**The Process of Organizing Unions**

1. Attendant to the meeting.。

2. In the meeting:

(1) Report the process of preparation, income and expenses.

(2) Discuss the proposals.

(3) Elect the directors and supervisors.

(According different unions to increase the contents)

The notice for organizing the preparatory committee:

1. A preparatory committee shall be set up to openly recruit members.

2. Draft union charter.。

3. The preparation of convening the inaugural general meeting:

(1)Collect the proposals.

(2)Lease the area.

(3)Notice the guests.

A labor union shall be organized by the signatures of no less than thirty workers.

(Supervisory employees who represent employer in exercising managerial authority may not join the labor union in that business entity.)

Organize the preparatory committee.

Attach the information when apply the registration certificate:

1. Application of organizing union

2. Register of endorsements

3. The union charters

4. The union charter and name lists of its members

5. Members of the board of director

6. Members of the board of supervisors

7. Union stamping (Triplicate)

8. Meeting minutes of organizing general meeting

Register with the Central Competent Authority within thirty days following the convention of the inaugural general meeting.

Convene the inaugural general meeting

After verify, send out the registration certificate.

***Labor Relations Section in Tainan Government***

三、第一次籌備會議

1. 會議前7日申請開會。
2. 擬定章程草案、工作計畫及年度經費預算。
3. 徵求會員並審查資格
4. 會議紀錄於會議後30日內函報勞工局核備。

五、成立大會

1. 會議前15日申請開會。
2. 準備成立大會所需資料。
3. 召集人向大會報告籌備經過。
4. 章程、工作計畫及年度經費預算提大會通過。
5. 選舉理、監事及上級工會代表。
6. 會議紀錄於會議後30日內函報勞工局核備。

四、第二次籌備會議

1. 會議前7日申請開會。
2. 決定成立大會日期及地點。
3. 商討會員代表選舉事宜(設會員大會者免之)。
4. 編印大會手冊
5. 辦理理、監事及上級工會代表選舉準備事宜。
6. 會議紀錄於會議後30日內函報勞工局核備。

六、第一次理、監事會議

1. 會議前7日申請開會。
2. 選舉常務理事、監事、理事長。
3. 辦理籌備會移交
4. 申請理事長、常務理事當選證書。
5. 申請工會立案證書及圖記
6. 會議紀錄於會議後7日內函報勞工局核備。

視籌備工作進度需要召開第三次籌備會議