



**CONSTITUTION AND BY-LAWS  
OF THE  
LEAGUE OF CITIES OF THE PHILIPPINES**

**ARTICLE I  
NAME**

**SECTION 1.** The name of the organization shall be the **LEAGUE OF CITIES OF THE PHILIPPINES (LCP)** hereinafter referred to as the **LEAGUE**.

**ARTICLE II  
DOMICILE**

**SECTION 2.** The principal office of the LEAGUE shall be in Metro Manila.

**ARTICLE III  
OBJECTIVES**

**SECTION 1.** The LEAGUE shall have the primary purpose of ventilating, articulating, and crystallizing issues affecting city government administration and securing through proper and legal means, solutions thereto. Moreover, the LEAGUE shall:

- a. Foster unity and cooperation among all cities, municipalities and provinces of the country;
- b. Provide a cohesive force that will embody the sentiments and aspirations of the members;
- c. Serve as a forum of discussion and feedback mechanism on policies affecting local governments;

- d. Collaborate with national and other local government agencies in attaining efficient and effective inter-government relations to provide development programs that will enrich and upgrade the capabilities of local government units;
- e. Engage in continuing programs for development of the local government units;
- f. Involve the LEAGUE officers and members in international associations, conventions, seminars and congresses.
- g. Stir the league towards becoming an agent of change for Nation building.

#### **ARTICLE IV POWERS AND FUNCTIONS**

**SECTION 1.** The LEAGUE shall possess and exercise the following powers and functions:

- a. Assist the national government in the formulation and implementation of policies, programs and projects affecting LGUs
- b. Promote local autonomy;
- c. Adopt measures for the promotion of the welfare of the LGU concerned and its officials and employees;
- d. Encourage people's participation in local government administration in order to promote united and concerned action for the attainment of countryside development goals;
- e. Supplement the efforts of the national government in creating opportunities for gainful employment within the cities;
- f. Give priority to programs designed for the total development of LGUs in consonance with the policies, programs and projects of the national government;
- g. Serve as forum for crystallizing and expressing ideas seeking the necessary assistance of the national government and providing the private sector avenues for cooperation in the promotion of the welfare of cities;

- h. Exercise such other powers and functions as the league may prescribe for the welfare of the LGUs.

**ARTICLE V  
MEMBERSHIP**

**SECTION 1. COMPOSITION** – The LEAGUE shall be composed of all cities in the Philippines.

**SECTION 2. REPRESENTATION** – Every city shall be represented in the LEAGUE by the city mayor or by any person duly authorized in writing by the Mayor who shall attend all meetings, participate in the deliberations of the LEAGUE and vote accordingly.

**SECTION 3. Member in Good Standing** – for cities with updated payment of membership dues and other fees.

City in Good Standing shall be accorded all the benefits from the LEAGUE such as but not limited to:

- a. Be a participant for any of the special and foreign assisted projects of the LEAGUE;
- b. Officially attend any and all conferences/forum representing the LEAGUE

**ARTICLE VI  
ANNUAL MEMBERSHIP DUES AND OTHER FEES**

**SECTION 1.** Each member is required to pay its annual membership fee. The National Executive Board, upon a majority vote, shall decide the amount, mode and date of payment and issue the corresponding guidelines for the implementation thereof.

**SECTION 2.** The membership fees shall be paid not later than January 31<sup>st</sup> of each year to the National Treasurer through the LCP National Secretariat

**ARTICLE VII  
GOVERNING STRUCTURE**

**SECTION 1.** The governing structure of the LEAGUE shall be as follows:

- a. General Assembly
- b. National Executive Board
- c. Geographical Clusters

**ARTICLE VIII  
THE GENERAL ASSEMBLY**

- SECTION 1.** The General Assembly shall consist of all the cities of the Philippines including those cities in the National Capital Region (NCR), Autonomous Region for Muslim Mindanao (ARMM), Cordillera Administrative Region (CAR) through their local chief executives or any authorized representative as stated under Section 2 of Article V hereof.
- SECTION 2.** The General Assembly is the highest governing body of the LEAGUE. It is responsible for the overall policy, direction and oversight of the LEAGUE. In particular, the General Assembly shall:
- a. Provide guidance on the general policy direction of the LEAGUE;
  - b. Deal with matters placed on its agenda by the National Executive Board;
  - c. Ratify amendments or revisions to the Constitution and By-Laws
  - d. Decide on matters as may be required under the Constitution and By-Laws.
- SECTION 3.** The General Assembly shall be held every third (3<sup>rd</sup>) week of July of each year at the time and place as may be determined by the body.
- SECTION 4.** A Special General Assembly maybe held upon call by the National President or by a written request of the majority of the members of the National Executive Board.
- SECTION 5.** It shall be the duty of the Secretary General, through the National Secretariat, to disseminate all notices including agenda items to all members of the General Assembly not less than five (5) days before the scheduled meeting.
- SECTION 6.** The General Assembly shall be chaired by the National President, or in his/her absence, by the Executive Vice President or whosoever is agreed

to in the meeting. The Secretary General shall act as the Secretary of the General Assembly.

