

Regulations for the establishment of the Departmental Affairs Meeting of the Department of Health and Nutrition, Kainan University

Passed by the first departmental preparatory meeting of the 97th academic year on August 11, 2008.
Revised and passed by the first academic meeting of the 97th academic year on August 13, 2008.

Article 1: In accordance with Article 26 of the University's Organizational Regulations, the Regulations for the Establishment of the Departmental Affairs Meeting of the Department of Health and Nutrition (hereinafter referred to as the Department) are hereby formulated (hereinafter referred to as the Regulations).

Article 2: The purpose of the establishment and convening of the Departmental Affairs Meeting is to discuss and review matters related to the Department's teaching, research, development and other departmental affairs.

Article 3: The ex officio representatives of the Departmental Affairs Meeting shall consist of all full-time faculty members, staff and technical personnel.

Article 4: The Departmental Affairs Meeting may invite student representatives and other relevant personnel to attend.

1. The student representative shall be one class representative from the bachelor's program.
2. The student representative shall be elected by the president of the departmental student association or the relevant student representative.

Article 5: The Departmental Affairs Meeting shall deliberate on the following departmental affairs:

1. Departmental development plan matters.
2. The important rules and regulations of the department.
3. The department's academic affairs, student affairs, general affairs, research and other important matters within the department.
4. The discussion on the teaching evaluation methods.
5. The establishment, change, suspension, and work report of various committees or project teams of the department.
6. The agenda of the departmental affairs meeting and the matters to be discussed with the school authorities.
7. Other matters related to the department.

Article 6: The ex officio representatives of the departmental affairs meeting shall have the right to vote and to be elected, except for those who are seconded or go abroad for more than six months in the academic year.

Article 7: The departmental affairs meeting shall be convened by the department head, at least once per semester; if there is a major reason, a temporary meeting may be convened by the signatures of more than one-third of the representatives present at the meeting, and the department head shall convene it within fifteen days from the date of receiving the signature book.

Article 8: The departmental affairs meeting shall be chaired by the department head; if the chairperson is unable to attend, one person shall be elected from among the representatives present as the chairperson.

Article 9: The administrative staff and student representatives of the department shall only have the right to speak, but not the right to vote, on matters related to the appointment, promotion, etc. of the rules and regulations concerning the rights and interests of the teachers, the establishment, change or suspension of the proposals of the graduate institutes and affiliated institutions, and the selection of the scholarship recipients.

Article 10: When the meeting is held, the attendees shall attend in person and shall not appoint others to act on their behalf. The resolutions of the meeting shall be made by the consent of more than half of the members of the departmental affairs meeting (excluding the administrative staff and student representatives) with the attendance of more than half of all the members of the departmental affairs meeting.

Article 11: The meeting shall make a record of the meeting, stating the resolutions and the date, and submit it to the relevant units of the school for processing according to the school's rules and regulations after being signed by the chairperson of the meeting.

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 implemented after being passed by the departmental affairs meeting and approved by the academic meeting, and the same shall apply to the amendments.