

THE YOUNG TRUSTEE BY-LAW

Title I. The Position of Young Trustee

Section 1. Nature of the Position

One undergraduate student, called the Young Trustee, shall be elected each year as a nominee to the Board of Trustees to serve a two or three-year term, the duration of which will alternate yearly. A Young Trustee may not serve more than one two or three-year term. The Young Trustee must resign at the end of the two or three-year term. For the first year of the term, the Young Trustee will be a non-voting member of the Board.

Section 2. Eligible Candidates

First-years, sophomores, juniors, and seniors of the undergraduate student body shall be eligible for the Young Trustee position. Eligible seniors include those persons designated as December graduates of the senior class. The current Duke Student Government President is not eligible to run to be the Young Trustee.

Section 3. Conflict of Interest

No Young Trustee may be an employee of the University (excluding work-study) once the term as Young Trustee begins.

Section 4. Deadline for Election of Young Trustee

The name of the Young Trustee must be placed in nomination before the Board of Trustees before the February Board of Trustees meeting.

Section 5. Criteria for Young Trustee

The Young Trustee should meet the following criteria, the interpretation whereof shall be at the discretion of the Young Trustee Nominating Committee and shall not be grounds for litigation:

1. Evidence an ability to think broadly about the University;
2. Be able to communicate not only the short-term effects that the Board's policies will have on students, but the long-term effects as well;
3. Be able to articulate a worldview about issues with a breadth of understanding;
4. Be able to speak up in intimidating situations while recognizing when and how to do so;
5. Demonstrate commitment to making Duke a better place and helping further its mission;
6. Possess an active interest in continuing to learn about the University and how it works;
7. Offer evidence demonstrating **their** good character.
8. Be able to demonstrate these criteria in **their** written application materials and interview.

Section 6. Overview of Selection Process

The selection process for Young Trustee shall proceed as follows, subject to the other provisions of this By-Law:

1. The University Secretary or **their** designate and the current Duke Student Government President will solicit applications through the Office of the University Secretary to put together the Young Trustee Nominating Committee (YTNC).
2. The YTNC shall select two to four Young Trustee (YT) Finalists.
3. The student body shall elect one of the YT Finalists to be Young Trustee.

4. The Young Trustee shall be the official nominee of the student body for appointment to the Board of Trustees pursuant to relevant Board policies.

Title II. The Young Trustee Nominating Committee Selection Committee

Section 1. Selection of the Young Trustee Nominating Committee

The University Secretary or **their** designate shall conduct a well-publicized application and interview process to select the twelve-member Young Trustee Nominating Committee (YTNC). The University Secretary or **their** designate and the DSG President will select the members of the YTNC. Any undergraduate may apply to serve on the YTNC. The University Secretary and the DSG President shall choose as few as ten students to constitute the YTNC and as many as twelve members, and shall also prepare a ranked list of alternates, consisting of applicants to the YTNC who would be qualified to serve but were not selected. The University Secretary or **their** designate shall select a mentor to advise the YTNC. The mentor must either be a member of the faculty or an administrator to the university. At least one member of the YTNC must have been, or currently be, a voting member of a Board of Trustees committee. No member of or alternate for YTNC may apply for Young Trustee in that year's selection process. The YTNC shall elect a Chair from within its membership.

Section 2. Appointment of Alternates

If the membership of the Young Trustee Nominating Committee falls below eight for any reason, alternates shall automatically be appointed to the YTNC, in the order that their names appear on the list prepared by The University Secretary and the Duke Student Government President, to restore the membership of the YTNC to ten. If the list of alternates is exhausted, the YTNC shall choose volunteers from the Senate to restore its membership to ten.

Section 3. Quorum

A quorum to transact business is seven members of the YTNC or two-thirds of the entire membership of the YTNC, whichever is lesser.

