

Code of Procedures of the Hungarian Young Academy

Last amended on 13 February 2025

Article 1 – Responsibilities of the Co-Chairs

(1) With the direction of the Co-Chairs, the Executive Board and the committee coordinators shall draw up a detailed annual report on the activities of the Hungarian Young Academy (hereinafter: HYA) for the HYA General Assembly. These reports shall cover the period adjusted to the mandate of the Executive Board; that is, they shall report about the activities from the month of May of the given year till the month of April of the following year.

(2) With the direction of the Co-Chairs, the Executive Board and the committee coordinators shall draw up a detailed annual report on the activities of the HYA in the previous calendar year for the General Assembly of the Hungarian Academy of Sciences (hereinafter: MTA). In accordance with MTA's traditions, these reports shall cover calendar years. Even if the mandate of a Co-Chair expires in April of the given year, he/she shall participate in the elaboration of the report on the period of his/her own term of office as Co-Chairs, in cooperation with the two Co-Chairs in office.

(3) If the HYA disposed of financial resources during the mandate of the given Executive Board, the Co-Chairs shall ensure that a financial report is prepared on the use of these funds. The financial report shall be presented to the members at the HYA General Assembly, and it shall be duly submitted to the relevant entities of MTA.

(4) In cooperation with the Executive Board members and committee coordinators, the Co-Chairs shall inform HYA members about the current state of affairs and the programmes planned by the HYA in a newsletter at least every three months.

(5) The Co-Chairs shall regularly inform the HYA Advisory Board about the work conducted by the HYA as necessary.

Article 2 – Responsibilities of the HYA Executive Board

(1) In addition to the responsibilities of the Executive Board described in the Statutes, their duties shall also include the following:

a) coordinate the work carried out with the participation and involvement of HYA members in the various HYA committees. The Executive Board shall strive to involve committee coordinators to the extent necessary in the work of the Executive Board;

b) supervise and share with decision-makers and the general public all those documents, reports, and proposals that it has previously presented to the membership of the HYA;

c) prepare a draft budget with the direction of the Co-Chairs and present it to HYA members.

(2) The Executive Board shall be responsible for constituting an Advisory Board to guide and support the work of the HYA. The Advisory Board may be contacted by either of the HYA Co-Chairs.

(3) The Executive Board shall be responsible for maintaining contact with HYA's partner organisations (especially the Global Young Academy, the Young Academy of Europe and other national young academies).

Article 3 – Rights of the HYA members

(1) The members of the HYA shall have the right to do the following:

- a) take part in the activities and attend the events of HYA;
 - b) attend the ordinary annual and extraordinary General Assemblies of the HYA, exercise equal voting rights, take the floor according to the agenda of the General Assembly, ask questions, make proposals and comments, and formulate opinions;
 - c) look into the membership-related documents of the HYA;
 - d) run and be elected for HYA Executive Board membership.
- (2) All members entitled to vote at the General Assembly shall have equal voting rights.

Article 4 – Obligations of the HYA members

- (1) HYA members shall be obliged to do the following:
- a) abide by the provisions of the Statutes and the Code of Procedures, as well as by the resolutions of the General Assembly and the Executive Board;
 - b) facilitate the achievement of the objectives of the HYA, and with a view to that, each member shall become actively involved in the work of at least one committee, and attend the regular events and General Assembly of the HYA;
 - c) take part in the organisation and coordination of the HYA programmes at the Executive Board's request or in cooperation with them, and ensure HYA's representation at these programmes;
 - d) keep confidential the trade secrets and know-how of the HYA, as well as all such information that they have become aware of in connection with their membership, the disclosure of which would jeopardise the achievement of HYA's objectives;
 - e) help recruit members for the HYA by encouraging talented young researchers among their acquaintances to apply for HYA membership;
 - f) refrain from all forms of behaviour that would jeopardise the achievement of HYA's objectives;
 - g) inform the Executive Board of any changes in their data registered in the membership registries within 15 working days. Members shall be liable for keeping their data up-to-date.
- (2) In a member becomes unworthy of membership in MTA's public association in accordance with the relevant regulations of MTA, they will also become unworthy of membership in HYA and shall be excluded from this organisation accordingly.

