**Constitution and Standing Orders**

 of the Glasgow Youth Council

**Supporting Documents**

Effective from Thursday 17th September 2020

**Contents**

[1. The Executive Committee - Role Descriptions and Expectations 2](#_Toc484487644)

[2. Policy-Making 7](#_Toc484487645)

[3. Order of Business](#_Toc484487646) 9

[4. Code of Conduct](#_Toc484487647) 10

[5. Resolutions 17](#_Toc484487648)

[6. Motions 18](#_Toc484487649)

# 1. The Executive Committee – Role Descriptions and Expectations

1. **Overview**

Members of the Executive Committee shall:

* Always act in accordance with the GYC Constitution and Standing Orders.
* Be responsible for developing, agreeing to, and implementing the operational policies and procedures of the organisation.
* Be responsible for ensuring that the organisation operates within the law.
* Produce an action plan at the beginning of their term, which should be updated throughout the course of their term.
* Regularly review the performance of the organisation against the action plan.
* Seek and consider professional advice, where appropriate.
* Not receive payment for their work within the organisation, but have reasonable expenses reimbursed.
* Collectively nominate a member of the Executive Committee to act as the organisation’s IT Coordinator.
1. **Expectations**

Members of the Executive Committee shall:

* Always behave in a manner which will protect the integrity of the organisation.
* Always act within the law when executing their duties on behalf of the organisation.
* Be responsible for executing the office-specific responsibilities detailed in this document.
* Behave in accordance with the organisations’ Acceptable Use Policy.
* Only claim reasonable expenses that are incurred exclusively through GYC activities.
* Undertake to seek help and advice when appropriate.
1. **Chair**

(Approximate time commitment of 20-30 hours per week)

The Chair of the Glasgow Youth Council is the lead member of the Executive Committee, and chairperson of the organisation. They convene the Full Council and Executive Committee, as well as being responsible for the governance of the organisation and ensuring GYC is working towards the achievement of the stated aims. Responsibilities include:

* Convening meetings of the Full Council and Executive Committee, ensuring discussion and decision making are open and democratic.
* Adopting a leadership role within GYC, and representing the organisation at the highest levels, including acting as a media spokesperson.
* Acting as the principal liaison between GYC and Glasgow Life/Glasgow City Council.
* Overseeing the work and portfolios of Executive Members.
* Producing and maintaining a list of Executive Members’ interests.
* Leading on the development of the organisation’s strategic and operational plans.
* Working with the Executive Committee and Glasgow Life in maintaining and developing relationships with outside agencies as well as city-wide policy and decision makers.
* Assisting in ensuring that all Executive Members are aware of and are enabled to fulfil their responsibilities as Executive Members of GYC, seeking specialist advice where necessary.
* Assisting in ensuring the Executive Committee receives the information necessary to perform their duties.
* Ensuring the smooth and efficient realisation of GYC’s strategic aims and objectives, as agreed by the Executive Committee.
* Carrying out any other action required as Chair.
1. **Vice Chair**

(Approximate time commitment of 15-20 hours per week)

The Vice Chair of the Glasgow Youth Council is the lead executive member for membership and training. They are responsible for upholding the Code of Conduct and the resolution process in relation to Youth Councillors. Responsibilities include:

* Deputising for the Chair, as required
* Acting as one of the media spokespersons for the organisation, where required.
* Assisting in the leadership of the Glasgow Youth Council, including assisting the Chair in overseeing the activity of the Executive Committee and GYC as a whole.
* Handling complaints against YCs and the GYC resolution process in relation to YCs.
* Leading on the analysis of YCs training needs and working with Glasgow Life to facilitate a comprehensive training programme as required.
* Leading on the recruitment of youth councillors and general administration of membership.
* Leading on the analysis of YCs needs and welfare.
* Carrying out any other action required as Vice Chair and as the Executive Member responsible for membership.
1. **Secretary**

(Approximate time commitment of 10-15 hours per week)

The Secretary of the Glasgow Youth Council is responsible for coordinating all council business. They are the principal administrator for GYC. Responsibilities include:

