

This is an amended document and not the actual constitution. Highlighted objects have been changed.

## Constitution of the Uttlesford Youth Council

### Objectives

The Uttlesford Youth Council exists to give the young people of Uttlesford a voice in the affairs of the Uttlesford District Council (UDC). It endeavours to represent specifically the views of young people, especially on those issues in which they have particular interest.

The Youth Council will be recognised in the Constitution of the District Council, and its members will be invited to attend meetings of the Full Council and will be offered a suitable speaking slot to voice matters of concern to young people up to twice annually, and also exceptionally, by prior arrangement with the Democratic Services of the District Council.

The Youth Council will engage with the District Council on any matters of concern and the District Council will in turn undertake to provide a response within ten working days of the matter first being raised.

### Electing councillors

#### **Eligibility**

Candidates for the Youth Council must

- (a) be aged at least 13 on the 31<sup>st</sup> of August in the calendar year in which the elections for which they are standing are held, and no older than 19 when they stand for election, and
- (b) be either
  - (i) living or working in the district, or
  - (ii) attending school, college, or sixth form in the district.

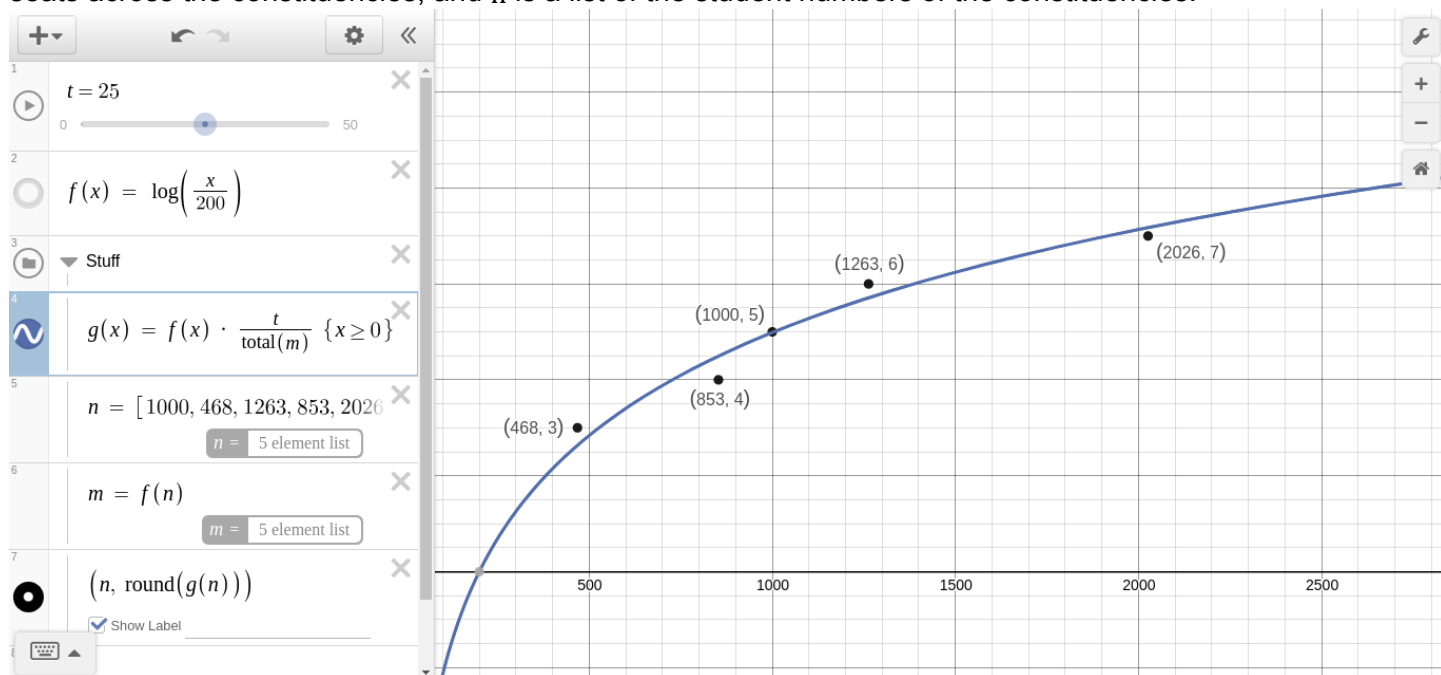
There is no limit on the number of terms that a councillor may serve, nor any restrictions on standing consecutively.

