



BYC

British Youth Council

Rule Book 2017

Drafted following the EGM of Council 2006

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1. Name	3
2. Status	3
3. Membership	4
Full membership	4
Associate membership	5
Youth Fora	5
Applying for Membership	6
4. Meetings	8
Annual Council Meeting	8
Council Meetings	9
Delegates	9
Voting at Council Meetings	9
5. Attendance at Meetings	10
6. Equal Opportunities	11
7. Policy	12
Online Voting	12
Policy Response	12
Policy Lapse / Update	12
Motions	13
Ordinary Motions	13
Emergency Motions	14
Procedure before Meetings	14
Procedure during a Council Meeting	15
8. Positions	16
Honorary President	16
Trustees	16
Deputy Chair	17
Vacancies	18
Responsibilities	18
Meetings	18
9. Committees and Officers	20
General Statements of Principle for all Committees	20
BYC Officers	21
Responsibilities	21
Finance Committee	22
People Committee	23
Risk Committee	24
Council Meeting Sub Group	25
Ad Hoc Committees and Working Groups	25
Committee Reports	26
10. Standing Orders	27
Points of Order	27
Procedural Motions (PMs)	27
11. Election Regulations	28
Election Regulations for Trustees	28
Election Regulations for Honorary Presidents	29
Nomination	29
Hustings	29
Voting	30
The Count	30
The Result	30
12. Staff	30
13. Finance	31
14. Dissolution	31
15. Interpretation	32

1. Name

1. The name of the Charity is the British Youth Council, and in this Rule Book it is referred to as 'BYC' or 'the Council'.

2. Status

1. This Rule Book sets out the procedures related to BYC's governance and is adopted by the Trustees under the powers given to them in Article 97 and may be amended by a two-thirds majority at a Meeting of the of Trustees or by the members as provided in Article 98. The Rule Book should be read in conjunction with the Memorandum and Articles of Association of BYC, which are the main governing documents and take precedence over this Rule Book if there is any conflict between them.
2. If stated in the relevant section of the Rules, the Board must consult with the membership before to making a decision to amend the Rules.

3. Membership

1. BYC shall have three types of membership:
 - Full membership
 - Associate membership
 - Youth fora
2. Only full members shall be members for the purposes of the Companies Acts and the Articles of Association. Article 12 allows the Trustees to establish categories of associate membership without giving such associate members the full rights of members under company law.

Full membership

3. A youth organisation or a youth section of an organisation is eligible to apply for full membership of BYC if it fulfils the following criteria:
 - there are within the organisation democratic means whereby young people can influence policy;
 - it is properly constituted;
 - its membership is voluntary;
 - it agrees to act in accordance with the equal opportunities statement as set out in this document while in contact with BYC.
4. An organisation working across the whole or majority of the UK, or across any one or more of the countries in the UK shall be considered to be a national organisation.
5. Organisations applying for full membership shall give BYC details of the total number of members of the organisation or youth section and state the age range covered. Any branch or unit of any organisation which BYC considers is organised on a national basis shall be represented by their national organisation and the branch or unit shall not itself be entitled to become a full members of BYC.
6. Organisations that are umbrella bodies for other organisations, which meet the membership criteria, may join BYC and their representation shall be determined on the basis of the total number of young people they represent throughout the entirety of their membership. If one or more of their member organisations has already joined or wishes to join BYC separately to the umbrella organisation, the umbrella organisation must discount the number of young people who are members of that organisation from their total number of members when submitting their total number of members to BYC.
7. Full members of BYC shall have the following rights:
 - shall be eligible to send voting delegates and observer delegates to General Meetings and Council Meetings in accordance with in section 5 (*Attendance at Meetings*) of this Rule Book;

- shall be eligible to participate in General Meetings and Council Meetings in accordance with the procedures as outlined in this Rule Book;
- shall be eligible to stand candidates for election in accordance with the procedures as outlined in this Rule Book;
- shall be eligible to nominate members of the organisation to participate in BYC's committees and working groups in accordance with the procedures as outlined in this Rule Book;
- shall receive mailings from BYC;
- local branches and members of the organisation shall also be able to participate in conferences, seminars and other events organised by BYC, other than General Meetings and Council Meetings, if they are not part of that member organisations' registered delegation;
- local branches and members of the organisation shall also be eligible to receive discounts on goods and services as decided by the Board of Trustees from time to time;
- other rights of membership as agreed by BYC from time to time.

