



NEW BY-LAWS¹ OF THE UNION OF LOCAL AUTHORITIES OF THE PHILIPPINES (THE ULAP)

ARTICLE I. *Objectives & Purpose*

In addition for the purposes as stated in the Articles of Incorporation, the ULAP shall pursue the following:

1. Promote unity and collaboration among members.
2. Strengthen relationships, coordination and cooperation for purposeful and genuine partnerships.
3. Ensure the effective representation of Local Government to the National and International communities.
4. Serve as the National Resource of Local Governance Information, Learning, Exchange and Capacity Building for Local Government Units (LGUs).
5. Undertake advocacies geared towards actions that benefit its members.
6. Develop Policies, Programs and Initiatives within the framework of the National Development Agenda, Cultural Values and Traditions.
7. Promote gender equality, and to prevent all forms of discrimination and exclusion.
8. Practice and apply Performance Management and Accountability Systems in the implementation and execution of development projects and programs.
9. Integrate strategies and approaches responsive to health and social concerns.
10. Exercise corporate and proprietary functions to include the authority to collect dues from Regular Members, accept donations from foreign and local donor agencies.
11. Undertake programs to professionalize and institutionalize the respective secretariats of Regular Members.
12. Perform legal and ethical acts relevant and supportive of enhancing and strengthening organizational capability and performance of members in pursuit of the ULAP vision and mission.
13. Perform such other functions as found in the Articles of Incorporation.

¹ As approved by the Members and Board of Trustees in a Meeting held on September 12, 2007.

ARTICLE II. *Composition*

Section 1. Scope of Membership – The ULAP shall be the umbrella organization of all the leagues of local government units, and the leagues and federations of local elective and appointive officials.

There shall be Regular and Associate Members. The Regular Members of the ULAP are duly organized and existing aggregations of elected local public officials in accordance with Philippine Laws, such as but not limited to the following:

1. League of Provinces of the Philippines (LPP)
2. League of Cities of the Philippines (LCP)
3. League of Municipalities of the Philippines (LMP)
4. Liga ng mga Barangay (LnB)
5. League of Vice-Governors of the Philippines (LVGP)
6. Vice Mayors League of the Philippines (VMLP)
7. Provincial Board Members League of the Philippines (PBMLP)
8. Philippine Councilors League (PCL)
9. Pederasyon ng mga Sangguniang Kabataan (PSK)
10. National Movement of Young Legislators (NMYL)
11. Lady Local Legislators League of the Philippines (4-L)

The Associate Members of the ULAP are duly organized and existing aggregations of appointive local public officials in accordance with Philippine Laws.

Section 2. Qualification of Members and Application Procedures – (a) A member of the ULAP shall have the following qualifications:

1. A defined and expressed organizational purpose in furtherance of local autonomy and consistent with the ULAP's purposes and objectives;
2. Track record of at least (1) year indicative of accomplished programs and objectives; and
3. A functional organizational structure with an operational national secretariat;

(b) All applications for membership in the ULAP shall be acted upon by the National Executive Board, hereinafter referred to as the "NEB". The application must include, among others, a written commitment to abide, support and defend the Articles of Incorporation and By-Laws of the ULAP.

ARTICLE III. *Rights, Duties and Obligations of Members*

(a) As regular members, they shall have the following rights:

1. To be heard, during meetings of the ULAP, vote and be voted upon;

2. To be informed on all matters discussed during meetings, such as plans, activities, finances and the use of funds and property;
3. To actively participate in meetings, activities, programs and projects of the ULAP;
4. To pay dues, fees and assessments as may be determined by the National Executive Board;
5. To advance the ULAP's purpose and objectives.

(b) Associate Members shall have all the rights, duties and obligations of Regular Members except the right to vote and be voted upon.

ARTICLE IV. *The General Advisory Council*

Section 1. The General Advisory Council – (a) There shall be a General Advisory Council (GAC) composed of five (5) representatives from each Regular Member of the ULAP. These representatives shall belong to the top five (5) highest positions in their respective leagues, in accordance with the ranking pursuant to their by-laws. The said representation must be authorized by way of a Board Resolution from the respective Leagues.

(b) The GAC shall meet at least once a year; initially upon the call of the President, and upon the election of a Chairman from among its members during the meeting, the latter shall thereafter preside over the said meeting.

