**Guidelines on the Establishment of Departmental Affairs Council of Department of Healthcare Administration at I-Shou University**

Adopted on May 31, 2005 at the fifth meeting of the Departmental Affairs Council in the second semester of the academic year 2004

Amendments adopted on April 21, 2006 at the seventh meeting of the Departmental Affairs Council in the academic year 2005

Amendments adopted on November 7, 2006 at the fourth meeting of the Departmental Affairs Council in the academic year 2006

1. The Guidelines on the Establishment of Departmental Affairs Council of Department of Healthcare Administration at I-Shou University (hereinafter referred to as “the Guidelines”) are made by the Department of Healthcare Administration (hereinafter referred to as “the Department”) pursuant to Paragraph 3 of Article 19 of the Charter of I-Shou University.
2. The members of the Departmental Affairs Council (hereinafter referred to as “the Council”) are the full-time faculty members of the Department, and the Chair of the Department is the chairperson of the Council. If the Chair is unable to attend a council meeting for any reason, he/she may appoint one of the council members to act on his/her behalf. The Chair may invite students, part-time faculty members, or persons he/she thinks necessary to attend a council meeting as participants without the power to vote.
3. Council members shall meet at least twice every semester. The Chair of the Department shall convene an extraordinary session if requested by a minimum of one-third of the council members who are required to attend meetings.
4. A quorum of more than half of the total membership will be required to validate a council meeting, and a resolution shall not be adopted unless more than half of the members attending vote in favor of the proposal. Notwithstanding the foregoing, when it comes to major issues, a quorum of at least two-thirds of the total membership will be required to validate a council meeting, and a resolution shall not be adopted unless more than half of the members attending vote in favor of the proposal.
5. Voting on proposals shall be conducted by secret ballot or a show of hands, and council members shall vote in person.
6. The Council is responsible for the following:
7. curriculum design and changes;
8. decisions on and changes of research areas, development directions, and recruitment of teaching staff;
9. the recruitment of new students and inter-university/departmental transfer students;
10. the allocation and usage of funds of the Department;
11. the establishment of committees and task forces and the organizations and responsibilities thereof; and
12. other relevant issues.
13. The agenda and the attachment of proposals shall be sent to all attendees in hard or soft copy at least two days prior to the date of the meeting. Proposals not put forward by the prescribed deadline shall be made as an extempore motion during the meeting.
14. The resolutions adopted by the Council shall be documented in meeting minutes and safely kept for future reference. The soft copy of the meeting minutes shall be sent to all attendees within one week of the meeting.
15. The Guidelines become effective after being adopted by the Council and submitted to the University for future reference. The same procedure applies to any amendments to the Guidelines.

*Note: In the event of any disputes or misunderstanding as to the interpretation of the language or terms of the Guidelines, the Chinese language version shall prevail.*