

Name Rules of Procedure for Kinmen County Jinsha Township Elected Representative

Chapter 1 General Provisions

Article 1 These rules are set according to Item 2, Article 23 of Self-government Ordinances for Kinmen County Jinsha Township Elected Representative.

Article 2 The Kinmen County Jinsha Township Elected Representative Meeting shall be governed by this procedure unless otherwise specified by Self-government Ordinances. Matters not provided in the rules of procedure shall be governed by meeting standard.

Article 3 The meeting held, closed or stopped shall be announced by the chairperson of township council.

Article 4 All the representatives are the present members when the meeting is held.  
The secretary of this council also shall attend the meeting. Administration staff shall be allocated to process council affairs.  
The seating arrangement shall be drawn by the attendants. The seats for non-voting delegates shall be arranged by the chairperson of the meeting.

Article 5 While holding a meeting, the representatives and the non-voting delegates shall sign their names on the attendance book separately. If the non-voting delegate is unable to attend, he/she shall ask for leave in written form to the council and the substitute staff shall attend the meeting instead.

Article 6 Representative who is unable to attend the meeting for some reason shall notify the council and the absence shall be included in the record of meeting.

Article 7 Preliminary session for the periodical meeting or provisional meeting would be held before the first meeting held

Chapter 2 Proposal

The proposal shall be proposed according to the following rules:

Article 8 1. The proposal proposed by the representative shall be countersigned by two representatives. The motion for the terms of township shall be countersigned by a quarter of the total representatives.  
2. The motion of the township administration shall be proposed with the township office document. The preceding proposal shall be submitted to the council for collection 5 days before the meeting held. The copies shall be delivered to township office and each representative 3 days before the meeting held. However, the emergency proposal approved by the council is not limited.

Article 9 The terms of the township shall be proposed with articles and reasons. The amendment of which will undergo the same process.

Article 10 The provisional proposals or provisional motion proposed by the representative shall be countersigned or supported by three or more representatives. It shall be limited to urgent matters and be proposed within the period listed below:  
1. After report and before discuss the proposal.  
2. According the agenda, after discussing every proposal and before closing the meeting.  
Whether the preceding proposal shall be discussed in advance or after all the proposals have been discussed or discussed for next meeting shall be determined after the chairperson consults half of the representatives and the majority agree.

Article 11 The provisional motion on the preceding article shall be recorded by the record staff with cause of the action, reason and measure and delivered for signatures of the mover and the seconder.

Article 12 The regulations of Article 43, Item 1 and Item 2 in the council standard shall apply, while appropriate, to the representative's proposal that the proposer wants to amend.

Article 13 The proposal shall be presented by the chairperson for discussion in the meeting directly or to be examined by the review panel. The examined proposal shall be reviewed again according to the decision of the meeting.

Article 14 The denied proposal cannot be proposed again within the same session except for reconsideration submitted. The proposal laid aside by the decision will be denied if it is not extracted within the same session.

### Chapter 3 Petitions

Article 15 Petitions shall be processed in accordance with the regulations. If it is required, the meeting report for the petition shall be presented.

Article 16 The petitioner that takes the petition case to the meeting for petitioning shall be interviewed by the convener of related subcommittees, the chairperson or a personnel designated by the chairperson. After reviewing the petition, the petition shall be listed on the agenda if it should be a bill. If it is not necessary to be a bill, the petition shall be reported and filed on record for reference and the petitioner shall be informed. If any representative proposes and three or more representatives countersign, second and vote to agree, the petition shall be a bill, still.

Article 17 After reviewing the preceding petition, the administration unit shall inform the petitioner if the petition shall not be received by the council. In the recess, the chairperson shall decide to forward the petition to related authority for process if the petition meets one of the following situations:

1. No need of the opinion of the council and time-sensitive
2. Query properties or asking for examining and transmitting
3. Belonging to administrative authority.

Article 18 In the recess, the chairperson shall decide not to receive the petition or answer the petition after investigating if the petition meets one of the following situations:

1. The petition does not comply with the regulations of Article 5 or meet the conditions in Article 3 and Article 4 of Petition Act.
2. Shall not be processed by the council.
3. Petitions are distributed randomly as flyers.
4. Has the same subject with other petitions that had been accepted.
5. Has been proposed by the representative and set as a bill.

Article 19 While processing the preceding article or preceding item of petition, the chairperson shall report the event in the meeting.

Article 20 For the petition required to be transmitted to related authority according to the regulations in Article 17, the chairperson shall not process. The petition required the opinion offered by the council shall be processed according to Article 15 and Article 16 when the meeting is held.

