

SHAFTESBURY TOWN COUNCIL
YOUTH COUNCIL
Terms of Reference

The name of the organisation should be Shaftesbury Youth Council (hereafter referred to as SYC)

The SYC is to be a democratic body, with its membership aimed to represent young people aged 11 to 18 within the town of Shaftesbury regardless of gender, ethnic background, disability, race or sexuality.

All members will live within 3 miles of Shaftesbury (at the time of appointment) and attend the Shaftesbury School and are between the ages of 11 – 18.

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The aims of the SYC are:

1. to encourage a culture of participation in the democratic process and to develop the ideal of citizenship.
2. to provide young people with the opportunity to convey their ideas and priorities to Shaftesbury Town Council.
3. to provide a mechanism for Shaftesbury Town Council and other agencies to consult with young people.

The objectives of the SYC are:

1. to build relationships with people of influence
2. to develop networks of young people within the town of Shaftesbury
3. to reiterate to young people that they are valued and can make a difference
4. to comment on policies that may affect the quality of life and opportunities for young people

Structure and Membership

1. The SYC will comprise of young people aged 11 to 18 years to represent different localities (where possible) within the town.
2. Members of the SYC should serve a two-year term. Should a Youth Councillor miss 3 consecutive meetings (without agreement of exceptional circumstances) they would no longer be a member.
3. Should a youth Councillor leave the SYC another young person should be elected or nominated to replace them.
4. Youth Councillors wishing to leave the SYC should do so by giving written notice.
5. To be elected or nominated as a youth councillor, a young person must be at least 11 and no more than 18 years old.

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Meetings

1. The first meeting in each Youth Council academic year will be the annual meeting (normally October/*November*)
2. The SYC will normally meet every six weeks approximately.
3. Any young person can suggest items and have the opportunity to add items for the agenda, either through the Town Clerk or the elected Chairman.
4. Meetings of the SYC will take place during the school day 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 SYC is present for the vote.
3. In the event of a vote being equal, the Chairman will have the casting vote.
4. Both secret and open voting will be used as and when required.
5. Proposals for changes to the Terms of Reference must be given to the Town Clerk at least 14 days before the annual meeting so that they can be included in the Agenda.

Meeting – code of conduct

1. Support and respect the role of the chair
2. Be punctual
3. Come prepared (agenda is circulated usually 5 days in advance of the meeting)
4. Speak loud enough
5. Actively listen and participate
6. Take turns speaking
7. Follow the agenda
8. Ask questions at the appropriate time
9. Be attentive to your nonverbal cues
10. Put away technology