Procedures and Rules for the Department of French Affairs Committee

Article I The establishment of "Procedures and Rules for the Department of French 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. The Department Chair is an ex officio member.

Article IV Meetings are held at least twice each semester by the Department Chair. A provisional meeting will be held if called by the Department Chair or cosigned by one-third or more of the Committee members.

Article V Meetings cannot begin unless more than two-thirds 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 the 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. Works related to academic affairs, student affairs, and other important administrative affairs.

4. 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 executive council and certified by the President then go into effect. This process is the same for all revisions.