



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 one Town Councillor as representative on the Youth Council and a Council member of staff 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 19th 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 their 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. They 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 thirty 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. Where recommendation were not to be agreed by the next appropriate Full Council, a rationale for its decision would be relayed to the Youth Council.

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 one member so request, and seconded by another member, by secret ballot.

Casting vote will be carried out to reflect that with Full Council as far as it is possible i.e.:

- a In annual election, if the current Chairman of the Youth Council will be leaving the Youth Council, they shall not have an original vote in respect of the election of the new Chairman of the Youth Council but must give a casting vote in the case of an equality of votes.

- b In annual election, if the current Chairman of the Council is remaining on the Youth Council, they may exercise an original vote in respect of the election of the new Chairman of the Council and must give a casting vote in the case of an equality of votes.

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 Youth Councillors.

Deciding on Expenditure. When making a decision involving expenditure from the Youth Council's budget, provided at least one Town Councillor is 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.

Should any not be able to attend a Youth Council meeting where budgetary decisions are taking place, the absentee could appoint a substitute for that meeting with authority to vote on their behalf.

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

* where a Youth Councillor is below the age of 13 yrs, a parent/guardian would be asked to sign the policy document alongside the Youth Councillor's signature.

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. Expenses incurred by Youth Council Members would be covered by Youth Council Budget, whereas guests and Town Councillors would meet their own expenses.