



# CONSTITUTION OF ELSTREE AND BOREHAMWOOD YOUTH COUNCIL



**1. ELSTREE AND BOREHAMWOOD YOUTH COUNCIL, TO BE KNOWN AS THE Youth Council,** is a Sub-Committee affiliated to Elstree and Borehamwood Town Council.

The Youth Council is an a-political advisory committee. The members may put forward ideas to other council committees or other bodies for further consideration. The full Town Council will consider all relevant reports of the Youth Council.

## **2. YOUTH COUNCIL REPRESENTATION**

The Town Council shall appoint two Town Councillors as representatives on the Youth Council and a Council officer to act as Youth Council Secretary in order to:

- prepare an advance notice of meeting and its agenda
- writing up of minutes of meeting; and
- to prepare an action sheet that confirms all the actions and tasks to be undertaken by Youth Councillors, Councillors or staff.

Local Schools and Youth Organisations may nominate as many Youth Councillors as they wish, and a Youth Council meeting will decide whether to take the nominations.

## **3. YOUTH COUNCIL'S RESPONSIBILITIES**

### **Young People**

Youth Councillors may raise issues of concern to local young people at meetings of the Council. They should also report back to Schools and Youth Organisations and encourage discussion on the issues dealt with.

## **Public Service**

A core value of the Youth Council is a commitment to Public Service in the Community. This means seeking to help everyone, regardless of background, age or income, to enjoy the benefits of living in the area and in seeking to promote and protect Borehamwood and Elstree.

### **4. AGE QUALIFICATION**

The qualifying age range of a Youth Councillor is from school age entry of year 7 (i.e. age 11 by 1 September) to the 19<sup>th</sup> birthday of the Member.

### **5. MEETING CYCLE**

Meetings will be held according to an agreed schedule and will normally occur once per month (apart from during periods of examinations/holidays to be agreed as part of the schedule). Committee Meetings will normally occur two weeks prior to Full Youth Council Meeting.

The Annual Meeting (at which the Chair is elected) will usually occur in January of each year.

### **6. CHAIRPERSON AND VICE CHAIRPERSON**

The Chairperson and Vice-Chairperson will be elected to serve for a twelve month period and may be re-elected if within the qualifying age range. The Chair may invite speakers, letting the Youth Council Secretary know in advance.

### **7. DUTIES OF CHAIRPERSON**

The Chairperson or (in his/her absence) the Vice-Chairperson or other person appointed by the meeting, must preside over the meeting and have control over its procedure for the purpose of keeping good order. He/She must ensure that the agenda is followed and that the constitution and previous decisions are recognised.

### **8. MEETING PROCEDURE**

**Meetings** last usually for one hour. Emergency items should be submitted at the opening of a meeting or given to the secretary beforehand. Items for the agenda should ideally be given to the secretary at least one week before a meeting.

**The Chairperson of the Youth Council** should be addressed as 'Chair'. All discussion should be 'through the chair', even if you are addressing the Councillor sitting next to you. This is to ensure that everyone can hear all discussion.

**Quorum** – three members shall constitute a quorum. If a quorum is not present when the Youth Council meets, a waiting period of fifteen minutes shall be allowed. If a quorum is not then present, the business not transacted at that meeting shall be transacted at the next meeting.

**Minutes** of Youth Council meetings are sent out after each meeting. They should be checked for accuracy of information, then at the next meeting will be 'agreed' by Councillors and signed by the Chairperson as a 'correct record'. The Minutes of Youth Council meetings will be presented to the next ordinary meeting of the Town Council, when all 'recommendations' of the Youth Council can be discussed and acted upon as the Council decided.

**Proposals and Amendments.** If a decision is to be made a proposal is drawn up and must have a proposer and seconder. It can be amended if necessary and eventually a vote is taken. In the event of equal votes for and against, the Chairperson has the casting vote (even if he or she has already voted), but does not have to use it. If the Chairperson does not use the casting vote, this would mean that the motion is not carried, i.e. defeated, but it could be re-submitted.

**Voting** Members shall vote by show of hands, or, if at least five members so request, by secret ballot.

**Casting vote** The person presiding at a youth council meeting (whether this is the Chairperson or not) has a second or casting vote, and is required to use it in the event of a tie if the vote was to elect a new Chairperson or Vice Chairperson. If the person presiding over a youth council meeting will after that meeting be leaving the youth council, they only have a casting vote.

**Order of Business** At each Annual Meeting (January meeting) the first business shall be to elect a Chairperson and Vice Chairperson. At every meeting other than the Annual Meeting the first business shall be to appoint a Chairperson if the proper elected Chairperson and Vice-Chairperson be absent. After the first business has been completed, the order of business shall be in accordance with the Agenda. No resolution may be moved unless the business to which it relates has been put on the Agenda by the Secretary.

**Speeches** should be limited to no longer than three minutes.

**Apologies for Absence** If you are unable to attend a meeting, or think you may arrive late, you must let the secretary know. 'Phone calls, WhatsApp or txt messages are more reliable than messages sent with other Councillors.

**Deciding on Expenditure** When making a decision involving expenditure from the Youth Council's budget, provided at least two Town Councillors are present at the meeting and in agreement - the Youth Council (sitting at meeting, i.e. not through one of its working groups or acting as individuals) may approve expenditure up to £250 where it may lawfully do so either under the provisions of the Local Government Act 1972 or by way of any other Statute which permits expenditure to be made. Where expenditure over £250 is proposed and/or approved to be carried over into the new financial year, the matter will be referred to Full Council together with a written report setting out the reasons. Where no clear agreement can be reached or where there is no consensus - the matter may also be referred to Full Council for consideration.

## **9. COUNCIL POLICIES AND PROCEDURES**

Where applicable, the Council's agreed policies and procedures will be applicable to the Youth Council. The following policies will always be applicable:

- Data Protection (Youth Councillors will be asked to sign the policy document).
- Health and Safety Policy Statement
- Safeguarding Policy
- Equality and Diversity Policy
- Social Media Policy

## **10. VISITS/TRIPS**

A full list of attendees for external trips/visits should be agreed by the Town Clerk in conjunction with the Youth Council Secretary and notified to all Members, and clearly advertised when open to non-Youth Councillors.

<p><b>Date Constitution Reviewed:</b> 15 January 2020 <b>Review Body:</b> Full Council</p>
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