

Organizational autonomy regulations of Jinning Township Village Administration of Kinmen County

February 3, 2000

Han-Ren-Zi-890667 of Jinning Township Village Administration of Kinmen County (2000)

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Han-Ren-Zi-0930009377 of Jinning Township Village Administration of Kinmen County

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Article I The present autonomy regulations are legislated according to Item 3, Article 3 of Criteria of Local Administrative Organization.

Article II Jinning Township Village Administration of Kinmen County (hereinafter referred to as the Administration) manages autonomous affairs according to laws and performs affairs commissioned by the department at a higher-level.

Article III The Administration installs one town mayor to coordinate the town administration, command and supervise the subordinate staff and agencies.

Article IV The Administration installs one secretary who copes with the town administration and administers secrets, coordination, and auditing under the orders of the town mayor as a chief of staff.

Article V The Administration establishes the following sections which are in charge of related matters respectively:

1. Civil Affairs Section: in charge of affairs such as general civil affairs, autonomous transactions, public officials election, mediation services, land administration, disaster prevention and relief, religion and custom, military and civil defense, cemetery management, public productive enterprise, sister towns, national health insurance, documents and monuments, village affairs, and occasional errands.
2. Social Welfare Section: in charge of affairs such as general social administration, social welfare, social education, community management, community services, arts and sports, labor administration, emergency relief, health care, public safety, and occasional errands.
3. Construction Section: in charge of affairs such as public housing plan, public works, construction management, transportation, water resources, building

administration, engineering acts, and occasional errands.

4. General Affairs Section: in charge of affairs such as property management, revenue and expenditure of public funds, cash account, finance/ tax, general affairs, visitation, working reports, documentation and archives, seals, research, development and evaluation, integrated services, information, mobilization, legal system, state compensation, and occasional errands.
5. Agri-tourism Section: in charge of affairs such as business administration, tourism, agriculture, forestry, fishery, animal husbandry, market, livestock control, parks and street light management, and occasional errands.

When necessary, all functions of each section mentioned above can be revised in accordance the provisions of Article VIII of local administrative authority guidelines, unless otherwise provided in other laws and regulations.

Article VI The Administration installs section chiefs, section assistants, technicians, the veterinary, associate technicians, village officers, clerks, associate clerks.

Article VII The Administration installs controllers who manage budgeting, accounting and statistics according to laws.

Article VIII The Administration installs the personnel officer who is served concurrently by the staff of the Administration and manages personnel management according to laws.

Article I X The Administration installs the cleaning team and the library of which the organization regulations will be otherwise specified.

Article X Number of employees of the Administration and its subordinate agencies is up to 25 people.

Number of employees of each agency is allocated by the town mayor from the number mentioned above in accordance with provisions of Article 21 of local administrative authority guidelines.

Article 11 The official rank, the grade and number of employees of each post listed in the present autonomous regulations will be otherwise specified in the table of organization.

The official rank and the grade of each post are in accordance with the provisions of grading of positions.

Article XII The Administration can establish utility companies under the actual need; their autonomous regulations are drawn up by the Administration, approved by the Township Council and reported to the county government for reference.

Article XIII When the town mayor asks for leave, the secretary shall act on behalf of him. If the secretary cannot act for some reason, the functions shall be acted by the unit chief in the order listed in the Article V.

When the town mayor suspends from duties, resigns, is dismissed, or passes

away, the county government shall send a staff to act on behalf of him.

The resignation of the town mayor mentioned above shall be submitted to the county government in writing and will take effect from the approved date of the county government.

Article XIV The town affairs conference of the Administration is consist of the following personnel:

1. The town mayor.
2. The secretary.
3. The section chief, controllers, the personnel officer, the captain.
4. Personnel designated by the town mayor.

The above meeting is convened by the town mayor who is the chairperson of this meeting. If the town mayor cannot attend for some reason, the duty agent shall act as the chairperson.

Article XV The following affairs shall be decided by the town affairs conference:

1. The township program and the budget.
2. The township statute and the home rule.
3. Other matters submitted to the Township Council to review.
4. The adjusting events of organizational structures of the Administration and its subordinate agencies.
5. Affairs involved with the common relations between each unit or its subordinate agencies.
6. Affairs submitted to review by the town mayor.
7. Other important issues related to the township.

Article XVI The echelon schedule of the Administration shall be implemented after the approval of the town mayor.

Article XVII The present autonomy regulations will come into force from the date of promulgation.