

Procedural Regulations for Departmental Affairs Meeting of the Department of History, National Chung Hsing University

- Article 1 The Department, in order to enhance the efficiency and order of the Departmental Affairs Meeting (hereinafter referred to as the "Meeting"), has established these procedural regulations.
- Article 2 The Committee shall hold at least one meeting per semester. The Meeting date shall be announced three weeks prior to the meeting, and the proposal to be considered shall be submitted two weeks prior to the meeting.
- Article 3 The Department Head shall serve as the chairman of the meeting. When the Department Head is unavailable to attend the Meeting, members present shall nominate one member with Associate Professor rank or above as the chairman by mutual election.
- When more than half of the members present and with approval vote from more than half of the members present, the Meeting shall be started.
- Article 4 Proposals shall be considered through three types as follows:
- (a) Issues proposed by the Department Head.
 - (b) Resolutions proposed by the committee members.
 - (c) Proposal signed by two or more members present.
- Article 5 Member's speech shall obtain the approval from the chairman, the speech order shall be determined by the chairman when two or more members request for speech.
- Article 6 The chairman shall refer every proposal being discussed to be voted by all attending members, and resolutions shall be announced upon the end of voting.
- Article 7 The chairman shall determine whether hand raising or ballot casting as the voting method.
- Article 8 The Meeting shall invite student representatives for attendance. The chairman shall determine on the attendance of relevant personnel. The participants shall state the opinion on relevant proposal without voting right.
- Article 9 Interim motion shall be proposed with the approval from at least one member present. The Meeting shall undergo a secret ballot casting for determining whether the proposal shall be discussed. The proposer shall provide reference documents for the Meeting's discussion.
- Article 10 The Meeting shall be recorded on-the-spot and confirmed by the member present. The Meeting minutes shall be provided to the member present after adjournment of the Meeting.
- Article 11 These regulations are implemented upon approval by the Departmental Affairs Meeting. Any amendments thereto shall be subject to the same process.