* Clerking meetings of the Full Council and Executive Committee, including keeping records of attendance.
* Managing the means for internal communications.
* Advising the Chair and Executive Committee on matters relating to procedure.
* Co-ordinating all meetings and business to be discussed.
* Facilitating all elections, as part of special responsibility for democracy within GYC.
* Drafting all agendas to be discussed at meetings, and compiling any papers relating to agenda items.
* Ensuring that the Constitution, Supporting Documents, and all other GYC internal policies are abided by at all times.
* Carrying out any other action required as Secretary.
1. **Finance and Events Officer**

(Approximate time commitment of 10-15 hours per week)

The Finance and Events Officer of the Glasgow Youth Council is the manager of the organisation’s finances and the lead in organising the GYC’s events. They are responsible for ensuring GYC can meet day-to-day costs as well as fundraising to ensure the organisation can continue to sustainably grow. Responsibilities include:

* Acting as the principle financier for GYC.
* Leading on fundraising for GYC.
* Ensuring GYC continues to grow at a sustainable rate.
* Managing accounts and budgets.
* Preparing budgets and relevant information/documents as required, including a monthly accounts report.
* Acting as the principal liaison for GYC with businesses and funding bodies.
* Ensuring that YCs receive reimbursements for reasonable expenses accrued in their role as a GYC member, were feasible.
* Ensuring GYC has a steady cash-flow to meet basic costs.
* Co-ordinating all events (with the exception of full council and Executive Committee meetings).
* Carrying out any other action required as Finance and Events Officer.
1. **Policy & Public Affairs Officer**

(Approximate time commitment of 10-15 hours per week)

The Policy & Public Affairs Officer of the Glasgow Youth Council is the lead executive member for public affairs and political matters. They are responsible for organising the policy log, ensuring successful implementation of GYC policy, and maintaining positive relationships with all relevant decision makers. Responsibilities include:

* Facilitating the Youth Councillor-led policy making process, including chairing policy sessions at meetings where possible.
* Maintaining and updating the GYC Policy Log.
* Advising the Chair and Executive Committee on all political matters, as well as on policy related matters.
* Ensuring GYC has positive relationships with all elected members in the city.
* Acting as the principal liaison for GYC to city-wide policy and decision makers.
* Maintaining an archived record of lapsed policy, including policy which fell at renewal (see section 2 for more details).
* Carrying out any other action required as Policy and Public Affairs Officer.
1. **Campaigns Officer**

(Approximate time commitment of 10-15 hours per week)

The Campaigns Officer of the Glasgow Youth Council is the lead executive member for the co-ordination of all campaigns. They are responsible for organising all work related to GYC Campaigns and manifesto implementation. Responsibilities include:

* Co-ordinating all campaigns related to the work of GYC.
* Leading on work relating to consultation with stakeholders
* Leading on work relating to any projects and the manifesto.
* Leading on campaign work relating to GYC Policy.
* Advising the Chair and Executive Committee on matters relating to campaign delivery.
* Carrying out any other action required as Campaigns Officer.
1. **Communications & Outreach Officer**

(Approximate time commitment of 10-15 hours per week)

The Communications & Outreach Officer of the Glasgow Youth Council is the lead executive member for public relations and social media. They are responsible for organising all engagement and media strategies as well as the development of GYC’s outreach strategies. Responsibilities include:

* Supporting the recruitment of members to GYC.
* Creating a strong public awareness and image of the work of GYC.
* Maintaining and developing GYC's social media assets.
* Ensuring GYC is effectively engaging with Young People across the city.
* Acting as the principal liaison for GYC with City-wide media and press organisations.
* Advising the Chair and Executive Committee on matters relating to GYC’s public image and external relations.
* Carrying out any other action required as Communications and Outreach Officer.

# 2. Policy-Making

1. **Overview**

GYC can define specific policy positions on issues that are relevant to Glasgow’s young people, and to GYC’s aims and values.

GYC Policy should focus on issues that are specific to Young People in Glasgow and the matters that are under the jurisdiction of Glasgow City Council, however it is not exempt from establishing policies that relate to matters external or not-specific to Glasgow.

