

Procedures and Rules for the Department of English Affairs Committee Wenzao Ursuline University of Languages

Approved for the Implementation by the Dean of the College of English and International Studies on September 13, 2013

- Article I** The establishment of “Procedures and Rules for the Department of English Affairs Committee, Wenzao University of Languages” (hereinafter referred to as the Committee) are based on the University’s organizational regulations.
- Article II** The Committee is the highest decision-making body of the Department.
- Article III** The members of the Committee include all full-time faculty and staff, as well as three student delegates (one representative each from the 5-year College Division, the University, and the Division of Continuing Education). The Department Chair is an *ex officio* member. The Deputy Chair shall preside over meetings when the Department Chair is unable to attend.
- Article IV** Meetings are held at least twice each semester; one at the beginning of the semester and the other half way through the semester. A provisional meeting will be held if called by the Department Chair or cosigned by one-fifth or more of the Committee members.
- Article V** Meetings cannot begin unless more than half of the Committee members are present. No important measures can be passed unless confirmed by more than half of the present Committee members and ratified by two-thirds of the present Committee members.
- Article VI** The Committee shall establish various *ad hoc* groups or subcommittees to deal with matters discussed in meetings.
- Article VII** The Committee is charged with the following departmental tasks:
1. Development plans and budgets.
 2. Establishment and revision of various rules and regulations.
 3. Resolutions by *ad hoc* groups or subcommittees.
- Article VIII** Those who cannot attend a meeting must apply for leave.
- Article IX** The Committee can invite relevant authorities and personnel to the meeting when necessary.
- Article X** Matters that are not covered by the rules and procedures above should be dealt with according to the relevant WUUL regulations.
- Article XI** Regulations approved by the Department of English and certified by the Dean of the College of English and International Studies then go into effect. This process is the same for all revisions.