Associate membership

8. Any individual or organisation which has an interest in youth issues and in the work of BYC is eligible to apply for associate membership.
9. Associate members of BYC shall have the following rights:
 - shall be eligible to send observers to General Meetings and Council Meetings in accordance with in section 5 (*Attendance at Meetings*) of this Rule Book;
 - shall be eligible to participate in BYC business but only to the extent provided by this Rule Book;
 - shall receive BYC mailings at the discretion of the Board of Trustees;
 - shall be eligible to participate in conferences, seminars and other events organised by BYC (which are not General Meetings or Council Meetings), save that they shall not represent BYC at any such events;
 - such other rights agreed by BYC from time to time.

Youth Fora

10. BYC shall, where appropriate, encourage the development of existing and future youth fora covering areas where there is devolved national and regional government within the boundaries of the United Kingdom
11. BYC may recognise youth fora by a two-thirds majority vote of either a Council Meeting or a meeting of the Board of Trustees, after an application process in line with that specified for member organisations (3.16). Such recognition may be terminated by the organisation concerned or by a simple majority vote at a Council Meeting or a meeting of the Board of Trustees.

12. Such Youth Fora shall:
 - be representative of young people in a manner that includes the involvement of young people from a wide variety of youth organisations;
 - be run by an elected committee whose members shall not have reached their 26th birthday at their time of election;
 - be properly constituted;
 - agree to act in accordance with the equal opportunities statement as set out in this document whilst in contact with BYC.
13. Youth Fora shall be wholly independent of BYC but shall have the following rights of participation:
 - shall be eligible to attend meetings in accordance with section 5 (*Attendance at Meetings*) of this document;
 - shall receive BYC mailings;
 - organisations and/or individuals in membership of the youth forum shall be eligible to participate in conferences, seminars and other events organised by BYC, other than General Meetings and Council Meetings, if those individuals are not part of another organisation's registered delegation;
 - shall not be required to pay the annual subscription fee but shall be required to pay the full cost of registration fees and of other goods and services received, except at the discretion of the Board of Trustees;
 - such other rights as agreed by BYC from time to time.
14. If a recognised youth forum becomes a full member, it enjoys full membership rights and voting entitlements as defined in section 5 (*Attendance at Meetings*). This is subject to the forum joining and paying the membership fee.

Applying for Membership

15. The Board of Trustees is responsible for ensuring that BYC has an established system for approving applications for membership.
16. A membership application shall be presented to the Board of Trustees at the earliest opportunity. The Board of Trustees shall vote on all applications for membership, and shall require a two-thirds majority vote of the Board of Trustees to admit an organisation as a member. If the Board of Trustees accepts the organisation into membership, it shall be invoiced immediately and enjoy full rights from when BYC receives payment.
17. Organisations applying for membership may make available to members of the Board of Trustees information on their aims, objectives and work, any other information pertinent to the applicant's submission for membership.
18. The Board of Trustees shall inform the Annual Council Meeting of those organisations that have initiated or terminated membership during that year.

19. Full membership may be terminated according to the procedures set out in the Article 10 of the Articles.
20. Admission to associate membership shall be in the discretion of the Trustees. Associate membership may be terminated by the passing of a resolution at a meeting of the Board of Trustees that the member be expelled on the grounds continued membership is harmful to or is likely to become harmful to BYC.
21. Youth Fora may cease to be recognised by the passing of a resolution by a two-thirds majority at either a Council Meeting or meeting of the Board of Trustees.