**SECTION 7.** There shall be declared a quorum of the General Assembly if there is at least a simple majority (50% + 1) of all members in good standing who are present.

**SECTION 8.** Except as may be otherwise provided hereto, decisions and/or resolutions of the General Assembly shall be taken by a simple majority (50% + 1) of the votes cast.

## **ARTICLE IX THE NATIONAL EXECUTIVE BOARD**

**SECTION 1. THE NATIONAL EXECUTIVE BOARD (NEB).** There shall be a National Executive Board of the LEAGUE consisting of members who shall be elected by the members in a general membership meeting called for the purpose.

**SECTION 2. TERM OF OFFICE.** The officers of the NEB shall serve for a term of Three (3) years.

**SECTION 3. DISCIPLINE.** Any member of the NEB may be removed for a cause by a vote of two-thirds of all the members present constituting a quorum at a meeting called for the purpose.

**SECTION 4. POWERS OF THE NEB.** The general powers of the NEB shall be the execution and implementation of the authorized policies of the LEAGUE. It shall have the over-all charge and supervision of all the affairs and properties of the LEAGUE with full power and authority to manage and conduct the same.

**In addition, the NEB shall have the following express powers:**

- a. Promulgate rules and regulations not inconsistent with this Constitution and By-Laws for the effective management of the affairs of the LEAGUE;
- b. Prepare and approve the annual budget and such other necessary supplemental budget of the LEAGUE;
- c. Create Task Forces and define their duties and functions and to lawfully delegate as it sees fit any of its powers to any committee or office of the league;

- d. Approve all contracts, investments and indebtedness of the LEAGUE; and
- e. Suspend, dismiss and penalize any officer, member and employee for acts inimical to interest of the LEAGUE.

**SECTION 5.** The National Executive Board shall meet every third (3<sup>rd</sup>) week of the last month of each quarter at such time and place as it may determine.

**SECTION 6.** A Special NEB Meeting may be called for by the National President or upon written request of the majority of the regular members as the need arises. Notice of such meeting shall be sent at least fifteen (15) days before the scheduled date of meetings, specifying the time and place at which such meeting shall be held.

**SECTION 7.** A simple majority of the members of the NEB shall constitute a quorum and a majority vote of the members present at said meeting shall be a valid act of the LEAGUE.

Any member of the Board may send a representative to represent him/her in any meeting and to vote on any NEB concern as long as there is a written authority from the NEB member.

## **ARTICLE X OFFICERS AND DUTIES OF THE NEB**

**SECTION 1.** The officers of the LEAGUE shall be elected by the members in a general membership meeting. They will compose the National Executive Board which shall consist of the following:

- a. The National Chairman
- b. The National Vice Chairman
- c. The National President
- d. The Executive Vice President
- e. The Four (4) Vice Presidents For Luzon, Visayas Mindanao and the National Capital Region
- f. The Secretary General

There shall be four (4) Deputy Secretaries-General for Luzon, Visayas, Mindanao and the National Capital Region to be appointed by the President who shall serve as ex-officio members of the NEB

- g. The Treasurer
- h. Regional Representatives
- i. Women Sector Representative

The Public Relations Officer, Deputy Public Relations Officers for Luzon, Visayas, Mindanao and the National Capital Region, and the Auditor shall be appointed by the National President and shall serve as ex-officio members of the NEB.

