

[NAFC, August 20, 1998]

AMENDED MANUAL OF REGULATIONS OF THE REGIONAL, PROVINCIAL, MUNICIPAL AND BARANGAY AGRICULTURAL AND FISHERY COUNCIL

Chapter I Mandate, Objective, Functions

Article I Mandate

SECTION 1. The National Agricultural and Fishery Council (NAFC) is hereby replicated in the regions, provinces, cities, municipalities and barangays to be known as Regional Agricultural and Fishery Councils (RAFCs), Provincial Agricultural and Fishery Councils (PAFCs), City Agricultural and Fishery Councils (CAFCs), Municipal Agricultural and Fishery Councils (MAFCs), and Barangay Agricultural and Fishery Councils (BAFCs) pursuant to Executive Order No. 116 and the mandate of the Department of Agriculture in order to encourage people's participation in agricultural development through sectoral representation in agricultural policy making bodies so that its policies, plans and programs are formulated/executed to satisfy the needs of its clientele and likewise to use bottom-up, self-reliant farm systems approach that will emphasize social justice, equity, productivity and sustainability in the use of agricultural resources.

Article II Objectives

Section 1. The objectives of these various Councils are the following:

- a. To serve as advisory, monitoring and evaluating bodies;
- b. To link the Department of Agriculture with LGUs;
- c. To ensure the success of the programs and activities of DA and its attached agencies; and
- d. To provide fora/forum for consultative and continuing discussions within the agricultural sector of the national economy.

Article III Functions

Section 1. General Functions. — The general functions of these Councils are the following:

- a. To identify and assess the diverse needs and resources of the area, in consultation with government and non-government organizations in order to bring about a collective effort in agricultural and rural development;
- b. To participate in policy assessment and formulation, planning of programs and projects to meet the identified needs in agriculture, fishery, agribusiness and related activities; and
- c. To assist the Department of Agriculture (DA) and its attached agencies and the agricultural offices of the local government units in organizing, monitoring and evaluation.

Section 2. Specific Functions. — The specific functions of the Councils are the following:

- a. To conduct regular and special AFC meetings;
- b. To conduct regular consultation, congresses with various interest groups to identify opportunities available and to address problems/issues affecting agricultural development in the area;
- c. To identify and resolve local problems/issues at their respective levels;
- d. To identify and refer to appropriate legislative bodies issues which will require legislation after consultation with local and national agencies;
- e. To monitor and evaluate the implementation of DA and its attached agencies' programs and projects and set-up an effective feedback mechanism to DA and other agencies concerned;
- f. To submit budgetary requirements in order to undertake the above mentioned duties and responsibilities of the local AFCs;
- g. To source out/raise funds; and
- h. To promote capability building.

Chapter II

Article I

Organizational Structure

Section 1. Members. — The members of the Regional, Provincial, City, Municipal and barangay Agricultural and fishery Councils herein often referred to as the "Council" (AFCs) shall be individuals and associations/cooperatives directly and/or indirectly involved in agriculture and fishery and other related activities from the private and government sector, majority of whom shall come from the former.

Section 2. Structural Composition. — In addition to government sector representative, the composition of each AFC shall be as follows:

- a. *Regional Agricultural and fishery Council (RAFC)*. — This council shall be composed of Chairmen of region-wide organizations, Provincial Agricultural and fishery Council (PAFC) chairmen and individuals deemed qualified by the council to represent sectors;
- b. *Provincial Agricultural and fishery Council (PAFC)* — this council shall be composed of chairmen of province-wide organizations, MAFC chairmen, CAFC chairmen and individuals deemed qualified by the council to represent sectors;
- c. *City Agricultural and fishery Council (CAFC)* — this council shall be composed of chairmen of city-wide organizations, BAFC chairmen and individuals deemed qualified by the council to represent sectors;
- d. *Municipal Agricultural and Fishery Council (MAFC)* — this council shall be composed of chairmen of municipal-wide organizations, BAFC chairmen and individuals deemed qualified by the council to represent sectors;
- e. *Barangay Agricultural and fishery Council (BAFC)* — this council shall be composed of chairmen of barangay-wide organizations, chairmen of purok-wide organizations and individuals deemed qualified by the council to represent sectors.

Section 3. Qualification of membership. — The following should be understood as:

- a. *Government Sector Representatives* — refers to the heads of the DA-RFUs, the provincial agriculturists/veterinarians, city/municipal agricultural officers, and the NAFC coordinators, technicians and other agencies assigned to assist in the AFCs in their programs and activities;
- b. *Private Sector Representatives* — refers to private individuals and associations engaged in agricultural and fishery production, post-harvest and marketing to include credit services and farm supplies;
- c. *Nominees* — the chairman of each council has the prerogative to nominate individual members from the private sector subject however to the confirmation by majority of the members of the Council; and
- d. All members must be Filipino citizens of good moral standing in the area/community.

