**College of Bioresources and Agriculture, National Taiwan University**

**Guidelines for Setting up the Executive Meeting**

Approved by the No. 209 College Faculty Meeting on March 24, 2005.

1. In order to promote the development of the affairs of the College and improve administrative efficiency, the College of Bioresources and Agriculture, National Taiwan University (hereinafter referred as ‘College’), based on the article 5 of the Regulations of the College Faculty Meeting, establishes the Executive Meeting (hereinafter referred as ‘Meeting’).
2. This Meeting is composed of the Dean, Deputy Dean, the Chairman of each Department, and the Heads of the attached units. The Dean is the convener and presides over this Meeting.
3. The tasks of this Meeting include
4. Discussing the regulations of the College Raculty meeting.
5. Discussing the regulations of each Department and the attached units.
6. Discussing the budget of books, instruments, training, and other expenses.
7. Discussing the affairs of the academic exchanges with domestic or oversea universities.
8. Discussing the opinion cases consulted by the university.
9. Discussing other general affairs regarding this College.

The meeting must make a resolution based on the preceding discussion, and submit it to the Administration Council or College Faculty Meeting for deliberations following the related regulations.

1. The Meeting is held once a month in principle.
2. The guidelines and amendments are promulgated after being approved by the Faculty Meeting of the College.