Article 5 – Vacancy in the Executive Board

- (1) If an Executive Board member should resign from his/her position, or be unable to carry out the related duties for other reasons, the HYA Executive Board shall hold extraordinary board elections for the remaining term of office.
- (2) This procedure may be waived if the remaining term of office is shorter than two months. In the event of the resignation of the Co-Chairs, the procedure to be followed shall be regulated by the Articles of Association (Statutes).
- (3) New Executive Board members shall be elected in accordance with Point 4 of the Articles of Association and in Article 6 of this Code of Procedures, by secret ballot cast by HYA members, based on self-nomination and the submission of a concept note shared in advance with HYA members.

Article 6 – Election of the Executive Board

(1) The members of the Executive Board shall be elected in two rounds: first, HYA members shall vote about the Co-Chair candidates, and in light of the outcome of the first round, they shall vote about the other five members of the Executive Board.

(2) Members wishing to nominate themselves as co-chairs or board members shall prepare a concept note of maximum 300 words, which shall be communicated to HYA members as soon as possible, but before the beginning of the voting at the latest.

(3) Concept notes from candidates running for positions as co-chairs or board members shall be collected and forwarded to HYA members by such member(s) of the HYA, also coordinating the secret ballot, who:

- a) are not members of the outgoing Executive Board;
- b) do not wish to run for an executive position at the given elections, and
- c) are not affected by a conflict of interests in connection with the candidates.

(4) Under Point c) of Par. (3), a conflict of interests shall be the following:

- a) a close relative or relative as defined in Par. (1) of Art. 8:1 of Act V of 2013 on the Civil Code,
- b) subordinate relationship at work or in other employment-type relations, or
- c) working in the same research group.

(5) The election of the Executive Board shall take place electronically via an anonymous voting system.

(6) The election of the Executive Board shall be valid if 50 percent of HYA members plus one person have cast their vote at the elections.

(7) If the elections of the Executive Board are invalid, repeated elections shall be held in which candidates shall be elected by a simple majority of the votes cast.

(8) The candidate having collected the highest number of votes shall win at the election of the Co-Chair. When electing/nominating co-chairs, HYA members shall strive for diversity in terms of gender, geographical distribution and field of expertise. Nevertheless, professional competence for the position should prevail at all times.

(9) At the Executive Board elections, candidates collecting the five highest number of votes shall be admitted to the Executive Board.

(10) If the candidate with the highest number of votes in the election of the co-chair or the five candidates with the highest number of votes in the election of the Executive Board cannot be determined due to a tie, a new round of voting shall be held between the candidates with the same number of votes.

(11) A contact person liaising between MTA and HYA, or any other persons whose presence the Executive Board deems justified in an ad hoc manner to facilitate cooperation with MTA, may be involved in the coordination of the election of the Executive Board as an observer with consultancy rights. Other persons who are not members of the HYA may not take part in the organisation of the election of the Executive Board, and no such information shall be disclosed to them.

(12) The mandate of the Executive Board shall begin on 1 May of the year of the election and shall expire on 30 April of the following year.

Article 7 – Advisory Board of the HYA

(1) The Advisory Board of the HYA is composed of minimum 12 and maximum 16 members.

(2) The mandate of the advisors lasts for 3 years. Advisors may be re-elected upon the expiry of their term.

(3) When composing the Advisory Board, efforts shall be made to strike a balance between its members in terms of field of expertise, gender, geographical distribution, and employment in research institutes/universities/industrial stakeholders.

(4) Efforts shall be made to include HYA alumni members and members of the MTA Presidium in the Advisory Board.

Article 8 – Timeline of the membership elections

(1) The Executive Board and HYA members shall be responsible for popularising the HYA and encouraging eligible candidates through recruitment to apply for membership.