Section 4. Rights of Members. — The members of the Council shall have the following rights;

- a. To exercise the right to vote in all matters relating to the affairs of the association, personally. No proxy;
- b. To be eligible to any elective or appointive office of the Council;
- c. To participate in all deliberations/meetings of the Council;
- d. To avail of all the facilities and services of the Council; and
- e. To examine all the records or books of the Council during business hours.

Section 5. Duties and Responsibilities of the Members. — The members shall have the following duties and responsibilities:

- a. To obey and comply with the rules, regulations and policies promulgated by the Council;
- b. To attend all meetings that may be called by the Chairman or majority of the Council members; and
- c. To preserve, defend and safeguard the good name of the Council.

Section 6. Withdrawal and resignation. — Any member of the Council, for any reason, withdraw his membership from the Council by giving (30) days notice to the Secretariat-Coordinator who shall refer the same to the Chairman for proper action.

Section 7. Suspension and Termination. — Any member of the Council may file a written complaint under oath to the Secretariat-Coordinator against a member based on any of, but not limited, to, the following grounds:

- a. When a member has not attended the meeting for three (3) consecutive months without any valid reasons;
- b. When a member has continuously failed to comply with his obligations;
- c. When a member has violated any of the provisions of this Manual of Regulations; and
- d. For any act or omission injurious or prejudicial to the interest or welfare of the Council.

The Chairman shall call a special meeting of the members to consider the charges. The affirmative vote of two-thirds (2/3) of the total membership of the Council shall be necessary to suspend or terminate the membership of a member.

Article II Officers

Section 1. Officers. — The officers of each Council shall be a Chairman who shall come from the private sector, a Treasurer, an Auditor, and a PRO, provided that except for the Vice-Chairman who shall be the highest ranking official of the DA/Agriculture office in the locality identified above, particularly an officer of the DA, all other officers shall be from the private sector, which shall be elected directly by the members.

Section 2. Term of Office — The term of office of the elected officers shall be three (3) years with the right to one (1) re-election. Their terms of office shall commence on the first working day of July following the month of their election and shall expire on June 30 of the third year or until his/her successor shall have been elected and qualified. In cases where no elections are held, status quo shall prevail.

The Vice-Chairman shall hold office for as long as he/she is the highest ranking official of the DA/agriculture office in the locality.

Section 3. Manner and time of election. — The manner of election shall be by secret ballot. The election shall be held during the month of June as follows:

- a. BAFC — 1st week of June 2001 and every 3 years thereafter;
- b. MAFC/CAFC — 2nd week of June 2001 and every 3 years thereafter;
- c. PAFC — 3rd week of June 2001 and every 3 years thereafter; and
- d. RAFC — 4th week of June 2001 and every 3 years thereafter.

The first elections of the office of the Agricultural and Fishery Councils (AFCs), such as the Barangay Agricultural and Fishery Council (BAFC), Municipal Agricultural and Fishery Council (MAFC), City Agricultural and Fishery Council (CAFC), Provincial Agricultural and Fishery Council (PAFC), and the Regional Agricultural and Fishery Council (RAFC) under the Manual of Regulations as amended, shall be on the month of November 1998, provided that all officers elected thereon shall serve from January '99 to June 2001. All elections to be held thereafter shall be held on the month following the month during which the elections of local officials (congressmen, governors, mayors, etc.) are held.

Section 4. Right of Succession. — Any officer that is elevated to a higher position shall automatically relinquish his/her position to the next in rank. In the exercise of the right of succession, the ranking shall be Chairman, Vice-Chairman, Treasurer, Auditor, and PRO. No officer shall hold two offices.

Section 5. Vacancies. — In case of vacancy arising out from any of, but not limited to, the following causes such as death, permanent incapacity, removal, resignation or automatic disqualification, a special election shall be called within fifteen (15) days from the date the vacancy occurs by the majority of the remaining members in a meeting duly called for that purpose. The elected officers shall serve only for the unexpired term of his predecessor. No special election shall be called if the vacancy occurs within two (2) months prior to the date of regular election.

When the vacancy occurs in the office of the Chairman, the Vice-Chairman for the private sector shall automatically act and serve as chairman for the duration of the unexpired term of his predecessor. As a result of the vacancy in the office of Vice-Chairman, Section 4 shall take effect.

In case of vacancy in the office of the Vice-Chairman from the government sector, the Officer-In-Charge of the office of which he is representing shall likewise act as the Vice-Chairman until the appointment and assumption of office of his successor has been completed.

Section 6. Automatic Disqualification. — Any officer elected in any government position shall automatically relinquish his/her position to the next in rank.

Section 7. Leave of Absence. — Any officer, for justifiable reasons, may file a leave of absence for a period not exceeding one hundred twenty (120) days. Absences exceeding one hundred twenty (120) days shall automatically render the position vacant unless a written application for extension has been filed with the Secretariat-Coordinator.