

## **Regulations of the Establishment of Book Collections & Facilities Management Committee for the English Department**

**I.** The committee is established to plan and manage book collections and facilities of the English Department.

**II.** Committee members & term of service:

1. The committee consists of five members including two deputy chairs. The other three members are elected from full time faculty members. English Department's technician can attend the meeting.
2. Members of the committee serve one year and can be re-elected for the following year.

**III.** Duties include:

1. To deliberate the purchase and maintenance of book collections and facilities;
2. To deliberate principles for the applications of book collections and facilities;
3. To deliberate the expenses on book collections and facilities;
4. To approve faculty members' recommendations and proposals related to book collections and facilities.

**IV.** The committee should call to order at least once each semester; when necessary, an additional meeting can be held.

**V.** One of the deputy chairs will call the meeting to order; teachers or technicians can attend the meeting if necessary.

**VI.** In order to conduct the meeting, a quorum of at least half of the committee members must be present. Proposals are passed if half of the present committee members approve.

**VII.** These establishment guidelines, including their modifications will take effect after the approval at the Departmental Affairs Meeting and Dean of College of English and International Studies.