



1 - CONSTITUTION

1 NAME

1.1 The name of the organisation is North Lincolnshire Youth Council (NLYC).

2 AIMS AND OBJECTIVES

2.1 The NLYC seeks to:

- provide a forum for young people to have a voice on things that matter to them
- represent the views of young people aged between 11 and 20 (or 25 for young people with additional needs or specific interests)
- communicate and promote the views of young people
- raise the profile of young people in a positive way
- encourage young people to be good citizens, so they act with understanding and communicate between themselves and their communities
- highlight issues affecting young people
- shape and influence priority setting, service planning and delivery and ensure the views of young people have been taken into account

3 POWERS

3.1 The NLYC has the power to:

- decide what issues it examines and seeks to tackle
- invite people to participate in and contribute to its meetings
- raise and responsibly use funds to pursue its aims
- establish sub groups or hold additional meetings to focus on specific projects if it considers it necessary
- dissolve a sub group or alter its membership at any time
- record and publish the activities of NLYC meetings through minutes and other marketing tools
- act as representatives of young people at relevant meetings and events and encourage links with groups of young people
- be involved in the organisation of events for young people and seek to further the understanding between groups of young people
- promote and encourage activities, events and opportunities for young people from North Lincolnshire
- participate in regional and national initiatives, such as the British Youth Council
- celebrate the achievements and successes of young people in North Lincolnshire

- meet and work with groups and agencies that work with and around the issues affecting young people to ensure the needs of young people are addressed
- support and challenge the work of key partnerships and boards i.e. Health and Wellbeing Board and Children and Young People's Partnership
- meet and work with other groups of young people and individuals to help ensure the NLYC is representative of the views of young people in North Lincolnshire and that the needs of young people are addressed (for example: children in care, young carers, young parents, young offenders, young people with disabilities, young people who are homeless, young people from ethnic minority groups, young people from different faith groups, lesbian, gay, bi-sexual, transgender young people, young people from the travelling community)

4 MEMBERSHIP

- 4.1 Any young person, aged between 11 and 20 (or 25 for young people with additional needs or specific interests), who lives, works or goes to school in North Lincolnshire, can choose to attend the NLYC. This group will form its membership.
- 4.2 The NLYC will be supported by officers within North Lincolnshire Council (led by the Participation Team, People Directorate).

5 MEETINGS

- 5.1 The NLYC will meet on a monthly basis as a minimum requirement (with the exception of August which will be the NLYC recess period).
- 5.2 For the meeting to proceed, at least four NLYC members must be present or the meeting will be cancelled.
- 5.3 An NLYC Annual General Meeting will be held each year.
- 5.4 At each Annual General Meeting, the business shall include:
- a re-endorsement of the constitution (following review process)
 - the election of officers to manage its business
 - a report of the activities of the NLYC
 - presentation(s) for Youth Councillor of the Year
- 5.5 The NLYC will invite other people to participate and contribute to meetings as required. If other people request to attend the NLYC, they should make a request through an NLYC member (or via a support officer). Where possible, the decision regarding attendance will be taken by the NLYC at the available next meeting (or via email if necessary).

6 ELECTION OF OFFICERS

- 6.1 At the Annual General Meeting, the NLYC will elect young people to key positions associated with the meeting which include chair, vice chair, minute taker, vice minute taker, social media officer, disability champion and youth democracy officer. These elections will be through a secret ballot or show of hands and will be via the 'first past the post' system.
- 6.2 Those holding the position of chair, vice chair or any other office only do so for one year until the next Annual General Meeting (other elected or nominated roles are exempt from this i.e. Young Mayor, Member of Youth Parliament and Deputies and Regional Representative).
- 6.3 An NLYC member should not hold more than one elected or nominated role at any one time, unless it is on a transition basis and in agreement by the individual and a member of the Participation Team.
- 6.4 A member may be elected to any officer vacancy that arises. They will remain in post until the next Annual General Meeting.
- 6.5 If a young person in a NLYC key position resigns, the vice will take on the key position if appropriate. If no vice is available, the key position will be re-elected at the next NLYC and they will take on the role until the next AGM.
- 6.6 The Young Mayor and Member of Youth Parliament (and Deputies) will be elected through an area-wide election held in schools, colleges and settings.
- 6.7 The Young Mayor and Member of Youth Parliament candidates will be elected via the 'first past the post' system.
- 6.8 The Young Mayor and Member of Youth Parliament (and deputies) will hold their position for an agreed term.
- 6.9 If the Young Mayor or Member of Youth Parliament resigns, the candidates with the second highest number of votes will be offered the position.
- 6.10 The Young Mayor, Member of Youth Parliament and deputies will automatically become NLYC members.
- 6.11 Any members (including the Young Mayor and Member of Youth Parliament) may resign at any time, though they should explain their reason and aim to give one month's notice.

