

國立中山大學校務會議議事規則

Regulations for the Procedure of University Council Meetings

97.03.28. 96學年度第3次校務會議通過

106.11.3. 106學年度第1次校務會議通過

111.05.27. 110學年度第4次校務會議通過

Approved at the 4th University Council meeting on May 27, 2022

第一條 本校為增進校務會議之議事效率及使會議之進行符合民主程序，參酌會議規範訂定本議事規則。

I. These regulations are formulated with reference to *Meeting Regulations* to enhance the efficiency of University Council meetings and ensure the meetings proceed in a democratic way.

第二條 校務會議成員依本校組織規程規定組織之。

II. Members of the University Council (hereinafter referred to as the “Council”) shall be assembled in accordance with the provisions of the *NSYSU Charter*.

第三條 校務會議審議下列事項：

III. The Council shall deliberate on the following matters:

(一) 校務發展計畫及預算。

(1) University development plan and its budgets

(二) 組織規程及各種重要章則。

(2) *NSYSU Charter* and various essential regulations

(三) 學院、西灣學院、研究學院、學系、研究所、西灣學院各教育中心、學位學程及附屬(設)機構之設立、變更、停辦、續辦與不續辦。

(3) establishment, reorganization, termination, continuation, and suspension of colleges, departments/institutes/degree programs, education centers of Si Wan College, and other institutions affiliated with the University

(四) 教務、學生事務、總務、研究及其他校內重要事項。

(4) academic affairs, student affairs, general affairs, research-related affairs, and other important internal affairs

(五) 有關教學評鑑辦法之研議。

(5) discussions on relevant regulations for teaching assessment

(六) 校務會議所設委員會或專案小組決議事項。

(6) resolutions made by a subcommittee or an ad hoc team under the Council

- (七) 監督委員會產業代表、校長提名之專任教師代表及校外學者專家委員聘任之同意。
- (7) approval for member appointments of the Supervisory Committee of research colleges, including industry representatives, full-time faculty representatives nominated by the President, and external experts
- (八) 研究學院年度經營規劃、績效報告書及改善計畫之備查。
- (8) annual finance plans, performance reports, and improvement plans of research colleges
- (九) 監督委員會之運作、績效考核及其他應遵行事項規定之備查。
- (9) operation, performance assessment, other provisions of the Supervisory Committee
- (十) 會議提案及校長提議事項。
- (10) motions and matters proposed by the President

第四條 校務會議每學期至少召開會議二次。

IV. The Council shall convene at least twice per semester.

校務會議代表五分之一以上請求召開臨時校務會議時，校長應於十五日內召開之。

When more than one-fifth of the Council members request the convening of an interim meeting, the President shall call the meeting within fifteen days.

第五條 校務會議開會時校長為主席。

V. The President shall chair the Council meetings.

校長因故不能出席時由副校長代理之。

One of the senior vice presidents shall act as the proxy if the President cannot attend due to certain reasons.

第六條 校務會議開會時，應出席代表因故不能出席時，除當然代表得以書面委託其職務代理人代理出席，並享有會議代表之權利與義務外；其他教師代表、職員代表、學生代表及其他有關人員代表不得委託代理出席。

VI. Ex-officio representatives who cannot attend the Council meetings may delegate a proxy in writing on their behalf, and the proxy shall exercise the same rights and fulfill the same obligations as a member. Nevertheless, other faculty, staff, student representatives and relevant personnel shall not delegate a proxy.

第七條 校務會議因事實需要，得邀請有關人員列席說明。

VII. Relevant personnel may be invited to attend the Council meetings to provide

explanations when necessary,

第八條 校務會議議案之進行依議程所定之順序，必要時主席得提請變更議程，經校務會議代表同意後變更之。

VIII. Motions shall be discussed in the order specified in the meeting agenda. The chairperson may propose changes to the agenda if necessary, and the changes shall be made upon approval from the members.