#### **Election pools (constituencies)**

A number of seats on the council be available for each secondary school, college, and sixth form in the district, with weightings based upon their sizes thus:

Constituency	Number of students (201601)	Number of seats
Felsted School	~ 1,000	5
Forest Hall School	468	3
Helena Romanes School and Sixth Form Centre	1,263	6
Joyce Frankland Academy, Newport	853	4
Saffron Walden County High School	2,026	7
Residents not attending school in the district	-	3
	<b>Total:</b>	28

The number of seats for each constituency is calculated according to this graph, where  $t$  is the total number of seats across the constituencies, and  $n$  is a list of the student numbers of the constituencies:



In addition to the school-based seats, three seats are available for residents of the district who meet the eligibility criteria but who do not attend school, college, or sixth form in the district (see table above). Those who wish to stand for the Youth Council will be invited to apply by application. Applications will be considered by the Youth Council at the first meeting after the election and successful candidates co-opted.

If the Youth Council has any vacant seats following elections or after resignations, then it may, by majority vote, co-opt an eligible member (as per the Eligibility criteria) for each school will be taken from the list of candidates in descending order of votes given to each candidate (beginning with the candidate with the highest number of votes). ~~removed deputies section~~ If a councillor cannot attend a meeting, then they **may choose** to nominate somebody to act a substitute. Councillors are not obliged to send a substitute but may wish to if they know they will vote on an agenda item, or have some notices to give out.

Any seats belonging to a councillor whose term has not expired and who is not standing down will not filled by election.

Elections shall **take place during school hours in** October or November annually, **as decided by the institution.** The terms of the councillors-elect will begin on the day of election. The duration of each term shall be **approximately two years, ending on the day of the next election.**

**Each institution may decide eligibility to vote.**

**The full guidelines for holding elections can be found in the Election Guidelines document, and should serve as the primary point of reference.**

## General principles

The Youth Council will adhere to the following principles:

- (a) Although councillors are still permitted to be a member of a political party whilst serving their term, the Youth Council itself will always be strictly **nonpartisan**, and all meetings will be conducted on that fundamental principle.

- (b) Councillors will not miss school, college, sixth form, or work to undertake any duties for the Youth Council, unless in exceptional circumstances where it has been permitted for the councillor in question by
  - (i) their school, and
  - (ii) their parent or guardian (if under 18 years of age).
  - (iii) their employer
- (c) All councillors shall endeavour constantly to remain aware of and represent the interests of their constituents.
- (d) Councillors must be clear over who they represent.

## Meetings

- (a) The Youth Council will hold a full meeting every other month, scheduled in the previous meeting to be
  - (i) during the first week of the month,
  - (ii) in a venue in Uttlesford to which either the Uttlesford District Council or the Essex Youth Services has access, and
  - (iii) from 17:30 to 20:00,
  - (iv) with the first 30 minutes from 17:30-18:00 allocated for public speakers or other speakers if needed.

unless otherwise agreed. Meetings may be held more frequently if necessitated by urgent business to be considered.
- (b) Meetings of the Youth Council are open to members of the public, district councillors and officers for attendance or contribution, by prior arrangement through contacting someone nominated by the Youth Council if they want to contribute. Any young person whom the Youth Council represents is permitted by prior arrangement to attend an open-session forum at the beginning of the meeting and participate in discussions, but will have no vote. The Youth Council may vote to expel any person on the basis of disruptive behaviour. First and foremost youth council meetings should be led by the youth councillors; the participation of officers and District Councillors is limited to the discretion of the chair.
- (c) Minutes will be taken at full council meetings, by a member of UDC Democratic Services confirmed for the role at the beginning of the meeting, comprising at least
  - (i) a list of all councillors present and all apologies received,
  - (ii) details of proposals made and the outcomes of votes upon them,
  - (iii) any significant contributions to discussions by a councillor

Minutes will be published on the Youth Council's page of the website.
- (d) An agenda for each full council meeting will be produced and circulated with at least five full days before the meeting. The agenda will include the undermentioned standard items as well as any matters for discussion as agreed by the chairman. The standard items are:
  - (i) apologies made by councillors who cannot attend the meeting,
  - (ii) minutes of the last meeting to be signed off for accuracy,
  - (iii) any items of business specified on the agenda,
  - (iv) any other urgent business, and
  - (v) the date, time, and venue of the next meeting.
- (e) A meeting of the Youth Council will only be quorate if it comprises
  - (i) at least five councillors
  - (ii) (including) the chair, vice chair or nominated acting chair

## Proposals

### Proposals

Any councillor may make a proposal in a meeting.  
The proposer may withdraw their proposal at any time before voting.  
The procedure for motion to be considered is as follows:

- (a) The proposal must first be seconded.
- (b) The proposal is then opened for discussion and debate by the councillors present.
- (c) Whilst discussion is open, the proposer may agree to amend their proposal, or any councillor can propose an amendment. If either the original motion or any amendment proposed is seconded, it will be put to the vote and determined by a majority show of hands.

