

## **1. Name**

This organisation is known as the Kent Youth County Council (KYCC)

## **2. Purpose**

To help young people meet and have discussions with the County's decision makers e.g. Leader of the Council & Directors, local councillors and other professionals.

To represent and act upon the views, issues and opinions of the young people in Kent. KYCC representatives will make sure they are not just acting on their own views and opinions but will also act on the wider views of the young people of Kent especially where some young people and communities are not represented within KYCC.

KCC Early Help & Preventative Services staff will support this action.

## **3. Membership**

Article 12 of the UN Convention of the Rights of the Child' states children and young people have the RIGHT to be involved in all decisions that affect their lives and in doing so their views are respected and protected. KYCC's work supports these rights.

In addition to this the KYCC has a Code of Conduct including a behavioural agreement 'YORN' and adopts the British Youth Council's Equality Statement.

The Role of the Deputies is to participate fully in all KYCC meetings, debates and other activities in the same way as members. The views and opinions of deputies will be valued and considered. Due to the nature of the election process, Deputies will not have the opportunity to stand for Chair; however, Deputy Members may stand for Vice Chair.

If and when seats become vacant within a District or Community Seat during the year, deputies have the opportunity to take on a Member position. This is dependent on the number of votes received in the election and their attendance over the course of the year.

## **4. Electorate: People who can vote in the KYCC elections**

Any young person over the age of 11 and under the age of 19 years or full time compulsory education or training, who lives or goes to school within the boundaries of Kent County Council, may vote in the KYCC elections.

## **5. Additional Roles**

The KYCC has four additional roles: The Chair and the Vice Chair as well as the Finance and Democracy Officer and their Deputy. The Chair will be a serving Member of KYCC and the Vice Chair can be a serving Member or Deputy Member of KYCC. These elections will take place during the March (based on the new proposals) meeting and the positions will be taken up immediately.

The Finance and Democracy Officer and Deputy Finance and Democracy Officer can both be a serving Member or Deputy Member of KYCC. The elections will also take place during the March meeting, with the positions being taken up immediately.

In the absence of the Chair and the Vice chair, the Finance and Democracy Officer and Deputy Finance and Democracy Officer will temporarily adopt the position of Chair and Vice Chair until the return of either the Chair or Vice Chair.

In the absence of the Chair and Vice Chair as well as the Finance and Democracy Officers, the Chair or Vice Chair of one of the campaign groups will become the temporary Chair with a Youth Worker supporting as Vice Chair.

## **6. KYCC Cabinet**

The KYCC Cabinet is made up of the Chair & Vice Chair, Finance and Democracy Officer & Vice Finance and Democracy Officer, Chair & Vice Chairs of each KYCC Campaign Group and long term project groups. The Chair of the groups holds the Cabinet Member role and Vice Chair will become the Deputy Cabinet Member.

The Cabinet roles will also be matched to the relevant KCC Cabinet role, to encourage increased dialogue and engagement with KCC Cabinet Members or other decision making bodies across Kent e.g. Kent Police & Crime Commissioner

The role of the KYCC Cabinet is to plan and agree the agenda for upcoming KYCC meetings, prepare for consultations and guests at KYCC meetings. The Cabinet Members can raise any issues at meetings on their behalf or on the behalf of other KYCC Members, to be raised at the next KYCC meeting.

The Cabinet also has the duty to manage a small budget for KYCC Campaigns and Interest groups and make decisions on how the budget is spent following applications by KYCC Campaign & Interest groups.

Decision making at cabinet meeting, is based on a majority vote. Each joint role of Member & Deputy Cabinet Member has one vote, as well as the Chair and Vice Chair share one vote. In the event of a tie no decision will be made and the full discussion will go to the entire Youth Council at the next KYCC Meeting.

The KYCC Cabinet should meet for a minimum of 3 meetings a year, to ensure that Cabinet Members are able to organise KYCC meetings consistently and that finance applications are addressed as quickly as possible.

If any Cabinet/Deputy Cabinet member does not attend 3 x KYCC Meetings or Cabinet Meetings without giving any prior warning, then they will be demoted and a new Chair/Cabinet Member will be elected.

