

國立東華大學人文社會科學學院院務會議組織章程

Organizational Charter of the College Affairs Committee of the College of Humanities and Social Sciences of National Dong Hwa University

(Implemented January 6, 2017.)

第一條 國立東華大學人文社會科學學院（以下簡稱本院），為審議本院教學、研究、發展、推廣及其他有關院務之重大事項，依「國立東華大學組織規程」之規定，設置院務會議（以下簡稱本會議），並訂定「國立東華大學人文社會科學學院院務會議組織章程」（以下簡稱本組織章程）。

Article 1 The College of Humanities and Social Sciences of National Dong Hwa University (hereinafter referred to as the College) hereby establishes the College Affairs Committee (hereinafter, the Committee) and its accompanying *Organizational Charter of the College Affairs Committee* (hereinafter, the Charter) in accordance with the provisions of the Charter of National Dong Hwa University for the purpose of reviewing teaching, research, development, promotional, and other significant matters in the College.

第二條 本會議成員為本院院長、副院長、系所主管、院級各中心主任（當然委員）及教師代表若干名、學生代表五名、行政人員代表若干名，並由本院院長擔任主席兼召集人。

Article 2 The Committee shall be composed of the Dean and Associate Dean of the College, heads of graduate and undergraduate departments, directors of affiliated centers (as Ex-officio members), a specified number of faculty representatives and administrative representatives and five student representatives. The Dean shall serve as chairperson and convener.

第三條 教師代表，以系、所為單位選舉產生，任期一年，連選得連任。選舉辦法由各系所訂定之，報院務會議核備，修正時亦同。各系所教師代表人數，分別為：獨立所一名、獨立系二名、系所合一者三名（除具教師員額之獨立博士班等同獨立所外，博士班概不另計教師代表名額）。

Article 3 Faculty representatives shall be elected from their departments to serve a one-year term and may serve consecutive terms if reelected. Each department shall formulate its own electoral procedures and submit them to the Committee for review and approval. The same shall apply when amendments are made. The number of faculty representatives shall be one for each stand-alone graduate department, two for each stand-alone undergraduate department, and three for each department offering both undergraduate and graduate programs. With the exception of independent

PhD programs whose number of teaching staff is equal to that of stand-alone undergraduate departments, PhD programs shall not be separately represented.

第四條 學生代表，由系、所學生自治團體代表共同推舉產生，任期一年，連選得連任。

Article 4 The student representatives shall be elected from among student council representatives from the various graduate and undergraduate departments to serve a one-year term and may serve consecutive terms if reelected.

第五條 行政人員代表總人數為本院教學單位全體專任行政人員 10% (四捨五入至整數位)，以辦理普選方式產生，任期一年，連選得連任。

Article 5 The total number of administrative representatives is 10% (rounded to the nearest integer) of the total number of full-time administrative staff in each teaching unit of the college. They are elected by all full-time administrative staff for a term of one year and can be re-elected.

第六條 本會議依下列方式召開

(一) 定期會議：每學期開會一次。

(二) 臨時會議：主席得視需要召開之；或經本會議成員三分之一 (含) 以上書面提議並附案由，原則上主席應於二週內召開之。

Article 6 Meetings shall be convened in the following manner:

1. Regular meetings: Convened once per semester.
2. Ad hoc meetings: The chairperson shall convene a meeting when he deems it necessary. Or when more than one-third (inclusive) of the members make a written proposal (with reasons attached) to request a meeting, shall, in principle, convene a meeting within two weeks from the date of receipt of the request.

第七條 本會議非有會議成員過半數之出席，不得開會。本會議成員應親自出席會議。當然委員因公不能出席會議時，得由職務代理人參加；教師代表、學生代表、行政人員代表因公不能出席會議時，得以書面委託其他本會議成員代表出席，每位成員以接受一人委託為限。

Article 7 The Committee shall not be held unless more than half of the members are present. The members of the Committee shall attend the meeting in person. When the ex-officio members are unable to attend the Committee due to official business, they may be represented by their official agents; when the teacher representatives, student representatives, and administrative staff representatives are unable to attend the Committee due to official business, they may authorize other members of the Committee to attend in writing,

and each member may accept only one person's authorization.

第八條 主席得約請有關人員列席本會議。

Article 8 The chairperson may request the attendance of non-committee members at meetings as necessary.

第九條 本會議提案，除由主席同意各單位提出外，應有本會議成員三人或以上之連署。會中臨時動議須由出席成員二人附議。

Article 9 With the exception of proposals submitted by the various departments with the approval of the chairperson, all proposals shall require the signature of three or more members of the Committee. Ad hoc motions shall be seconded by two attending members.

第十條 本會議決議事項，如有關單位認為窒礙難行，得由主席於下次院務會議中提出覆議，覆議須經本會議成員三分之二以上出席，出席人數三分之二以上通過，否則維持原議。

Article 10 If the relevant units consider the matters resolved at the Committee to be difficult to implement, the chairperson may propose a reconsideration at the next Meeting. The reconsideration must be approved by more than two-thirds of the members of the Committee and more than two-thirds of the attendees, otherwise the original resolution will be maintained.

第十一條 本組織章程經院務會議通過，提請行政會議核備後施行。

Article 11 This Charter shall come into effect after it has been passed by the Committee and approved by the Executive Committee.