**SECTION 2. THE NATIONAL CHAIRMAN.** The National Chairman shall be the Presiding Officer of the National Executive Board and shall perform the following duties:

- a. Preside over all meetings of the NEB;
- b. Recommend and propose policy guidelines that shall govern the conduct of the affairs and functions of the LEAGUE;
- c. Call a Special Meeting whenever he/she deems it necessary;

**SECTION 3. THE NATIONAL VICE CHAIRMAN.** The National Vice Chairman shall preside over the functions of the National Chairman in absence of the latter;

**SECTION 3. THE NATIONAL PRESIDENT.** The National President shall perform the following duties:

- a. Provide the kind of leadership necessary for the attainment of the goals of the LEAGUE;
- b. Preside over all meetings of the General Assembly;
- c. Call a Special Meeting whenever he deems necessary;
- d. Represent the LEAGUE in any occasion or matter in which representation may be required;
- e. Approve vouchers covering disbursement for funds of the LEAGUE before payment is made by the Treasurer;

- f. Exercise overall control and supervision of officers and members of the Secretariat including appointments of its staff for the effective and efficient discharge of its function.
  - g. Sign all appointments, contracts and other documents relative to its business and activities.
- A. Appoint Focal Mayors to the various programs of the LEAGUE;

**SECTION 4. THE EXECUTIVE VICE-PRESIDENT.** In case of absence, disability, death or resignation of the National President, the Executive Vice-President shall act as the National President. He shall assist the National President in the implementation of programs, projects and activities of the LEAGUE.

**SECTION 5. THE VICE PRESIDENT.** The Vice Presidents representing Luzon, Visayas, Mindanao and the National Capital Region shall perform the following duties:

- a. Preside over the meeting of his Geographical Cluster
- b. Directly supervise the implementation of programs, projects and activities of the LEAGUE in the geographical areas they represent;
- c. Represent the National President or the Executive Vice-President in any occasion and matter in the geographical areas they represent in cases when such representation may be necessary: and
- d. Serve as the official Speaker of his Geographical Cluster during NEB proceedings
- e. Perform such other duties as may be assigned by the National Executive Board.

**SECTION 6. THE SECRETARY GENERAL.** The Secretary General shall perform the following duties:

- a. Exercise overall supervision over the National Secretariat;
- b. Oversee the day to day operations of the LEAGUE to ensure that the objectives of the LEAGUE will be met;

- c. Recommend to the National President any disciplinary action of all personnel and staff of the National Secretariat subject to the provisions specified under the Labor Code;
- d. Initiate the means and processes by which the membership of the LEAGUE are fully informed of all activities and operations of the LEAGUE;
- e. Prepare the annual work plan of the LEAGUE and present same for approval of the NEB;
- f. Prepare a budget for the operation, functions and activities of the LEAGUE in consultation with the Treasurer and Auditor of the LEAGUE and present same for the approval of the NEB

**SECTION 7. THE DEPUTY SECRETARY-GENERAL.** The Deputy Secretary General shall perform the following functions:

- a. Assist the Cluster Vice President during the conduct of the Geographical Cluster meetings
- b. Coordinate with host city for the conduct of the cluster meetings.
- c. Provide working staff for the documentation of the cluster meetings
- d. Oversee the operation of designation staff to the cluster secretariat
- e. Any other duty that may be assigned to him/her by the Cluster vice President.

**SECTION 8. THE TREASURER.** The Treasurer shall perform the following duties:

- a. Have the custody of and control over all funds and properties of the LEAGUE except those which for special reasons. The National Executive Board may entrust to other officers or members;
- b. Disburse funds and dispose of the properties of the LEAGUE under the authority of the National Executive Board;
- c. Issue official receipt for any sum of money for properties received by him for the LEAGUE;
- d. Deposit funds of the LEAGUE in the bank in the name of the LEAGUE;

- e. Render financial reports during annual meetings and keep inventories of the books and other properties in the custody of other officers of the LEAGUE;
- f. Keep up-to-date proper books of accounts subject to examination by the Auditor, and
- g. Perform such other duties as may be assigned to him by the National Executive Board or the National President.

**SECTION 9. THE REGIONAL REPRESENTATIVES**

- a. Represent his area in any occasion and matter in the geographical areas they represent in cases when such representation may be necessary; and
- b. Perform such other duties as may be assigned by the National Executive Board.

**SECTION 10. THE AUDITOR.** The Auditor shall perform the following duties:

- a. Examine and audit periodically the books of the LEAGUE. Its assets and liabilities and require the production of supporting documents and the minutes of meetings as guiding factors; and
- b. Inform the Executive Board immediately of any transaction inimical to the LEAGUE and to do such acts or propose such measures that may protect the interest of the LEAGUE.

**SECTION 11. THE PUBLIC RELATIONS OFFICER.** The Public Relations Officer shall perform the following duties:

- a. Establish relations or contact with mass media for purposes of disseminating information about the organization, membership, objectives and activities of the LEAGUE; and
- b. Perform such other functions and duties as the National Executive Board may deem necessary and proper to gain and promote a favorable public image of the LEAGUE.
- c. Coordinate and supervise public relations effort by the deputy public relation officers of Luzon, Visayas, Mindanao and the National Capital Region.

