

## Governing Document

**Name:** The name of the group is Aylesbury Youth Town Council (AYTC) in these rules.

### Aims of AYTC

- To foster community pride through volunteering and community involvement activities.
- To promote and support local charities through fundraising, campaigning, and volunteering efforts.
- To enhance opportunities, and support available, to young people within the Parish.
- To ensure young people's voices are heard and considered, by serving as a mechanism for youth consultation in local policy and decision-making processes.
- To increase awareness and understanding of the roles, functions, and processes of Aylesbury Town Council and Aylesbury Youth Town Council within the Parish.
- To enhance Youth Town Councillors' personal development through improving their understanding of democratic processes and providing opportunities to develop essential skills such as public speaking, teamwork, and project management.

### Powers

To further these aims, AYTC may exercise the following powers

- To hold meetings;
- To produce leaflets/posters to publicise AYTC and its activities;
- To instruct officers, when appropriate, to carry out work;
- To raise funds and receive contributions and donations, provided that AYTC shall not undertake any permanent trading activity;
- To bring together representatives of voluntary and statutory organisations, government departments, and individuals;
- To pay the necessary expenses involved in running AYTC;
- To undertake any other lawful activity to further AYTC's aims.

## **Membership**

AYTC is non-party-political, non-sectarian and is committed to non-discriminatory practices and equal opportunities.

Membership of AYTC shall be open to young people living within five miles of the Parish boundary, aged between 13 years old (in year nine at school) and 19 years old. Membership will end in the August after the member's 19 birthday or when the member chooses to step down, whichever happens first.

The maximum number of members is capped at 20. A third of active members shall constitute a quorum and meetings shall not take place unless there is a quorum. An active member is defined as a member who is on track to meeting their minimum commitment.

AYTC offer open community applications. The AYTC Clerk will assess the need to begin recruitment and agree on an application window with existing AYTC members. Applications that allow for representatives from all five local secondary schools will be prioritised. Once this criteria is been met, applications will be reviewed on merit and suitability.

Members must complete their minimum commitment every 12 months to remain a member of AYTC. Minimum commitment includes volunteering at two Aylesbury Town Council activities, delivering two AYTC projects, and attending at least one face-to-face meeting every quarter.

## **Roles within AYTC**

Proper Officer - the Proper Officer of the AYTC is the AYTC Clerk whose duties are as follows;

- i. To review applications for AYTC and receive Declarations of Acceptance of Office from Youth Town Councillors;
- ii. To receive and retain correspondence, plans and documents on behalf of AYTC;
- iii. To sign notices and correspondence on behalf of AYTC;
- iv. To advise on issues raised at meetings of AYTC;
- v. If a Chairperson or Deputy Chairperson is not in attendance at any AYTC meeting the AYTC Clerk will serve as Chairperson.

Chairperson - the Chairperson serves for a term of six months, after completing a six month term as Deputy Chairperson and their duties are as follows;

- i. To chair general meetings;
- ii. To mentor the Deputy Chairperson and support their training and development;

- iii. To liaise closely with the AYTC Clerk about dates, arrangements, agendas, and correspondence for meetings.

Deputy Chairperson - the Deputy Chairperson is elected by a show of AYTC members' hands for a term of six months, following which they take over the position of Chairperson. In the occurrence that the Chairperson is not present for an AYTC meeting the Deputy Chairperson will act as Chairperson.

### **Meetings**

Meetings will be held every four-six weeks and at least ten times a year. An agenda will be sent at least three working days prior to the meeting not including the day of issue and the day of the meeting itself.

AYTC has the power to create working parties to plan, coordinate, deliver and report on AYTC-led projects and campaigns.

An annual general meeting (AGM) of AYTC shall be held every year in the month of November. All members shall be notified not less than fourteen days before the meeting. An agenda will be circulated. Business of the AGM will include; reporting on the activities during the year, amendments to the constitution or other framework documentation, and approval of the AYTC's accounts.

