



**Medway Youth Council**  
**Guidelines for meetings**

**Chairing of meetings**

- Full Council & Cabinet meetings are to be chaired by the Organisation Chair, and in their absence the Organisation Deputy Chair. Should both the Chair & Deputy Chair be unavailable, then the Chair will appoint a Cabinet member to chair that Full council or cabinet meeting.
- Campaign meetings and meetings with partners are to be chaired by the relevant Campaign Director, or someone they appoint in their place if they are unable to attend.
- All other meetings will be chaired by the Organisation Chair, or someone appointed by the Chair to lead that specific meeting.
- Meetings will be in line with the MYC Constitution
  - Full MYC meetings will take place on Friday evenings with at least 10 meetings per year.
  - The Cabinet group will meet as close to two weeks before full MYC meetings to set the agenda.
  - Two thirds of the cabinet must be present in order to vote on matters that affect full parliament. In the instance that there is no majority, the Chairperson will make a final decision.
  - All cabinet members must if not in attendance send apologies.
  - Campaign chairs that form a campaign have to put it to the cabinet before they go ahead and act upon their campaigns. The cabinet must agree upon the campaign choice and once agreed the campaign will begin. This process will begin on the first cabinet meeting in the academic year. The cabinet should regularly raise questions surrounding the campaign, and all campaigns must be closely monitored, to ensure that they are running successfully.
  - Meetings of smaller working groups will be organised as and when they are needed.

**Behaviour within meetings**

- Members must follow the Members' Code of Conduct at all meetings.

**Recording meetings**

- Full Council and Cabinet meetings are to be minute by the Deputy Chair. Copies of these minutes are to be checked by the Youth Worker and the Organisation Chair, before being uploaded onto the website. Copies of these minutes will be stored in a folder at the Youth Council office at Gun Wharf.
- Blue recording slips and Action Plans are to be used at any other meeting to record the events that take place. These are to be stored within a folder at the Youth Council Office, and will be checked at every Cabinet meeting. The Organisation Chair will check the folder regularly.
- Pink Action slips will be given to members with written down action to follow up upon.
- Action plans are to be followed up at the next meeting, and by the relevant lead on that specific issue.