

***Constitution  
and  
Standing Orders***

# Winshill Parish Youth Council

## CONSTITUTION AND STANDING ORDERS

### 1 Functions of Winshill Parish Youth Council

- To investigate the needs of all children in the Parish of Winshill and to report to Winshill Parish Council and other appropriate organisations.
- To provide Winshill Parish Council and other appropriate authorities with the views of young people, both in relation to Council initiatives and on matters they raise themselves.
- To express teenage ideas on the running of the community and discuss and report to Winshill Parish Council and other appropriate organisations.
- To carry out specific reviews of local facilities and prepare reports as requested by Winshill Parish Council and other appropriate organisations.
- To report regularly to Winshill Parish Council and other appropriate organisations on all matters concerning the youth of the Parish.

### 2 Youth Councillors

#### Number of Youth Councillors

- The Youth Council shall consist of a maximum of fourteen members

#### Qualification

Any person meeting the following requirements may be nominated as a Youth Councillor

- Is aged between eight and seventeen years old
- Lives or goes to school in the Parish of Winshill

#### Disqualification

A person ceases to be a Youth Councillor when:

- He/she reaches the age of nineteen
- He/she is absent for three consecutive meetings. The time limit may be extended at the discretion of the chairman in exceptional circumstances.
- Moves home or school outside the Parish of Winshill

### 3 Council Elections

- The Council members will be elected every two years in September by their peers in the following proportions:
  - i Pre-12 year olds in primary education – 6 seats
  - ii Post-12 year olds in secondary education – 4 seats
  - iii Youth Club – 3 seats
  - iv Co-opted individuals – 1 seat

There shall be 3 additional non-voting places for Pre-12 year olds in primary education.

### 4 Officers

#### Chairman

- The Chairman shall be chosen at the Annual Meeting in October

#### Vice-Chairman

- The Vice-Chairman shall be chosen at the Annual Meeting in October
- In the absence of the Chairman the Vice-Chairman has the powers of the chairman.

#### Proper Officer

- The Proper Officer of the Youth Council is the Clerk
- The Clerk's duties are as follows:
  - To receive Declarations of Acceptance of Office from Youth Councillors
  - To receive and to retain correspondence, plans and documents on behalf of the Youth Council
  - To sign notices and correspondence on behalf of the Youth Council

- To give advice on issues raised at meetings to members of the Youth Council

## **5 Meetings**

Meetings shall be held as follows:

- Meetings shall be held twice every school term between 2.00 pm and 3.00pm
- Additional meetings may be arranged with prior notice given to all members
- At a location previously arranged

The Annual Meeting will be held each October

## **6 Quorum**

- Seven members shall constitute a quorum
- A meeting may not take place unless there is a quorum.

## **7 Voting**

Voting shall be conducted as follows:

- Members shall vote by a show of hands, or, if more than two members so request, by a ballot
- The voting shall be recorded by the Clerk.
- The Chairman may give an original vote on any matter put to the vote and may give a casting vote, if there is an equal vote.

## **8 Order of Business**

### **Annual Meeting**

- To choose a Chairman
- To choose a Vice-Chairman
- To sign the Declaration of Acceptance of Office

### **Other Meetings**

- To appoint a Chairman for the meeting if both the Chairman and Vice-Chairman are absent
- Noting of apologies for absence
- Approving and signing the Minutes of the previous meeting
- Other items of business as appearing on the agenda
- The business shall end with questions on matters not appearing on the agenda
- The order of business as stated on the agenda may be varied, if requested by a Youth Councillor or guest

## **9 Resolutions Moved on Notice**

The following standing orders apply:

- Except as provided in the Standing Orders, no resolution may be moved unless the business to which it relates has been put on the agenda by the Clerk
- The Clerk shall record each resolution or recommendation
- If a resolution or recommendation specified by a member is not moved, it shall be withdrawn, unless postponed
- Every resolution or recommendation shall be relevant to the business and functions of the Youth Council

## **10 Resolutions Moved without Notice**

Resolutions dealing with the following matters may be moved without notice:

- To appoint a Chairman for the meeting
- To correct the Minutes
- To approve the Minutes
- To alter the order of business
- To proceed to the next item of business
- To close or adjourn a debate
- To refer a matter to a working party

