

Standing Rules for the Utrecht Young Academy

Article 1. Terms

1. Board: the Board of the Utrecht Young Academy (UYA) within the meaning of Article 9 of the Regulations governing the UYA;
2. Committee: a body of the UYA charged with a specific task within the meaning of Articles 1(8 and 9) and 10 of the Regulations governing the UYA;
3. General Assembly Meeting: the General Assembly Meeting of the UYA within the meaning of Article 4 of these Standing Rules;
4. Member(s): Members of UYA within the meaning of Article 5 of the Regulations governing the UYA;
5. Regulations: the Regulations governing the UYA as adopted by the Members;
6. Chairperson: the Chairperson of the Board within the meaning of Article 9(5) of the Regulations governing the UYA.
7. Vice-Chairperson: the Vice-Chairperson of the Board within the meaning of Article 9(5)(d) of the Regulations governing the UYA.

Article 2. Members

1. Members make active efforts on behalf of UYA. They attend both semiannual business Meetings, at least two other Meetings (namely, content and social meetings) every year, and take an active part in at least one Project Committee.
2. Members who are unable to be active within UYA for a lengthy period due to particular circumstances, or who can only be less active, must inform the Board.
3. If a Member is inactive for a lengthy period, the Board shall encourage this Member to become more active within UYA.
4. If, after encouragement by the Board to become more active, a Member remains inactive for a lengthy period, the Board may request this Member to submit a request for discharge.

Article 3. Board

1. The Board members, with the exception of the Chairperson, shall each act as the contact for the Organizational Committee which has selected them as their representative. The committee from which the Chairperson comes shall select a new leader who then becomes their new Board representative. The Board member representing the Communication Committee shall be the contact person for all Project Committees.
2. Efforts shall be made to have Board members replaced at different times in order to ensure continuity in the Board. As an exception to Article 9(2) of the Regulations, half of the members of the first Board will be dismissed after one (1) year by the Chairperson, in order to set in motion dynamics of replacement in accordance with the experienced *versus* new principle.
3. New Board members, selected as a representative by their Organizational Committee, shall be introduced at a General Assembly Meeting no later than in the month prior to the start of the Board's term of office. The new Chairperson and/or Vice-Chairperson, in case of a vacancy for either position, shall be chosen at the same meeting.
4. In the event of unforeseen personal or practical circumstances, a member of the Board may request the General Assembly of UYA to grant this Member honorable discharge. Such request shall not be refused without good reason.
5. Members of the Board may be suspended or dismissed by a majority vote of those present, and in accordance with quorum rules, as detailed in Article 6(1) of these Standing Rules, in a General Assembly Meeting of the UYA in response to a proposal by a majority of the Board or by at least ten (10) members. Suspension or dismissal may be effectuated for the reasons specified in Article 7 paragraphs (5) and (7) of the Regulations, respectively, and also if the Board member concerned is seriously remiss in the performance of their obligations as a member of the Board.
6. In the event of a Board member being honorably discharged or dismissed within the meaning of paragraph 4 or paragraph 5 of this article, the Organizational Committee concerned shall assign a new Board representative for the rest of the

period of office of the Board member who has been honorably discharged or dismissed. The provision of paragraph 3 of this article shall apply *mutatis mutandis*. If the period of membership concerned is less than one (1) year, then, notwithstanding what is provided in Article 9(2) of the Regulations, re-assignment as a member of the Board shall be possible.

7. In the event of a Board member being suspended, the respective Organizational Committee shall appoint one of its members to the Board for the period of suspension.

Article 4. Meetings of Members

1. The members shall meet 10 times per year. There shall be two business Meetings every year, during which the General Assembly votes and makes decisions. In principle, six of the remaining Meetings shall have an emphasis on content, and the other two shall be social Meetings.
2. The Meetings shall take place in the *Academiegebouw* or another location of interest to Members in Utrecht, in principle between 15:00 and 17:00.
3. The Members shall deliberate and adopt resolutions regarding matters concerning the whole of UYA during a General Assembly, or business, Meeting. When necessary, the Board may decide that such General Assembly Meeting (or part of such meeting) shall be held behind closed doors.
4. One of the two semiannual business Meetings shall be held no later than in the month prior to the start of the Board's term of office (i.e., February) to discuss the annual report for the preceding year. The other semiannual Meeting shall take place no later than September to discuss the proposed programme of action and general financial plan for the coming year.
5. The Board shall determine the dates of the planned General Assembly Meetings for the following year and shall notify all Members of those dates no later than the *Dies*.
6. A General Assembly Meeting shall also be held if the Board or at least five (5) Members wish such to be done.
7. A reminder to attend a Meeting shall be sent to all Members at least ten (10) days in advance, together with the Board's proposal for an agenda. The necessary meeting documents—or a reference to where an electronic version of those documents can be found—shall be sent to all Members no later than five (5) working days prior to the Meeting.
8. A Member who wishes a matter concerning UYA as a whole to be discussed at a Meeting shall submit a request to that effect to the Board. The Board shall not refuse such request without giving good reasons.
9. The Meeting shall be chaired by the Chairperson, the Vice-Chairperson, or a deputy designated by the Chairperson.

