

# MAASTRICHT YOUNG ACADEMY (MYA) – REGULATIONS

Adopted on 18 September 2023 by the Plenary Assembly

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## Article 1 Definitions

- 1 Member(s): Member(s) of the Maastricht Young Academy within the meaning of Article 3 of the Regulations.
- 2 Executive Board: the Executive Board of Maastricht University (*College van Bestuur*).
- 3 Plenary assembly: the meeting of all members of the Maastricht Young Academy.
- 4 Committee: any committee appointed by the Plenary Assembly that works on a specific topic or issue.
- 5 UM: Maastricht University.
- 6 MYA: Maastricht Young Academy.
- 7 Regulations: the present Maastricht Young Academy Regulations.

## Article 2 Purpose of the MYA

- 1 The MYA is committed to nurturing an inclusive culture and strives for its Members, Committees and any other organisational forms to reflect the diversity of the UM academic population in order to foster an environment in which everyone feels welcome and valued.
- 2 The purpose of the MYA is to act as an informal consultation and advisory board for the Executive Board, the Board of Deans, and any other relevant parties within UM by, for example, contributing viewpoints on, amongst others, science policy, science communication, talent development, impact/valorization, interdisciplinarity, and internationalization.
- 3 The MYA organizes activities for UM scientists in, e.g., the fields of interdisciplinarity, science policy, and science and society as well as activities for the larger public in Limburg and the Euregion.
- 4 The MYA aims to actively contribute to scientific policy on all levels of government both in and outside UM.
- 5 The MYA engages with the wider public to make science accessible to non-scientists, to promote scholarly thinking in society, and to stimulate an open discussion about the role of universities in society.

## Article 3 Membership

- 1 The MYA shall consist of eighteen (18) Members in total.
- 2 The MYA strives to have three Members from each faculty at any given time. In the event that this is not possible, the Plenary Assembly shall decide on the composition of the Members of the MYA for that term.
- 3 All Members shall be appointed for a four-year term. This includes Members who have been appointed to fill a vacant seat as a result of another Member stepping down before the end of their four-year term.
- 4 A former Member cannot be reappointed, regardless of whether they finished their term or not.
- 5 In instances where a vacancy arises, the Plenary Assembly may choose to delay the filling of a vacancy, based on a strategic assessment of the MYA's requirements but also the possibility of combining multiple vacancies, if appropriate, to optimize resources and streamline the recruitment process. The Plenary Assembly, in accordance with Article 4, Article 5 and Article 6, shall decide on the filling of the vacancies.
- 6 Members that leave the MYA after their term ends or at their own request during their term shall become MYA alumni. Members who have been dismissed on the grounds laid down in Article 82 or Article 114, shall not become MYA alumni.

## Article 4 Nomination and application procedures for membership

- 1 When there are vacancies for MYA membership, the Plenary Assembly will call for nominations from the following individuals or groups of individuals within Maastricht University:
  - a. Faculty Deans
  - b. The Executive Board
  - c. Current Members and MYA Alumni
  - d. Current members and alumni of *De Jonge Akademie* of the KNAW at Maastricht University.
- 2 Nominators are encouraged to consider diversity when nominating a candidate. More specifically, this means that nominators, when nominating a candidate, take into account MYA's ambition to increase the participation of individuals from groups identified as underrepresented in academia on a national level.
- 3 Academic employees at Maastricht University may apply for MYA membership without nomination.
- 4 To qualify for membership, candidates must have successfully defended their (first) doctoral thesis less than ten (10) years before the date of their appointment to the MYA and must be employed at a UM faculty. The period of ten (10) years can be extended by the chairperson, in the case the candidate can demonstrate that they took prolonged periods of leave as a result of, for example, illness, parenthood (with a period of eighteen (18) months per child), pregnancy, compassionate leave or (informal) care. An extension can also

be granted if the candidate had a part-time appointment in combination with (informal) caring responsibilities, is completing or has completed a specialist training, for example, as recognized by the Royal Dutch Medical Association; or has taken compassionate leave in combination with a specialist medical training.<sup>1</sup>

- 5 The candidate will be advised that if they desire to maintain strict confidentiality regarding the information disclosed in paragraph 4, they should only share it directly with the chairperson via email. The chairperson will ensure the information is treated confidentially. If the candidate includes the circumstances from paragraph 4 in their application, the Members will be made aware of these circumstances but will also handle them confidentially. Regardless of whether a candidate is nominated or applies by themselves, the nomination or application should include a motivation letter and a CV. The MYA may provide a template for either or both.
- 6 The candidate's motivation letter must contain the following components:
  - a. Reasons why the candidate is suitable as a candidate for membership of the MYA;
  - b. What the candidate hopes to gain from an MYA membership;
  - c. What the candidate shall contribute to one or more of the main focuses of the MYA.

