

Wenzao Ursuline University of Languages Rules of Procedure

Passed by the University Administrative Meeting on August 4, 2026
Approved by the President on August 21, 2026

1. To supplement the Ministry of the Interior's Rules of Procedure for Meetings and to provide a consistent basis for the conduct of meetings at the University, the Wenzao Ursuline University of Languages Rules of Procedure (hereinafter referred to as "these Rules") are hereby established.
2. The organization and operation of all meetings of the University shall be governed by these Rules. Matters not provided for herein shall be governed by the Ministry of the Interior's Rules of Procedure for Meetings or other applicable laws and regulations.

Where the regulations governing the establishment of a particular meeting contain special provisions, such provisions shall prevail.

3. Members are classified into the following three categories:

- (1) Elected members: members selected or elected in accordance with the applicable procedures.
- (2) Appointed members: members appointed through a selection process.
- (3) Ex officio members: members designated in the regulations governing the establishment of the respective meeting body.

A meeting may prescribe an attendance-rate requirement for its elected or appointed members during the current term as an eligibility criterion for serving as a member in the following term.

For purposes of these Rules, "term" means the period beginning on the commencement date of an elected or appointed member's academic-year or annual term of office and ending on the date that term expires.

4. The basis for calculating meeting attendance and quorum shall be as follows:

- (1) The number of members required to attend shall equal the total membership.
- (2) The number of members counted as present shall equal the number attending in person plus the number represented by proxy.
- (3) A meeting may be convened only when more than half of the total membership is in attendance. If a higher quorum requirement is prescribed, the matters to which it applies and the required proportion shall be expressly stated.
- (4) A person may serve as proxy for no more than one member. If the proxy is also a member of the meeting, the proxy's attendance shall count as two members for quorum purposes.
- (5) Non-member attendees shall not be included in the attendance count.
- (6) If persons who do not meet the eligibility requirements are excluded and the remaining attendance still satisfies the required quorum, the resolutions adopted at the meeting shall remain valid.
- (7) A member who attends a meeting but is required to recuse from a particular agenda item may still be counted toward the meeting quorum; however, the member shall not participate in the discussion or vote on that item and shall not be counted among the persons voting on that item.

5. The chair of a meeting shall be determined in accordance with the regulations governing the establishment of that meeting. If no chair is specified, the members shall elect one from among themselves.

If the chair is unable to attend and preside over the meeting, unless otherwise provided in the regulations governing the establishment of the meeting, the chair may designate one member to act as chair. If no designation is made, the members present shall elect one person from among themselves to act as chair.

6. Unless otherwise provided in the regulations governing the establishment of the meeting, proxy attendance by members shall be governed by the following rules:

- (1) Elected and appointed members shall attend meetings in person and may not be represented by another person.
- (2) An ex officio member may designate an administrator at the next lower level within the member's unit, or authorize another ex officio member, to attend as proxy; however, no person may serve as proxy for more than one member.
- (3) Proxy authorization shall be made in writing in advance. Unless the principal states otherwise in writing in advance, or the regulations governing the establishment of the meeting provide otherwise, the proxy shall be authorized to exercise all rights of the principal throughout the meeting proceedings.
- (4) If a proxy under Subparagraph (2) is also a member of the meeting, the proxy shall have two votes when voting.
- (5) A proxy arrangement that does not comply with the restrictions in the preceding four subparagraphs shall be invalid. However, where a person is appointed as proxy for more than one member, the proxy authorization for the first member represented shall remain valid.
- (6) If a proxy is subject to a ground for recusal, the proxy shall recuse from the discussion and voting on the relevant agenda item. For voting purposes, the vote exercised on behalf of the principal and, where applicable, the proxy's own vote shall both be treated as abstentions.
- (7) A proxy may not further delegate the proxy authority to another person. Any such further delegation shall render all related proxy authorizations invalid.