Article 5. Programme of Action, Budget, and Annual Report

1. At the initiative and on the responsibility of the Board, a programme of action and a general financial plan for the coming year shall be drawn up annually, as shall an annual report on the previous year.
2. The programme of action, the general financial plan, and the annual report shall only be submitted to the Board of the University, as referred to in Article 11 of the Regulations, after the Board has submitted them to the General Assembly, within the meaning of Article 4(4) of these Standing Rules, and they have been approved by a majority vote of those present, and in accordance with quorum rules, as detailed in Article 6(1) of these Standing Rules. If the votes are tied, the General Assembly shall discuss which adjustments are needed for the position to pass. If no adjustments are suggested voting shall continue until the position passes.

Article 6. Decision Making

1. For all decisions taken under the Regulations in accordance with Article 8(3), there needs to be a quorum of fifty-one (51) per cent of all Members and a two-thirds majority of the votes cast. Voting shall be by a show of hands, or electronically in advance of the meeting, unless the Chairperson, or those present, decide that

voting must be by means of written ballot papers. If the votes are tied the position fails and does not pass.

2. For all decisions taken under the Regulations in accordance with Article 8(3), the adoption of a decision may be postponed until the following General Assembly Meeting if there is no quorum. When determining how many Members are present, proxy votes within the meaning of paragraph 6 of this article shall also count.
3. For decisions taken under the Regulations in accordance with Article 8(4) and Article 8(5), and in all cases of voting for which the Regulations or Standing Rules do not provide otherwise, decisions shall be adopted by a majority of the votes of the Members present or a majority of the Members if voting electronically on urgent matters. Voting may be done electronically or by a show of hands, unless the Chairperson or those present decide that voting must be by means of written ballot papers. If the votes are tied the position fails and does not pass.
4. Members proposing matters falling under Article 8(4) of the Regulations, as well as other members of the General Assembly, may propose a vote be taken on the requirements regarding majority vote for the matter at hand. For this vote, a fifty-one (51) per cent majority suffices. If this proposal is accepted then the procedure detailed under Article 6(1) shall be followed *mutatis mutandis*.
5. The adoption of a resolution on a matter (a recommendation, opinion, or other resolution) not announced in good time by means of an invitation shall be postponed until the next meeting, unless the nature of the resolution means that it cannot be so postponed and it may reasonably be assumed that a majority (where applicable, a qualified majority) of the members will approve the resolution.
6. A Member who is not present to vote at a meeting may authorize another Member, in writing, to represent them by proxy. A Member may cast no more than two (2) proxy votes in addition to their own. If so requested, the Member concerned must be able to present evidence of their authorization to vote by proxy.

Article 7. Communication and Information

1. The Board shall ensure proper communication with and proper provision of information for the Members.
2. The Board shall arrange for proper facilities, including, in any case, electronic mailing lists for communication and the provision of information within UYA and between Members and the Board.

Article 8. Organizational and Project Committees

1. For the Organizational Committees on governance and finance, all Members can at any time express their interest to join one of these committees. In case of vacancies in one of these committees, the Board may issue an open call, requesting Members to present their candidacy. The General Assembly shall decide on the admission of new committee members during the first General Assembly Meeting after a candidacy has been presented, taking into account the adequate number of members, diversity, and required expertise for the committee concerned.
2. Other Organizational Committees than those mentioned in Article 10(2) of the Regulations may be established by a majority vote of the General Assembly, and in accordance with the quorum rules, as detailed in Article 6(1), in a General Assembly Meeting in response to a proposal by a majority of the Board or a group of at least ten (10) Members. For the initial composition of new Organizational Committees, Members shall be asked to volunteer. Established committees other than those on selection, governance, and finance, decide by themselves on the selection of new members.
3. The Organizational Committees mentioned under Article 8(2) may only be discontinued by a majority vote of the General Assembly, and in accordance with the quorum rules, as detailed in Article 6(1), during a General Assembly Meeting in response to a proposal by a majority of the Board or a group of at least ten (10) Members.
4. All Members may establish new Project Committees. A proposal for a new Project Committee should be sent to the General Assembly for information. In case budget

is required for the project, the proposal may only be submitted to the General Assembly after approval of a preliminary budget plan has been obtained from the Finance Committee. Any Member who has a concern about the conformity of a proposed project with the UYA mission statement, as detailed in Article 3 of the Regulations, may ask the Governance Committee to issue an advice on this. In case of a negative advice, the General Assembly, by majority vote and following the quorum rules, as detailed in Article 6(1), may decide to not allow the establishment of the proposed Project Committee.

