

Yuan Ze University Affairs Meeting Rules

Approved by the 2nd College Affairs Meeting of the 1989 academic year on March 28, 1990
Amended and approved by the 2nd College Affairs Meeting of the 1993 academic year on July 5, 1994
Amended and approved by the 2nd University Affairs Meeting of the 1995 academic year on January 15, 1997
Amended and approved by the 1st University Affairs Meeting of the 2002 academic year on January 8, 2003
Amended and approved by the 2nd University Affairs Meeting the 2022 academic year on May 10, 2023

- Article 1** These rules are established in accordance with Articles 13 and 14 of the University Act and Articles 8 and 9 of the Organizational Regulations of Yuan Ze University.
- Article 2** The President serves as the chairperson of this meeting. The President may designate personnel related to the agenda to attend the meeting.
- Article 3** For significant matters, if any representative disputes their importance, the determination shall be made by a simple majority vote.
- Article 4** All proposals for this meeting must be submitted to the Agenda Review Committee for review at least ten days before the meeting. Exceptions include those referred by the president or submitted through administrative channels, which must have the endorsement of at least five representatives attending the meeting.
- Article 5** Secretarial duties for this meeting are handled by the Secretariat Office, which coordinates administrative support for the meeting and its committees.
- Article 6** The meeting agenda and related materials must be distributed to the attendees at least 48 hours before the meeting; otherwise, the meeting cannot proceed.
- Article 7** If the President finds a resolution impractical, it may be referred to the next administrative meeting or a special administrative meeting for reconsideration.
- Article 8** Proposals for reconsideration and temporary motions are treated as significant proposals and must be co-signed by at least nine members of the meeting to be discussed.
- Article 9** When proposals require a vote, the following procedures apply:
1. General proposals are decided by a show of hands unless at least nine representatives' motion and second for a secret ballot.
 2. Significant proposals and those referred for reconsideration by the president are decided by secret ballot.
 3. General proposals pass with a simple majority of attendees.
 4. Significant proposals require approval by two-thirds of attendees.
 5. Proposals referred for reconsideration by the president pass with a simple majority of attendees, overturning the original resolution.
- Article 10** An Agenda Review Committee is established, with the Secretary General acting as the convener. The committee determines the meeting's agenda based on composition, responsibilities, and priority of proposals:
1. Composition:
Deans of Academic Affairs, Student Affairs, General Affairs, Secretary General, one faculty representative from each college and the College of General Studies (nominated by each

unit's administrative meeting members), one staff representative, and one student representative (both elected among their respective meeting members).

2. Responsibilities:

- (1) Reviewing the procedural completeness of proposals.
- (2) Coordinating revisions and merging of related proposals.
- (3) Determining the order of proposals and scheduling the agenda.

3. Prioritization Principles:

- (1) Proposals with time sensitivity.
- (2) Proposals submitted in order of receipt.

Special or significant proposals are discussed by the meeting and are not bound by the above prioritization principles.

Article 11 Matters not covered in these rules shall follow the applicable provisions of (Meeting Regulations).

Article 12 These meeting rules are enacted and implemented following approval by the Executive Council Meeting, with the same procedure applied for amendments.

In case of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.