7. Resolutions

- (1) If no amendment is proposed to an agenda item, or if any proposed amendment is not material, the chair may, with the unanimous consent of all members present, declare the item adopted without a formal vote. The minutes shall state: "After the chair consulted all members present, the item was adopted without objection."
- (2) Unless otherwise agreed by the meeting, voting options shall be limited to "Yes (Approve)" and "No (Disapprove)."
- (3) Voting may be conducted by a show of hands or by ballot, whether paper or electronic.
- (4) The chair should ordinarily refrain from voting in the first instance.
- (5) Unless a special-majority requirement is otherwise prescribed, a proposal shall be adopted (passed) when approved by more than half of those present. If the numbers of "Yes" and "No" votes are equal and the chair does not vote, the proposal shall be deemed rejected (not passed). Where a special-majority requirement applies, the proposal shall be adopted only when the prescribed proportion is met or exceeded.
- (6) Only "Yes" and "No" votes shall be counted in determining the number of votes cast. When paper ballots are used, blank ballots, improperly marked ballots, or damaged ballots shall not be counted as valid votes (i.e., they are invalid ballots). The unit responsible for meeting administration shall retain the ballots for at least ten years. If a related appeal, re-appeal, mediation, or litigation arises, the retention period shall be extended until the relevant proceedings have concluded.
- (7) As a general rule, electronic or paper ballots should not include an "Abstain" option.
- (8) In addition to the types of special-majority requirements specified in Article 59 of the Ministry of the Interior's Rules of Procedure for Meetings, a meeting may, pursuant to the regulations governing its establishment, prescribe a special-majority threshold for adoption. The same shall apply where the chair proposes such a threshold and obtains the approval of a majority of the members present.
- (9) When an amendment to a proposal is moved and seconded by a member, the amendment shall be voted on first. If the amendment is adopted, no vote on the original proposal is required. If the

amendment is not adopted, the original proposal shall then be put to a vote. If two or more amendments are proposed, the amendment proposed later shall be voted on first.

- (10) Voting may be conducted electronically. The unit responsible for meeting administration shall retain electronic voting records for at least ten years. If a related appeal, re-appeal, mediation, or litigation arises, the retention period shall be extended until the relevant proceedings have concluded.

8. Voting on personnel matters or matters directly related to individual rights and interests shall comply with the following principles:

- (1) Where, before the meeting proceedings begin, external experts, a specialized panel, or another unit authorized by the meeting has already made a determination, assigned scores, established a ranking, or produced review results, such results shall be respected unless there is manifest impropriety or illegality sufficient to affect the fairness of the resolution. However, typographical, clerical, or data-entry errors, omissions, or matters clearly inconsistent with the facts may be corrected.
- (2) If a member questions whether manifest impropriety or illegality exists as described in the preceding subparagraph, that issue shall first be discussed or voted upon, after which the proceedings shall continue in accordance with the outcome of such discussion or vote.
- (3) Where external experts, a specialized panel, or another unit authorized by the meeting has already made a determination, assigned scores, established a ranking, or produced review results, but those results are not sufficient by themselves to support a decision, the meeting may establish additional review criteria for the same case based on applicable laws and regulations, budgetary constraints, and available quotas in order to reach a decision.
- (4) Where there is no objection under the circumstances described in the preceding three subparagraphs, or where any dispute has been resolved, the matter shall be adopted by unanimous consent.
- (5) Where, before the meeting proceedings begin, no external experts, specialized panel, or other unit authorized by the meeting has made a determination, assigned scores, established a ranking, or produced review results, the unit responsible for meeting administration shall first assist in establishing review criteria to facilitate discussion and voting. If necessary, a preliminary meeting may be convened for consultation. The review criteria shall comply with applicable laws and regulations, University regulations, and the applicable budget.

9. Reconsideration

After a proposal has been rejected, a motion for reconsideration may be made if the decision warrants further consideration.