KYCC members have the opportunity to submit formal questions to the Cabinet, which will be responded to at the KYCC meeting following the next Cabinet Meeting.

Cabinet roles will be reviewed each year to ensure consistency and continued involvement with KCC Cabinet Positions, particularly ensuring links to Education & health roles within KCC.

## **7. Involving other young people in the work of KYCC**

Young people, individuals or groups, and professional adults or organisations may be invited to or may request an invitation to attend a KYCC meeting. This can be really helpful to the work of KYCC as the views and professional information and support can help KYCC to make good and well informed decisions relating specific issues.

## **8. KCC Early Help & Preventative Services and Youth Work Professionals**

Early Help & Preventative Services staff and other adults have a number of roles and responsibilities, these are:

- Overall management and responsibility for the KYCC project.
- Provide appropriate support to help KYCC run smoothly and effectively.
- To support and encourage the development of KYCC to make sure that it is run as an inclusive and democratic body celebrating diversity and challenging prejudice.
- Youth Work professionals and other supporting adults do not take part in voting at meetings.

If adults who wish to contribute information or share other facts with the KYCC to support discussions etc, indicate to the chair that they wish a turn to speak and the same as for young people will then wait their turn to be invited to speak by the Chair or vice Chair.

Adults will intervene in debates and discussions where inclusion, rights, respect, ground rules and equal opportunities have been breached and the members themselves have not noticed or challenged this through the Chair or Vice Chair including those chairing the various Campaigns and Interest Groups.

Adults have no voting rights and may not override the decisions of the KYCC, except where a decision or actions contravenes section 3 of this constitution. In these circumstances, Youth Work Professionals may intervene and advise the KYCC of the impact and consequence of their decision.

Members may request that adults leave the meeting for short periods where deemed appropriate and they consider that the adult's presence would inhibit debate. It is acknowledged that adults need to be fully aware of the KYCC workings to enable them to fully support members. Adults will therefore be fully briefed on their return of any decisions or actions, which the KYCC has made in their absence.

Exceptions will be made when staff have a specific role to support individuals, for example, young people with learning and communication difficulties.

In situations where adults are not present young people can leave the room to gain adult support if they feel they need it.

## **9. Meetings**

The KYCC sit in formal session, throughout the year, in the Kent County Council Chamber, County Hall, Maidstone. In addition, there will be at least two training days and one evaluation day each year.

If requested and available the Council Chamber may be used for KYCC business.

More meetings can be requested but will need to be discussed to confirm purpose and aims as well as being realistic in terms of time scales, staff resources, transport and co-ordination.

KYCC campaigns on three issues, as voted on during the KYCC Elections. KYCC will also decide on interest groups to work on.

Campaigns & Interest Groups will address specific issues and tasks that support action on campaigns and represent the issues affecting young people in Kent, referring back to members' manifestos and why young people in Kent voted for you.

Members are expected to attend a minimum of nine meetings a year unless KYCC Youth Participation Workers have been informed prior to the event and apart from in exceptional circumstances (at the organiser's discretion).

Where a member is unable to attend a meeting they must inform the meeting organiser prior to the meeting taking place, emailing their apologies to the KYCC email [kycc@kent.gov.uk](mailto:kycc@kent.gov.uk) or ask another member to send their apologies on the day of the meeting.

Any member who fails to attend three meetings, without appropriate reason will be withdrawn from the KYCC and their seat will be offered to a deputy member.

Any member who holds the position of Chair or Vice Chair for a campaign or project group should attend every single KYCC meeting to avoid progress being halted within the group they are leading. If a Chair or Vice Chair misses three meetings without giving warning and preparation, they will be demoted from the position of Chair/Vice Chair and a new member will be elected into the vacant role immediately. Eg. If a Vice Chair misses three meetings, they will be demoted from their position and a new Vice Chair will be elected.

If a Chair or Vice Chair is unable to attend a meeting, they should inform the Youth Council at least 1 week in advance so appropriate plans can be made. Additionally, if a Chair or Vice wishes to stand down from their position- whether this is within the campaign/project group or from KYCC as a whole- they should notify a member of staff immediately so elections to fill the role can take place.

