

## 東海大學文學院英語中心中心會議組織章程

民國 97 年 9 月 10 日英語中心中心會議通過  
民國 97 年 10 月 1 日文學院院務會議通過  
民國 97 年 11 月 5 日第 16 次行政會議通過  
民國 102 年 12 月 10 日英語中心中心會議修正通過  
民國 103 年 1 月 6 日文學院院務會議修正通過  
民國 103 年 1 月 14 日校長核定

第一條 依據本校組織規程第二十四條第七款，及英語中心組織章程第二條之規定，英語中心（以下簡稱本中心）設立「東海大學文學院英語中心中心會議」（以下簡稱本會）。

第二條 本會之功能：  
一、審議本中心各委員會及本會委員提出之提案及報告。  
二、選舉本中心各選任委員會委員。  
三、選舉院、校相關會議之英語中心代表。  
四、審議本中心組織章程及其他各種章則。  
五、選舉本中心主任。  
六、審議其他依法令應經本會議決之事項。

第三條 本會委員資格：  
一、凡本中心專任教、職員皆為本會委員。  
二、第二條第二、三款只有本中心專任教師有投票權。

第四條 本會會議職掌人員：  
一、本會會議主席於每學年第一次會議選出，其任期一年，連選得連任一次。  
二、本會會議記錄於每學年第一次會議選出，負責會議之記錄及記錄的宣佈；其任期一年，連選得連任一次。

第五條 本會會議類別：  
一、平時會議：應於每學期開始後一個月內及結束前一個月內，由本會主席各召開一次會議。  
二、臨時會議：必要時，得由本會主席或四分之一以上（含四分之一）本會委員（限專任教、職員）連署召開臨時會議。

第六條 本會開會人數：  
一、本會須有過半數委員之出席方得開會，若超過開會時間十五分鐘仍未達規定開會人數，則取消開會。  
二、本會會議進行中，若出席委員達三分之一以上（含三分之一）離席，則停止開會。

第七條 本會會議議程：  
一、草擬議程：本會主席負責以下事項：  
1. 公開徵求提案。  
2. 收集並整理提案。

3.公佈議程及提案。

主席得斟酌將重複的提案、意見刪除或合併；對議程有意見者，應於會議開始時提出討論，由本會議決。

二、提案內容：提案應確實經本會大多數委員討論協商，並於會中做成決議，故提案應為下列兩者之一：

1.報告之通過與否。

2.提案之通過與否。

為使本會委員能充分了解較長或較複雜之報告，此報告應於會議前送交主席，以便在會議前或會議時公佈或發給各委員。

「臨時動議」中若有新增議程項目，應限於提案截止日後才提出之新提案。

三、提案格式：應具備以下幾點：

1.提案者簽名。

2.此提案之語句必須與將在會議中提出時所用之相同，如：「本人提議…」。

3.簡短的標題。

四、議程之確認：本會會議開始時，須先由本會委員投票確認該次會議議程，經達過半數委員投票通過後，議程始成立。

第八條 本會會議進行及投票程序：

一、本會主席、秘書以及委員應依循 Robert' s Rules of Order 所列之會議程序開會。

二、會議中各項決議以達出席委員二分之一之同意為通過，但本中心組織章程之修正，則須達出席委員三分之二之同意始為通過。

第九條 本組織章程經本中心之中心會議通過，提院務會議通過後，逕簽請校長核可後實施。

## **Center Council Regulations**

Note: This English version is for reference purposes only; the Chinese text rules.

### **1. Establishment**

In accordance with

- 1.1 Article 24, Item 7 of the University Charter;
- 1.2 Article 2 of the Center Charter of the English Language Center;

the English Language Center (hereafter referred to as ‘the Center’) hereby establishes the Center Council of the Center (hereafter referred to as ‘the Council’).

