

# National Chung Hsing University Rules of Order Governing Academic Affairs Meetings

Enacted in the 58<sup>th</sup> Academic Affairs Meeting on Oct. 26<sup>th</sup>, 2009  
Amended (Article 6) in the 59<sup>th</sup> Academic Affairs Meeting on Mar. 30<sup>th</sup>, 2010  
Amended (Article 2) in the 60<sup>th</sup> Academic Affairs Meeting on Nov. 1<sup>st</sup>, 2010  
Amended (Articles 2 & 6) in the 61<sup>st</sup> Academic Affairs Meeting on Mar. 30<sup>th</sup>, 2011  
Amended (Article 2) in the 68<sup>th</sup> Academic Affairs Meeting on Oct. 28<sup>th</sup>, 2014  
Amended (Article 2) in the 72<sup>nd</sup> Academic Affairs Meeting on Oct. 25<sup>th</sup>, 2016  
Amended (Article 2) in the 74<sup>th</sup> Academic Affairs Meeting on Oct. 25<sup>th</sup>, 2017  
Amended (Article 2) in the 75<sup>th</sup> Academic Affairs Meeting on Mar. 28<sup>th</sup>, 2018  
Amended (Article 2) in the 77<sup>th</sup> Academic Affairs Meeting on Mar. 27<sup>th</sup>, 2019  
Amended (Article 2) in the 80<sup>th</sup> Academic Affairs Meeting on Oct. 28<sup>th</sup>, 2020

Article 1 National Chung Hsing University (hereinafter referred to as NCHU) has established the rules of order herein to govern Academic Affairs Meetings (hereinafter referred to as Meetings).

Article 2 Meetings are attended by the Vice President for Academic Affairs, Vice President for International Affairs, Associate Vice President for Academic Affairs, Deans of colleges, Heads of departments (degree programs), Directors of graduate institutes, University Librarian, Chief Director of the Biotechnology Center, Chief Director of the i-Center for Advanced Science and Technology (i CAST), Chief Director of Advanced Research Center for Humanities and Sciences, Chief Director of the Computer and Information Network Center, Director of the Office of Physical Education and Sports, Dean of the International College of Innovation and Industry Liaison, Dean of the Academy of Circular Economy, Chief Director of the Center of Teacher Education, Director of the Office of Student Safety, and student representatives. Student representatives are composed of 1 representative from the Student Government and 1 representative from each college. Students representing their colleges will be selected through elections organized by the Student Government.

The Meetings shall be chaired by the Vice President for Academic Affairs and observed by senior executive officers (secretaries) from the Office of Academic Affairs and team (center) leaders (directors) to deliberate on important matters relating to academic affairs.

Article 3 Meetings shall be convened once every semester. Interim meetings shall be convened when necessary.

Article 4 Scope of motions includes:

1. Matters instructed by the President.
2. Motions approved by college, department, or institute affairs meetings.
3. Motions by members on behalf of their administrative unit or center, which have been previously approved in internal meetings within the administrative unit and center.

4. Motions co-signed by three or more members of the Academic Affairs Meeting.
5. Motions approved by the university-level Course Committee.
6. Motions relating to other academic affairs from the Office of Academic Affairs.

Article 5 The Meetings shall only begin with half of the members present. Members shall attend in person. In the event that directors of educational or administrative units are unable to attend meetings for certain reasons, they shall appoint a representative (assistant professors or higher or section chiefs) to attend on their behalf.

Article 6 The Review Panel for the Meetings shall be composed of the Vice President for Academic Affairs and one representative from each college, nominated by Deans. Members of the Review Panel shall nominate a convener, who will be responsible for chairing the Meetings and delivering review reports on motions during Academic Affairs Meetings. Heads of administrative units under the Office of Academic Affairs and proposing units shall observe meetings convened by the Review Panel. The Review Panel shall conduct formative reviews on the nature, content, and forms of motions to determine whether the motion's nature qualifies it for deliberation at Academic Affairs Meetings.

Article 7 No attendees can speak until recognized by the chair. If two or more attendees seek recognition at the same time, the chair shall determine the order of speech.

Unless otherwise approved by the chair, attendees can only speak twice, for three minutes each time, on one single motion. Explanations, questions, or responses relating to motions are limited to under five minutes.

Article 8 The chair may determine, at their discretion, an appropriate time to put a motion to vote and declare the resolutions accordingly. Depending on the circumstances, the chair can opt for voting through a raise of hands or ballots. Secret ballots can be adopted for motions approved by over half of the attending members.

Observers have the right to speak but not to vote.

Article 9 In regular Academic Affairs Meetings, extempore motions may be proposed by the Vice President for Academic Affairs or by three or more members through co-signing. Extempore motions are prohibited during interim Meetings.

- Article 10 The Meetings will only provide records of resolutions. Audio recordings of speeches by attendees and observers shall be produced and archived for future reference. Attendees requesting to include their address in resolution records shall complete a speaker's slip, listing key points of their speech to be included in the resolution records.
- Article 11 For any matters not mentioned herein, rules of orders set forth by the Ministry of the Interior shall apply, mutatis mutandis.
- Article 12 These rules of orders and any amendments hereto shall be implemented after being passed in the Academic Affairs Meeting.