Any person may be asked to leave a meeting if they continually ignore requests from the Chair or Vice Chair to allow others to contribute to the debate or discussion (YORN), especially in accordance to an immediate vote where dominating and disrupting individuals suppresses other's opportunity to express views and share information in support of attracting their own votes.

## **10. Voting**

The KYCC shall make decisions by a simple majority voting system either by a show of hands or, where deemed appropriate by the Members, a secret ballot.

The attendance required for decision-making purposes is 20 elected members.

In the event of a majority Abstain the motion will be postponed.

In the event of an equal vote, the Chair has the casting vote.

In order that Members' motions and proposals may be voted on, they must be "seconded" by another member, except the Chair or Vice Chair who can put motions forward without being seconded.

If a Member wants to propose a debate motion but is not confident enough to openly put it forward, they should use the Debate Suggestion Box to put forward a debate to ensure all Members have an opportunity to put their ideas forward. The Debate Suggestions will then be discussed by the Cabinet and if approved, organised for a future KYCC Meeting.

The number of votes received by each candidate in any election will not be revealed.

## **11. The Annual General Meeting (AGM)**

The AGM shall be the first formal meeting of each year.

At each AGM KYCC members will create a “Plan of Action” for the coming year based on the current issues expressed by their electorate. Elections for Chair and Vice Chair, UK Youth Parliament and Cabinet positions will take place at this meeting. A review of the plan of action will take place in October / November of each year.

Policies and procedures can be altered during meetings other than the AGM when deemed appropriate, at the request of any KYCC Member or Deputy. All documents must be shown to all council members at least a week in advance.

## **12. Political Views**

The KYCC is a non-party political organisation, which is purely issue based, working on behalf of young people in the County of Kent and working in partnership with the Officers and Members of Kent County Council.

Members may hold allegiance or membership of a political party, but cannot express their party political views as a KYCC member or on behalf of the KYCC in person or online including any social media channels.

Members can meet with any political party at any time as long as it isn't used as a way to gain votes for their party.

## **13. Making sure things are fair for everyone – Equal Opportunities**

All members are equal in status regardless of sexuality, race, culture, age, gender, religion, academic ability, disability or any issue, which affects a person's life.

Members are expected to respect themselves and each other and to uphold the Equal Opportunities Policy and follow the agreed Code of Conduct (YORN)

## **14. United Kingdom Youth Parliament**

Each year members will elect from within the KYCC the seven Kent members of the UK Youth Parliament (MYPs) and seven Deputy Members of UK Youth Parliament.

Any KYCC Members or Deputy Member can put themselves forward to be a Member of Youth Parliament.

The MYPs will represent the KYCC and all young people in Kent at regional and national UKYP meetings. The MYPs have a responsibility to feedback to KYCC Members at each KYCC meeting.

If a Member of Youth Parliament fails to attend three KYCC meetings without notice or preparation or 2 UKYP events for whatever reason - even if they have attended every Youth Parliament event up to that point- they will be demoted to a Deputy Member of Youth Parliament and will be replaced by a previously elected Deputy Member of Youth Parliament. The Deputy which will take on the role of MYP will be decided based on a combination of the votes received in the January Youth Parliament election, KYCC Meeting attendance, along with other factors such as their role in events such as the Make Your Mark ballot.

### **15. Area Forums**

KYCC are committed to establishing effective communication channels with Area and District Youth Forums across the County and will seek ways to work in partnership with these forums to promote local issues at all levels and to support each other in promoting active youth participation.

### **16. KYCC Events**

Each year KYCC representatives will be invited to join in and support a limited number of groups to help with the running and organising of KYCC.

A representative from each district will be identified; a request for volunteer(s) will be made, and should attend local Youth Advisory Group meetings.

KYCC Members will be offered additional opportunities throughout the year e.g. Young Inspectors, recruitment and selection of staff and commissioning of services etc. Young people will be offered relevant training and support but participation is not compulsory.

### **17. KYCC Documents**

Key KYCC documents such as the Code of Conduct, Constitution and a summary of each meetings minutes should be made available online on the KYCC Website ([www.kent.gov.uk](http://www.kent.gov.uk)) to ensure transparency and that key documents are easily accessible to both KYCC Members and Members of public.