

# Department of Health Industry Management, Kainan University

## How to set up department meetings

99.06.11 Passed by the 1st department preparatory committee meeting  
99.08.06 Revised and approved at the 1st academic meeting

### Article 1

In accordance with the provisions of Article 26 of the Organizational Regulations of Kainan University, the regulations for the establishment of departmental meetings of the Department of Health Industry Management (hereinafter referred to as the department) of our school (hereinafter referred to as the department) are hereby formulated (hereinafter referred to as these regulations) °

### Article 2

The purpose of setting up and holding departmental meetings is to discuss and review matters related to the teaching, research, development and other departmental affairs of the department. The ex-officio representatives at the departmental meeting are composed of all full-time teachers, staff and technical personnel.

### Article 3

The departmental affairs meeting considers the following matters: :

- 一、 Department development plan matters °
- 二、 Important regulations of this department °
- 三、 Academic affairs, student affairs, general affairs, research and other important matters within the department °
- 四、 Discussion on teaching evaluation methods °
- 五、 This is the establishment, change, suspension and work report of various committees or task forces °
- 六、 Proposals for department meetings and matters for discussion by the school °
- 七、 Other matters related to the department °

### Article 4

Departmental affairs meetings of the department may invite student representatives and other relevant personnel to attend °

### Article 5

Ex-officio representatives of the departmental meeting have the right to vote and stand for election, except those who are seconded or have been abroad for more than six months during the academic year. °

### Article 6

The department meeting shall be convened by the department chairperson, and shall meet at least once each semester. If there is a major matter, an extraordinary meeting may be convened with the signature of more than one-third of the meeting representatives. The department chairperson shall convene a temporary meeting within 15 days from the date of receipt of the signed letter. Held within the day °

### Article 7

Departmental meetings are chaired by the department chairperson. If the chairperson is unable to attend, the attending representatives may elect one person as chairperson from among the ex officio representatives. The acting

chairperson shall have a higher rank than most other participants. °

#### Article 8

When the department meeting is held, the department chair may invite relevant personnel from the school to attend the meeting to report or explain based on the actual needs. °

#### Article 9

The administrative staff and student representatives of this department have only the sole authority to formulate or amend the rules of appointment, promotion, etc. related to teachers' rights and interests, to propose proposals for the establishment, change or closure of research institutes and affiliated institutions, and to decide on candidates for scholarships and bursaries. Right to speak, no right to vote. °

#### Article 10

When this meeting is held, attendees shall attend in person and shall not appoint others to represent them. The resolution of this meeting requires the attendance of more than half of all members of the departmental meeting, and is implemented with the consent of more than half of all members of the departmental meeting (excluding administrative staff and student representatives). °

#### Article 11

Minutes of the meeting should be kept, recording the resolutions and the year, month and day. They should be signed by the chairman of the meeting and submitted to the relevant units of the school for processing in accordance with the rules and regulations of the school. °

#### Article 12

Matters not stipulated in these regulations shall be handled in accordance with the relevant regulations of the school. °

#### Article 13

These regulations shall be adopted by the departmental affairs meeting and submitted to the departmental affairs meeting for review and approval before implementation. The same applies to amendments. °