### **Article 5 Composition and Working Method of the Selection Committee**

- 1 A Selection Committee shall be composed in accordance with Article 15 by the chairperson. The Selection Committee shall consist of three Members, preferably one from the same faculty as the candidate and the two others from two different faculties. The members of the Selection Committee shall preferably be diverse in terms of gender, nationality, ethnicity, disciplines, academic position, etc.
- 2 A Member shall be appointed as secretary of the Selection Committee to assist and monitor the selection procedure. The secretary shall not have voting rights in the Selection Committee.
- 3 The secretary's role includes the monitoring of the correct and timely application of the Regulation during the selection.

### **Article 6 Selection Procedure and criteria**

- 1 The selection procedure consists of two rounds: a written and an oral selection round.
- 2 Candidates who, based on Article 44, do not qualify for membership shall not be included in the selection round and be informed thereof in writing by the Selection Committee.
- 3 In the first selection round, the Selection Committee shall assign points to each application based on the quality of the submitted document. The Selection Committee shall take into account the following documents:
  - a. Quality of the CV (maximum of 4 points); and
  - b. The written motivation of the candidate (maximum of 6 points).
- 4 If there are more than three candidates, a list of the three top-ranking candidates per vacancy, based on the total number of points received for the documents submitted, shall be submitted to the Plenary Assembly. In case of ties, more candidates can be included in the list.
- 5 Each Member may submit their advice to the Selection Committee about the proposed candidates. The Selection Committee shall consider the advice submitted.
- 6 In the second selection round, the Selection Committee shall interview each candidate separately during which the following topics, amongst others, shall be discussed:
  - a. The candidate's passion for academic research and education;
  - b. The candidate's motivation to be active within the MYA and willingness to contribute their time and ideas;
  - c. The candidate's complementarity to the expertise and interests of the current MYA members; and
  - d. The candidate's knowledge and enthusiasm about topics such as academia and society, the relationship between research and education, inter-/multidisciplinary cooperation, and internationalization of education and research.
- 7 The members of the Selection Committee shall, each independently, compose a ranking of the candidates on the basis of their interview. The Selection Committee shall then draft a provisional ranking on the basis of the total grading of each candidate and discuss this ranking in relation to the selection criteria mentioned in this Article. Following this discussion, the Selection Committee shall draft the definitive ranking. The Selection Committee shall consider, in its ranking, MYA's wish for its Members to represent a diverse sample of UM's academic population.
- 8 On the basis of the definitive ranking and within two (2) weeks after the final selection interview, the Selection Committee shall submit the list with the selected candidates to the Plenary Assembly for

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<sup>1</sup> As a guiding principle, the MYA uses the NWO rules (for Veni, Vidi, Vici) for granting extensions to the eligibility window.

confirmation.

### **Article 7 Confirmation**

- 1 The confirmation is a decision by the Plenary Assembly of the MYA in accordance with Article 14 of the Regulations. An appeal and/or objection within the meaning of the General Administrative Law Act is not possible.
- 2 The confirmation shall be communicated in writing to the selected candidates within two weeks of the decision by the Plenary Assembly. A public announcement of the selection will be made.
- 3 The nominated candidates who did not take part in the oral rounds and who were not selected shall receive a letter from the Selection Committee with a notice of rejection within two weeks after the decision of the Plenary Assembly.

### **Article 8 Termination of membership**

- 1 Membership of the MYA will end:
  - a. by default upon a Member's death;
  - b. at the end of the Member's term;
  - c. upon written request addressed to the Plenary Assembly by the Member to terminate their membership;
  - d. by default on the same day that a Member's employment at UM ceases following their resignation, termination, or honourable discharge of the Member's employment at UM.
- 2 MYA members may also be suspended or dismissed following a decision based on a two-third majority vote of the Plenary Assembly, on the following grounds:
  - a. the relevant Member has (i) disadvantaged in an unreasonable manner, (ii) discredited or (iii) otherwise caused damage to UM and/or the MYA and/or their respective reputations;
  - b. according to the Plenary Assembly and in contradiction to a Member's duties stipulated in Article 11, the respective Member has consistently shown a lack of attendance, failing to participate in over two-thirds of the meetings during the last 12 months without sufficient justification;
  - c. the relevant Member is no longer deemed capable by the Plenary Assembly of effectively representing the interests of the MYA.
- 3 The decision to suspend a Member pursuant to paragraph 2 can only be taken after the Member in question has been offered the opportunity to be heard on the matter by the Plenary Assembly prior to the vote in paragraph 2. The written decision will state the grounds for this decision.

