

LBNE-Young Bylaws

January 8, 2014

Charge and LBNE-Young Representatives:

The LBNE-Young organization within LBNE elects two (2) representatives to the collaboration. These two representatives serve as the leaders for LBNE-Young. One of these representatives is allowed to attend institutional board (IB) meetings while the other is allowed to attend executive committee (EC) meetings. The two LBNE-Young representatives are not expected to be members of the IB or EC, or to have any voting rights. Instead, they are tasked with:

- i) relaying to the members of LBNE-Young the issues to be discussed at IB and EC meetings,
- ii) leading discussions amongst LBNE-Young members about these issues, and
- iii) relaying the consensus opinions of LBNE-Young to the IB and EC.

We recognize that there may be members of LBNE-Young on the IB and EC, and encourage the further appointment of younger collaborators to boards and committees. However any voting members of the EC or IB would not be elected by LBNE-Young nor would they represent LBNE-Young.

Collaboration Meetings:

LBNE-Young holds a lunch meeting at each LBNE collaboration meeting (the lunch appears on the agenda). In addition, a slot is given for an update from LBNE-Young in a plenary session at each collaboration meeting.

Election Rules:

Elections take place once per year per representative. The election procedure for the EC (IB) representative should commence on February (August) 1st, with the goal of having a new representative in place by March (September) 1st. The current IB (EC) representative is responsible for the conduction of the election.

Elections proceed as follows:

- 1) The IB (EC) representative sends an email calling for nominations.
 - * Self-nominations are allowed.
 - * Those with at least one nomination are asked to stand for election.
- 2) One week after the call for nominations, all those who have been nominated are asked to stand for election, and they are given one week to respond.

- 3) Those who have agreed to stand for elections are asked to provide a candidate statement, which should be emailed to the young-LBNE list within the next week.
- 4) Once the 'one week candidate statement period' has concluded (two weeks from the call for nominations) the IB (EC) representative announces, via email, the start of the 'voting period'.
 - * Votes are sent directly to the IB (EC) representative.
 - * Voting uses the instant run off method.
 - * Each voter ranks each candidate from 1 to N.
- 5) Voting is open for two weeks beginning after the 'candidate statement period'.
- 6) After the two-week 'voting period', the IB (EC) representative is given one week to tally the votes and announce the winner.
- 7) The new EC (IB) representative begins their term immediately upon announcement.
- 8) Deputy representatives are asked to remain until their replacements have been found.

Deputy Representatives:

Each of the two LBNE-Young representatives has a deputy to be appointed by the representative, and serve at their pleasure. Multiple appointees may share responsibilities as co-deputies. Absent of a deputy, the responsibilities fall to the corresponding representative.

The deputy EC rep is the "Professional Development Coordinator" and is charged with the following responsibilities:

- 1) Contact person for any professional development issues or events.
- 2) Communication with the committees tasked with determining conference speakers, paper committee members, etc
- 3) Maintaining a list of members, and which projects they are working.
- 4) Other tasks related to mentoring within young-LBNE and the collaboration.

The deputy IB representative is the "Social Coordinator" and is charged with the following responsibilities:

- 1) Organization of social media:
 - * Blog editor (There is a science blog out there with a place holder for LBNE)
 - * Wiki editor
 - * Twitter/Facebook/etc account manager
- 2) Coordination of social functions:
 - * Communicate with local collaborators
 - * Email LBNE-Young with details