

1. Aims:

1. To represent all young people in Medway at local and national level.
2. To identify and refer to the views held by the young people of Medway.
3. Seek to inform, with regards to young people's views, and influence decision makers and key figures at the appropriate level.
4. To inform the community of the progress made on the issues and concerns raised
  1. Informing young people through members feeding back to the people they represent, via social media and our quarterly newsletter.
  2. Informing via newsletters sent out to councillors, MPs and other key decision makers on a quarterly basis.

2. Objectives:

1. To provide a forum for debate.
  1. Make provisions so that all Full Youth Council meetings can have debates within them. An exemption of which depends upon whether Full Youth Council can determine a topic in which can be debated or if there is no time for debates.
2. To act as a consultancy for decision-makers on issues that affect young people.
3. To promote the qualities of young people and the contribution that they make to the community.
  1. All members of the youth council are responsible for promoting MYC.

3. Mission Statement:

1. To, understand, highlight, and represent the voice of young people in Medway.

4. What We Do:

1. Conduct research to inform MYC work, for the benefit of young people.
  1. All research conducted by any member (which is using the name of the Youth Council) will be approved by cabinet.
  2. It will be made compulsory for campaigns that will last the academic year to have research to back up and validate campaigns run by elected members.
2. Work in partnership with different organisations.
  1. All links with external organisations must be maintained and an open dialogue must always be made available via the Vice-Chair.
  2. All organisations, which approach MYC, will be evaluated by Vice-Chair - depending on the significance it can be put to Full Council for discussion.
3. Raise money for funds as required, which must be declared to the Treasurers.
4. Recruit volunteer members.
  1. The recruitment of members will be led by Vice-Chair through the wider membership.

5. Membership:

1. Membership shall be open to:
  1. Any young person between the ages of 11-18 or up-to 24 with additional needs, who lives, works or studies in Medway.
  2. All young people according to our Equal Opportunities Mission Statement:

1. Every member irrespective of, gender, race, culture, religion, sexual orientation, socio-economic status, sex, and disability be it mental or physical.

3. Members who abide by the MYC Code of Conduct.

2. Membership within schools/other youth groups cannot exceed the limit of 7 members per school/youth group. Should this limit be reached, the cabinet may approve additional members from the same organisation.

3. If a member wishes to withdraw their membership, they should ensure that they contact the Chair/ Youth Worker, so that they are aware, and removed from all communications.

4. Members that do not attend the Youth Council meetings for three months will have their membership discussed by the cabinet and may be offered a less active role.

5. If a member leaves, or has had membership withdrawn, they are entitled to join again at any point in the future

## 6. Party Impartiality:

1. MYC as an organisation does not support the views of any party.

1. Individual members are entitled to support political parties which abide by our code of conduct.

2. When members express a personal political view it must not breach our code of conduct.

2. If in the event meetings are arranged with councillors the meeting must consist of all parties that are in the council. An exemption of this is in the instance of a specific need to see one councillor. All meetings with councillors must be declared to the relevant cabinet members (Chair) or youth worker.

3. No political office holder should attend MYC to discuss party politics.

## 7. MYC Cabinet:

1. The role and number of Cabinet members will be set at the discretion of the Chair in discussion with the membership.

2. Members are elected to the cabinet by full youth council for a term of one year, with school councils and other youth organisations, within the conurbation also voting on members of MYC Cabinet.

1. The terms and roles of office can be changed in accordance with circumstances and needs.

3. Cabinet members who fail to turn up for two months will have their said position up for election. If no appropriate reasoning has been given for absence and they still cannot attend, then an interim cabinet member will be decided by cabinet.

4. The Treasurer(s) will not be members of the Cabinet, however, may be required to attend Cabinet as required to discuss financial matters.

## 8. Disciplinary procedure

1. The disciplinary procedure will be used when any member breaks the MYC Code of Conduct

2. If a member feels the code of conduct has been broken by another member, then this break should be reported to the Chair and Youth Worker, who will take appropriate action such as a VONC.

## 9. Voting:

1. Every member has one vote; an exception to this is when an elected role requires a person to vote more than once.

2. All proposals must be given to the incumbent Chair.

3. All members' votes are equal, although in the event of a tie the Chair has the casting vote.

4. In the event of a failed election for chair, the Vice-Chair will assume control of the Youth Council until another election is called, working closely with cabinet.

5. A vote of no-confidence against any cabinet member, including the Chair, is initiated by any young person with a petition to remove them. If this receives support from over 50% of the MYC membership, they will be removed from their role. At the next full council meeting this member will have their said position up for election. If this member is the Chair, the Vice-Chair will assume control until the position is filled.

#### 10. Meetings:

1. Full Youth Council meetings will take place on Friday evenings with at least 10 meetings per year.
2. The Cabinet group will meet as close to two weeks before Full Youth Council to set the agenda.
  1. Two thirds of the cabinet must be present to vote on matters that affect full council. In the instance that there is no majority, the Chairperson will make a final decision.
  2. All cabinet members must if not in attendance send apologies.
  3. The Campaign Lead will run the annual MYC campaign, voted on by the Full Youth Council.
  4. Members can submit their other campaign ideas to the Campaign Lead. The cabinet must agree upon the campaign and ensure clear objectives, once agreed the additional campaign will begin. This process will begin on the first cabinet meeting in the academic year.
  5. The cabinet should regularly raise questions surrounding the campaign, and all campaigns must be closely monitored, to ensure that they are running successfully.
3. Meetings of smaller working groups will be organised as and when they are needed.

#### 10. Discord:

1. All young people, who follow the Discord terms of service of, are entitled to join the MYC Discord server which is moderated to ensure a safe environment.
2. Access to the full Discord membership is dependent on being a full member of the Medway Youth Council (completed training and membership forms).
3. The Medway Youth Council is not responsible for the content posted by young people.
4. Users of the MYC Discord who breach the code of conduct will be subject to appropriate action, such as being removed from it.

#### 11. Finance:

1. All funding raised by, or on behalf of, MYC will be used to further the aims of the organisation.
  1. All expenditure below £100 must be approved by the Chair and/or the Youth Worker.
  2. All expenditure above £1000 must be approved by the Youth Worker and Chair.
2. MYC will maintain the bank account in its name.
3. The Treasurer(s) will act as the Chief Financial Officers of the Organisation. The Treasurer(s) will be appointed by the Cabinet (who may not be a serving member), in agreement with the Youth Worker, and will be reviewed yearly or at the discretion of the cabinet.
4. At least two signatures will be needed for authorisation.
5. The accounts will be approved by members at cabinet meetings. The Treasurer(s) will present these accounts quarterly.
6. The Accounts will be audited by an independent auditor yearly.

12. Ending (dissolution) of MYC:

1. MYC may only be dissolved at a special meeting called for this purpose where the decision should be made. All members must be informed of this meeting at least one month in advance.
2. Any funders will be advised in writing of the dissolution
3. All members will be advised of the decision
4. Any assets (financial or otherwise) that are remaining after the payment of all debts will be passed on to a charitable organisation for young people as decided at the dissolution meeting
5. The bank account will be closed.
6. All decision makers and outside organisations shall be written to, and if appropriate a meeting will be held

Signed by:



Thomas Baldock  
Chair of Medway Youth Council

Signed- 18/08/2018

Review by end of August 2019

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Reviewed at Cabinet Meeting of Medway Youth Council on 16<sup>th</sup> August 2018.

Reviewed by membership of Medway Youth Council.

Witnessed by Angela Taylor, Youth Participation Worker.