### **Article 9 The Plenary Assembly**

- 1 The Plenary Assembly consists of all Members of the MYA.
- 2 The Plenary Assembly has decision-making power on:
  - a. the internal governance and mission;
  - b. the adoption and amendment of the MYA Regulations;
  - c. the approval of the annual reports and the general financial plans;
  - d. the selection of the chairperson and vice-chairperson.
- 3 The Plenary Assembly has a mandate to approve the publication of public positions, e.g. opinions, endorsements and so on, on behalf of the Members of the MYA. The chairperson and vice-chairperson can take a public position on behalf of the Members of the MYA in urgent matters that cannot wait until the next Plenary Assembly Meeting, and will report back to the Plenary Assembly as soon as possible.
- 4 When taking a public position, MYA shall communicate clearly that the public position taken is an MYA position.
- 5 If the MYA can reasonably anticipate that a public MYA position has the potential to cause or contribute to public controversy and/or MYA deems it necessary, it shall inform the Executive Board of its plans to issue such a position.
- 6 One or more Members may ask the Plenary Assembly to decide on other matters.
- 7 For decisions to be taken in accordance with the mandate in paragraph 2, decisions shall be taken by the Plenary Assembly, either in person during a meeting of the Plenary Assembly or electronically outside of such meetings.

## **Article 10 Chairperson and vice-chairperson**

- 1 The Plenary Assembly and MYA is chaired by a chairperson, supported by a vice-chairperson. The vice-chairperson shall assume all responsibilities and duties as outlined in the Regulations in situations where the chairperson is absent or must refrain from performing their duties as a result of a (possible) conflict of interest.
- 2 The Plenary Assembly, following the procedure described in Article 14, shall appoint a chairperson and a vice-chairperson from its Members for a period of two years. The Plenary Assembly may decide that the appointment shall be shorter than two years, if the Member's MYA term ends by default or is terminated in accordance with the Regulations.
- 3 The chairperson and vice chairperson shall be allocated a total of 0.15 full-time equivalent (FTE) to fulfil their respective duties. The specific distribution of this time among their responsibilities shall be mutually agreed upon by both the chairperson and vice chairperson. However, the final distribution plan must receive approval from the Plenary Assembly, either in person during a meeting of the Plenary Assembly or electronically outside of such meetings, before implementation.
- 4 The financial equivalent of the distribution of time, as agreed upon by the chairperson and vice chairperson, shall be calculated and transferred to their respective faculties annually by the MYA. The annual calculation and transfer process shall be subject to approval by the Plenary Assembly.
- 5 If one or more Members have concerns regarding the functioning of the chairperson or the vice-chairperson, they can bring this up during a meeting of the Plenary Assembly. If two or more other Members second this concern, a vote of confidence shall be held during that meeting of the Plenary Assembly or a future (ad hoc) meeting of the Plenary Assembly. The individual subject to the vote of confidence must abstain from the proceedings and may not be present during the vote, and if both the chairperson and the vice-chairperson are involved, both shall recuse themselves and shall not be present during the vote. In such cases, the remaining Members shall designate a temporary chairperson for the relevant portion of the meeting. Votes shall be cast using closed and non-signed pre-printed ballot notes or digital forms on which the (no) confidence can be checked in the corresponding box. If a two-thirds majority (rounded up) give a vote of no confidence, the temporary chairperson shall inform the (vice-)chairperson of this in writing as soon as possible. Following the vote of no confidence the (vice-)chairperson shall step down immediately. A new (vice-)chairperson shall be elected in accordance with paragraph 2.

## **Article 11 Members' duties**

- 1 Members shall make active efforts on behalf of MYA by fulfilling the following attendance and engagement criteria:
  - a. Members must attend at least two-thirds of all scheduled meetings of the Plenary Assembly held during the year;
  - b. Members must attend at least two-thirds of all scheduled Committee meetings convened during the year; and
  - c. Members shall, on average, dedicate a minimum of two hours per week to MYA-related activities throughout the year.
- 2 Members who are unable to be active within the MYA for three months or longer, or who cannot be as active as their membership in the MYA requires as laid down paragraph 1, must inform the chairperson about this in writing.
- 3 If a Member cannot meet the attendance and engagement criteria set out in paragraph 1 for three months or longer without sufficient justification, the chairperson shall invite this Member for a meeting to discuss how they can become more active within the MYA.
- 4 If, after encouragement by the chairperson to become more active as laid down in paragraph 3, a Member remains insufficiently active for another three months or longer, the Plenary Assembly may request this Member to submit a request for discharge or it may move to suspend or dismiss the Member in accordance with Article 82 above.