4. Meetings

1. BYC shall have the following meetings,
 - General Meetings convened in accordance with the Companies Acts and the Articles (as supplemented by these Rules);
 - Council Meetings convened in accordance with these Rules.
2. All meetings and any surrounding scheduled activities shall be conducted in a non-intimidating manner in which all delegates should feel free to participate. All meetings shall be held in a venue that is accessible to all delegates. All business sessions shall be non-smoking and there shall be no consumption of alcohol.
3. The agenda for each Council Meeting shall include the following items:
 - business items as specified in this Rule Book in relation to each type of meeting;
 - training and information for delegates;
 - meetings of the separate groups as specified in the section on Equal Opportunities;
 - other items as appropriate.
4. All documents for meetings shall be written in plain English, and will be available in alternative formats as required
5. The quorum for any General Meeting or Council Meeting shall be 50% plus 1 (rounded down) of delegates that have registered to attend the meeting.
6. All General Meetings and Council Meetings shall adopt and use the Standing Orders, as laid out in Section 10 during the conduct of that meeting.

Annual Council Meeting

7. The business conducted at the Annual Council Meeting shall include:
 - receiving the accounts of the Council for the previous financial year;
 - receiving the Trustees' report on the Council's activities since the previous Annual Council Meeting;
 - accepting the retirement of those Trustees who wish to retire or who are retiring by rotation;
 - electing Trustees to fill the vacancies arising;
 - noting the re-appointment of auditors (if appropriate);
 - conferring on any individual with their consent the honorary title of President;
 - discussing and determining any issues of policy relating to the internal operations of the Council such as organisation's finances, human resources and child protection policies.

Council Meetings

8. BYC shall normally have no less than one and no more than two Council Meetings in addition to the Annual Council Meetings, in a twenty four month period.
9. The purpose of a Council Meeting shall be:
 - to discuss, ratify, and note the lapse of, BYC policy (if submitted);
 - to elect members to an ad-hoc working group (if proposed by the Board of Trustees);
 - to discuss any emergency motions.
10. Members will be entitled to send delegations (where appropriate) in line with their entitlement as outlined in section 5 (*Attendance at Meetings*) of this document.

Delegates

11. As provided for in section 3.7, full members are entitled to send voting and observer delegates to General Meetings and Council Meetings in accordance with section 5.1.
12. Voting delegates are entitled to vote and speak at meetings. Each delegate has one vote.
13. Observer delegates have the same speaking and attendance rights as full voting delegates, but have no vote.

Voting at Council Meetings

14. Save for during elections, or other votes by secret ballot, the person occupying the chair at Council shall not exercise a vote.
15. A simple majority shall be where the number of votes in favour of a motion is greater than the number voting against. A two thirds majority shall be where the number of votes in favour is equal to or greater than double the number of votes against.
16. Only delegates who are registered as voting delegates can cast votes in motion debates and elections. Observer delegates shall have the same speaking rights as voting delegates but they shall have no vote.
17. Each delegate is entitled to one vote.
18. Full voting delegates shall not be over 25 years of age unless a member of a committee to which they were elected when 25 or under.

5. Attendance at Meetings

1. Members shall be entitled to be represented at General Meetings and Council Meetings as follows:

- i. Full member organisations shall be entitled to send as observer delegates up to 50% plus 1 (rounded down) of their voting delegate entitlement. The number of voting delegates to both General Meetings and Council Meetings as set out below:

Member organisations with a membership of	Number of delegates	Number of observers
up to 999	2	2
1,000 to 9,999	3	2
10,000 to 19,999	4	3
20,000 to 49,999	5	3
50,000 to 99,999	6	4
100,000 to 199,999	7	4
200,000 to 299,999	8	5
300,000 to 399,999	9	5
400,000 and over	10	6

- ii. Recognised Regional Youth Fora shall be entitled to send 5 **voting delegates** to a Council Meeting and 5 **observer delegates (but no voting delegates)** to a General Meeting;
- iii. Recognised National Youth Fora shall be entitled to send 10 **voting delegates** to a Council Meeting and 10 **observer delegates (but no voting delegates)** to a General Meeting;
- iv. full members of the Board of Trustees (but not co-opted Trustees) as **voting delegates**;
- v. Honorary Presidents as **observer delegates**;
- vi. all associate members attend as **observer delegates**. Associate member organisations shall only be entitled to send up to two representatives.
- vii. co-opted members of the Board of Trustees as **observer delegates**
- viii. full and co-opted members of sub-committees as **observer delegates**;
- ix. members of any ad-hoc committees or working groups as **observer delegates**.
2. In order to determine the correct voting delegate entitlement, each member organisation shall send to the BYC a return stating their current level of membership not later than 60 working days prior to the relevant meeting.