## **Majority show of hands**

First those in favour of the motion will be asked to raise their hands, and then those against. Each councillor may only vote once. Any hands which are not raised will be counted as abstentions. For the motion to be passed, a simple majority of councillors who voted must vote for the motion.

If the vote is tied, a second discussion period shall ensue, followed by a second vote. If this is also tied, the person acting as chairman will have a casting vote.

If sent before the vote is conducted, a written, signed, statement of intention may be used as a substitute for attending and voting, in the event of a councillor's absence.

## Chairmanship

### **Chairman**

#### **Election**

A chairman will be elected with a term of two years, in the last full meeting under the chairmanship of the incumbent chairman. Any councillor may stand for the role of chairman, including the existing chair. Time will be allocated towards the end of the meeting for candidates to make a short speech, and for a vote to be taken from all attending councillors. Written statements of intention to vote should also be counted. The chairman will be elected by secret ballot. The candidate with the plurality of votes (the most votes, whether or not by overall majority of those present) will be elected.

The chairman-elect's term will begin at the end of the meeting in which they are elected.

#### **Role**

The chairman will be responsible for

- (a) chairing full meetings during their term (including ensuring that minutes are taken, directing the Youth Council through the agenda, and overseeing discussions and voting),
- (b) agreeing agenda items for full meetings during their term,
- (c) appointing councillors to working groups and appointing chairmen of working groups, and
- (d) communicating with the chairmen of the working groups to ensure that they have the resources needed.

After a second discussion period, the chairman receives a casting vote to determine the outcome of a tied vote. The chairman can delegate work as agreed to the vice chairman either at or outside of formal meetings, provided that a report back is made to the next meeting.

## Vice Chairman

### Election

A vice chairman will be elected at the same time, and with the same term and method of election, as the chairman.

### Role

The vice chairman will chair meetings in the absence of the chairman. They are expected to assist with the chairman's work outside of meetings.

## Working groups

A working group is a voluntary team of councillors which exists to research and make proposals relevant to the terms of reference on which it has been set up. A working group may be created by vote at a meeting. Upon the creation of a working group, the chairman will either before the conclusion of the meeting or immediately after the meeting has finished:

- (a) appoint councillors to serve on the working group — the chairman will ask for a show of hands for volunteers, and should appoint an appropriate number of councillors to the working group, taking into account the number of other working groups on which each councillor sits and the distribution of schools across the councillors,
- (b) appoint a chairman, or two co-chairmen, of the working group — the chairman will ask the working group's members for a show of hands for volunteers, appointing the chairman or co-chairmen based upon suitability for the working group —, and
- (c) with the members of the working group, agree suitable terms of reference and a date by which the working group must report back, and set a date, time, and venue for the first meeting of the working group.

At the discretion of the working group chairs, non councillors may join a working group. Their degree of involvement is entirely dependent on the working group chair.

## Ceasing to be a councillor

A councillor will cease to be a councillor

- (a) at the end of their term of office, failing re-election,
- (b) upon formally resigning, by means of signed letter given to the chairman (or vice chairman if the resigning councillor is the chairman),
- (c) upon moving out of the area or school, college, or sixth form which they represent,
- (d) by failing to attend **three** meetings in a row, **which would place the matter under discussion** having received a warning letter after missing two in a row, or
- (e) by being expelled for poor attendance and poor performance. If a councillor misses **three** meetings in a row, their expulsion on the basis of poor attendance will be put forwards for discussion at the third meeting. The rest of the Youth Council is to vote upon the matter, guided by evidence of how likely the councillor is to adequately improve their attendance in future meetings, and how useful the councillor has been to the Youth Council outside of the Full Council meetings (such as in working groups).

## **Recognition of contribution**

Upon a Youth Councillor reaching 10 hours of volunteering with the Uttlesford Youth Council, they should be presented with a formal statement of recognition, signed by the Chair and a member of the District Council. The statement should be presented upon leaving the Youth Council to the outgoing Councillor, and should recognise the amount of hours and roles held within the Council.

Sourcing these statements of recognition is the responsibility of the Chair. These volunteering hours should include all time spent working with the Youth Council, including working groups, full meetings, or any other time spent, including individual work.

## Constitutional review

A proposal can be made at any Council meeting to amend any part of the Constitution. The Constitution will be approved by the District Council and any amendment must be agreed by majority vote at a Council meeting.