### **2. Functions**

The Council

- 2.1 receives and responds to motions and reports submitted by committees and individual members of the Center;
- 2.2 elects members of the various election committees of the Center;
- 2.3 elects the Center's representatives for the various pertaining meetings at the College and University levels;
- 2.4 discusses and approves the texts of the Center Charter and other regulations of the Center;
- 2.5 selects candidates for the office of Center Chair; and
- 2.6 reviews and discusses related matters falling within this Committee’s jurisdiction, as prescribed by relevant regulations

### **3. Membership**

- 3.1 All full-time faculty and staff members of the Center are members of the Center Council.
- 3.2 Only full-time faculty members may vote on issues falling under Items 2.2 and 2.3 of the Council Regulations.

### **4. Council Officers**

- 4.1 The Council meetings are chaired by a Council Chair elected at the first Council meeting of the academic year. The Council Chair’s term of office is one year; the Chair may be re-elected for a second year but may not serve more than two years consecutively.
- 4.2 The Council also elects a Recording Secretary at its first meeting of the academic year. The Recording Secretary is responsible for keeping and publishing the minutes of the Council meetings; the Secretary may be re-elected for a second year but may not serve more than two years consecutively.

### **5. Council Meetings**

- 5.1 *Ordinary Meetings.* The Council shall call two ordinary meetings, one within a month of the beginning of the semester and the other within a month of the end of the semester.
- 5.2 *Extraordinary Meetings.* Should the need arise for a special meeting, the Council Chair can take the initiative to call an extraordinary meeting or call a meeting based on a request endorsed by more than one-fourth (including one-fourth) of the Council members (limited to fulltime faculty and staff).

### **6. Quorum**

- 6.1 Half plus one of the full-time members of the Council must be present before the Council meeting can commence. If there is no quorum within fifteen minutes of the scheduled meeting time, the Council meeting shall be cancelled.
- 6.2 The Council meeting shall be terminated if the quorum of members present drops below two thirds of the full-time members present at the beginning of the meeting.

**7. The Council Agenda**

- 7.1 *Drafting the Agenda.* The Council Chair shall be responsible for the following tasks:
  - 7.1.1 calling for submissions;
  - 7.1.2 collecting and collating submissions; and
  - 7.1.3 posting the meeting agenda and the submissions received in such a manner as to allow all members reasonable notice of the items proposed for the agenda. Duplicate items shall be eliminated or combined, at the discretion of the Council Chair. Differences of opinion about such elimination or combination shall be resolved during Council discussion on the agenda at the beginning of the meeting.
- 7.2 *Content of Submissions.* Submissions should warrant discussion by the majority of Council members at a meeting and should present the Council with a course of action; i.e., submissions should be either
  - 7.2.1 reports to be approved or rejected; and/or
  - 7.2.2 motions to be approved or rejected.

Reports of sufficient length or complexity to require that members have time to consider them should be submitted to the Council Chair so that they may be posted or otherwise made available to the faculty before the meeting and at the meeting. Items added to the agenda under “Other Business” shall be limited to new items that develop following the deadline for submissions announced by the Council Chair.
- 7.3 *Form of Submissions.* Submissions should follow the following format guidelines:
  - 7.3.1 be signed by their author;
  - 7.3.2 be written as the proposer wishes them to appear on the agenda; and
  - 7.3.3 contain a brief heading.
- 7.4 *Approving the Agenda.* At each meeting, the Council shall approve the agenda by simple majority vote before proceeding to any other business.

**8. Meeting and Voting Procedures**

- 8.1 The Council Chair, Recording Secretary, and Council members shall conduct the meeting according to the meeting procedures of Robert’s Rules of Order.
- 8.2 A simple majority vote is required to approve motions and reports discussed by the Council; amendments to the Center Charter require a two-thirds majority.

**9. Implementation**

The Center Council Regulations shall be implemented after they have been approved by the Center and College Councils and obtain the approval of the President via the kong wen system. Amendments shall be handled in the same manner.

**Passed; Center Council; September 10, 2008**

**Passed; College Council; October 1, 2008**

**Passed; University Administrative Meeting; November 5, 2009**

**Amended and approved; Center Council; December 10, 2013**

**Amended and approved; College Council; January 6, 2014**

**Approved; President; January 14, 2014**