Section 4. The YTNC Chair

Before Thanksgiving Break, or as soon as feasible thereafter, the YTNC shall convene and, by majority vote, shall elect a Chair. The Chair shall:

1. Receive applications for Young Trustee;
2. Lead YTNC meetings as an unbiased moderator;
3. Record and transcribe interviews in a detailed, unbiased manner;
4. Offer opinions only regarding procedural matters;
5. Avoid evaluating specific candidates;
6. Vote only to break a tie;
7. Respond to applicants' questions and concerns;
8. Ensure that the process is conducted in a fair manner.
9. Lead the creation of a new set of questions for the interview process each year. All questions not specific to the application materials of individual candidates, or follow-up questions within the interview itself, must be approved by the mentor.

Section 5. Methods and Procedures

Under the direction of the Chair, the YTNC shall by majority vote adopt methods of evaluation and committee operating procedures in accordance with those outlined in this By-Law. Such methods and procedures shall include, but not be limited to:

1. An application including questions and the opportunity for a character reference from a member of the Duke community (faculty, staff, fellow student);
2. Ideal qualifications of Young Trustee Finalists and Nominees including but not limited to those listed in Title I, Section 5;
3. The length and terms of the interview and questioning periods for candidates;
4. A predetermined set of questions including a standardized question battery for all YT semi-finalists and several specifically tailored for each semi-finalist;
5. Committee discussion and voting procedure for each round.

Section 6: Bias Training

In order to prevent any prevalence of implicit bias (based on race, gender, sexual orientation/gender preference, etc.), the YTNC Chair will organize a Bias training session with the Office of Institutional Equity. The Bias training will occur before the YTNC first reads applications.

Section 7: Endorsements

No member of the YTNC, University Secretary or **their** designate, nor the DSG President or **their** designate may formally endorse a candidate through means of social media or active campaigning. This includes, but is not limited to, changing profile pictures, posting online or in-person campaign materials, and door-to-door canvassing.

Section 8: University Secretary Training

In order to ensure that the YTNC is educated on the purpose of the Young Trustee position, the YTNC Chair will organize a training with the University Secretary or their designate in the University Secretary's office. This training will occur before the YTNC first reads applications.

Title III. The Application, Interview, and Election Process

Section 1. Dissemination of Written Application

A written application, approved by majority vote of the YTNC pursuant to Section 6 of Title II, shall be disseminated to the student body through the Office of the University Secretary before the last day of fall semester classes.

Section 2. Information Session

It is recommended, but not required, that the Chair of the YTNC conduct an information session in conjunction with the December Board of Trustees Meeting, or at another appropriate time. This session should ideally make the YTNC Chair, a current Young Trustee, and the University Secretary available to prospective candidates for questions and discussion.

Section 3. Deadline for Written Application

The deadline for submitting applications shall be set, and may be extended for cause, by the YTNC. However, the Senate shall establish a deadline for the YTNC to submit Young Trustee Finalists; the application deadline must be coordinated to enable compliance.

Section 4. Selection of Semifinalists

The YTNC shall select no fewer than eight semifinalists to be interviewed by the full committee. In making this selection, it shall observe the methods and procedures adopted pursuant to Title II, Section 6. If there are fewer than eight applicants, all shall be semifinalists. The names of semifinalists shall be published, and their applications made available to students on request to the chair of the YTNC and the Executive Vice President of Duke Student Government.

Section 5. Selection of Finalists

1. The YTNC shall choose no fewer than two and no more than four of the semi finalists to become Young Trustee Finalists through the process described in this section.
2. Each semifinalist shall be interviewed by the YTNC sitting as a full committee.
3. The YTNC shall then deliberate on the semifinalists, having regard to both written applications and interviews.
4. The full interviews shall be audio recorded by the Chair, and not redacted or otherwise edited in an unfair or prejudicial manner. These audio recordings must not include any commentary from members of the YTNC except for the interview itself. A semifinalist may have access to **their** interview recording upon formal request to the Chair of the YTNC and the Executive Vice President of Duke Student Government. No individual except for YT semifinalists may request access to interview recordings, and semifinalists have access only to their own interview. These recordings must be deleted, destroyed, or made otherwise inaccessible immediately after the conclusion of voting on the day of the YT election.
5. Interviews and deliberations shall remain closed and confidential. YTNC members may not disclose information about interview questions, individual candidates' standing, committee deliberations, or voting procedures.
6. The YTNC shall use appropriate procedures and voting methods established pursuant to Title II, Section 6 to conduct deliberations and select a tentative list of finalists.
7. The list of finalists must be approved by a two-thirds vote to become official.