### Chapter 4 Agenda

The order of the agenda is compiled as follows:

1. Hold, close a meeting and the start /end date (year, month, day) of the meeting
2. The items for report.
3. The items for election.
4. The items of questioning.
5. The items for discussing:
  - (1) Proposals proposed by the township office.
  - (2) Proposals propose by the representatives.
  - (3) Petitions from people.
  - (4) Other important events.

Article 21 The agenda is compiled by the secretary and approved by the chairperson. The agenda shall be delivered to each representative and township office 5 days before the meeting held.

Article 22 The agenda shall be submitted to the preliminary meeting. A provisional meeting held due to emergency or provisional decision is not limited to the delivery time for the Item 1 in this Article.

Article 23 The chairperson or representatives shall propose or change the procedural motion for the situations listed below:

1. The proposals listed on the agenda are not discussed or discussed but not over yet on schedule.
  2. Items that shall be processed are not listed on the agenda or are listed but ordered at the back.
- The change of procedural motion shall be passed when it is seconded by one or more representatives, and representatives shall be consulted and have the majority agree.

### Chapter 5 Meeting

Article 23 For each meeting held, the secretary shall check the number of the attendance. If it reaches a quorum, the secretary shall report to the chairperson that will declare the meeting held.

Article 24 The meeting shall be processed according to the agenda. During the meeting, the chairperson shall declare to take a break in discretionary time.

Article 25 After the bills listed on the agenda have been discussed, the chairperson shall declare the meeting closed. If the time is up and the discussion is not over, the chairperson shall declare to extend the time or declare the meeting closed after consulting the representatives and having the majority agree.

#### Chapter 6 Readings.

Article 26 The terms of the township and the budget shall be determined by three readings.

Article 27 First reading shall be read out with the title of the proposal by the chairperson. If it is necessary to read the whole content of the bill, a person shall be designated to read.

After reading the title of the bill, it shall be delivered to related review panel for review. It can be determined to go straight to the second reading without review.

The second reading shall be processed for the bill reviewed by each review panel or for the bill which is determined to go straight to the second reading without review by the first reading.

Article 28 The second reading shall read the whole bill, submit to discuss orderly and one by one, or discuss the topic of the bill or review the bill. The representatives shall propose to review the whole case with two or more representatives seconded and passed by the meeting.

Article 29 The amended motion shall be seconded by two or more representatives and proposed in the second reading for the original bill. It shall be discussed prior to the original bill. The processing procedure for amendment of the amended motion is the same.

Article 30 Before resolving, the amended motion shall be withdrawn if the original mover has the countersigns or secures the agreement of the whole resolutioners.

Article 31 The third reading shall be proposed at the next meeting of the second reading. However, the bill can be continued for third reading after finishing the second reading if it is proposed by the chairperson, or proposed by the representative with two or more persons seconded and approved by the council.

Article 32 The third reading shall be processed for the amendment in text except that the content of the bill conflicts with central rules or township regulations. The original intension shall not be changed. The third reading must put the whole bill to vote.

#### Chapter 7 Discussion

Article 33 The representative requests to speak shall report the seat to the chairperson. If two or more representatives request to speak, the order of the speeches shall be determined by the chairperson.

Article 34 The representatives shall speak at his / her seat.

Article 35 The speech of the representative on the same bill is limited to two times. Each speech may not be over ten minutes but not limited to the speech with the permission of the chairperson.

Explanation of proposal, answering the question, supplementing the data, work or important reports shall not be limited by the preceding item with the permission of the chairperson.

Article 36 The representative shall make a speech in brief. If the speech is over the scope of the bill or the comment is duplicated, the chairperson shall stop it and cut off the power of the microphone. People in countersign or the seconders shall not make a statement against the original bill.

The chairperson shall determine if expedient problem or order problem proposed by any representative.

Article 37 If the representative shall make an appeal for the preceding item and two or more representatives second for it, the chairperson shall decide to vote for it. If the appeal is not agreed by the majority of representatives, the original judgment shall be kept.

Article 38 The discussion of the bill shall be announced by the chairperson to be end in a proper time.

Article 39 The chairperson shall determine to vote if stopping to discuss motion proposed by any representative and seconded by three or more representatives.  
The preceding vote shall be passed if the majority agreed.

#### Chapter 8 Vote

Article 40 The vote for the bill shall be passed if the majority agree except for the special provisions in Self-government Ordinances and this rule. The bill shall be denied if the majority disagree. For the one-vote difference, the chairperson shall vote to pass the bill or shall not vote to deny the bill.  
The calculation of the vote number for the bill is based on the number of present representatives.

