**西北工业大学**

**信息化建设与管理处文件**

信字[2020] 11号

关于印发《信息化建设与管理处处务会议事规则》的通知

各部门：

《信息化建设与管理处处务会议事规则》已于2020年9月15日经处务会议修订通过，现予以印发，请遵照执行。

 信息化建设与管理处

 2020年9月15日

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ZVctXWQ0blT9CPn7K1kSZVctXWQ0blT9

信息化建设与管理处处务会议事规则

第一条 为深入贯彻落实习近平新时代中国特色社会主义思想和党的十九大精神，深入贯彻落实中央和国家关于网络与信息化工作的要求，进一步完善信息化建设与管理处集体领导和民主决策机制，加强内部治理，完善议事规则和行政权力运行程序，构建行为规范、运转协调、公开透明、廉洁高效的管理体制，提高决策制度化、规范化、民主化、科学化水平，依据《中华人民共和国高等教育法》《中国共产党普通高等学校基层组织工作条例》和《关于坚持和完善普通高等学校党委领导下的校长负责制的实施意见》等有关规定精神，结合信息化建设与管理处实际，制定本规则。

第二条 处务会是信息化建设与管理处的领导机构和议事决策机构，由处领导班子成员组成。

第三条 处务会列席人员为议题主办部门负责人或汇报人、与议题有关的人员。列席人员有发言权，没有表决权。

第四条 处务会原则上每月至少召开一次，如遇特殊情况可随时召开。

第五条 处务会议事应遵循以下原则

（一） 民主集中制原则。处务会坚持集体议事原则，按照“集体领导、民主集中、个别酝酿、会议决定”的要求，规范决策程序，实行集体议事决策、实事求是、民主科学，并以会议表决形式体现集体领导的意志。

（二） 少数服从多数原则。按照少数服从多数的组织原则，以赞成票超过全体成员的半数以上为通过。

（三） 严格执行原则。处务会决议形成后，要无条件的贯彻执行，由分管处级领导负责指导相关部门具体落实，并及时反馈执行情况。

（四） 回避原则。处务会议事，如某议题涉及参加会议人员或其直系亲属需要回避时，该同志应主动回避。

（五） 保密原则。按照组织人事工作保密制度规定，会议酝酿讨论人事任免等涉密事项、重大事项要严格保密，不得泄露。

第六条 处务会议事范围

（一） 学习贯彻中央、国家和上级主管部门关于网络与信息化工作的政策法规、决策部署，贯彻执行学校党委行政的决议、决定和工作部署。

（二） 传达落实学校领导的批示和要求，审定向学校呈报的重要请示、报告和年度工作计划、总结及阶段性重要工作安排等。

（三） 研究审定信息化建设与管理处内设机构与岗位设置和工作人员选留、培养、考核、晋升、奖惩、调动等人事工作。

（四） 研究审定信息化建设与管理处所辖的信息化建设项目立项等相关工作。

（五） 研究审定信息化建设与管理处年度财务预决算情况、大额资金使用等情况，研究讨论处内2万元以上资金使用。

（六） 研究审定信息化建设与管理处重要资产处置、重要资源配置，研究讨论2万元以上仪器设备的报废处置等。

（七） 其他需处务会集体研究和决策的事项。

第七条 处务会议事程序

（一） 处务会实行处长负责制。

（二） 处务会议事原则上一事一议，由提出议题的分管副处长做说明，科室负责人汇报。处务会成员应围绕议题，充分发表意见，由处长根据讨论情况归纳集中，提出决议草案。

（三） 处务会讨论中意见分歧较大，或看法不一致的问题，应暂缓做出决议，责成议题有关科室进一步调查研究，在下一次会议重新审定。紧急情况下，处长有权做出决定。

（四） 会议讨论情况、议定事项由综合办公室负责人做好文字记录，及时将会议笔记、材料、文件等进行整理存档，妥善保管。会议的原始记录，不经有关领导同意，无关人员不得翻阅。

第八条 本规则自印发之日起施行。

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