

**Aim:**

The aim of the Wolverton & Greenleys Community Youth Council is to provide a voice for young people at a level to forge links and facilitate dialogue between young people and decision makers. We would love to enable young people to make improvements to our communities and to work on projects that will have a positive impact on people's lives.

**Organisational structure of the council:**

The Community Youth Council meetings are chaired by the Youth Chairperson or by the Deputy Youth Chairperson in his or her absence. The Youth Chairperson and Deputy Youth Chairperson are the only elected representatives of all young people in the districts of Wolverton, Greenleys, Stacey Bushes and Hodge Lea.

Community Youth Council Members are not elected, and membership is open to all young people aged 11-18 who either live or are educated in the parish of Wolverton, Greenleys, Stacey Bushes and Hodge Lea. However, on becoming Community Youth Council Members, they are considered to be representative of the young people of the aforementioned districts and are expected to attend Community Youth Council meetings on a regular basis and to participate in a positive way.

**Elected roles and responsibilities:****Category A:**

Community Youth Council members can only hold one elected role at a time, i.e., Youth Chairperson or Deputy Youth Chairperson. To run for Youth Chairperson / Deputy, the Community Youth Council member must be a member for a minimum three months and be in year eight or above at school.

**Youth Chairperson:**

They are elected on a yearly basis. A democratic election will be held at the October meeting of the Community Youth Council and the person with the most votes by a simple majority is appointed Youth Chairperson.

The qualities that we look for in a Youth Chairperson are as follows: adaptability, supportiveness, organisation, self-discipline, reliability, and commitment. We are also looking for someone who can devote the required time to the Community Youth Council.

Their role includes being the Chair at Community Youth Council meetings, and supervising Community Youth Council appointments.

**Deputy Chairperson:**

The person with the second highest number of votes by a simple majority is appointed Deputy Youth Chairperson. We are looking for someone with the same qualities as the Youth Chairperson. Their role includes being the Deputy Chair at Community Youth Council meetings, and supervising Community Youth Council appointments.

## **Other roles and responsibilities:**

### **Category B:**

Community Youth Council members who are not in a category A role may hold up to two category B roles, which are as follows: Treasurer, Press and Media Officer and Speaker. All roles are elected on a six-monthly basis, unless otherwise mentioned.

If there is competition for a category B role, the winning candidate is in year 10 or above, and one or more of the candidates is in year nine or below, the highest placing year nine and below candidate shall assume the role of junior officer, where they assist the primary officer in their duties. Should the primary officer need to leave their position, the junior may assume the role of primary officer until the end of the term. If nobody wishes to stand for election, the role may remain unfilled until a youth council member wishes to stand. There must be reminders of unfilled roles for new members.

To run for a category B role, the youth council member must be a member for a minimum of three months.

### **Treasurer:**

The duty of the Treasurer is to maintain the Community Youth Council's finances, optimise expenditure, and provide economic guidance to the campaigns. The Treasurer should also take active control of finances and consistently work to gather extra funds for the Community Youth Council's activities and maintenance via campaigns and fundraising efforts. They will also review requests for funding.

### **Press and Media Officer**

The duties of the Press and Media Officer involve drafting press releases, using social and traditional media, alongside other organisations, to help Community Youth Council campaigns and to spread awareness of their activities. The Officer should also liaise with local media outlets (working with Officers at Wolverton & Greenleys Town Council).

### **Secretary**

The duty of the Secretary is to keep a detailed record of every interaction and statement made in Community Youth Council meetings, from the smallest topic to the debate. They should also, if present, take notes during committee meetings.

### **Committees on Demand**

If there are issues that four or more Community Youth Council members feel are important, they can seek approval from the entire Community Youth Council to set up a Committee on Demand to investigate the issue and report back at the monthly meetings.

### **Arrangements:**

#### **Community Youth Council Meetings**

Full Community Youth Council Meetings will take place on a Thursday and will last no more than two hours. Meetings will usually take place at the Town Hall in Wolverton. Attendance at meetings is expected by all members and apologies should be sent in advance to the Youth Chairperson.

Community Youth Council meetings will be attended by Community Youth Council members only and supported by the Community Engagement and Projects Officer at Wolverton & Greenleys Town Council. If anyone else wishes to attend, a request must be made in advance to the Youth Chairperson. The Youth Chairperson and Deputy Chairperson will be responsible for approving applications to attend or formally declining the application.

#### **Committees on Demand**

Committees on Demand will take place on a four-weekly basis on a Thursday, these meetings will be held two weeks after full council meetings. The aim of these meetings is to progress the work and campaigns of the Community Youth Council.

**(If applicable) COVID-19 update: The Community Youth Council will meet on a monthly basis via Zoom on a Thursday from 4:30pm to 6:30pm. Anyone wishing to attend these meetings needs to contact [community@wolvertonandgreenleystowncouncil.gov.uk](mailto:community@wolvertonandgreenleystowncouncil.gov.uk) to access details. Meeting access information and instructions will be sent out on the day.**

### **The Agenda**

The agenda will be sent to all members before the meeting and Community Youth Council members will be required to present their ideas and reports to the Community Youth Council in written format or verbally to be tabled at the meeting.

### **Other Formal Meetings**

The Community Youth Council is expected to take an interest in the work of other partnerships and formal meetings and, when possible, send representation.

### **Voting at Community Youth Council Meetings:**

If a vote is required to agree a proposal, then a 'one member, one vote' simple majority system shall operate. Only those present may vote. The Chairperson is impartial unless a casting vote is required.

The Community Youth Council has a quorum of five. In the absence of a quorum, normal business can be conducted but no votes or resolutions may be proposed or passed.

Either the Youth Chairperson or the Deputy Youth Chairperson needs to attend each Community Youth Council meeting. Community Youth Council members can vote from their second meeting onwards.

### **Changes to the Constitution:**

Changes to the Constitution must be endorsed by a simple majority at a full Community Youth Council meeting.