preside over the meetings of the committee;
- b. Ensure that the meetings and hearings are in order and proper decorum is observed. If the committee is sitting in public, the presiding officer may request any member of the public engaged in disruptive behaviour to leave or to be removed from the session hall; and
- c. Rule on questions of orders raised by members of the committee, subject to appeal to the Commission Chairperson.

SECTION 7. *Sessions of the Committees.* –

- a. Aside from the regular meetings as provided under SECTION 1 of Rule VI, special meetings may be called by the Presiding Officer of the committee or by majority of the members, after due notice, including the agenda of the meeting, being served upon each member.
- b. No committee may meet while the Commission is sitting in plenary session or in an official activity without special permission from the Chairperson of the Commission.
- c. The agenda for the committee meetings shall primarily be focused on the task(s) assigned to it by the Commission. The agenda shall be set by the Presiding Officer of the Committee.
- d. Committee meetings, conferences or hearings shall be held in the session hall of the Commission in Cotabato City. The Committee may, however, decide to hold the meeting in other places when allowed by the Chairperson, in the exercise of his supervisory powers.
- e. In cases of joint meetings, a quorum must be present in each of the committees concerned.

- f. At least three (3) days before a scheduled committee meeting, written notice thereof shall be given to all members specifying therein the subject matter and the names of the resource persons invited to said meeting, if any.
- g. A majority of all the members of a committee shall constitute a quorum. However, a committee may authorize a smaller number to conduct a public hearing.
- h. The Commission and the committees may secure from any department, bureau, office, agency or instrumentality of the government such assistance as may be needed, including the provision of technical expertise and information, submission of recommendations and reports relevant to the deliberations of the committees.
- i. Committee reports or orders on any measure, resolution, speech, message, memorial, or petition shall be considered in formal meetings and approved by a majority of the members present, there being a quorum. A committee report once approved, shall be signed by all members of the committee.
- j. When a committee submits a report to the Commission, its members shall be presumed to have concurred in the report and shall be precluded from opposing the same unless s/he enters his objection thereto or files with the Secretariat his/her dissenting vote in writing within two (2) days after receipt of the report or unless, upon satisfactory explanation made by the member concerned, the Commission Chairperson should allow otherwise.

SECTION 8. *Proceedings of the Committees.* - The committees may adopt their own rules by a majority vote of all their members: Provided, that these rules are consistent with the rules of the Commission and will not expand or in any way alter their jurisdictions as provided herein. The committees shall furnish the Commission Chairperson with a copy of their rules.

The Commission rules shall apply suppletorily to the proceedings of the committees.

SECTION 9. *Public hearings.* – Committees may hold public hearings for purposes of consultations on any measures or issues: Provided, that the measure is made available to the public and notices are issued in writing and, as far as practicable, through electronic mail or through the Commission website three (3) days before the scheduled date of the hearing.

RULE VIII DISCIPLINE

SECTION 1. *Discipline of Members.* — After due notice and hearing, the Commission may impose the penalty of suspension against a member for disorderly behaviour with the concurrence of two-thirds (2/3) of all its members. A penalty of suspension shall not exceed fifteen (15) days.

A member who fails to or unsatisfactorily fails to give a justifiable reason in writing addressed to the Chairperson of the Committee on Discipline shall be meted disciplinary action. First inexcusable absence shall be meted a reprimand. The second inexcusable absence if consecutive shall be meted a stronger reprimand or a fine. A third consecutive inexcusable absence will be meted a suspension which shall be determined by the Committee on Discipline which shall duly submit its findings and recommendation to the Chairperson of the Commission for approval. In no instance however shall the respondent be denied due process of law.

A special committee shall be formed composed of three commissioners who shall be designated by the commission Chairperson from a list submitted by the body which shall be chaired by a lawyer. One of the members shall be the respondent's choice. The committee shall hold three hearings – one for the complainant or the commission, one for the respondent and one for clarificatory. The hearings shall be conducted consecutively and by the end of the third hearing, the committee shall submit its findings and recommendation to the commission chairman not later than five days from the date of the first hearing. No postponement shall be entertained. Failure to attend the scheduled hearing shall constitute a waiver. The hearings maybe conducted after the sessions of the commission or scheduled on days when there is no session. A favorable recommendation for the respondent will automatically cause a dismissal of the complaint. Should it be otherwise, the chairman shall submit the recommendation or be at liberty to mitigate the penalty in accordance with the findings and the offense committed to the commission in plenary which shall by a vote of 2/3 of all the members thereof approve the recommendation and thereafter the chair shall duly order the execution of the judgment. An appeal may be brought to the office of the president with five (5) days from rendition of judgment which shall stay the execution of the order otherwise it shall cause the appeal to prescribe.

In the event that the offense committed by the member is so grave that would warrant removal from the Commission, the members by a vote of two-thirds (2/3) may recommend to the President the former's removal.

RULE IX PUBLIC ENGAGEMENTS

SECTION 1. *Consultations and dialogues.* - In order to guide itself in the accomplishment of its tasks, the Commission may organize and conduct consultations in communities within and outside of the Bangsamoro territory. It may also meet with government and non-government officials and individuals for this purpose.

As provided in Rule III, Section 1, the Commission shall constitute an inclusive Bangsamoro Assembly as part of the consultative mechanisms to discuss the proposed Bangsamoro Basic Law.

Members of the Commission shall attend the community consultations to be organized by the Commission.

Minutes of the consultations shall be taken by the Secretariat and shall be kept in its files.

SECTION 2. *Fora or consultations organized by other groups.* - Invitations to consultations and fora organized by other groups shall be coursed through the Chairperson, who shall then assign the member(s) who will attend. Those appointed shall submit to the Chairperson their written reports as to what were discussed and/or resolved in the meetings. Such reports shall be put in the files of the BTC in the safekeeping of the Secretariat.

SECTION 3. *Communications Group.* – The Commission shall organize a Communications Group tasked with the formulation of a Communication Plan. The plan shall include, among others, the maintenance of a web site of the Commission, use of social media, social marketing, and the like.

RULE X AMENDMENTS

SECTION 1. *Amendments.* – Any portion of these rules may be amended by two-thirds (2/3) vote of all the members of the Commission, in a plenary meeting convened for that purpose.

**RULE XI
EFFECTIVITY**

SECTION 1. *Effectivity of the Internal Rules.* – These Rules shall take effect upon approval by the Commission.

Adopted April 3, 2017.