

**Department of Photonics**  
**National Sun Yat-sen University**  
**Guidelines for Establishment of**  
**Space Management Committee**

October 24, 2018 Approved at the 2nd Departmental Affairs Meeting of the academic year 2018

Article 1 The “Space Management Committee of the Department of Photonics” (hereinafter referred to as the Committee) is established in order to properly plan, deploy and manage the spaces of this Department.

Article 2 Members of the Committee:

1. This Committee has 5 members. The chairperson of the Department is the ex officio member of the Committee. The other 4 members will be appointed through voting in the departmental affairs meeting.
2. The convener shall be elected among the members.

Article 3 Duties of the Committee members:

1. To manage matters related to allocation and utilization of spaces of the Department.
2. To formulate and amend regulations related to charging standards, use and management of spaces and venues.
3. To review the current spaces management status of the Department and to research and formulate proposals for improvement.

Article 4 The Committee may hold meetings irregularly according to its actual needs.

Article 5 A meeting of the Committee can be held only if two thirds of the committee members attend the meeting, and the resolution passed in the meeting can be executed only after it is approved by two thirds of the committee

members attended.

Article 6 The Guidelines shall be implemented after it is approved by the departmental affairs meeting, and the same shall apply to amendments.