The Policy & Public Affairs Officer will be responsible for all matters concerning policy and the facilitation of GYC’s policy making process. The Policy & Public Affairs Officer will be responsible for either accepting or rejecting policy motions for debate. A policy can be rejected if it fails to adhere to GYC’s values, clashes with existing policy, or any other legitimate reason (see section 6 for further details).

1. **Types of Policy**

There are two ‘types’ of GYC Policy:

* 1. Manifesto – These policies are developed through our manifesto process, which consists of extensive consultation over specific issues of importance to the young people of Glasgow. The Manifesto will determine the majority of GYC campaigning strategy. Policies that are contained within a Manifesto should considered the most important and take priority over all others. These policies will be valid for at least for 5 years, but can be reviewed following the publication of the next manifesto.
	2. Statement – These policies are developed through policy debates, steered by Youth Councillors. They will relate to issues and situations of importance to the Young People of Glasgow or individual Youth Councillors. These will be debated and voted on by Youth Councillors at Meetings of the Council. These policies will be valid for 2 years, but can be renewed by the Full Council prior to lapsing, at the discretion of the Policy and Public Affairs Officer.
1. **Lapsed Policy**

As mentioned, Policy Statements lapse after 2 years, but can be proposed for renewal at the discretion of GYC’s Policy & Public Affairs Officer. The Policy & Public Affairs Officer can propose a Statement for renewal only if they consider it to still be part of a current ‘live’ political debate, either within or out with Glasgow. For example, if a policy regarding improvement of school meals was due to lapse, but there has been lots of recent advocacy on improving school meals, or discussions within the council on the same issue, then the Policy and Public Affairs Officer can propose the policy for renewal.

When the Policy and Public Affairs Officer proposes a lapsed Statement for renewal, it must be debated and voted on at a Full Council Meeting. For the renewal to pass, it must receive at least 60% of votes in favour. Should this threshold not be met, the Statement falls, and shall be removed from the Policy Log. Once renewed, a Statement is active for another 2 years, but can be proposed again for renewal if it is still considered a ‘live’ issue.

Manifesto policies lapse after 5 years and should be reviewed following the publication of the next manifesto. During this review, any outgoing manifesto policy which conflicts with policy from the incoming manifesto automatically falls and shall be removed from the Policy Log. All remaining lapsed manifesto policy will be proposed for renewal to the Executive Committee, by the Policy and Public Affairs Officer, and it must receive a majority agreement to pass. Failing this, the Manifesto Policy falls, and must be removed from the Policy Log. Once renewed, a Manifesto Policy is active for another 5 years, and should be reviewed again upon the publication of the next manifesto.

The Policy and Public Affairs Officer will be responsible for maintaining an archived record of lapsed policy, including policy which fell at renewal. This record does not represent active GYC policy, and therefore the lapsed policy featured in it cannot be used for GYC business.

# 3. Order of Business

The order of business for Meetings of the Full Council will be as follows:

1. The Convenor will welcome all members to the meeting.
2. Any urgent resolution will be noted.
3. Attendance and apologies will be noted.
4. Minutes of the previous meeting, having been circulated prior to the meeting, will be submitted for approval, corrected if necessary and held as approved by the meeting.
5. Members of the Executive Committee will provide an update on work undertaken in their roles since the last meeting of the full council.
6. Any pending appointments/confirmations
7. Items of business, including items of business that the Convenor has accepted for consideration as matters of urgency.
8. Motions/Resolutions of which notice has been given will be considered in the order in which they stand on the agenda, Motions which are not considered may only be considered at a future meeting if a new notice of motion is submitted.
9. Any other competent business.
10. The Convenor will thank all members for attending the meeting.
11. The date of the next meeting will be agreed to.
12. The meeting will adjourn.

For any variation to this order, an urgent resolution must be moved and passed.