Section 6. General Rule for Deliberations

During all discussions, committee members shall refrain from character attacks, gossip, and hearsay, but shall not be prevented from discussing issues relevant to candidate's character, temperament or qualifications. The candidate should be considered based solely on **their** materials and qualifications presented during the application and interview process, without taking any outside knowledge of the candidate into account.

The Chair shall have the right to rule lines of discussion out of order; the ruling of the Chair may be overturned by vote of the full committee.

Section 7. Character References

When soliciting applications, the YTNC may request that applicants provide a character reference or letter of recommendation for consideration by the committee in full. This letter may be written by a peer, faculty or staff member, or other member of the Duke community. No

member of the YTNC, University Secretary or **their** designate, mentor, and the DSG President or **their** designate may write a letter of reference or recommendation for an applicant.

Section 8. Election of the Young Trustee

An election shall be held to elect one of the finalists Young Trustee. The election shall be conducted pursuant to the general rules and procedures of the Election By-Law and associated legislation, but no write-in candidates shall be permitted. All Duke undergraduate students shall be eligible to vote in this election.

Title IV. Conflicts of Interest and Removal

Section 1. Formulation of Guidelines

Before the Young Trustee application is disseminated to the student body, the YTNC shall formulate guidelines for conflicts of interest and recusals pursuant to Title II, Section 6.

Section 2. Initial Review

After all applications are received, the members of the YTNC shall examine the list of applicants and shall disclose to the committee the personal and professional relationships that they have or have had with applicants, including conflicts of interest as well as declared acquaintances that do not impair their objectivity. Members may voluntarily recuse themselves from a portion of deliberations and voting, or may resign from the committee if they deem it necessary.

Section 3. Disclosure to Applicants

The names of the members of the YTNC, the relationships they disclosed, and any actions voluntarily taken in response shall be communicated to the applicants. Within two days of such communication, any applicant may petition the YTNC to recuse a member for serious conflict of interest. The YTNC shall then discuss and vote on the option of removal under Section 4 of this Title.

Section 4. Removal or Recusal Within the YTNC

The YTNC may, by a two-thirds vote, remove a member, or prohibit a member from participating in a certain part of deliberations and voting, on one of the following grounds:

1. Absenteeism or other nonfeasance of responsibilities;
2. Serious or persistent disruption of its proceedings;
3. Other egregious misconduct;
4. Serious conflict of interest if the member refuses to voluntarily recuse **themselves**.

Title V. Additional Provisions

Section 1. Revision of Process

The chair of the YTNC is responsible for reviewing the Young Trustee process each year and for soliciting feedback from members of the YTNC, Young Trustee candidates, and other interested parties. Any formal recommendations shall be submitted to the DSG Senate, and amendments to this By-Law may be enacted only by that body.

Section 2. Limitation

This By-Law shall not preclude the future election of additional members to the Board of Trustees.

Title VI. Enactment and Effect

Section 1. Time of Effect

This By-Law is effective immediately upon passage.

Section 2. Repeal of Conflicting Laws

The previous Young Trustee By-Law is hereby repealed, and all laws and usages contrary to this By-Law are hereby declared null and void.

Section 3. Transitional Provision

The validity of previous elections of Young Trustees shall be in no way compromised by the adoption of this By-Law. All actions taken pursuant to the previous Young Trustee By-Law in Fall 2013 shall retain their validity, and the selection process shall be continued under this By-Law from the stage reached by such actions.