

## 國立中興大學獸醫學院院務會議實施要點

- 88.9.27 全院大會訂定
- 88.10.8 院務會議修正
- 90.4.17 院務會議修正 (第3點)
- 92.7.8 院務會議修正 (第3點)
- 97.5.30 院務會議修正 (第1、3點)
- 102.3.13 院務會議修正 (第1至11條)
- 102.6.21 院務會議修正 (名稱、第1至16點)
- 103.3.26 院務會議修正 (第9點)
- 103.9.19 院務會議修正 (第2、3、6、16點)
- 104.3.27 院務會議修正 (第3、9點)

- 一、依據本校組織規程第十一條第七款及本校各學院院務會議實施要點訂定。
- 二、本院院務會議(以下簡稱本院會)由當然代表、選任教師代表及學生代表組織之，本院會由院長召集並擔任會議主席。
- 三、本院會各類代表之組成如下：
  - (一)出席代表：
    - 1.當然代表：院長、副院長、系主任、各研究所所長。
    - 2.選任教師代表：由全院專任講師以上教師互選八人，教授、副教授代表不得少於教師代表三分之二，每人得圈選二票。
    - 3.學生代表：系學會總幹事一人。
  - (二)列席代表：
    - 1.本院附屬單位主管。
    - 2.助教及職員工列席代表：由全院助教及職員工互選代表一人。
    - 3.本院研究生代表一人，由各所推派二名研究生代表互選。
    - 4.院長指定之列席人員。院務會議由院長召集並擔任會議主席。若院長不克出席時，由院長指定副院長代理，若副院長不克出席時，由出席代表相互推選一人為主席。
- 四、院務會議代表應親自出席會議，但當然代表因故不能出席時，得由職務代理人代理出席。本院會之列席代表得就有關議案陳述意見，但無表決權。
- 五、本院會之選舉代表任期為一年(自該年八月一日至次年七月三十一日)，連選得連任一次。
- 六、本院會之選任教師代表、研究生代表及助教及職員工列席代表之選舉由院辦理。帶職帶薪、留職停薪、休假研究及被借調校外單位人員，於選舉時無被選舉權，但有選舉權。選舉日期由院通知。
- 七、本院會每學期至少召開一次。惟經院務會議應出席代表三分之一以上連署請求召開臨時會議時，院長應於十五日內召開之。
- 八、本院會有應出席代表過半數之出席，始得開議；有出席代表過半數之贊成始得決議。應出席人員之計算，以院務會議代表總額減除因公、因病人數計算之。
- 九、院務會議討論本院教學、研究、推廣、發展及其他有關院務事項。議案以下列方式提出，並經議案審查小組審查通過，始得列入議程：
  - (一)院長交議。
  - (二)系、所提議者，應經系所務會議通過。
  - (三)院附屬單位提議者，應經附屬單位院務或中心會議通過。

- (四) 出席代表三人連署。但臨時動議需有出席代表五人(含)以上連署。
- 十、院務會議議案審查小組，由各系所之代表中推選一人組成。審查小組成員相互推選一人為召集人，召集人負責主持會議，並於院務會議時提出審查報告。
- 十一、出席人員之發言應先取得主席許可，如二人以上同時請求發言時，其先後次序由主席決定之。
- 十二、出席人員就一個議案之發言，除經主席准許者外，以二次為限，每次不得超過三分鐘，有關提案之說明、質疑或答覆之發言，每次以五分鐘為限。
- 十三、主席對每一議案之討論，得於適當時機提請大會表決，並宣佈其決議。表決方式由主席酌情採用舉手或投票之方式。
- 十四、一般院務會議中，院長得提臨時動議；有應出席人員五人(含)以上連署者，亦得提臨時動議。但臨時院務會議中，一律不得提臨時動議。
- 十五、院務會議應有專人紀錄，僅作決議記錄，但出席代表要求將其本人之發言列入記錄者，應列入記錄。其紀錄應於會議結束後二週內分送各代表及本院各系、所及附屬單位並公布之，公布時應符合個資法之規定。
- 十六、本要點經院務會議通過，報請校長核定後實施，修正時亦同。

**NATIONAL CHUNG HSING UNIVERSITY**  
**COLLEGE OF VETERINARY MEDICINE**  
**Implementation Directives for the College Affairs Meeting**

