

COLWICH PARISH YOUTH COUNCIL



STANDING ORDERS

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PD202 STANDING ORDERS



**Colwich Parish Youth Council
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Doc. Code

PD202

Version

1

STANDING ORDERS – PD202

Revision history

This document was originally written by:

Name	Position	Date
Michael Lennon	Clerk	August 2018

This document version was reviewed by:

Youth Council

This document version was approved by:

Youth Council		
Chairman of Youth Council	G Browning	September 2018

Document Review Schedule:

Next Mandatory Review by: September 2019

Revision History

Version	Issue Date	Document ID	Reason for Change	Section(s) Changed



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1 MEETINGS

- 1.1 Meetings shall usually be held bi-monthly on a Wednesday commencing at 6:30pm lasting no more than 2 hours. During the summer holiday period the meeting may be held during the day.
- 1.2 Unless previously agreed, all meetings shall take place in the Parish Office with at least two adults present.
- 1.3 The Youth Council year shall run from 1st September to 31st August coinciding with the school year. The Annual Meeting of the Youth Council, therefore, shall take place in September.
- 1.4 The first item on the Agenda at the Annual Meeting shall be the election of the Chairman for the forthcoming year with their signing of their Declaration of Acceptance of Office.
- 1.5 The second item on the Agenda at the Annual Meeting shall be the election of the Vice Chairman.
- 1.6 Both the Chairman and Vice Chairman remain in post until their successor is elected.

2 VOTING

- 2.1 Voting shall usually be by show of hands unless two or more Youth Councillors request a paper ballot.
- 2.2 The Chairman shall have an original vote and may give a casting vote if required.

3 ORDER OF BUSINESS

- 3.1 The Annual Meeting of the Council shall take place in September each year.
- 3.2 The election of the Chairman and Vice Chairman shall be the first business completed at the annual meeting.
- 3.3 A Chairman who is no longer eligible for any of the reasons given in paragraph 2.3 of the Youth Council's Constitution will not have an original vote in electing the new Chairman but will have a casting vote if required.
- 3.4 At any meeting where the Chairman is absent the Vice Chairman will preside. Where both the Chairman and Vice Chairman are absent the first item shall be the appointment of a Chairman for the meeting from amongst those Youth Councillors present. The Chairman thus chosen shall preside until the Chairman, or in their absence, the Vice Chairman shall arrive.
- 3.5 All other meetings will commence with, and the Annual Meeting will continue with:
 - 3.5.1 Receiving apologies for none attendance;



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- 3.5.2** Receiving Declarations of Interests;
- 3.5.3** Considering requests for Dispensations;
- 3.5.4** Approving and signing the minutes of the previous meeting; and
- 3.5.5** Other business as detailed on the Agenda.

3.6 The order of business on the Agenda may be varied by the Chairman at any time.

4 RESOLUTIONS

4.1 Resolutions without notice, i.e. that do not need to be detailed on the Agenda, will include:

- 4.1.1** To appoint a Chairman for the meeting;
- 4.1.2** To correct and approve the Minutes;
- 4.1.3** To alter the order of business;
- 4.1.4** To proceed to the next item of business;
- 4.1.5** To close or adjourn a debate;
- 4.1.6** To amend a resolution under discussion;
- 4.1.7** To exclude the public and press;
- 4.1.8** To silence or eject from the meeting a member of the public, press or Youth Council for misconduct
- 4.1.9** To suspend a Standing Order.

4.2 Except as provided above, no resolution made be made without prior notice to the Clerk and without the matter being clearly recorded within the Agenda.

4.3 An item on the Agenda allocated to a specific member may only be moved by that member. In their absence the matter will be deemed withdrawn.

5 RULES OF DEBATE

5.1 No discussion shall take place upon the Minutes except regarding their accuracy. The previous debate shall not be revisited.

5.2 A resolution shall not be discussed unless it is proposed and seconded.

5.3 A member shall limit their speech to the question under discussion.

5.4 Only one member shall speak at a time. Where more than one member wishes to speak the Chairman shall choose the order in which they are to speak.

5.5 All comments shall be directed to the Chairman.

5.6 When the Chairman wishes to speak all members shall stop speaking.

5.7 No member shall consistently disregard the ruling of the Chairman.

5.8 If, in the opinion of the Chairman, a member has consistently disregarded their ruling they may request the member to be silent or to leave the meeting.



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- 5.9** If the disruption continues the Chairman may suspend and/or close the meeting.
- 5.10** A Youth Councillor who continues to disrupt meetings may, upon a resolution of the Youth Council, be excluded permanently from being a member of the Youth Council.
- 5.11** Guidance on other matters shall be as detailed in Colwich Parish Council's document "PD001 Standing Orders".

6 INSPECTION OF DOCUMENTS

- 6.1** The Proper Officer to Colwich Parish Council shall retain signed copies of all minutes of the Colwich Parish Youth Council.
- 6.2** All minutes shall be open to inspection by members of the Colwich Parish Youth Council and the public.
- 6.3** All minutes shall remain draft until agreed and signed by Colwich Parish Youth Council.
- 6.4** Draft minutes shall appear on Colwich Parish Council's website usually within two weeks of the meeting. The final agreed minutes will replace these usually within one week of the meeting at which they are agreed and signed.

SIGNED

YOUTH COUNCILLOR GEORGINA BROWNING
COLWICH PARISH YOUTH COUNCIL CHAIRMAN