Article 41 The chairperson shall determine to vote for the bill which is discussed in the end or stops discussion.

Article 42 The chairperson shall refuse involvement for the event which is interested in the chairperson. The representative shall not vote for the bill which is interested in the representative. Those people have the right to speak but shall be deducted while the number of present persons is calculated.  
The vote for the bill shall be executed according to the following methods:

1. Voice vote.
2. Vote by a show of hands.
3. Rising vote
4. Ballot

Article 43 The preceding methods for item 1 to item 4 shall be declared by the chairperson. The fifth method is adopted after agreed by the majority or proposed by the representative and seconded by three or more representatives and passed by voting.

Article 44 The result of the voting shall be reported and recorded in the meeting.

Article 45 In the meeting, the representative shall challenge the number for the presence of attendees. After checking the number, the bill shall not be voted if the quorum is insufficient. However, the bill that had been voted before checking the number is valid still.

#### Chapter 9 Reconsideration

Reconsideration of the bill offered by the representative shall meet the following conditions:

1. The bill has not been executed.
2. Reasons presented are different with the original bill.
3. Reconsideration shall be offered within the same session or the next meeting of the same session.  
If it is offered in the same meeting, it shall be separated with other things. If it is offered for next meeting, it shall prove the proposer is the winner of the original bill. If the bill is voted by ballot, it shall prove the proposer does not make a speech against the original bill.

Article 46 The preceding reconsideration of the bill offered with written document before the meeting held shall be countersigned by more than one fifth of all representatives; offered with written document or offered orally in the meeting shall be countersigned or seconded by more than one third of representatives present.

Article 47 After agreed or denied the motion for reconsideration, the motion for the same bill shall not be allowed to be reconsidered.

#### Chapter 10 Veto

Article 48 The council shall hold joint conference for each review panel to review the case of veto submitted by township office. During the period of review, the mayor of township or related persons shall be invited to join the meeting for explanation.

The preceding joint conference will be held by the convener of the original review panel for veto case. The convener shall be the chairperson.

Article 49 After reviewing, the veto shall be submitted to the meeting and voted by a ballot. If two thirds of representatives agree to maintain the original resolution, then maintain the original resolution. If the agreed number of votes does not reach two thirds of representatives, the original resolution will not be maintained.

When the original resolution is not maintained, the veto shall be discussed again. However, the same resolution shall not be done again.

## Chapter 11 Debriefing and interpellation

- When the regular meeting is held, the mayor of the township shall submit a written report for the implementation of the bill resolved in last meeting and the administration condition in recess. The first level unit chief and the president shall submit a written report for the management operation. The township chief, first level unit chief and the chief of the governmental office shall sit in the meeting and have oral presentation.
- Article 50 The written report for the implementation for the preceding bill resolved and the administration condition shall be delivered to the council and transferred to each representative 5 days before the meeting held.
- Article 51 Representatives shall use oral interpellation or written interpellation if they question the administration report or business report for the first level unit chief and the chief of the governmental office.
- For the mayor of the township, the first level unit chief and the chief of the governmental office, the oral interpellation or written interpellation shall explain the subject in detail and comply with the following rules:
- Article 52
1. The questioning items shall be related to the administration of the township office and the functions of the one challenged by. Personal affairs that are nothing to do with the work functions shall not be questioned.
  2. The words used for questioning shall not appear with blame, irony or hearsay evidence.
  3. A speech of assuming a situation or abstract conclusion shall not be questioned.
  4. Items beyond the functional authority of the council shall not be questioned.
- Oral interpellation of the representative shall follow the time required. If the time is short or the interpellation schedule is over, the interpellation which has been registered but oral interpellation not yet raised shall be performed by interrogatories.
- Article 53 The interpellation of the representative attacking and insulting the one who is questioned shall be restrained by the chairperson. If it is invalid, the chairperson shall ask the representative leaving the meeting.
- Article 54 被質詢人對代表之質詢，應就質詢事項答復，其因資料不全或須查卷，不能即時答復或時間不足時，得改以書面答復。
- 第五十五條 代表質詢事項，不得作為討論之議題。
- Article 55 The one who is questioned by the representative shall answer to the items questioned. The one can answer the question with written document if it is not impossible to answer the question immediately or the time for answer is short due to incomplete data or searching files.
- The items to be questioned shall not become the issue for discussion.
- Article 56 The one who is questioned shall request to hold secret meeting while answering the question that is inconvenient to open.
- Article 57 For the interpellation coming from the representative, the one who is questioned shall not refuse to answer except for official confidential information and the situations regulated in Article 54.

