

- d) Formulate measures to enhance the effectiveness of existing cooperatives in the City of Naga.

SECTION 4. STRUCTURE AND ORGANIZATION. The NCCDC shall be composed of the following:

1. City Directors of NGAs or their equivalent designation;
2. The Naga City Cooperative Development Officer or its equivalent designation;
3. Chairperson of the Committee on Cooperatives of the Sangguniang Panlungsod;
4. Chairpersons of primary and secondary cooperatives;
5. One (1) representative from other offices of the City Government of Naga with cooperative programs;
6. Chairperson of the City Development Council;
7. One (1) official representative from the CDA; and
8. One (1) official representative of NGOs with cooperative programs.

A representative from the Office of the 3rd District Representative may be invited as special non-voting member of the NCCDC.

SECTION 5. HONORARY CHAIRPERSON. The Chairperson of the Naga City Development Council, responsible for spearheading the development in the City of Naga, shall act as Honorary Chairperson of the NCCDC.

SECTION 6. OFFICERS OF THE NCCDC. The Council shall have the following officers:

- a) Chairperson
- b) Vice-Chairperson
- c) Secretary
- d) Treasurer
- e) Auditor

The above-mentioned officers shall be elected directly by the members constituting the Councils at their respective levels. No CDA representative may be elected to any position in the Council. Their duties and responsibilities shall be as follows:

6.1. Chairperson

- Presided in all the meetings of the Council;
- Exercises general supervision and control over the operation and internal administration of the Council;
- Signs all papers, agreements and other documents for and on behalf of the Council, subject to its existing policies and guidelines;
- Calls special meetings of the Council, when necessary;
- Ensures that the Council maintains records of all its proceedings and operations; and
- Performs such other duties and responsibilities as may be necessary.

6.2. Vice-Chairperson

- Acts as Chairperson in case of the absence of the Chairperson; and
- Performs such other duties and responsibilities as may be delegated by the Chairperson.

6.3. Secretary

- Oversees the preparation of the Minutes and Agenda and keeps a record of the attendance and proceedings of all meetings of the Council;
- Ensures that Notices of all meetings of the Council are sent to members;
- Signs the Minutes of the Meetings prepared by the Secretariat;
- Keeps a complete record of the names, addresses and contact details of the members of the Council; and
- Performs all the duties incidental to the functions of the Secretariat and those that may be assigned to him/her by the Chairperson.

6.4. Treasurer

- Have custody, control and accountability of funds and properties of the council;
- Disburses all administrative expenditures of the council in accordance with its plans and budget and such expenditures duly approved by the council through a resolution;
- Renders financial reports during meetings; and
- Performs such other duties as may be assigned by the Chairperson and/or the council.

6.5. Auditor

- Inspects, examines, and audits all transactions, financial or otherwise, made by the chairperson, other officers, and/or the Council itself and shall submit reports thereof to the Council at least once a year, or as required by the Council.

SECTION 7. TERM OF OFFICE. The term of office of the elected officers shall be two (2) years and shall commence at noon on the day following their election. No officer shall serve for more than two (2) consecutive terms. The NCCDC shall observe the April - March fiscal year.

SECTION 8. VACANCY. Any vacancy in the officers of the Council shall be filled by a majority vote of the members of the Council during the next regular meeting. The elected officer shall serve only for the unexpired term of his/her predecessor

SECTION 9. SECRETARIAT OF THE NCCDC. The Naga City Cooperative Development Officer shall act as the Secretariat of the Council and perform the following functions:

- In consultation with the Chairperson of the Council, prepare the agenda of the meetings and records the attendance and proceedings of all the meetings of the Council;

- Serve notices of meetings to all members of the Council;
- Furnish the offices and members certified copies of minutes of the meeting;
- Keep a register of the names and addresses of all the members and keeps a complete file of the laws, resolutions, and executive orders relevant to the organization and operation of the Council; and
- Perform all duties incidental to the office of the secretariat and those that may be assigned to it by the Chairperson and/or the Council.

