

# **Rules of Procedure of College Affairs Council of College of Medicine at I-Shou University**

Adopted on May 18, 2004 at the first meeting of College Affairs Council in the second semester of the academic year 2004

Amendments adopted on July 12, 2005 at the first meeting of College Affairs Council in the second semester of the academic year 2005

Article 1      The Rules of Procedure of College Affairs Council of College of Medicine at I-Shou University (hereinafter referred to as “the Rules”) are made pursuant to Article 16 of the University Act and Article 19 of the Charter of I-Shou University.

Article 2      The College Affairs Council (hereinafter referred to as “the Council”) of the College of Medicine (hereinafter referred to as “the College”) consists of the following members:

1. Ex-officio members: the Dean of the College and chairs (directors) of departments (institutes/programs)
2. Elected members:
  - a. Elected members shall be elected among full-time faculty members at the level of lecturer or above of the College, and the number of elected members shall be equal to or more than half of total membership of the Council.
  - b. In principle, the number of elected members at the level of associate professors or above shall be equal to or more than half of total elected members.
  - c. Each and every department shall have one elected member to the Council, and the rest two positions of elected member shall be taken by the first runner-up and the second runner-up among all candidates in the election.

The application for the establishment of the College was approved by the University Council and the Board of Trustees in the second semester of the academic year 2002, and then reported to the Ministry of Education for approval. Before the application is approved by the Ministry of Education, the Council shall be run pursuant to the Rules. The Dean of the College may invite students or related parties to attend council meetings without the power to vote.

Article 3 The following are subject to the Council's deliberation:

1. College development plans and budgets;
2. The legislation, amendment or abolishment of major regulations and rules of the College;
3. The establishment, change and suspension of departments (institutes/programs) or research centers;
4. The deliberation on the rules about teaching evaluation;
5. Academic affairs, student affairs and affairs related to research;
6. Proposals put forward by departments or council members;
7. Affairs assigned by the Dean of the College;
8. Affairs related to teaching, counseling and extension education within the College; and
9. Other college-related affairs.

Article 4 Ex-officio members' terms shall be identical with the length of time during which they hold their respective administrative positions.

Elected members shall serve a one-year term and may be re-elected.

The election of elected members adopts secret ballot, and the election shall be completed within one month of the first semester of every academic year.

Article 5 Council meetings shall be convened and presided over by the Dean of the College, and council members shall meet at least once every semester.

Article 6 The Dean of the College shall convene extraordinary meetings within fifteen days in case of a major issue or as requested by at least one-third of the total membership.

Article 7 If the Dean of the College takes leave of absence or is unable to exercise his/her duties due to any reason, he/she shall appoint a council member as his/her deputy; otherwise, the acting chairperson shall be elected among council members present in the meeting.

Article 8 A quorum of more than half of total membership of the Council will be required to validate a council meeting. A resolution shall not be adopted unless more than half of the members present vote in favor of the proposal.

Article 9 The Rules become effective after being adopted by the College Affairs Council and ratified by the President. The same procedure applies to any amendment to the Rules.

*Note: In the event of any disputes or misunderstandings as to the interpretation of the language or terms of these Rules, the Chinese language version shall prevail.*