*Amended by the College Affairs Meeting on March 27, 2015 (Article 3,9)*

- Article 1 The Directives are formulated in accordance with Item 7, Article 11 of NCHU *Organizational Regulations* and the NCHU *Implementation Guidelines for Each College's College Affairs Meeting*.
- Article 2 The College Affairs Meeting ("the Meeting") is composed of the ex-officio representatives, elected faculty representatives, and student representatives. The Meeting is convened by the Dean, who also serves as the chairperson.
- Article 3 Composition of the Representatives:
1. Attending Representatives:
    - (1) Ex-officio representatives: The Dean, Associate Dean, Department Head, and Directors of Research Institutes.
    - (2) Elected faculty representatives: Eight full-time faculty members elected from the college's full-time faculty above the rank of lecturer. No fewer than two-thirds of the representatives must be professors or associate professors, with each faculty member allowed to vote for two candidates.
    - (3) Student representatives: One representative from the Department's Student Association.
  2. Seated Representatives:
    - (1) Heads of affiliated units within the College.
    - (2) Representatives of teaching assistants and staff: One representative elected by the teaching assistants and staff members.
    - (3) One representative of graduate students, elected from two student representatives nominated by each department or research institute.
    - (4) Other seated representatives designated by the Dean.
- The College Affairs Meeting is convened by the Dean, who serves as the chair of the meeting. If the Dean cannot attend, the Dean may designate the Associate Dean to act as chair. If the Associate Dean is unavailable, the attending representatives will elect one member to serve as the chair.
- Article 4 Representatives of the College Affairs Meeting must attend meetings in person; however, if an ex-officio representative cannot attend, a substitute may attend in their place. Seated representatives may express their opinions on relevant issues, but they do not have voting rights.
- Article 5 The term of the elected faculty representatives, student representatives, and teaching assistant and staff representatives is one year (from August 1 to July 31 of the following

year). Representatives may be re-elected for one additional term.

Article 6 The election of faculty representatives, graduate student representatives, and teaching assistant and staff representatives is organized by the College Office. Faculty members on leave or seconded to external institutions do not have the right to be elected, but they retain voting rights. Election dates will be announced by the College Office.

Article 7 The College Affairs Meeting shall convene at least once per semester. If one-third or more of the required attending representatives request an extraordinary meeting in writing, the Dean must convene it within 15 days.

Article 8 Quorum and Voting: A quorum for the College Affairs Meeting requires the presence of more than half of the required representatives. A resolution may only be made if it receives the approval of more than half of the attending representatives. The quorum is calculated by subtracting the number of absentees due to official duties or illness from the total number of representatives.

Article 9 The College Affairs Meeting will discuss the college's teaching, research, outreach, development, and other relevant matters. Proposals may be submitted as follows, and must be approved by the proposal review committee before being added to the agenda:

1. Proposals submitted by the Dean.
2. Proposals from departments or institutes, which must be approved by their respective affair meetings.
3. Proposals from affiliated units, which must be approved by their unit meetings.
4. Proposals signed by three attending representatives. For temporary motions, signatures from five or more attending representatives are required.

Article 10 The Proposal Review Committee shall consist of one representative from each department or institute. The committee members will elect a convener, who will lead the committee and report on the review process during the College Affairs Meeting.

Article 11 Attending members must request permission from the chair before speaking. If two or more people request to speak simultaneously, the order of speakers will be determined by the chair.

Article 12 Each representative may speak on a proposal twice, with each speech limited to three minutes. Explanations, questioning, or responses to a proposal are limited to five minutes with each time.

Article 13 The chair may call for a vote on each proposal at an appropriate time during the meeting and announce the decision. Voting will be conducted by a show of hands or by ballot, as determined by the chair.

Article 14 In regular meetings, the Dean may propose temporary motions. If five or more attending representatives sign a proposal, it may also be introduced as a temporary motion. However, no temporary motions may be proposed during extraordinary meetings.

Article 15 The meeting should be recorded by a designated person. The minutes will include only the resolutions. However, if an attending representative requests to have their speech included, it will be recorded. The minutes will be distributed to all representatives,

departments, institutes, and affiliated units within two weeks of the meeting, and will be made publicly available in accordance with the Personal Data Protection Act.

Article 16 The Directives shall be implemented upon approval by the College Affairs Meeting and the President. Any amendments shall follow the same procedure.