

## **Steeple Claydon Youth Council**

### **Terms of Reference**

1. The aims of the YC are:
  - To encourage a culture of participation in the democratic process and develop the ideal of citizenship.
  - To provide young people with the opportunity to convey their ideas and become an advisory body to Steeple Claydon Parish Council.
  - To provide a youth engagement mechanism for Steeple Claydon Parish Council enabling young people to inform and influence SCPC decision making.
  
2. The objectives of the YC are:
  - To build relationships with people of influence.
  - To develop an inclusive network of young people within the village of Steeple Claydon.
  - To persuade young people that they are valued and can make a difference.
  - To comment on policies that may affect the quality of life and opportunities of young people.
  - To identify and redress forms of discrimination against young people.

### **Structure and Membership**

1. The SCYC will comprise of young people aged 11 to 17 years representing different interest groups within the village including: village school, uniformed youth organisations, junior church, sport clubs, non-uniformed youth clubs and non-formal MUGA and skate park user groups.
2. Members of the SCYC should serve a two-year term.
3. Members can be nominated via the interest groups and organisations exemplified above.
4. The listed interest groups may submit agenda items and send along representatives. Only one vote will be allocated to each interest group.
5. Should a youth councillor miss 3 consecutive meetings (without agreement of exceptional circumstances) they will no longer be a member.
6. Should a youth councillor leave SCYC another young person should be elected or nominated to replace them.
7. Youth councillors wishing to leave the SCYC should do so by giving written notice.
8. To be elected or nominated as a youth councillor, a young person must be at least 11 and no more than 17 years old.
9. At each annual general meeting the SCYC will elect a chairperson and vice chairperson.

## **Meetings**

1. The first meeting of the SCYC will be the AGM. The AGM will thereafter fall in line with the SCPC's Annual Parish Meeting.
2. The SCYC will normally meet 3 times per year – in line with school Autumn, Spring and Summer terms.
3. A quorum of one-third of SCYC needs to be present before decisions can be made.
4. Meetings will be held at the village hall and open to the public. Support workers and parish councillors may be present, but not able to vote. (Engaged support workers and parish councillors will be DBS checked).
5. Any young person can suggest items and have the opportunity to add items for the agenda, either through the parish clerk or elected YC chairperson.
6. Meetings of SCPC will take place during the late afternoon or early evening or at a mutually agreed time.

## **Voting**

1. All decisions should be reached by a majority of those present and eligible to vote.
2. Decisions can only be reached if a quorum of one-third of SCYC is present for the vote.
3. In the event of a vote being equal, the chairperson will have the casting vote.
4. Both secret and open voting will be used as and when required.

## **Not for Profit Making Organisation**

1. SCYC will be a not for profit making organisation.
2. No member will personally benefit from SCYC funds.