- To appoint a working party or any members thereof
- To adopt a report
- To amend a resolution
- To give leave to withdraw a resolution or amendment
- To exclude the public
- To silence or eject from the meeting a member named for misconduct
- To suspend a standing order

## **11 Questions**

- Any member may ask the Chairman or Clerk any question concerning the business
- A question not connected with business shall not be asked except in the time set aside for questions
- Every question shall be put and answered without discussion unless the Chairman wishes to discuss the question
- The person to whom the question has been put may decline to answer or to answer at a later date

## **12 Rules of Debate**

- No discussion shall take place upon the Minutes except regarding their accuracy
- A resolution shall not be discussed unless it is proposed and seconded
- A member shall direct their speech to the question under discussion
- The ruling of the Chairman on a point of order shall not be discussed
- Members shall address the Chairman
- If more than one member raises their hand the Chairman shall choose one to speak and the others shall speak next
- When the Chairman requests to speak all other members shall stop speaking and listen

## **13 Closure of Debate**

- A member may request that the question is put to vote or that the debate be adjourned. This must be seconded by the Chairman

## **14 Disorderly conduct**

- No member shall consistently disregard the ruling of the Chairman
- If, in the opinion of the Chairman, a member has consistently disregarded his/her ruling, he/she may request that the member be silent or leave the meeting
- If either of the motions listed above are disobeyed, the Chairman may suspend the meeting

## **15 Right of Reply**

- The mover of a motion has a right to reply before the resolution is put to the vote

## **16 Alteration of the Resolution**

- A member may change the resolution with the consent of the Chairman and the proposer

## **17 Rescission of Previous Resolutions**

- A decision of the Youth Council shall not be revised without the consent of the Chairman and two other members, within six months of the motion being carried

## **18 Voting on Appointments**

- When more than two people have been nominated for a position and there is no majority, the member with the least number of votes shall be taken from the list and another vote shall be taken until there is a majority

## **19 Working Parties**

- At the annual other meeting the Youth Council may form working parties for the ensuing year
- The Chairman or Vice-Chairman shall be members of all working parties
- At the first meeting of the working party the first order of business shall be to appoint a Chairman who will be responsible for reporting to the Youth Council meeting

- A quorum of all working parties shall be half of its members unless decided otherwise by the Youth Council
- The standing orders on rules of debate and all other matters shall apply to working party meetings
- Member of working parties shall vote by a show of hands
- In the case of an equal vote the Chairman of the working party shall have the casting vote

## **20 Inspection of Documents**

- All minutes kept by the Youth Council, may be inspected by any member of the Youth Council

## **21 Unauthorised Activities**

- Unless authorised to do so by the Youth Council, no member shall in the name of or on behalf of the Youth Council issue orders

## **22 Admission of the Public and Press to Meetings**

- The Youth Council may exclude the Public from their meetings on a temporary or permanent basis. The Public may be temporarily excluded by means of the following resolution:
- That in view of the [special] [confidential] nature of the business about to be transacted, it is advisable in the public interest that the public be temporarily excluded and they are instructed to withdraw
- The clerk shall inform the press of any business which is to be discussed that they have a right to report on
- If a member of the Public interrupts the proceedings at any meeting, the Chairman may, after warning, order that they are removed from the meeting

## **23 Confidential Business**

- No member of the Youth Council or any of the working parties shall disclose to any person, not a member of the Youth Council or Parish Council, any business which is declared to be confidential by the Youth Council or a working party
- Any member in breach of the above paragraph may be removed from the working party by the Youth Council

## **24 Finance**

- The Youth Council has the power to raise funds from external sources
- All accounts of payment shall be laid before the Youth Council except as stated below
- Any payment which is considered, by the clerk, to be urgent and therefore is not laid before the Youth Parish Council, shall be authorised by the Chairman of the Youth Council and the Chairman of the Parish Council

## **25 Liaison with Winshill Parish Council**

- A notice of the meeting and agenda together with an invitation to attend shall be sent to the Chairman of Winshill Parish Council

## **26 Code of Conduct**

- The Youth Council shall deal with complaints of maladministration allegedly committed by the Youth Council or one of its members in the manner recommended in the National Association of Local Councils circular 2/86