

University Affairs Meeting

Statute accordance:

The University Affairs Meeting is convened in accordance with Article 36 of the NTU Organizational Regulations.

Matters needing attention:

1. Meeting preparation:

1-1. Meeting time:

- A). Article 38 of the NTU Organizational Regulations stipulates that: “The University Affairs Meeting is convened by the President of the University, and should be held at least twice every semester. Over half of the appointed representatives must be present at the meeting in order for the meeting to begin. Emergency Meetings can be held if requested by one fifth or more of the appointed representatives. Once an emergency meeting is requested, the President must hold a meeting within 15 days of submission.”
- B). Meeting dates shall be included in the University Calendar after being discussed and approved at the Administrative Meeting.

1-2. Meeting venue: International Meeting Hall (B1) of the 2nd Student Activity Center.

1-3. Meeting materials:

- A). Notify in writing all University Affairs Meeting representatives and first-level divisions to complete the proposal procedure before submission deadline (approximately 3 weeks before the meeting). After the proposals are received, inform the proposing units to prepare 22 copies of meeting documents for the Procedure Subcommittee Meeting.
- B). Reports of all divisions: All administrative divisions should submit one copy of written report to the person in charge 3 weeks before meeting date. Copies of the written reports should be submitted to an outsourced print shop for binding.
- C). President Report documents: Relevant administrative divisions should collect and provide documents for the President to report. After compilation and approval, 200 copies will be prepared and distributed on the day of the meeting.
- D). Resolution Implementation Progress Report: Follow up on the resolution implementation progress reports of the previous meeting and of the last two academic years, compile the documents, and print the required number of copies after approval.
- E). Confirm the list of representatives: Changes to ex officio administrative chiefs should be confirmed with the Personnel Department. Changes to student representatives should be confirmed with the Student Activity Division.
- F). Ballots: When changes to the members of committees formed under the University Affairs Meeting are required, ballots and election notices should be

prepared according to the organizational rules of each committee. Ballots should be bagged in accordance with the number of each college's representatives for use on the meeting day. Additional copies of ballots and registers should be prepared every academic year for use in secret ballots.

G). Draft meeting documents and send the materials, upon approval, to the Documentation Division for duplication of 200 copies.

1-4. Upload proposals: After the Procedure Subcommittee Meeting, proposals should be uploaded to the University Affairs Meeting Proposal Forum for reference.

(https://mis.cc.ntu.edu.tw/aca3_meeting/)

1-5. Car and messenger dispatch: Sign slips for car and messenger dispatch prior to distributing meeting documents, and send the slips to General Services Division for processing.

1-6. Meeting notices: Meeting document folders are to be delivered to all colleges by car 10 days prior to the University Affairs Meeting.

1-7. Meeting hall setup: Send a copy of the meeting notice to the General Service Division and ask division colleagues to set up the meeting site. Meal box application slips should be completed, and meal boxes should be ordered by the Office of the Secretariat. After the meeting, provide needed documents for the Procurement Division to file the expense.

1-8. Seating arrangements: Arrange seating in turns according to the sequence of colleges & categories of representatives.

1-9. Staff: The arrangement of workers is to be based on survey forms filled by Secretariat personnel. Complete overtime assignment forms after voluntary registration.

1-10. Meeting preparation: Sign-in list, voting cards, iPad borrowing application, pens, recording tapes/devices, timer, extra copies of meeting documents, registration labels for individual colleges, and seating plans.

2. Meeting-day preparation:

2-1. Label registration area according to the assigned colleges.

2-2. Hand out supplementary materials (e.g., President Report documents).

2-3. Ask all attendees to sign in, then conduct a head count.

2-4. Place the recording device and agenda in the control room.

2-5. Take meeting minutes.

3. Post-meeting duties:

3-1. Compile recording tapes/files.

3-2. Compile meeting minutes.

3-3. Minutes approval: Upon completion, submit the meeting minutes to the President for approval.

- 3-4. Web upload: Upload the approved minutes to the University Affairs Meeting Minutes Search webpage (<http://host.cc.ntu.edu.tw/sec/p4-search.asp>), and await confirmation at next meeting.
 - 3-5. Mail the meeting minutes to all relevant units for implementation and for reporting at next meeting. If implementation is not completed by the next meeting, it shall be followed up monthly until execution is completed.
 - 3-6. Register proposals and return them to the proposing divisions.
 - 3-7. Minutes filing: Prepare three copies in separate folders, and bind the documents once every academic year (The binding of University Affairs Meeting and Administrative Meeting minutes will be conducted at the same time. Complete a purchase request online for outsourced binding).
4. Annual duties of the University Affairs Meeting:
- 4-1. Re-election of University Affairs Meeting representatives:
 - A). Number of candidates per division is calculated every July based on the data provided by the Personnel Department.
 - B). Submit the calculated numbers of candidates to the Administrative Meeting for discussion.
 - C). Advise all relevant units to hold elections.
 - D). Lists of candidates are filed immediately upon delivery to the Secretariat.
 - 4-2. Submit the list of non-voting attendees to the President for approval, and send meeting notices to the assigned non-voting attendees.
 - 4-3. Submit the appointment of and remuneration for the meeting counselor to the President for approval.
5. Other important tasks:
- 5-1. All proposal procedures should be completed by the proposing division prior to submission deadline. Please attach electronic file(s) for proposals. Print and submit 22 copies of the attachments (if any) in A4 size to the person in charge for inclusion in the Procedure Subcommittee Meeting agenda. After the Procedure Subcommittee Meeting includes the proposals in the agenda of the University Affairs Meeting, prepare the required copies of the attachments and deliver them to the meeting representatives in need of hard copies.
 - 5-2. After confirmation, the minutes must be bound into books for borrowing or reference at the Office of the Secretariat or the Main Library. The minutes of the first University Affairs Meeting of the second semester in the 1996/1997 academic year, as well as the minutes of the meetings thereafter, can be found on Secretariat website at <http://host.cc.ntu.edu.tw/sec/p4-search.asp>.
 - 5-3. If the head of the proposing division is not included in the attendee list, proceed to invite him or her to present at the meeting as a non-voting attendee after approval.

Operating Procedure