(2) The Executive Board shall decide about which HYA members to ask to participate in the work of the Membership Election Committee to be set up for the purposes of the elections. The head of the Membership Election Committee shall be designated among the Executive Board members if possible.

(3) The Executive Board shall publish an open call for membership applications in order to invite candidates. Persons eligible according to the Statutes may apply for membership by submitting an electronic application through the EPKR system of MTA (by self-nomination).

(4) As part of their applications, applicants shall submit a professional CV and a letter of motivation. Further documents may also be requested by the Membership Election Committee.

(5) Round of voting by the public association of MTA. In January and February of each year, under-45 members of the public association of MTA shall vote about applicants of their own scientific section via the e-election system of MTA. Persons eligible to vote may vote for a maximum of 5 applicants. In this round of voting, voters may access both the CVs and the motivation letters of the applicants.

(6) Round of committee-level decision-making. From a maximum of 70 applicants having collected the highest number of votes, the Membership Election Committee shall elect 12 persons in March who will start their five-year mandate in May of the given year. The Membership Election Committee shall strive to achieve a balance within the membership in terms of fields of expertise, gender and geographical distribution, and it shall also aim for a representation of all the scientific sections of MTA within the total membership. Nevertheless, it is not mandatory to select a new member from each scientific section each year if the choice does not seem to be justified based on the applications submitted. When deliberating about applicants, the Membership Election Committee attaches great importance to the results of the online voting by the members of the public association of MTA, as well as to the content of the letter of motivation of the applicants, in addition to their professional achievements.

(7) For the meeting of the Membership Election Committee, the members shall elect a chair to draft a memo about the meeting after the decisions are made. The members of the Membership Election Committee shall sign a confidentiality statement. The composition of the Membership Election Committee shall be communicated to the HYA membership, but it shall not be disclosed to the general

public. The chair of the Membership Election Committee shall preferably be one of the Co-Chairs or an Executive Board member of the HYA.

(8) Applicants shall be notified of the decisions from the official e-mail address of the HYA within three weeks, if possible, after the new members have been selected.

(9) New members shall be officially admitted to the HYA in May of each year, upon their signing of the declaration of membership, in the framework of the annual General Assembly of the HYA if possible. The exact date of admission shall be specified in the call for membership applications of the given year.

(10) Places becoming vacant for any reason shall be filled at the following membership elections.

Article 9 – Committees of the HYA

(1) Members shall apply to the committees of the HYA on a voluntary basis, but each member shall take part in the work of at least one committee.

(2) Membership in a committee shall last for one year and may be renewed.

(3) The leaders (coordinators) of the committees shall be designated by the HYA Executive Board in light of the preliminary applications and the opinions of committee members. Committee coordinators shall be responsible for mobilising the members of their respective committees, assigning tasks and coordinating their completion.

(4) Committees shall closely cooperate with the HYA Executive Board as well as with other committees or the entire HYA membership as relevant, and they shall make their decisions with the approval of the Executive Board. They shall give an account of their annual work at the following General Assembly, and shall also regularly report to the Executive Board.

(5) The efficient operation of the committees shall be monitored by the HYA Executive Board. If a committee does not hold any meetings or report on its work for 6 months, the Executive Board shall designate one of its own members to coordinate the work of that given committee.

(6) The standing committees of the HYA are the following:

- Communications Committee
- Committee on Young Researchers' Career Path
- Committee on the Status of Female Researchers and Researchers with Small Children
- International Affairs Committee
- Youth Mentoring Committee

(7) In addition to the standing committees, the HYA Executive Board may also set up ad hoc committees to carry out specific assignments.

(8) Two ad hoc committees shall be convened each year: the Membership Election Committee and the Executive Board Election Committee.

Article 10

In all legal and procedural matters not regulated in the Statutes of the HYA and in this document, the Statutes and the Rules of Procedure of MTA shall prevail.