

# The Organizational Charter of the College Affairs Meeting of College of Engineering, National Chung Hsing University

Adopted at the first expanded College Affairs Meeting on November 2, 1995  
Amended and approved at the College Affairs Meeting (Articles 1 and 2) on December 25, 2002  
Amended and approved at the College Affairs Meeting (Article 2) on October 7, 2004  
Amended and approved at the College Affairs Meeting (Article 2) on October 18, 2007  
Amended and approved at the College Affairs Meeting (Title, Articles 1, 2, 3, 4, 5) on February 22, 2013  
Amended and approved at the College Affairs Meeting (Articles 2, 4) on February 10, 2015  
Amended and approved at the College Affairs Meeting (Article 2) on September 6, 2018  
Amended and approved at the College Affairs Meeting (Articles 3, 4, 5, 6, 7) on February 22, 2019  
Amended and approved at the College Affairs Meeting (Article 2) on March 15, 2022

Article 1 - In accordance with Chapter 2, Article 11, Section 6 of the University's Articles of Incorporation, the "Organizational Charter of College Affairs Meeting of the College of Engineering" is hereby established.

Article 2 - The method of election of representatives shall be as follows.

1. The Dean, Vice-Deans, Heads of Departments and Institutes shall be ex-officio delegates and the Heads of Affiliated Units shall be attending delegates.
2. For the election of faculty representatives:
  - Three from departments with double classes, two from departments with single classes, and one from independent institutes.
  - The number of professors and associate professors must not be less than two-thirds of the total number of faculty representatives. Faculty representatives are elected by full-time faculty members of the entire college, serving a one-year term, with the option for consecutive terms.
  - Faculty members who hold administrative positions with pay, are on leave without pay, are on research leave, are temporarily assigned to external institutions, or are project-based instructors are not eligible for election.
3. The student representatives shall be elected by the students in the following order:
  - Student representatives shall be nominated by each department (institute, or program) students' association in turn, with the number of student representatives accounting for one-tenth of the number of elected teacher representatives.
  - The student representatives shall be nominated by each department (institute, program) in turn, and the number of student representatives shall be one tenth of the number of teacher representatives.
4. The representatives of teaching assistants shall be elected by all teaching assistants, and the number of representatives shall be one tenth of the total number of teaching assistants.
5. Staff representatives shall be elected by and from among all staff members of the College, with the quota accounting for one-tenth of the total number of staff members.

Article 3: The College Affairs Meeting shall be held once per semester. In the event that more than one-third of the required attendees of the College Affairs Meeting jointly request the convening of an ad hoc College Affairs Meeting, the Dean shall convene it within fifteen days.

Article 4: The meetings shall be convened and chaired by the Dean. If the Dean is unable to attend, an associate Dean designated by the Dean or a person recommended by the attending representatives shall act as chair. Faculty representatives are required to attend the meeting in person, and the meeting can only commence if more than half of all representatives are present.

Article 5: The College Affairs Meeting shall meet to discuss matters relating to the teaching, research, promotion and other related affairs of the College. Motion shall be presented in the following five ways:

1. The Dean shall submit a proposal to the College Affairs Meeting.
2. Proposers of department (institute, program) affairs meetings (with meeting minutes attached).
3. Proposals from affiliated units of the College (with meeting minutes attached).
4. The proposal shall be signed by three or more representatives of the College Affairs Meeting.
5. A temporary motion must be co-signed by at least one-tenth (at least three) of the delegates present.

Article 6: All faculty members of the College shall be representatives to the Expanded College Affairs Meeting of the College of Engineering when it is convened. The teaching assistant shall be represented by one representative from each department (independent institute). One representative from each Department (independent institute) shall be a staff member. Student representatives shall be from each Department (Independent Institute/ Program). The student representatives shall be one undergraduate student, one graduate student from each department, and one postgraduate student from an independent institute. The allotted seats for representatives shall not be transferred, and in the absence of suitable candidates, vacancies may remain unfilled.

Article 7: This Organizational Charter shall be adopted by the College Affairs Meeting of the College of Engineering and sent to the President for approval before it is put into effect, and the same shall apply to any amendments.