7 EXPECTATIONS OF MEMBERS

- 7.1 Members are encouraged to:
 - Attend every meeting and encourage other young people to attend
 - Promote the work of the NLYC in a positive way

- Seek out and represent the views of other young people
- Contribute to agenda items and discussions
- Contribute to actions between meetings where appropriate
- Communicate relevant messages from the NLYC through their social networks
- Uphold the code of conduct (which incorporates the Nolan Principles)
- Uphold the policies associated with the NLYC where appropriate and within the scope of their roles and responsibilities

7.2 Members should ensure that their behaviours are in line with the values of the NLYC. Any behaviour deemed to contradict the code of conduct or the policies associated with the NLYC will be dealt with accordingly and may result in members not being able to engage and contribute to young voice activities.

8 VOTING

8.1 The NLYC shall make decisions by a majority voting system using either a show of hands or a secret ballot.

8.2 Where there is a split vote, the chairperson will have the casting vote.

8.3 The highest number of votes received by candidates in any elections will be revealed.

9 AGENDA AND MINUTES

9.1 Standard agenda items for NLYC meetings include:

- Key Communication Messages
- Housekeeping/admin
- Guest Speakers
- Young Voice updates
 - Young Mayor Update (and deputy)
 - Member of Youth Parliament Update (and deputy)
 - Regional Representative and Youth Councillors Update
- Project/Campaigns
- Information
- Any Other Business
- Debates
- Date of Next Meeting

9.2 Additional items can be put forward by any NLYC members (or support workers if deemed appropriate).

9.3 Where possible a NLYC Steering Group shall be convened to shape and agree the upcoming agenda. This meeting shall include all elected and nominated roles and chairs of established project groups (if different) along with support officer(s).

9.4 An agenda will be produced by support officers a week prior to the meeting and emailed to members.

- 9.5 A forward plan will be used to help focus and plan discussions for future meetings, including the attendance of additional visitors.
- 9.6 The NLYC members elected as minute taker will take notes and send them to the support officer within one week of the NLYC and the support officer will distribute them to NLYC members.
- 9.7 Minutes will be published on the North Lincolnshire Council website once agreed at the next NLYC meeting.

10 FINANCE

- 10.1 The NLYC is financially supported by North Lincolnshire Council.
- 10.2 The NLYC may also apply for funding from other sources.
- 10.3 All monies raised by the NLYC will be used for the benefit of young people in North Lincolnshire or their associated charities.

11 CHARITY

- 11.1 The NLYC will decide at the Annual General Meeting to associate themselves with a charity or charitable project and to help to raise funds on their behalf.

12 POLITICAL VIEWS

- 12.1 The NLYC is a non-party political organisation.
- 12.2 Members can hold allegiance or membership of a political party, but cannot express their political views as an NLYC member on behalf of NLYC.
- 12.3 Members can personally participate in party political activity, but must ensure that it is detached from their representation of the NLYC, and do not use their NLYC membership as a means of gaining votes for a political party.

13 EQUAL OPPORTUNITY/DIVERSITY

- 13.1 All members of the NLYC are equal in status regardless of age, gender, sexuality, race, religion, ability, culture, lifestyle or background.
- 13.2 The NLYC is committed to pursuing equality of opportunity for all and the NLYC will ensure fairness is built into all they do. All those involved in the work of the NLYC will be expected to uphold the equal opportunities policy and promote equality at every opportunity, and will ensure that no-one is treated unfairly or is discriminated against.
- 13.3 All those working with the NLYC will be expected to challenge any forms of prejudice or discrimination.

14 DISSOLUTION

- 14.1 A recommendation to dissolve the NLYC can be made to a NLYC meeting of all members, called for this specific purpose.
- 14.2 The proposal to dissolve the NLYC should be endorsed through the appropriate governance process (democratic and partnership).

15 AMENDMENTS AND REVIEW

- 15.1 This constitution was endorsed at the Annual General Meeting in July 2018 and will be reviewed on an annual basis at the Annual General Meeting.
- 15.2 Any in-year amendments to this constitution will be agreed at an NLYC meeting (where there is seven days prior notice of the intent to change the constitution) and confirmed at the Annual General Meeting.