

[EXECUTIVE ORDER NO. 320, November 14, 1958]

PRESCRIBING THE RULES OF PROCEDURE OF THE REPARATIONS COMMISSION

For the purpose of carrying out more effectively the provisions of Republic Act No. 1789 creating the Reparations Commission, and so as to have an appropriate and orderly procedure for the transaction of the business and performance of the duties and functions entrusted to it by law, I, Carlos P. Garcia, President of the Philippines, by virtue of the powers vested in me by the Constitution and laws of the Philippines, do hereby prescribe the following rules of procedure for the observance of the Reparations Commission:

1. All acts of the Reparations Commission, hereinafter referred to as the Commission, with reference to important matters including, but not limited to, appointments of personnel, disbursement of funds, approval of applications for reparations goods, approval of contracts, determination of policies, and all other acts that are binding on the Commission as a body shall be in the form of Resolutions reduced to writing, serially numbered, dated, signed by the Chairman and the two members of the Commission, attested and sealed by the Executive Director and Secretary, of the Reparations Commission, and kept in a separate record book entitled: Resolutions of the Reparations Commission, to be preserved in bound volumes.
2. All proposed resolutions must be in writing and in correct form, delivered to the Executive Director and Secretary of the Commission by its author who should be either one of the two members of the Commission or its Chairman. The Executive Director and Secretary shall calendar the same for discussion of the Commission not less than three days after such delivery to him.
3. A proposed resolution, in order to become an Act of the Commission, must be approved by the unanimous vote of the Chairman and two members of the Commission.
4. No meeting of the Commission shall take place except when duly called by the Executive Director and Secretary, or anyone acting in his capacity, by authority of the Chairman of the Commission or on request of two commissioners. Written notice of such meeting shall be served on all members of the Commission, including the Chairman, at least forty-eight (48) hours before such meeting. The Chairman shall always preside over all meetings of the Commission.