**SECTION 12. DEPUTY PUBLIC RELATIONS OFFICER.** The Deputy Public Relations Officer shall perform the following functions:

- a. Establish relations or contact with mass media in his/her cluster for purposes of disseminating information about the organization, membership, objectives and activities of the Geographical Cluster in particular and the LEAGUE in general;
- b. Coordinate with the LCP National Public Relations Officer and Deputy Public Relations Officers of other Geographical Clusters
- c. Perform such other functions and duties as the Cluster Vice President may deem necessary

**SECTION 13. WOMEN SECTOR REPRESENTATIVE.** The Women Sector Representative shall perform the following functions:

- a. Promote the rights and welfare of women and children
- b. Ensure that Gender and development are adequately considered in the activities/projects of the LEAGUE;
- c. Recommend needed legislation or regulations which have to be adopted either by national government agencies or by the cities to ensure that the right and welfare of women and children are safeguarded

**SECTION 14.** Other than the regular members, the National Executive Board shall also include the following ex-officio and non-voting members who shall not be counted in the determination of a quorum:

- a. Deputy Secretaries General for Luzon, Visayas, Mindanao and the National Capital Region.
- b. Deputy Public Relations Officers for Luzon, Visayas, Mindanao and the National Capital Region.
- c. Focal Mayors for priority concerns of the LEAGUE appointed by the National President
- d. President of the Liaison Officers' Association

## **ARTICLE XI GEOGRAPHICAL CLUSTERS**

**SECTION 1.** There shall be an aggrupation of cities based on four major geographical Clusters, the National Capital Region, Luzon, Visayas and Mindanao.

**SECTION 2.** Each Geographical Cluster shall be headed by the elected Vice Presidents for NCR, Luzon, Visayas and Mindanao to the National Executive Board and composed of Regional Representatives.

**SECTION 3.** There shall be held a Geographical Cluster Consultation on the second month of every quarter or once every month as the Geographical Cluster may deem necessary. The Cluster consultations shall be the venue for each member city to discuss issues and concerns specific to their geographical cluster and to propose, recommend and initiate projects, programs and policy formulation which shall be endorsed to the National Executive Board for appropriate action. It shall also serve as the venue for knowledge sharing among the member cities.

## **ARTICLE XII ADVISORY COUNCIL**

**SECTION 1.** There shall be an Advisory Council that shall act as an advisory body of the LEAGUE.

**SECTION 2.** All Past Presidents and Chairmen of the LEAGUE shall automatically sit as members of the Advisory Council that shall be chaired by any member of their choice.

## **ARTICLE XIII NATIONAL CONVENTION OF CITIES**

**SECTION 1.** The LEAGUE shall hold its National Convention of Cities every third (3<sup>rd</sup>) week of November of each year at a place as may be determined by the National Executive Board;

**SECTION 2.** The National Convention of Cities shall be participated in by all elected local city officials, city department heads, key stakeholders, and other local government officials that the respective city mayors may choose as part of their delegation.

## **ARTICLE XIV LIAISON OFFICERS' ASSOCIATION**

- SECTION 1.** There shall be an association of all Liaison Officers appointed by the local chief executive of each city that shall have the following functions:
- a. Assist their City Mayors in the effective discharge of their duties in the League.
  - b. Act as the primary point of coordination between the respective Cities and the League especially on policy and advocacy concerns.
- SECTION 2.** The appointed Liaison Officers shall properly register with the office of the Secretary General and the LEAGUE for proper accreditation
- SECTION 3.** The appointed Liaison Officers shall elect among themselves their set of officers to their Association in a General Assembly called for the purpose;
- SECTION 4.** The elected President of the Liaison Officers' Association shall sit as an Ex-Officio member to the National Executive Board;

## **ARTICLE XV ELECTION**

At the first General Membership meeting of the LEAGUE, the members shall elect among themselves their officers.

- SECTION 1.** For this purpose, the members of the LEAGUE shall choose a temporary presiding officer who shall direct the election in the following manner:
- a. Call to order;
  - b. Oral nomination duly seconded;
  - c. Secret balloting;
  - d. Canvassing; and
  - e. Proclamation
- SECTION 4.** The election of officers shall be held in Metro Manila or such other place as the National Executive Board may designate. Ballots, ballot boxes, election paraphernalia, and secretariat services shall be provided by the LEAGUE National Secretariat.

**SECTION 5.** All succeeding elections shall be governed by the rules and regulations prepared by a committee that will be created by the National Executive Board.