# 4. Code of Conduct

1. **Overview**

As mentioned, Policy Statements lapse after 2 years, but can be proposed for renewal at the discretion

The Glasgow Youth Council has a duty of care to all Youth Councillors, and the other young people with whom we work. We seek to provide a safe space for young people and to empower them to truly represent the voice of Glasgow’s young people.

This Code of Conduct is designed to ensure that all YCs are aware of, and understand, their role in ensuring the Youth Council is a safe space that values and respects all young people and protects the reputation and integrity of the organisation.

Youth Councillors (hereafter referred to as YCs) are accountable to the Glasgow Youth Council for their actions and represent that body at all times.

Therefore, YCs are required to read, agree with and sign this Code of Conduct, and act in accordance with it on the understanding that failure to do so may result in disciplinary action.

In order to ensure the wellbeing of all YCs is protected, YCs are obligated to report incidents where the Code of Conduct has been breached to the Vice Chair.

The Code of Conduct includes obligations in the following areas:

- Commitment

- Ownership

- Respect

- Equality

- Openness, Collective Responsibility, and Confidentiality

- Accountability

- Political Impartiality

- Social Media and Online Behaviour

- Media

- Virtual Meetings

- Internal Policies

1. **Commitment**

All YCs shall be committed to the organisation. YCs are expected to attend all Full Council Meetings, Annual General Meetings, and any Extraordinary General Meetings, subject to the appropriate notification, set out in the governing documents of the Glasgow Youth Council.

If an YC fails to put in their apologies for Full Council Meetings for three consecutive months, the Vice Chair will be required to contact them and warn that they may be removed due to inactivity. The Vice Chair must do all that they can to ensure that the member feels able to attend further meetings, but after two further months of inactivity the YC may be removed from the organisation.

YCs are asked to play a full and active part at those meetings, and may from time to time have the opportunity to represent the organisation at other GYC events, at other affiliated organisations’ events, and at relevant conferences, festivals and forums. When an YC cannot attend a meeting they should make every effort to give his or her apologies with appropriate notice.

1. **Ownership**

The Glasgow Youth Council belongs to all of the young people of Glasgow and shall be developed in their best interests by their representatives. As the representatives of Glasgow’s young people, YCs have the responsibility of protecting the reputation and integrity of the organisation.

1. **Respect**

The Glasgow Youth Council has a zero tolerance policy on bullying, aggressive behaviour, and abusive behaviour in any context or setting.

Every member of the Glasgow Youth Council will respect all other YCs and persons with whom they come into contact with as a result of their activities as YCs, including online activity. YCs must report any incidents of this nature to preferably the Vice Chair, or alternatively any other member of the Executive Committee.

The Glasgow Youth Council shall seriously consider any breach of this obligation, regardless of the capacity in which the breach was made and in what setting, where the organisation has reasonable grounds to do so.

1. **Equality**

The Glasgow Youth Council recognises that discrimination still operates in our society to the detriment of disadvantaged groups and as such we strive to treat all people equally with respect and dignity in all matters. GYC is committed to promoting equality for all and ensuring that no individual is discriminated against in the planning and delivery of any of our work.

GYC aims to create an environment which respects and welcomes everyone, and in which no form of bullying, harassment, disrespectful or discriminatory behaviour is tolerated by anyone towards anyone.

GYC does not discriminate against anyone on the basis of age, disability, gender reassignment, marital or civil partner status, pregnancy or maternity, race, colour, nationality, ethnic or national origin, religion or belief, gender (including but not limited to male, female transgender and non-binary identities) or sexual orientation (and any other ‘Protected Characteristics’).

GYC is dedicated to the principles of respect, equality and diversity and will strive to be a good example in the promotion of equal opportunities.

1. **Openness, Collective Responsibility, and Confidentiality**

All YCs shall undertake their role in as open a manner as possible whilst recognising that they are collectively responsible for the decisions and policy that the organisation makes.

Where the Executive Committee of the Glasgow Youth Council makes a decision, or disseminates a policy, YCs are not permitted to publicly criticise the organisation, Executive Members, or other YCs. YCs should use internal and appropriate forums for communicating feedback.