A motion for reconsideration shall satisfy the following conditions:

- (1) Implementation of the original resolution has not yet begun.
- (2) The motion is supported by reasons different from those underlying the original resolution.
- (3) The motion may be made at the same meeting or at the next meeting held during the same term. If made at the same meeting, at least one other agenda item must be considered before the motion for reconsideration is raised.
- (4) The meeting shall first determine whether the motion for reconsideration should be adopted. If the motion is seconded by a member, the chair shall, after discussion, put the motion to a vote. The motion for reconsideration is adopted if approved by more than one-half of the members.
- (5) Only after the motion for reconsideration has been adopted may the original proposal be discussed and voted upon again.
- (6) The President or the supervisor with final approval authority may direct reconsideration when reviewing the submission of the meeting minutes for approval. Such a direction shall be deemed to constitute adoption of a motion for reconsideration, and the unit responsible for meeting

administration shall convene a special meeting or place the matter on the agenda of the next meeting held during the same term for renewed discussion and voting.

10. Conduct of Meeting Proceedings

- (1) A member shall obtain the chair's permission before speaking. A member may also prepare a written statement and submit it to the meeting staff, and the chair may instruct the staff to read it aloud at the meeting.
- (2) Each speaking turn by a member shall be limited to five minutes.
- (3) The chair may stop a speaker whose remarks exceed the time limit, are unrelated to the proceedings, or may violate the law.
- (4) If a member requests that the member's remarks be included in the minutes, unless otherwise provided in the regulations governing the establishment of the meeting, the chair may, after obtaining the consent of the members present, ask the member to submit a written statement or send the remarks by email to the meeting staff before the end of the business day. The wording of the written statement or email shall serve as the basis for inclusion in the minutes. If a majority of the members present do not consent, or if the written statement or email is not received by the deadline, the remarks shall not be included in the minutes.
- (5) Without the chair's permission, no person may photograph other persons or meeting materials. A person who does so without authorization shall bear any resulting legal liability.
- (6) No audio or video recording of the meeting proceedings may be made without the chair's consent. Unauthorized recordings shall have no evidentiary effect. A person whose unauthorized recording results in the disclosure of confidential information shall bear the relevant legal responsibility.
- (7) As a general rule, members shall not remove meeting materials after the meeting. A person who removes meeting materials without authorization and thereby causes disclosure of confidential information shall bear the relevant legal responsibility.

11. Minutes shall be prepared after the meeting and shall include the following principal items:

- (1) Name and meeting number.
- (2) Date and time of the meeting.
- (3) Location of the meeting.
- (4) Names and number of members present, including proxies.
- (5) Names of non-member attendees.
- (6) Names of members on leave.
- (7) Name of the chair.
- (8) Name of the recorder.
- (9) Report items, including first reporting the number of attendees, whether proxies have valid authority, confirmation of the previous meeting minutes, and other relevant matters.
- (10) Election matters: voting method, vote count and result (passed or not passed), notes, and incidental matters.
- (11) Discussion items: voting method, result (passed or not passed), text of the resolution, notes, and incidental matters.
- (12) Other important matters.
- (13) The minutes shall be signed by both the chair and the recorder.
- (14) As permitted by applicable laws and regulations and as warranted by the nature and needs of the meeting, a meeting may create video recordings, audio recordings, and verbatim transcripts.
- (15) The extent of public disclosure of the meeting minutes and the video recordings, audio recordings, and verbatim transcripts referred to in the preceding subparagraph shall be governed by the

Personal Data Protection Act, the Administrative Procedure Act, and the Freedom of Government Information Law.

12. Where necessitated by law, temporary circumstances, force majeure, or similar circumstances, a meeting may be conducted in any of the following forms:
 - (1) Special meeting.
 - (2) Online meeting.
 - (3) Meeting by correspondence.
13. These Rules shall take effect after being passed by the University Administrative Meeting and approved by the President. The same procedure shall apply to any amendments.

(The English translation is for reference only. In the event of any discrepancy between the Chinese and English versions, the Chinese version shall prevail.)