(c) In case of vacancy in the GAC, the same shall be filled up by the concerned member-league/federation preferably within thirty (30) days from the occurrence of the vacancy pursuant to their respective by-laws.

(d) The GAC shall serve as an advisory council to the members of the National Executive Board by assisting them in gathering the pertinent information to enable the National Executive Board to formulate and pursue relevant and progressive policy directions; and act as council of Elders to the members of the National Executive Board by helping the Board forge a consensus or a majority opinion on among its members on issues confronting the ULAP.

ARTICLE V. *Corporate Administration*

Section 1. The National Executive Board – The corporate powers of the ULAP shall be exercised, its business conducted, and its property administered by the National Executive Board. The National Executive Board shall be composed of all the Presidents duly elected by the Regular members of all the different regular member leagues.

(a) In case any of the Presidents cannot attend any of the meetings of the National Executive Board, such President shall notify the National Executive Board of his/her duly authorized representative to sit in his/her stead to be chosen from among the four (4) other official representatives of his/her league or federation to the General Advisory Council. Such designation must be done in writing and signed by the President. If the President designates someone else other than the four (4) aforementioned officers, such designation must be accompanied by a resolution from the Board of the concerned league or federation.

(b) A majority of all the members of the National Executive Board shall be necessary to constitute a quorum to transact its official business.

(c) The National Executive Board shall have the following powers:

1. Administer the overall operations of the ULAP;
2. Extend to the President, authority to negotiate and enter into contracts for and on behalf of the ULAP;
3. Confirm the appointments to the National Secretariat and consultants made by the President;
4. Oversee the direction and activities of the Working Committees, Special Committees, or Task Force;
5. Adopt, advocate and cause the publication of policies and positions of the ULAP; and
6. Perform such other functions incidental to the foregoing powers.

(d) The National Executive Board shall meet at least once in every quarter of a calendar year upon the call of the President or a majority of the members thereof. The President, or a majority of the members of the National Executive Board, may call special meetings as the need arises.

(e) The National Executive Board shall elect from among the Regular Members the following officers:

1. President
2. Executive Vice President
3. First Vice-President
4. Second Vice-President
5. Third Vice-President
6. Secretary-General
7. Assistant Secretary-General
8. Treasurer
9. Assistant Treasurer
10. Auditor
11. Public Relations Officer

Whenever possible or whenever all the Regular Members have duly constituted and elected their new set of officers, the members of the National Executive Board shall, at the earliest possible time, elect among themselves the new members of the National Executive Board. After properly constituting themselves, the said new members shall immediately elect and choose among themselves the different Executive Officers as mentioned in Section 2 (e). Pending this election, the incumbent members shall hold on to their positions, on a hold-over capacity.

Section 2. *The Executive Officers* - (a) The President shall have the following functions:

1. To act as the Chief Executive Officer;
2. To formulate and implement programs and projects;

3. To execute the approved policies of the National Executive Board and formulate the implementing rules and regulations;
4. To ensure that the provisions of the Articles of Incorporation and By-Laws of the ULAP are faithfully complied with and its objectives and goals (of the ULAP) attained;
5. To convene the meetings of the National Executive Board;
6. To preside over such meetings unless so relinquished to a member of the National Executive Board;
7. To sign policies and positions for public issuance upon the specific authorization of the National Executive Board;
8. To negotiate and sign contracts upon the authorization of the National Executive Board;
9. To appoint the national secretariat staff and consultants; and
10. To appoint such other officers as he deems necessary, subject to the confirmation of the National Executive Board; and
11. To perform such other functions as may be conferred by the National Executive Board.

(b) The Executive Vice-President shall have the following functions:

1. To discharge the functions of the President in the absence of the President. In case of permanent vacancy, he/she shall succeed the president, however, he/she shall call for the election for Executive Vice-President within 15 days from the time he/she assumes the presidency; and
2. To perform such other functions as may be conferred by the President.

(c) The functions and duties of the First Vice-President, Second Vice-President and the Third Vice-President shall be determined by the National Executive Board.