On some occasions, internal and sensitive information about the organisation will be shared with YCs. It is important that where it is stated that this information is confidential and should not be shared that YCs abide by this.

1. **Accountability**

All YCs are accountable to the Full Council itself. YCs shall seek to work in the best interests of the organisation and shall identify any conflict of their interests that may arise. YCs have a duty to protect the reputation and integrity of the organisation at all times.

1. **Political Impartiality**

The Glasgow Youth Council must not advance a political party.

GYC is a non-party-political organisation. Remaining impartial ensures that we are able to legitimately work with decisions makers from all parties on the issues that matter to young people. Political impartially is fundamental to the credibility and integrity of the Glasgow Youth Council.

As an YC you do not represent a party, a campaign, or a campaign in a referendum; you represent all the young people in Glasgow

YCs are required to comply with the following obligations:

* You must remain free, and be seen to remain free, from any party political influence whilst representing your peers.
* You must ensure that it is clear that you do not represent a political party or designated campaign in your role and that in your capacity as an YC you do not endorse any political party or designated campaign in a referendum.
* You must not use GYC resources, including your presence or speaking time at GYC events, in a way which would clearly express a view that a person should vote for a party or a designated campaign.
* You are entitled to hold a personal opinion on the outcome of any election or referendum, but it must be clear when this opinion is expressed that it is held in a personal capacity and not in your capacity as an YC – as an YC it is your responsibility to make sure that it is clear what capacity you are speaking or acting in.
* You are entitled to be active, or hold membership of political parties, but you must make it clear that you are doing so in a personal capacity. Any social media account where you identify yourself as an YC, you should not include details of your membership or activism.
* You should refrain from publicly endorsing a political party or designated campaign through social media, where you identify yourself as an YC or discuss your work with the Glasgow Youth Council.
1. **Social Media**

All GYC members, without any exceptions, must abide by these rules. Breaking any/all of these rules may result in being removed from the chat or further disciplinary action being taken.

Facebook Messenger group

1. YC’s should always be respectful and tolerant in the official GYC chats.
2. YC’s should always try to refrain from swearing and must not direct any swearing towards others.
3. YC’s should not encourage drugs, alcohol or illegal behaviour in the chat.
4. YC’s should not share or discuss any inappropriate or adult content in the chat.
5. YC’s must ensure that they remain politically impartial in all GYC chats. This means YC’s should not endorse any political party or position, or designated campaign in any referendum (if we cannot tell what your political stance is from the chat, then you’re doing it right!)

Twitter

1. It is recommended that YC’s make their own GYC Twitter account.
2. YC’s must ensure that they remain politically impartial in your own GYC associated Twitter account. This means YC’s should not endorse any political party or position, or designated campaign in any referendum (if we cannot tell what your political stance is from your twitter feed, then you’re doing it right!)
3. YC’s should always endeavour to be respectful and tolerant to others on their GYC associated Twitter accounts.
4. YC’s should not post, like or retweet any inappropriate or adult content (including drugs, alcohol or illegal behaviour) on their GYC associated Twitter accounts.
5. **Media**

The Glasgow Youth Council has strict guidelines with regards to media contact.

Local Media - GYC realise and appreciate that during the course of their work, YCs may be contacted from time to time by the media or may wish to promote work they have been doing to the media. Developing good working relationships with local media is always a good thing as this is very helpful to get your message across and influence decision makers. YCs should contact their Support Worker, or the Communications & Outreach Officer, if they would like to utilise these opportunities.

National Media - YCs are prohibited from providing any comment to the media in relation to the organisation or comment on any other YC. This includes through social media. This can lead to confusion and inaccurate reporting and place the organisation in a high risk situation where we are unable to protect the privacy of others. Any member approached by the media on any matter connected to the organisation or affecting another member should not provide any comment, and direct them to the GYC Communications & Outreach Officer. Any member in breach of this will face disciplinary action.

1. **Virtual Meetings**

Just as on Facebook and Twitter, on GYC related video calls all GYC members are expected to behave in line with GYC’s Constitution and Social Media Code of Conduct.