### **Confidential business**

No member of AYTC, or any of the working parties, shall disclose to any person, not a member of AYTC or Aylesbury Town Council, any business which is declared, or assumed, to be confidential by the AYTC or a working party.

Any member in breach of the above paragraph may be removed from the working party or full AYTC by the AYTC Clerk.

### **Rules of debate (how discussions will be conducted)**

Meetings are had in an open discussion forum, where the below formalities are observed:

- The Chairperson will introduce the agenda and each item before opening the item up to members to discuss.
- When the Chairperson requests to speak all other members shall stop speaking and listen.
- A member shall direct their speech to the question under discussion.
- No discussion shall take place upon the Minutes except regarding their accuracy.
- A resolution shall not be agreed unless it is proposed and seconded.

### **Closure of debate (ending a discussion)**

Where appropriate, the Chairperson will request that a proposal be made or close the item for discussion.

Any member may request that the question be put to vote or that the debate be adjourned. This must be agreed by the Chairperson.

### **Right of reply**

The proposer has a right to reply before the proposal is put to the vote.

### **Making a proposal**

1. A member raises their hand and makes a proposal
2. Another member seconds the proposal. They don't need to be recognised by the chair.
3. The chairperson states the proposal and asks if there is further debate. This step is important, as unanimous consent can be taken at this point if it's something the majority of AYTC already agrees on.
4. Members debate the proposal
5. The chairperson restates the proposal and puts the proposal to vote.
6. The chairperson announces the results of the vote, and this is recorded by the AYTC Clerk in the minutes.

### **Voting in meetings**

In meetings, members typically vote by show of hands and have the following voting options:

- In Favour (Yes/Aye): votes in support of the proposal under consideration.
- Against (No): votes against the proposal under consideration.
- Abstain: chooses not to vote either in favour or against the proposal. Abstaining can be due to various reasons, such as a lack of sufficient information, or personal choice.

These options ensure that members can express their positions clearly and transparently, contributing to the AYTC's decision-making process. The resolution is then recorded in the meeting minutes for official documentation.

### **Disorderly conduct**

- No member shall consistently disregard the Chairperson's or AYTC Clerk's ruling.
- If, in the opinion of the AYTC Clerk, a member has consistently disregarded the Chairperson's ruling, they may request that the member be silent or leave the meeting.

If the above rules are disobeyed, the AYTC Clerk may suspend the meeting.

**Working parties**

At meetings, AYTC may form working parties for projects. A quorum of all working parties shall be half its members unless decided otherwise by AYTC. The rules of the debate and other matters shall apply to working party meetings.

At the first meeting of the working party, the first order of business shall be to appoint a project leader, acting as Chairperson of the working party, who will be responsible for reporting at AYTC meetings. Members of working parties shall vote by a show of hands. In case of an equal vote, the project leader of the working party shall give a casting vote.

**Finances**

- Any money raised shall be used to further the aims of AYTC and for no other purpose;
- A statement of accounts verified by a competent person who is independent of AYTC shall be tabled at the AGM;
- No member shall derive any financial benefit from AYTC, except for payment of expenses with receipts;
- No money will be paid out in the name of AYTC without a receipt being presented.
- All accounts of payment shall be laid before the AYTC except as stated below;

Any payment which is considered, by the AYTC Clerk, to be urgent and therefore is not laid before the AYTC, shall be authorised by the Senior Communities and Events Officer.

**Advising AYTC**


The Town Clerk of Aylesbury Town Council shall be updated on key matters, both administrative and financial, in order for him/her to advise AYTC.

**The Town Clerk's authority**

The Town Clerk has the authority to stop an action, decision or activity which he/she considers to be detrimental for the Town Council or is Ultra Vires.

**adopted on the 30 July 2024**

Signed  (Communities Committee Chair)

Signed  (AYTC Clerk)

Signed  (AYTC Representative)