**ARTICLE XVI  
POLICY DEVELOPMENT AND ADVOCACY TASK FORCES**

**SECTION 1.** The National Executive Board shall create Policy Development and Advocacy Task Forces as may be recommended by the National President for policy development and effective advocacy of the League. The Chairman of each Task Force shall be appointed from the General Membership of the LEAGUE by the National President with the concurrence of the National Executive Board. The Chairman shall draw the Vice Chairman of his committee from the General Membership and he/she shall be responsible to the Board for the proper discharge of his committees' functions.

**SECTION 2.** Task Forces shall be created based on the priority concerns of the LEAGUE.

**SECTION 3.** Membership of each Policy Development and Advocacy Task Force shall be composed of the following:

- a. LCP Policy Officer
- b. Volunteer Liaison Officers with experience and relevant knowledge on the issue handled by each Task Force
- c. Local Chief Executives as volunteer consultants to each Task Force.

**ARTICLE XVII  
THE NATIONAL SECRETARIAT**

**SECTION 1.** There shall be a National Secretariat to be headed by the Secretary General. It shall consist of personnel with such competence and experience as the Secretary General may determine and whom it shall recommend for appointment by the President.

**SECTION 2.** The National Secretariat shall have the following functions:

- a. Provide the LEAGUE with the necessary technical and administrative support and liaison services. It shall conceptualize,

plan, research, and execute programs and projects of the LEAGUE as may be directed by the National Executive Board;

- b. Prepare the minutes of all the meetings of the National Executive Board and National Assembly;
- c. Act as custodian of all minutes, records and documents including the Seal of the LEAGUE;
- d. Furnish the Treasurer and the Auditor a certified copy of the minutes of any meeting where disbursements or collection have been authorized;
- e. Give due notice of all meetings;
- f. Keep accurate membership records; and
- g. Perform any other duties that the National Executive Board may direct.

**SECTION 3.** The National Secretariat shall have an Executive Director who shall be appointed by the National President, and whose employment is co-terminus with the National President and shall serve at the pleasure of the President. He/She can be terminated anytime for loss of confidence. The position of the executive director is deemed vacant upon the ratification of this amended constitution to give the incoming President the free hand to appoint pursuant to this provision.

The Executive Director shall perform the following functions:

- a. Assist the Secretary General in the performance of his/her duties and responsibilities to the LEAGUE;
- b. Provide guidance to the National Secretariat Staff
- c. Represent the LEAGUE in official functions as may be authorized by the National President and Secretary General;
- d. Assist the Secretary General in updating the National President and the National Executive Board on the operations of the National Secretariat;
- e. Ensure the implementation of the Annual Work plan duly approved by the Board;

- f. Ensure that the operations of the LEAGUE are in keeping with the approved annual budget.
- g. Ensure that the operations of the LEAGUE are in keeping with accounting and auditing standards;
- h. Coordinate with concerned national government agencies, other LEAGUES, ULAP and other special bodies as needed;
- i. Perform other functions as may be assigned by the President and the Secretary General.

**SECTION 4.** All National Secretariat positions under the Executive Director shall be considered as career positions thereby granting security of tenure to personnel and staff.

### **ARTICLE XVIII SEAL OF THE LEAGUE**

**SECTION 1.** The League of Cities shall have its Seal which shall be used in the official documents or papers executed by the LEAGUE thru its National President or his duly authorized representative in order to render authentic the official acts on such documents.

### **ARTICLE XIX AMENDMENTS, REVISIONS AND RATIFICATION**

**SECTION 1.** This Constitution and By-Laws may be amended, in part by a two-thirds vote of all members at any regular or special meeting of the LEAGUE called for the purpose. The call for such meeting shall, among others, specify the provisions sought to be amended.

**SECTION 2.** Amendments promulgated and adopted by the Board shall be ratified by a majority vote of the members of the General Assembly present, there being a quorum, in a meeting called for the purpose.

### **ARTICLE XX EFFECTIVITY**

**SECTION 1.** The Amendments and/or revisions to the Constitution and By-Laws shall be deemed effective and in force upon ratification by a majority vote of

the members of the General Assembly present in accordance with Section 7 of Article VIII.

**ARTICLE XXI  
FISCAL YEAR**

**SECTION 1.** The Fiscal Year of the **LEAGUE** shall be the Calendar Year or from January 1 to December 31.

**VOTED AND RATIFIED THIS 21<sup>st</sup> DAY OF JULY 2007 AT MANILA, PHILIPPINES.**