第九條 校務會議之開議額數，以全體代表人數過半數為法定人數。

IX. The quorum of a Council meeting shall be more than half of the total members.

第十條 對校務會議提出議案，依下列四種方式行之：

X. Motions shall be submitted to the Council in one of the following ways:

(一) 循行政系統提案。

(1) proposed through the administrative system

(二) 由本會議所設委員會或專案小組提出。

(2) submitted by a subcommittee or an ad hoc team under the Council

(三) 由校務會議代表五人以上連署提出。

(3) co-signed by at least five Council members

(四) 由校長提議。

(4) proposed by the President

經由本校iConcern平臺提案連署同意達全校教職員工生人數1.67%以上之議案，應由權責單位循行政程序審議；必要時，再依前項第(一)款提校務會議審議。

Motions co-signed by at least 1.67% of the total number of faculty, staff, and students on the University's iConcern platform shall be reviewed by the responsible unit through its administrative procedure. When necessary, the motion shall be submitted to the Council for deliberation in accordance with Subparagraph 1 of the preceding Paragraph.

第十一條 臨時提案以急待解決事項為限，應於當次會議前一工作日下班前，經校務會議代表五人以上連署，以書面向秘書室提出，並應依開會總人數自行複印相關資料至秘書室。

XI. Extempore motions are confined to urgent matters requiring a prompt resolution. Such motions shall be co-signed by at least five members and submitted in writing to the Office of the Secretariat (OS) by the end of the working day before the meeting, with a sufficient quantity of relevant materials for the members

provided and submitted to the OS.

第十二條 對於內容單純且不具爭議性之提案，得由主席徵詢全體出席代表之意見，如無異議，即為通過；如有異議，仍應提付表決。

XII. Simple and non-controversial motions may be deemed approved by the chairperson if no objection is raised by the members in attendance; otherwise, the motion shall be put to a vote.

無異議通過之效力與表決通過同。

Approval without objection shall hold the same validity as approval through voting.

第十三條 表決以參加表決人數之多數贊成為可決或通過。

XIII. Decisions shall be made with the majority of votes from the members participating in the vote.

第十四條 表決方式以舉手表決為原則；多數之同意，即可改為無記名投票。重大事項應以在場校務會議代表三分之二以上（含）之同意始得議決。

XIV. Voting shall be primarily conducted by a show of hands, or may be changed to anonymous voting with the consent of the majority of the members in attendance. Major affairs shall be approved if more than two-thirds of the members in attendance vote in favor.

對重大事項之認定以在場校務會議代表之多數決議為準。

Whether a motion is major or not shall be determined by the majority of the members in attendance.

第十五條 列席人員有發言權，但無表決權。

XV. Non-voting attendees only have the right to speak.

第十六條 本會議之決議，校長若認為窒礙難行時，應於原案決議後下次會議結束前提出復議。

XVI. If the President deems a resolution made by the Council difficult to implement, a motion for reconsideration may be proposed before the conclusion of the next Council meeting.

復議應有校務會議代表十分之一以上附議，方得提出。討論之時間，由主席徵得在場校務會議代表同意後決定之。

A motion for reconsideration may be proposed only after it is seconded by at least one-tenth of the members, and the discussion date shall be decided by the chairperson with the consent of the members in attendance.

復議經在場校務會議代表三分之二以上同意維持原決議，應依原決議執行；

惟校長對同一議案復議以一次為限。

Original resolutions still upheld by at least two-thirds of the members in attendance after reconsideration shall be implemented accordingly, and the President may only propose reconsideration of the same motion once.

第十七條 其他未盡事宜，按內政部頒布之會議規範辦理。

XVII. Matters not covered herein shall be handled in accordance with *Meeting Regulations* formulated by the Ministry of the Interior.

第十八條 本議事規則經校務會議通過後施行，修正時亦同。

XVIII. These regulations are approved by the University Council. Amendments to these regulations shall follow the same procedure.