## **Article 12 Meetings of the Plenary Assembly**

- 1 During a Plenary Assembly, the Members shall deliberate and adopt resolutions regarding matters concerning the MYA. Meetings are closed and confidential, unless expressly stated otherwise.
- 2 Non-members can attend the Plenary Assembly by invitation only. Any Member may extend an invitation to attend a Plenary Assembly or part thereof, if the chairperson has agreed to that non-member attending.
- 3 In principle, a Plenary Assembly Meeting shall be held each month, unless a majority of the Members agrees

- to cancel a given Plenary Assembly meeting.
- 4 A Plenary Assembly Meeting shall be held no later than one month after the start of the chairperson's term of office to discuss the annual report and budget.
  - 5 The chairperson shall determine the dates of the planned Plenary Assembly Meetings for each year after consulting the Members and shall notify all Members of those dates in good time.
  - 6 A Plenary Assembly Meeting shall also be held if at least three (3) Members have expressed their wish for such to be done in writing to the chairperson.
  - 7 An invitation to attend the Plenary Assembly Meeting shall be sent by or on behalf of the chairperson to all Members together with the proposal for an agenda. The 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 three working days prior to the Plenary Assembly Meeting.
  - 8 A Member who wishes a matter concerning the MYA as a whole to be discussed at a Plenary Assembly shall submit a request to that effect to the chairperson no later than three working days prior to that Plenary Assembly Meeting. The chairperson shall not refuse such request without giving good reasons.

### **Article 13 Programme of action, financial plan and annual report**

- 1 At the initiative and on the responsibility of the chairperson, 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 Prior to submitting the programme of action to the Executive Board and the Board of Deans, the chairperson shall submit such programme of action to the Plenary Assembly for approval by a majority vote of those present, and in accordance with quorum rules, as detailed in Article 14 of these Regulations. If the votes are tied, the Plenary Assembly shall discuss which adjustments are needed for the position to pass. If no adjustments are suggested, voting shall continue until the position passes or is rejected.

### **Article 14 Voting procedures**

- 1 The Plenary Assembly decides by consensus whenever possible. At the request of one of its Members, a vote may be held.
- 2 A decision shall be taken by a majority of two-thirds of the votes cast in favour of that decision (rounded up) by those present during the meeting, provided that the quorum is met. Votes can be cast as "in favour", "against" or "blank". The majority shall be determined on the basis of the votes "in favour" and "against", and "blank" votes and abstentions shall not be considered. Once a vote has been cast, it cannot be changed.
- 3 For all decisions taken, there needs to be a quorum of two-thirds (66 per cent).
- 4 Voting shall be by a show of hands or electronically, unless the Regulations stipulate otherwise or the chairperson, or those present, decide that voting must be by means of written ballot papers.
- 5 The adoption of a decision shall be postponed until the following Plenary 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 are included in the count.
- 6 A Member who is not present to vote at a meeting may authorize another Member, in writing, to represent them by proxy. Any Member may cast no more than one proxy vote.

### **Article 15 Committees**

- 1 The Plenary Assembly may decide to establish Committees aimed at comprehensive research, analysis, and recommendation formulation on various subjects of interest as well as project management. These Committees shall contribute to informed decision-making and policy development.
- 2 The Plenary Assembly may decide on the establishment of Committees by regular vote.
- 3 Each Committee shall be chaired by a Member.
- 4 Committee members decide by consensus. When no consensus can be reached, the chair of the Committee shall bring the matter to the Plenary Assembly for regular voting.
- 5 At the request of the chairperson of the MYA, the chair of a Committee shall report on the progress of the Committee as soon as possible, i.e. the next Plenary Meeting.

### **Article 16 Resolution of disputes**

- 1 The chairperson shall mediate in the event of a dispute arising between Members.

- 2 If the chairperson is involved in a dispute, the vice-chairperson shall act as mediator.
- 3 If both the chairperson and the vice-chairperson are involved in a dispute, the MYA shall seek assistance from a person working at UM who will be asked to act as a mediator. Contrary to Article 143, the appointment of such mediator shall be done by simple majority vote.

#### **Article 17 Confidentiality**

- 1 Members shall ensure the confidentiality of any information (or information to be obtained in future) that is related to Maastricht University and can reasonably be deemed confidential, and will not disseminate this information in any way whatsoever, in whole or in part, to third parties without the prior written consent of the chairperson.
- 2 The duty of confidentiality shall remain in effect beyond the termination of membership.

#### **Article 18 Final provisions**

- 1 These Regulations may only be amended pursuant to a resolution adopted by the Plenary Assembly
- 2 In any cases not provided for in these Regulations or in the event of any doubt arising regarding the interpretation of the provisions of these Regulations, the Plenary Assembly shall decide on the matter by regular vote.