Below is a guide on how members should conduct themselves whilst on a GYC video call, and breaking any or all of these guidelines will result in immediate removal from the call, and further disciplinary action may be taken.

A. YC’s should always be respectful and tolerant in all official GYC video calls (including all GYC meetings and social calls such as quizzes and watch parties)

B. YC’s should always try to refrain from swearing and must not direct any swearing towards others.

C. YC’s should not encourage drugs, alcohol or illegal behaviour in video calls.

D. YC’s should not share or discuss any inappropriate or adult content in video calls, including inappropriate imagery.

E. YC’s must ensure that they remain politically impartial in all GYC video calls. This means YC’s should not endorse any political party or position, or designated campaign in any referendum.

Failure to comply with any of the above may result in immediate removal from a video call, and disciplinary action may be taken. If all members cannot behave respectfully then GYC may be forced to cease video communication for the time being, particularly social video calls.

1. **Internal Policies**

YCs should familiarise themselves with all the internal policies of the organisation, and abide by each one, in particular the Glasgow Life Child Protection Policy, the Complaints Procedure and the Disciplinary Code.

All relevant policies can be made available on request and will be sent to YCs. This includes any policies disseminated by the GYC Executive Committee from time to time.

1. **Breaches of the Code of Conduct**

YCs are subject to the Complaints Procedure and the Disciplinary Code. These have distinct roles. The Complaints Procedure deals with complaints about YCs.

These can be from internal and external bodies. Depending on the nature of the activity, a number of options are available, including dealing with issues informally.

The Disciplinary Code is used when the organisation considers a breach of our Internal Policies, including this Code of Conduct has occurred and formal action is required.

GYC is also aware that these documents are complex and is happy to be contacted with any questions or a summary of an area of the policy. The Glasgow Youth Council will work with the relevant authorities to support the young people involved in these processes and will endeavour to ensure they are implemented in a youth friendly manner, where their rights and dignity are promoted and respected.

# 5. Resolutions

At any meeting of the Youth Council a member may move a resolution (a motion relating to an internal matter) providing that it meets the below criteria.

A Resolution can be moved at any meeting providing it has been submitted in advance of the meeting and has the support of the Executive Committee or at least 10% of YCs. Resolutions can relate to any matter or proposal which solely affects an internal aspect or procedure of GYC.

A Resolution must be moved by a YC, who will have 5 minutes to speak in favour of their resolution and must have a seconder who will have 3 minutes to speak in favour of the resolution.

If the resolution has been tabled in advance of a meeting there must be an opportunity to submit amendments prior to the meeting.

If the resolution has been tabled at the meeting as an urgent resolution, there must be an opportunity to submit amendments from the floor.

# 6. Motions

GYC has a democratic and member-led policy making structure.

Every Youth Councillor who has been confirmed as a member of the GYC is eligible to propose a Policy Motion.

Policy Motions must use ‘The Glasgow Youth Council’ as a prefix. The following prefixes are strongly encouraged:

* “The Glasgow Youth Council believes...”
* “The Glasgow Youth Council supports...”
* “The Glasgow Youth Council welcomes...”
* “The Glasgow Youth Council regrets...”
* “The Glasgow Youth Council notes...”
* “The Glasgow Youth Council condemns...”

An example of a Policy Motion would be: “The Glasgow Youth Council believes that all 16 and 17 year olds should have the right to vote in all local and national elections and referenda.”

GYC will hold regular policy meetings, the timing and frequency of which will be left to the discretion of the Executive Committee.

At least two weeks ahead of a policy meeting, the Policy and Public Affairs Officer will put out a call for policy motions. YCs who wish to propose a motion at a Full Council Meeting must send their draft motions to the Policy & Public Affairs Officer.

The Policy & Public Affairs Officer will collate all motion proposals and shall choose whether to accept or reject them for debate and shall also advise on any improvements that can be made to a motion’s wording.

A decision can be made by the Policy and Public Affairs Officer to reject a policy motion for any of the following reasons:

• It clashes with existing, active GYC policy.

