

國立中興大學管理學院院務會議組織辦法
Regulations Governing the Organization of the College Affairs Meeting
of the College of Management, National Chung Hsing University

民國 89 年 4 月 19 日院務會議討論通過
Passed by College Council on April 19, 2000
民國 96 年 1 月 4 日院務會議修訂(第 1、3 條)
Amended by College Council on January 4, 2007 (Articles 1, 3)
民國 100 年 9 月 14 日院務會議修訂(條文名稱、第 1.3.10 條)
Amended by College Council on September 14, 2011 (Title, Articles 1, 3, 10)
民國 102 年 1 月 7 日院務會議修訂(第 8 條)
Amended by College Council on January 7, 2013 (Article 8)
民國 102 年 6 月 10 日院務會議修訂(第 1.2.3.7.8.9.10.11 條)
Amended by College Council on June 10, 2013 (Articles 1, 2, 3, 7, 8, 9, 10, 11)
103 年 12 月 24 日 103 學年度第 2 次院務會議修訂通過(第 3、5、5、7 條)
Amended by 2nd College Council Meeting of Academic Year 2014 on December 24, 2014 (Articles 3, 5, 5, 7)

第一條 依據本校組織規程第十一條第七項及「國立中興大學各學院院務會議實施要點」之規定，訂定「國立中興大學管理學院院務會議組織辦法」（以下簡稱「本辦法」）。

Article 1 These "National Chung Hsing University College of Management Council Organization Regulations" (hereinafter referred to as "these Regulations") are established in accordance with Article 11, Paragraph 7 of the University Organization Regulations and the "National Chung Hsing University College Council Implementation Guidelines."

第二條 本院院務會議（以下簡稱「本院會」）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，若院長、副院長均無法出席時，由出席代表相互推選一人為主席。

Article 2 The College Council (hereinafter referred to as "the Council") shall be convened by the Dean who shall serve as the chairperson. If the Dean is unable to attend, the Associate Dean shall be designated as acting chairperson. If both the Dean and Associate Dean are unable to attend, the attending representatives shall elect one person among themselves to serve as chairperson.

第三條 本院會由下列代表組成之：

- 一、當然代表：院長、副院長、各學系(所)主任(所長)及高階經理人碩士在職專班執行長。
- 二、教師代表：十人，由本院各系、所各推選專任教師一人，以及由本院講師以上專任教師選舉之本院專任教師三人。
- 三、學生代表：二人，由本院各系所研究生代表及大學部各系學會會長各互選一人。
- 四、列席代表：本院各研究中心主任、助教及職員工代表及其他經院長視需要邀請之人員。

教師代表不得少於全體代表二分之一；教授、副教授代表不得少於教師代表三分之二。本院辦理全院教師代表選舉時應衡酌系、所推選教師代表職級人數，限定當選資格；如仍未能符合本款規定，則協調相關系、所另行推選副教授以上專任教師擔任之。

學生代表不得少於教師應出席代表人數十分之一。

助教及職員工列席代表一人，由全院助教及職員工互選產生。

Article 3 The Council shall consist of the following representatives:

1. Ex-officio representatives: Dean, Associate Dean, Department (Institute) Chairs (Directors), and Executive Director of the Executive MBA Program.

2. Faculty representatives: Ten persons, including one full-time faculty member elected from each department and institute, and three full-time faculty members of the College elected by full-time faculty members of lecturer rank or above.
3. Student representatives: Two persons, one elected by graduate student representatives from each department and institute, and one elected by undergraduate department student association presidents.
4. Non-voting representatives: Directors of College research centers, teaching assistants and staff representatives, and other personnel invited by the Dean as needed.
Faculty representatives shall constitute no less than one-half of all representatives; professor and associate professor representatives shall constitute no less than two-thirds of faculty representatives. When conducting college-wide faculty representative elections, the College shall consider the ranks of department and institute-elected faculty representatives and restrict eligibility accordingly. If these requirements still cannot be met, relevant departments and institutes shall be coordinated to elect additional full-time faculty of associate professor rank or above.
Student representatives shall constitute no less than one-tenth of faculty representatives required to attend.
One teaching assistant and staff non-voting representative shall be elected by all teaching assistants and staff of the College.

第四條 本院會之列席代表得就相關議案陳述意見，但無表決權。

Article 4 Non-voting representatives may express opinions on relevant agenda items but have no voting rights.

第五條 本院會之選任代表任期為一年，連選得連任。

Article 5 The term of elected representatives shall be one year, and they may be re-elected.

第六條 本院會之全院教師代表、學生代表、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。選舉日期由院通知。

Article 6 The election of college-wide faculty representatives, student representatives, and teaching assistant and staff non-voting representatives shall be conducted by the College. Personnel who are on paid leave, unpaid leave, research leave, or secondment to external units shall not be eligible for election. Election dates shall be announced by the College.

第七條 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。

Article 7 The Council shall meet at least once per semester. When one-third or more of Council representatives required to attend petition for a special meeting, the Dean shall convene it within fifteen days.

第八條 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。

Article 8 A quorum consisting of more than half of the representatives required to attend must be present to conduct business. Resolutions require approval by more than half of the attending representatives. The number of representatives required to attend shall be calculated by subtracting those absent due to official business or illness from the total number of Council representatives.

Representatives must attend meetings in person. However, when ex-officio representatives are unable to attend, they may designate a faculty member as proxy.

第九條 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

提出之：

- 一、院長提議。
- 二、系、所、班務會議提案。
- 三、院屬研究中心提案者。

四、院務會議代表三人以上連署提案。但臨時動議須有出席代表十分之一（至少三人）以上之連署。

Article 9 The Council shall discuss matters related to the College's teaching, research, extension, development, and other affairs. Agenda items shall be proposed through the following methods:

1. Dean's proposal
2. Department, institute, or program council proposals
3. College research center proposals
4. Joint proposal by three or more Council representatives. However, motions from the floor require endorsement by at least one-tenth (minimum three persons) of attending representatives.

第十條 院務會議指派專人記錄，其紀錄應於會議結束後二週內分送各代表並公布之，公布時應符合個資法之規定。

Article 10 The Council shall designate a person to take minutes, which shall be distributed to all representatives and published within two weeks after the meeting, in compliance with personal data protection regulations.

第十一條 本辦法經本院院務會議通過，報請校長核定後實施，修正時亦同。

Article 11 These Regulations shall be implemented upon approval by the College Council and the President. The same shall apply to amendments.