(d) The Secretary General shall have the following functions:

1. To act as the Corporate secretary;
2. To concurrently serve as the Chairperson of the Membership Committee;
3. To cause the coordination among the Regular Members;
4. To oversee the capability-building programs and projects;
5. To supervise the National Secretariat; and
6. To perform such other functions as may be conferred by the President.

(e) The Assistant Secretary-General shall have the following functions:

1. To assume the duties and functions of the secretary general whenever the latter is absent or temporarily incapacitated to perform his/her functions; and
2. To assist the Secretary-General in all his/her functions and responsibilities as maybe determined by the former.

(f) The Treasurer shall be the Chief Finance Officer and shall have the following functions:

1. To concurrently serve as Chairperson of the Finance Committee;
2. To oversee resource and fund generation and mobilization activities and projects;

3. To assist in the preparation and facilitation of budgetary requirements of the ULAP as well as other project proposals;
4. To serve as custodian of the funds and cause the proper disbursement thereof; and
5. To perform such other functions as may be conferred by President.

(g) The Assistant Treasurer shall have the following functions:

1. To assume the duties and functions of the Treasurer whenever the latter is absent or temporarily incapacitated to perform his/her duties; and
2. To assist the Treasurer in all its functions and responsibilities as maybe determined by the former.

(h) The Auditor shall have the following functions:

1. To recommend feasible auditing policies and procedures for approval of the National Executive Board;
2. To audit the financial statements of the ULAP and ensure that such statements materially reflect the financial position of the ULAP; and
3. To perform such other functions as may be conferred by the President.

(i) The Public Relations Officer (PRO) shall have the following functions:

1. To concurrently serve as Chairperson of the Public Affairs Committee;
2. To oversee and handle the publicity and image-building promotions; and
3. To perform such other functions as may be conferred by the President.

Section 3. *The Working Committees* - (a) There shall be ten (10) Working Committees, whose chairpersons, except those expressly provided in these By-Laws, shall be appointed by the President and confirmed by the National Executive Board, each to be composed of one (1) representative from each Regular Member. The following are the Working Committees:

1. Finance Committee
2. Membership Committee
3. Legal Services Committee
4. Advocacy and Policy Committee
5. Capability-Building Committee
6. Public Affairs Committee
7. Special Projects and Concerns Committee
8. International Relations Committee
9. Youth Participation & Concerns Committee
10. Gender Development & Women Empowerment Committee

(b) The Chairpersons of the Working Committees shall have the following functions:

1. Convene, exercise general supervision, and oversee the operations of the assigned working committee;
2. Prepare official and regular reports to the NEB and the President for appropriate action; and

3. Perform such other functions as may be conferred by the National Executive Board (NEB).
- (c) **The Finance Committee** shall plan, coordinate and implement the resource and fund generation and mobilization activities and projects of ULAP;
 - (d) **The Membership Committee** shall be responsible for the expansion program of the ULAP and recommend to the National Executive Board the inclusion of any applicant member to the ULAP.
 - (e) **The Legal Services Committee** shall undertake legal studies, researches, formulation of policies and positions on national and local issues affecting the Members; and render legal opinions and advice to the members of the ULAP.
 - (f) **The Advocacy and Policy Committee** shall conduct research and formulate policy positions on all issues related to the various advocacies of the ULAP.
 - (g) **The Capability Building Committee** shall plan and undertake capability and institution building programs to upgrade the competencies of the member leagues and the individual members of the leagues in the field of local governance.
 - (h) **The Public Affairs Committee** shall handle public relations work and publicity for ULAP, including advocacy of ULAP's policies and positions.
 - (i) **The Special Projects and Concern Committee** shall undertake the necessary plans and programs and implement the same under the guidance of the National Executive Board.
 - (j) **The International Relations Committee** shall liaise with the ULAP's counterparts in the international community and network with them for any purposeful gains of the ULAP.
 - (k) **The Youth Participation and Concerns Committee** shall propose policy directions and programs beneficial to the youth sector and make the appropriate recommendations to the National Executive Board.
 - (l) **The Gender Development & Women Empowerment Committee** shall propose policy positions on gender and women empowerment and propose programs in pursuit of said policies.

ARTICLE VI. Meetings

Section 1. Annual Meeting of the Regular Members. - The annual meetings of the Regular members shall be held on the last Monday of March of every year, at the principal office of the Union of Local Authorities of the Philippines or at such place and date as may be determined by the National Executive Board. The President, Treasurer, Secretary General and such other officers as may be necessary, shall render their reports.

