

University Affairs Council Procedural Regulations

Passed on March 28, 2008, 3rd University Affairs Council Meeting, AY 2007-2008
Amended on November 3, 2017, 1st University Affairs Council Meeting, AY 2017-2018

Article 1. In order to increase the efficiency of University Affairs Council Meeting proceedings of National Sun Yat-sen University (hereinafter referred to as “the University”), these procedural regulations were established.

Article 2. Members of the University Affairs Council are appointed in accordance with the University organizational regulations.

Article 3. The University Affairs Council reviews and deliberates on the following items:

1. University affairs development plan and the related budget
2. The organizational regulations and various important bylaws
3. The establishment, change, and termination of academic colleges, general education center, departments, institutions, and their auxiliary units
4. Academic affairs, student affairs, general affairs, research, and other important matters.
5. The study and review of teaching evaluation measures.
6. Resolution of matters conducted by University Affairs Council subcommittees or special task forces.
7. Motions made at the meetings and by the University President.

Article 4. University Affairs Council meetings should be convened at least twice every semester.

When more than 1/5 of University Affairs Council members ask to convene an ad-hoc meeting, the University President must comply within 15 days.

Article 5. When University Affairs Council meetings are in session, the University President shall serve as chairperson.

Senior Vice President of the University may serve as acting chairperson if the President cannot attend.

Article 6. During University Affairs Council meetings, ex-officio members who cannot attend may ask a proxy by writing, and the proxy shall have the same rights and obligations as the member. Other members, such as faculty representatives, staff representatives, student representatives, and others may not ask a proxy to attend on his/her behalf.

Article 7. When necessary, the University Affairs Council could invite relevant parties to sit on the meetings.

Article 8. University Affairs Council meeting proceedings shall follow the order of the meeting agenda. When necessary, the chairperson may request to change the agenda, and the change can be made if the Committee agrees.

Article 9. The University Affairs Council meeting can be convened when more than 1/2 of the members are in attendance.

Article 10. To make a motion at the University Affairs Council Meeting one must abide by one of the following methods:

1. Make a motion through the administrative system.
2. Make a motion through the subcommittee or a working group.
3. Make a motion by filing a petition signed by at least 5 members of the University Affairs Council.
4. Motion made by the University President.

If a motion filed on the Concern platform is supported by 1.67% or above of the University's faculty, staff and students, it shall be reviewed by the responsible unit in accordance with the administrative procedures, and subsequently, as mentioned in Item 1, University Affairs Meeting can be convoked if necessary.

Article 11. Ad-hoc motions are limited to matters of urgency. A petition signed by at least 5 members should be brought to the Office of Secretariat before the end of office hours the day before the meeting, along with enough photocopies of any relevant data to be provided to all members.

Article 12. For motions with straightforward and undisputed content, the chairperson could ask for the opinion of all attending members. If there is no objection, the motion is approved. If there are objections, then voting is necessary.

The efficacy of no-objection approval is the same as approval by vote.

Article 13. The decision in voting is passed by the majority of members.

Article 14. By principle, the Council votes by show of hand. The members can vote anonymously if the majority expresses their consent. Major affairs require the agreement of 2/3 members to reach resolution. The determination of what constitutes a major matter is determined by the majority of members present.

Article 15. Those who are invited to sit-in at the meetings have the right of speech but no voting rights.

Article 16. Any resolution deemed by the President as difficult to resolve can be deterred to the next meeting (or ad-hoc meeting) for re-deliberation. During re-deliberation, at least 2/3 of the members must agree on maintaining the original resolution; if the President did not propose a re-deliberation within the set time, the resolution becomes automatically effective. The President can propose re-deliberation for the same motion only once.

Article 17. Matters not covered by these Regulations shall be subject to the related Regulations of Ministry of The Interior.

Article 18. These regulations are ratified and implemented by the University Affairs Council. Any amendments to the regulations are subject to the same proceedings.

Any dispute over interpretations of these guidelines shall be resolved in the court of law based on the Chinese version.