5. The selection of members for all Project Committees, as well as the discontinuation of a Project Committee, is decided on by the Committees themselves.
6. If a committee member is seriously remiss in the performance of their obligations as a member of the committee, an Organizational or Project Committee may request the Board to suspend or dismiss that Member from the Committee. They shall vote unanimously on the matter. If this vote is successful, the Committee shall submit written documentation to the Board with the request. The Board shall invite the Member in question to expose their view on the matter. The Board shall decide whether the Member is suspended, dismissed, or whether they remain on the committee.

Article 9. Resolution of Disputes

The Board shall mediate in the event of a dispute arising between Members.

Article 10. Final Provisions

1. These Standing Rules may only be amended pursuant to a resolution adopted by the General Assembly with at least two-thirds of the Members having voted in its favour, and if the meeting has been convened in good time with the intended amendment being circulated. The latter stipulation shall not apply if all the Members are present and the amendment is adopted by consensus.
2. In any cases not provided for in these Standing Rules or in the event of any doubt arising regarding the interpretation of the provisions of these Standing Rules, the Governance Committee shall decide on the matter. The General Assembly may veto this decision in accordance with Article 6(1). The Member(s) requesting a veto vote to be taken by the General Assembly shall submit a written document to the Board setting out the reasons for the proposed veto. The Board shall place the matter on the agenda for the next General Assembly Meeting.
3. In these Standing Rules, "written" shall also mean "by means of information and communication technology."

As accepted by the General Assembly on the 27th of March 2017 and amended by the General Assembly on the 26th of June 2018 and the 19th of December 2019.

Explanatory Notes

Article 2(1) Attendance of the semiannual business Meetings is in principle compulsory, because of the importance of these meetings to the good functioning of UYA. Business Meetings serve the purpose of discussing and deciding on matters such as finances, governance, and communication. Missing multiple business Meetings can lead to action under Article 2(3) or 2(4).

Article 2(3) The Board will make certain efforts to encourage Members who are not active, or only less active, to be more active. Such efforts may, for example, consist of sending an e-mail now and again or telephoning the Member concerned once or twice to discuss why this Member has been inactive and to explore the possibility of future activity on the part of the Member.

Article 3(2) The experienced *versus* new principle serves as a guideline for the term of office; UYA wishes to apply that principle as far as possible. Should the Board consist of an odd number of Members then the number of members who leave the Board shall be rounded up (e.g., if there are five (5) members, three (3) shall leave).

Article 3(3) Under Article 9(2) of the Regulations, Board members will serve for a maximum of two (2) years. Under Article 9(3) of the Regulations, members of the Board are appointed for a maximum term of two (2) years from the *Dies* to the day prior to the *Dies*. Under Article 9(3) of the Regulations, the General Assembly selects the Chairperson from the Board representatives by majority vote of those present, and in accordance with the quorum rules, as detailed in Article 6(3) of these Standing Rules.

Article 3(4) The passage “such request shall not be refused without good reason” implies that the request will normally be acceded to. Refusal of the request will only be possible if clear reasons can be indicated—which must also be substantiated—as to why honourable discharge would be unreasonable.

Article 3(6) This provision covers the exceptional cases in which it is possible to deviate from the provision of Article 9(2) of the Regulations [normal, non-re-electable appointment for two (2) years].

Article 8(1) The Regulations provide that the General Assembly has decision-making power on the selection of members for the Governance and Finance Committees.

Article 8(2) The Regulations provide that at least the following Organizational Committees are established: governance, finance, selection, teaching, research, communication, and social. Other Organizational Committees could be, for example, internal evaluation committee after one (1) year or IT committee.

Article 8(4) Project Committees could be established regarding, for example, interdisciplinarity, science/scholarship policy, open science, or science/scholarship and society. The establishment, composition, and eventual discontinuation of Project Committees is regulated by a “light” procedure in order to allow for flexibility.