



## Rules of Procedures of Academic Council Meetings Of University of Saint Joseph

Meetings of the Academic Council (hereinafter "Council") of the University Of Saint Joseph shall proceed in accordance with the following rules.

1. The legal ground for the Council activities is the Charter of the university and these Rules of Procedures. The Rector of the University is the Chair of the Academic Council. The Chair may appoint an Advisor for Academic Council affairs (hereinafter "Advisor") to assist him/her.
2. The Council shall have 3 regular meetings per semester. The Chair may call a special meeting when it is necessary. Members of the Council shall attend the meetings unless they have legitimate reasons to be absent.
3. The Chair shall set and announce the date of a meeting no later than 15 working days in advance. Members shall submit motions or topics for discussion to the Advisor in writing with the necessary document(s) no later than 10 working days in advance. The Advisor shall collect the submissions and report all of them to the Chair. The Chair and/or the Advisor may request the members to submit additional explanation or documents.

The Chair may call an urgent meeting and announce the date no later than 5 working days in advance, together with the agenda.

4. All motions and topics for discussion are subject to recognition (approval) by the Chair before it is listed in the agenda. An amendment to the circulated agenda shall require the approval of 2/3 of the members during the meeting.
5. The agenda of a meeting shall be finalized by the Chair and circulated to the members by the Advisor no later than 5 working days prior to the meeting. The agenda shall list:
  - (1) Call to Order and Welcoming Speech by the Chair,
  - (2) Roll Call in order to determine the quorum,
  - (3) Reports by Chair and/or members invited by Chair for information sharing purposes,

- (4) Approval of minutes of the last meeting, except in an urgent meeting,
  - (5) Unfinished Business of last meeting,
  - (6) New Business, in the order of motions first and topics for discussions after,
  - (7) Announcements by the Chair,
  - (8) Adjournment.
6. An agenda shall list no more than a total of 10 items of unfinished and/or new business for decisions.
  7. The Chair shall decide when and where to call a meeting and shall preside all the meetings. The Advisor shall assist the Chair at his/her request. The Chair shall appoint a member or an administrative assistant to act as the Secretary.
  8. The Academic Council shall make decisions on matters that have been recognized as motions only.
  9. At a meeting, the member who proposed a motion shall present it at the invitation of the Chair. It shall be seconded by another member.
  10. Members may inquire and debate on the motion.
  11. After recognition by the Chair, the motion may be amended by adding words or striking words.
  12. All motions shall be disposed of, that is, passed, defeated, withdrawn, or postponed.
  13. The Academic Council shall make decisions by secret ballot voting and based on majority votes. Every member may vote for or against a motion or abstain. The Rector shall appoint two members to count the votes. The results of the voting shall be announced by the Chair or the Advisor immediately.
  14. The debate on a listed item shall proceed in an efficient way. A debate shall take no more than 10 minutes. The Chair may decide to end the debate earlier or give extension(s) of 10 minutes each.
  15. A member who wants to record his/her opinion in the minutes of the meeting shall provide a summary of the opinion to the Secretary before or during the

meeting, or within 3 days after the meeting. Each summary shall have no more than 100 words in English.

16. The minutes should record the procedures according to the order of the items in the agenda, motions, decisions and votes, and the announcements. For the items for information sharing or discussions only, the minutes shall record the titles and the opinions that are summarized by the members.
17. The minutes shall be prepared by the Secretary, verified by the Chair and the Advisor and made available to the members within 15 working days after a meeting.
18. Members may request an amendment to the minutes in writing and with specific reasons. The request will be submitted to the Advisor who shall report to the Chair. The Chair shall decide if the minutes shall be amended and shall provide a response to the member.
19. The minutes shall be properly kept in the Rector's Office in a special folder of hard copies that are signed by the Chair, the Advisor and the Secretary.
20. These Rules of Procedures shall become effective immediately after they are approved by the Academic Council, which may also decide to amend the Rules. The interpretation and review of these Rules of Procedures is the responsibility of the Chair of Academic Council.