Section 2. Special Meetings - Special Meetings of the Regular members may be called as the need arises, by majority of the members of the National Executive Board or the President as the need arises.

Section 3. Notices. - In emergency cases, notices of the time and place of the aforementioned meetings shall be sent either personally or the most expeditious way, at least two (2) weeks before the date set for such meeting. The notice of every special meeting shall state briefly the purpose(s) of the meeting.

Section 4. Quorum - The quorum for any meeting of the Regular members shall consist of a majority.

Section 5. Order of Business. - The order of business of meetings of the National Executive Board shall be as follows:

- a) Proof of service of the required notice of the meeting;
- b) Proof of the presence of a quorum;
- c) Reading and approval of the minutes of the previous meeting;
- d) Unfinished business;
- e) Report of the President; and
- f) Other matters.

Section 6. Voting/Decision Making – A simple majority vote of all the members of the regular member leagues present constituting a quorum shall be sufficient to pass, adopt, or approve any Board Resolution, project, and/or undertaking. In highly political issues however, the simple majority rule still applies for purposes of enabling the ULAP to come up with a common stand which shall bind all member leagues; provided, said common stand shall not prohibit individual officers of the member leagues to pursue his/her own advocacy on the issue in his/her own personal capacity.

Section 7. Voting by Proxy. - Regular Members of the National Executive Board shall be entitled to only one vote. However, in case of absence of the President of the Regular Member, a duly authorized representative may vote either in person or by proxy. Proxy votes shall be in writing and filed with the Secretary General before the scheduled meeting.

ARTICLE VII National Secretariat

Section 1. The National Secretariat. - There shall be a National Secretariat headed by an Executive Director. The Executive Director shall be appointed by the President of the ULAP who can only be removed for cause in accordance with law and due process.

The Executive Director shall handle the day to day activities of the ULAP under the supervision of the Secretary General and guidance of the National President. The National Secretariat shall provide technical assistance to the General Advisory Council, National Executive Board and other ULAP Officers.

ARTICLE VIII. Funds

Section 1. Funds. - The funds of the ULAP shall be derived from fees, dues and assessments of members, financial assistance from funding institutions (local or

international), gifts or donations, personal or institutional bequeathals or through fund-raising activities and other economic activities/ventures.

Section 2. Disbursements - Withdrawal from the funds of ULAP, whether by check or through any other instrument, shall be signed by the Treasurer and the President and, if necessary, the National Executive Board may designate other signatories.

Section 3. Fiscal Year - The fiscal year of ULAP shall be from January 1st to December 31st of each year.

ARTICLE IX. Miscellaneous Provisions

Section 1. Suspension, Expulsion and Termination of Membership - Suspension, expulsion and termination of membership shall be in accordance with the rules and regulations recommended by the Membership Committee and as approved by the National Executive Board.

Section 2. Corporate Seal - The corporate seal shall be in such form and design as may be determined by the Board.

Section 3. Amendments - Any provision of this By-Laws may be amended, modified, substituted or repealed by a majority vote of all the Regular Members of the National Executive Board and ratified by a majority vote of the members, there being a quorum, in a meeting specifically called for the purpose.

ARTICLE X. TRANSITORY PROVISIONS

Section 1. To promote smooth transition on the transfer of power and authority from the 2004-2007 National President of the ULAP to the 2004-2007 Executive Vice President, a transition period of six (6) months is necessary in order to give time for all regular members to elect their respective officers. Upon the expiration thereof, the Interim President shall immediately convene the ULAP National Executive Board for the purpose of calling for the election of regular officers for 2007-2010.

Section 2. The election of officers of the ULAP for 2010 and thereafter shall be held within five (5) months upon the assumption to office of the local elected officials.

Section 3. In the event that the 1987 Philippine Constitution and/or the Local Government Code of 1991 is amended or revised and the same will affect the term of office of the local elected officials, the By-laws of the ULAP shall automatically conform to the changes introduced thereto by amending and/or revising the same.

ADOPTED, this *6th day of January, 1999* in Quezon City by the affirmative vote of the undersigned members representing a majority of the members of the association in special meeting duly held for the purpose.