



Medway Youth Council
Guidelines for meetings

Chairing of meetings

- Full Council & Cabinet meetings are to be chaired by the Chair, and in their absence the Vice-Chair. Should both the Chair & Vice-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 Lead, or someone they appoint in their place if they are unable to attend.
- All other meetings will be chaired by the 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 the council. In the instance that there is no majority, the Chairperson will make the final decision.*
 - *All cabinet members not in attendance must 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.*
 - *Campaigns/action organised by the Members of Youth Parliament must be agreed upon by the cabinet.*

Behaviour within meetings

- Members must follow the Members' Code of Conduct at all meetings.
- Inappropriate behaviour will be challenged and members can be asked to leave.

Recording meetings

- Full Council and Cabinet meetings are to be minuted. Copies of these minutes will be stored in a folder at the Youth Council office at Gun Wharf. Where audio is recorded this will be stored securely as per the privacy policy.
- Members will be notified if there is audio recording.
- When action is agreed by the cabinet the relevant member is required to follow this action by the deadline set.