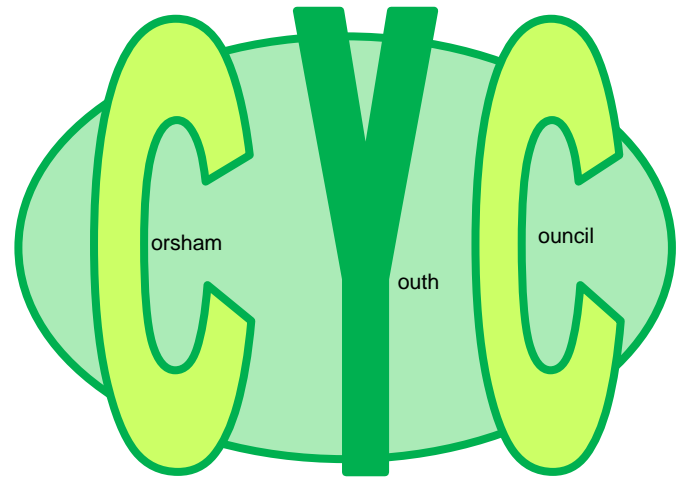


CORSHAM YOUTH COUNCIL CONSTITUTION



AIMS AND OBJECTIVES

- 1) Corsham Youth Council (CYC) shall seek to represent the young people of Corsham as a section of society on any issue of concern to them.
- 2) CYC shall work towards the improvement of the image and status of young people within Corsham.
- 3) CYC shall, where applicable, be involved in the organisation of events for young people and seek to further the understanding between groups of young people including those with different cultural and religious backgrounds and those with special or different needs.
- 4) In pursuit of these aims and objectives, CYC shall operate as a non-party political or statutory body.

MEMBERSHIP OF CORSHAM YOUTH COUNCIL

- 5) To guarantee an even age spread, the membership of CYC shall be drawn from the following education establishments in the Town as indicated. Youth Councillors should be aged 10-17:

Two representatives from:

Corsham Primary Pound Hill
Corsham Primary Broadwood
Corsham Regis Primary
St Patricks Primary
Neston Primary
Corsham Lypiatt Primary
Heywood Preparatory School

Two representatives from each year at The Corsham School:

Year 7
Year 8
Year 9
Year 10
Year 11
Sixth Form

Up to six extra Youth Councillors who do not attend school in Corsham but live in the parish may be co-opted on to CYC.

- 6) Each appointment will be made by the schools, with those elected being entitled to serve for one school year maximum, from September to July, unless re-elected by their school or co-opted again by the Youth Council. If a CYC Councillor resigns during the year, the school will elect a new representative to fill the remaining time.

- 7) CYC may co-opt other people to participate in meetings as non-voting members or advisers or guests to enable representatives of young people having a stake in the Town, but not attending one of the schools, to have a voice on the Youth Council. Co-optees shall not be appointed for longer than one year.
- 8) CYC shall have the power to invite any other organisation, which has requested representation, to nominate a representative. It will be up to that organisation to decide how they choose their representative.
- 9) Each member shall provide Corsham Town Council's Community & Information Officer with contact details for the purpose of circulating meeting papers and correspondence.

OFFICERS

- 10) CYC shall, at its first meeting in September, elect a Chairman and a Vice Chairman, both to serve until February (no meeting in December), with another election for a new Chairman and Vice Chairman in March.
- 11) If vacancies occur among Officers, the CYC shall have the power to fill them from among the members. The person elected shall fill the vacancy until the next election is due.

MEETINGS

- 12) CYC shall meet every month except August and December.
- 13) Meetings will be held in the Town Hall (unless visits related to CYC projects mean meetings are held off-site).

AGENDA

- 14) Members of CYC should actively seek the opinions of the people they represent with a view to placing items of interest on the agenda of meetings of the Youth Council.
- 15) The following methods may be useful ways of seeking such items:
 - a. Using assemblies/classes to explain the role of CYC and who to contact
 - b. Surveys to help ascertain key issues worthy of consideration
 - c. Including photographs of elected members and agendas/minutes on school noticeboards
 - d. Monthly surgeries at school where students may meet their representatives
 - e. Using the CYC section on the Corsham Town Council website
- 16) All items for inclusion on the agenda must be received by the Town Council's Communications & Information Officer at least 10 days prior to the date of the next meeting.
- 17) Seven days before each meeting, an agenda will be sent to each member via email, to their home address or via their school as appropriate. This will specify what is to be discussed at the meeting.
- 18) The order of business at each meeting shall be:
 - a. Apologies for absence
 - b. Matters arising from the previous Minutes
 - c. To consider new matters for discussion
 - d. To agree the date of next meeting

CHAIRING OF MEETINGS

- 19) The Chairman, if present, will chair the meeting. In the absence of the Chairman, the Vice Chairman will take on the role. If neither is present, those CYC Councillors present shall elect a Chairman for the meeting from among themselves.

VOTING

- 20) Voting shall be by a show of hands, except during elections for Chairman which will be done by secret ballot.
- 21) In any case of equality of votes, the Chairman may give a casting vote in addition to any vote he/she may already have given.
- 22) If more than one course of action is suggested, the Chairman shall decide which must be voted on first and, only if the vote is lost, will another suggestion be put to the vote.

CONDUCT OF BUSINESS

- 23) Each item on the agenda will usually be discussed in the order shown but this may be varied with the approval of the Youth Council, following a formal request to the Chairman.
- 24) During discussion, each member must indicate his or her desire to speak by raising a hand to catch the eye of the Chairman. A member may only speak when the Chairman consents.

CONDUCT OF MEMBERS

- 25) Anyone who disobeys a ruling of the Chairman on who shall speak, or who interrupts, or in some way disrupts a meeting, shall be asked by the Chairman to stop. If he or she persists in his or her behaviour, the Chairman shall then exclude them from the meeting.

CORSHAM TOWN COUNCIL STAFF AND COUNCILLOR REPRESENTATIVES

- 26) Corsham Town Council's Community & Information Officer will act as Secretary to CYC, producing agendas and Minutes and dealing with administration arising from any CYC- related matters.
- 27) Two Corsham Town Council Councillors will be selected by the Town Council to attend CYC meetings to offer Youth Councillors advice and support.