## Chapter 12 Review panel and task force.

- Article 58 During the period of the session, two or three review panels shall be set according to the nature of the business for reviewing the bills respectively. Each review panel shall be allocated with one convener.
- Article 59 The member number, member and the convener of the review panel shall be drawn up from the representatives by the chairperson and be passed by the council. Each representative can attend one team.
- Article 60 The convener shall be the chairperson of the meeting while the review panel holds an meeting. The review will not be extended due to majority of representatives absent. The bill is agreed by voted and passed by the majority of representatives. The minority opinions shall be recorded on the report.
- Article 61 Review panel shall request the proposer, petitioner or the member assigned by township office to 列席說明, but these people shall not discuss and vote for the bills.
- Article 62 The content of the bill involving two or more review panels shall be reviewed by related panels together.
- The convener of the review panel related to the business of the preceding review meeting shall be the chairperson.

Article 63 Review of budget and financial report shall be reviewed by a joint meeting of each review panel held by the convener of financial review panel.

Article 64 The review panel shall comment or make report for the reviewed bill and submit to the meeting for discussion. The 召集人 shall report it together with the minority opinions.

The council shall set a task force for the things within functional authority after voted and passed by the council if it is necessary to do the research project or to collect data outwards.

A task force shall not be set for the items not occurred yet or question assumptions.

Article 65 The member number, member and the convener of the task force shall be drawn up from the representatives by the chairperson and be passed by the council. Representative interested in the task shall not join the task force.

The rules of this chapter will apply, while appropriate, to the agenda of the task force.

A task force shall research, develop and collect the data outwards according to the mission given by the council. Related units shall offer data or make explanation if it is required.

Article 66 The results made by task force shall be limited to submit to the meeting for discussion and shall not be announced outwards.

### Chapter 13 Secret Meeting

Article 67 Secret meeting shall be held after approved by the meeting to answer the request of the chairperson, three or more representatives or non-voting delegates. In the secret meeting, other persons shall not access into the place except representatives, non-voting delegates designated by the chairperson and the staff.

Names of the staff shall be recorded respectively. The secretary shall report the number of persons, names and job titles for the non-voting delegates and the staff.

Article 68 The confidential document in the secrete meeting shall be stamped, sealed, numbers scheduled and delivered to each representative for signing in. If it is necessary to have back, the document shall be taken back on the spot after the meeting is over. It shall not be carried out.

Article 69 The attendees, non-voting delegates and working staff cannot spill out outside for the discussion of the meeting, the decision and the meeting record. If it is necessary to press the news, the press release shall be approved by the chairperson.

Article 70 The published time of the related documentations for secret meeting shall be reported by the chairperson and determined in the meeting.

### Chapter 14 Meeting report

The meeting report shall record the following items:

6. Meeting number and the start /end date (year, month, day) of the meeting

7. The place, date and time for each meeting.

8. The names and number of attendees

9. The names and job titles of the non-voting delegates

Article 71 10. The name of the chairperson of the meeting.

11. The name of the record staff.

12. Report, the name and the job title of the reporter.

13. Election status.

14. Questioning and answering.

15. Motions.

16. Method of voting and the vote number for agreement and disagreement.

17. Other things (including the holidays and the day and reason for stopping meeting).

Article 72 Each meeting record shall be read out by the secretary before next meeting held. The last meeting record shall be read out for confirmation before the prorogation of the council.

If there is any mistake or omission on the record, the correction shall be agreed by the majority.

Article 73 The meeting record for the periodical meeting or provisional meeting shall be copied and delivered to each representative and township office before the next periodical meeting or provisional meeting held.

### Chapter 15 Order

- Article 74 The representatives and non-voting delegates shall obey the rules of the meeting. If the representative who wants to leave in the middle of the meeting shall inform the chairperson.  
The exit of the representative will not affect the meeting, except the insufficient number of the representatives.
- Article 75 If the speech of representative is over the scope of the motions or involves personal problems, the chairperson shall warn, stop or terminate the speech. If there are circumstances about destroying the order in procedure or insulting invective, the chairperson shall prohibit the speech of that day or order the representative out of the meeting.  
Other attendees also shall ask the chairperson to process the statements in the preceding paragraph.  
The chairperson warns, stops or terminates the speech according to the previous two rules. If three of attendees make objections to the decision, a vote shall be adopted immediately. If the objection is not agreed by half of the representatives, the decision of chairperson shall be maintained.

#### Chapter 16 Supplementary articles

- Article 76 The public galleries are set in the council and the regulations of council audience are set by the council.
- Article 77 Motions, questioning and other documents to be announced shall be submitted by the secretary to the chairperson for approval.
- Article 78 These regulations shall take effect on the date of promulgation.