SECTION 10. COMMITTEES. The Council may create such committees that will study and/or carry out specific undertakings and make coordination more effective, whose term shall be co-terminus with the elected officers.

SECTION 11. MEETINGS. The Council shall meet quarterly. However, the officers of the Council may call a special meeting when necessary. The venue of meetings shall be determined by the officers. The Council may opt for virtual meetings, as may be necessary.

A notice containing the date, place, time, and agenda shall be sent to every member within a reasonable time before the scheduled meeting, either by email, personal delivery, short messaging (text messaging), facsimile transmittal or any means approved by the Council.

SECTION 12. ORDER OF BUSINESS. As far as practicable, the order of business of the meeting shall be as follows:

- a) Call to Order
- b) Roll Call
- c) Determination of Quorum
- d) Approval of the Agenda
- e) Reading, consideration and approval of the Minutes of the previous meeting
- f) Matters arising from the previous meeting
- g) Officers'/Committee Report
- h) Unfinished Business
- i) Business of the Day
- j) Other Matters
- k) Announcements
- l) Adjournment

SECTION 13. TURN-OVER OF RECORDS, DOCUMENTS, PROPERTY, MONEY ACCOUNTABILITIES. All outgoing officers of the Council shall turnover all records, documents, property and money accountabilities to the incoming officers within thirty (30) days after assumption of their respective offices.

SECTION 14. PROHIBITED ACTS AND ACTIVITIES. The following acts and activities shall be prohibited:

1. Undertaking of any fundraising and/or income generating activities, except for donations, benefits and grants from any person, whether natural or juridical, including allocations that may come from City Government of Naga;

2. Registering with any government agency for the purpose of acquiring a juridical personality; and
3. Engaging in activities other than those allowed under R.A. No. 11364, its IRR, and CDA MC 2022-03.

Any violation committed under this section shall be a ground for the removal of incumbent officers, after due notice and hearing.

SECTION 15. FUNDING. The Naga City Cooperatives Development Office, as secretariat and implementing office, shall ensure that necessary funds for the operations of the Council, in accordance with its mandate, are provided for in its Annual Investment Plan and Budget.

SECTION 16. REPEALING CLAUSE. This ordinance repeals City Ordinance 2015 - 002 and all other issuances which may be inconsistent with this Ordinance.

SECTION 17. SEPARABILITY CLAUSE. Should any part of this ordinance be declared unlawful, the remaining parts not affected shall remain in full force and effect.

SECTION 18. EFFECTIVITY. This ordinance shall take effect upon approval.

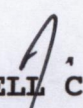
ENACTED: June 14, 2022


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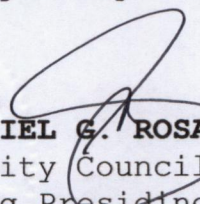
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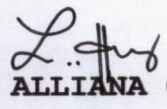
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WE HEREBY CERTIFY to the correctness of the foregoing ordinance.

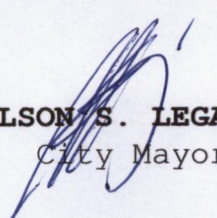

JOSSELL C. ABIOG
Acting Secretary to the
Sangguniang Panlungsod

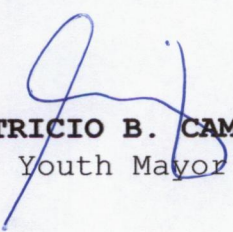

HANNAH MARIE B. VELASCO
City Youth Secretary to the
Sangguniang Panlungsod


GHRIEL G. ROSALES
City Councilor
& Acting Presiding Officer


LUISELLE ALLIANA G. HERNANDEZ
City Youth Vice Mayor
& Presiding Officer

APPROVED:


NELSON S. LEGACION
City Mayor


JOSE PATRICIO B. CAMATO
City Youth Mayor