• It fails to adhere to GYC’s values and aims, as outlined in the constitution.

• It breaches GYC’s political impartiality, and therefore could negatively impact our relationship with important decision makers.

• It utilises discriminatory or aggressive language, and therefore violates GYC’s Code of Conduct.

• It has no relevance to the young people of Glasgow, whom we represent.

• Any other legitimate reason, at the discretion of the Policy and Public Affairs Officer.

Alterations to the wording of the motions to make them clearer or more concise may be suggested. All Policy Motions being debated will then be put on the meeting Agenda once the wordings are finalised.

The Policy & Public Affairs Officer will determine the order of debate based on the date of submission or open the decision to all Youth Councillors via an online priorities ballot.

Once the initial list of motions has been published, the Policy and Public Affairs Officer will open the call for Amendments. These will close no later than 2 days before the Full Council Meeting.

YCs whose motions or amendments have been selected for debate will be contacted by the Policy & Public Affairs Officer with confirmation that their motion has secured a place for debate.

At the meeting, the Chair will introduce the Policy and Public Affairs Officer to convene the policy session, where possible. The Policy and Public Affairs Officer will introduce the motion proposer and give them three minutes to speak in favour of their motion. A seconder of the Motion will then be introduced, or a call will be made for one if one has not come forward in advance of the meeting. The seconder will have two minutes to speak in favour of the Motion. A seconder is mandatory and if no-one seconds the Motion it will automatically fall.

The Policy and Public Affairs Officer will then introduce any Youth Councillors who have submitted amendments to the motion. Each proposer of an amendment will have 3 minutes to speak in favour of their amendment. A seconder of the amendment will then be introduced, or a call will be made for one if one has not come forward in advance of the meeting. The seconder will have two minutes to speak in favour of the amendment. A seconder is mandatory and if no-one seconds the amendment it will automatically fall.

The Policy and Public Affairs Officer will introduce the opposition speaker who wishes to speak against the motion or call for one if one has not come forward in advance of the meeting, who will have three minutes to speak against the Motion. However, Motions do not require opposition speakers and can still pass in the absence of an opposition speaker.

The Policy and Public Affairs Officer will then open the debate to the floor, where all Youth Councillors are invited to contribute their thoughts and feelings on the Motion, whether for or against. This can be in the form of comments or questions to the proposer or opposition speaker. All speaking contributions will be limited to 3 minutes.

The debate will be ended at the discretion of the Policy and Public Affairs Officer, and the Motion will then go to a vote.

Voting will take place through any of the following means:

1. A call of affirmatives and negatives

2. A show of hands

3. Secret ballot (electronic/paper)

The method for carrying the vote will be decided by the Policy and Public Affairs Officer, with the consent of Full Council.

If amendments have been submitted to the motion, Council must first vote on each individual amendment, amendments will be voted on in the order of submission. If they clash the Policy and Public Affairs Officer will state for example “if the first amendment passes, the second amendment will automatically fall”.

The options for voting on amendments are – AGREE, DISAGREE or ABSTAIN.

Following the vote on any amendments the Council will be invited to vote on the finalised wording of the motion. The options for voting on finalised motions are – AGREE, DISAGREE or ABSTAIN.

The Motion passes and becomes official Council Policy if it receives 50% plus 1 vote or more of votes in the affirmative (YES); otherwise it falls.

Any Motion is eligible for debate given certain conditions:

* It does not clash with existing, active GYC policy, if it does it must state that it repeals existing policy.
* It adheres to GYC’s values and aims, as outlined in the constitution.
* It is non-party political.
* It does not utilise discriminatory or aggressive language, and cannot be construed as offensive (racist, sexist, homophobic etc.) in any way.
* It has relevance to the young people of Glasgow, whom we represent.

Any Policy Motion which does not meet these conditions will not be considered for debate.

Should a Youth Councillor propose a motion which the Policy & Public Affairs Officer deems inappropriate for debate, the Policy & Public Affairs Officer will then inform them that their proposal has been rejected, and the reason(s) for this. This decision can be appealed to the Executive Committee.