3. All bodies specified above shall provide the names of their delegates and only those voting delegates whose names have been provided to BYC before the relevant meeting shall be entitled to vote at the meeting.
4. The Board of Trustees may invite guests to a meeting. Such guests shall have no vote and may only speak with the permission of that meeting.

6. Equal Opportunities

1. BYC shall ensure that all its activities and members abide by its equal opportunities statement and policy. All BYC trustees, volunteers and staff have a duty to abide by and ensure its adherence.
2. BYC's equal opportunities statement consists of the following: "The British Youth Council (BYC) is committed to the implementation of equal opportunities throughout its work. In its meetings, activities, services and as an employer, no person shall be discriminated against. This shall be regardless of race, gender, sexual orientation, national or ethnic origin, physical, sensory or learning disability, political or religious beliefs, responsibilities for dependents, marital status, socio-economic background, HIV status, trades union activity, migrant status or on any other grounds that cannot be justified through the policy of the council.
3. BYC affirms that it has a role in combating discrimination throughout society, as all forms of discrimination form a barrier to participation. It also calls upon its member organisations to actively address and positively support these issues within their own structures.
4. As part of its commitment to equal opportunities, BYC shall ensure that the following groups of young people have the opportunity to meet separately at meetings and conferences and at other events organised by BYC if appropriate/possible:
 - Young black and ethnic minority people;
 - Young disabled people;
 - Young LGBT people;
 - Young people of faith;
 - Young women.

7. Policy

1. Policy shall be discussed at Council Meetings of BYC. Proposals for policy shall be submitted as motions by either member organisations or **by** the Board of Trustees.
2. Motions for BYC policy shall be submitted to either:
 - create new policy;
 - amend existing policy.
3. BYC shall record all policies passed at Council Meetings that have not lapsed, in a Policy Document. The Policy Document (Youth Manifesto) shall indicate what year a policy was created, and retained (i.e. not lapsed but extended).

Online Voting

5. Online referenda can be held between ACMs to update the rolling manifesto in addition to the procedure for doing so at Annual Council Meetings. This shall apply to:
 - the adoption of a single policy motion;
 - resolving motions which were ruled out of time at an ACM; or
 - the subsequent prioritising of campaigns.
6. The minimum threshold for a valid online vote will be 30% of eligible delegates registered at the time of the vote. All referenda will be conducted through a secure website designated for this purpose. Member organisations are responsible for informing the Chief Executive (or their nominee) of the details of their voting delegates.

Policy Response

7. In between Council meetings, non-contentious policy lines (consistent with existing policies and values), may be determined in response to current events and media enquiries under procedures set by the Board. These positions would be included in the BYC Manifesto submitted to ACM.

Policy Lapse / Update

8. The policy of BYC shall lapse (cease to exist) two years after it was last adopted at a Council Meeting unless otherwise decided.
9. The Board of Trustees shall consider all the policies due to lapse and any other policies which they consider to have become inaccurate or other in year policy responses, and circulate to member organisations prior to a Council Meeting with a report recommending one of the following:
 - that the policy should lapse;
 - that the policy should be retained intact;
 - that the policy should be updated as recommended;

- that the policy should be composited (put together) with a similar policy also due to lapse as recommended;
 - that the lapse should be deferred for one year.
10. In the case of a part of a policy which the Board of Trustees considers inaccurate or out of date they must consider whether specific amendments are proposed to the Council Meeting or if general updating of that policy is required;
 11. Any member organisation may object to a Board of Trustees' recommendation. The deadline for such objection shall be set by the Council Meeting Sub Group (including the CEO). There shall be a short debate on each objection to the report. Objections need to be carried by a simple majority.
 12. In addition to member organisations, the Board of Trustees may propose amendments to or deletions of existing policies. There shall be no restriction to the number of amendments or deletions a member organisation or the Board of Trustees may propose. Such amendments shall have the same deadlines as policy motions. They may be composited by Council Meeting Sub Group and amended subject to the same rules as for Motions.

Motions

13. Two types of motions may be submitted to Council Meetings:
 - Ordinary motions; or
 - Emergency motions.

Ordinary Motions

14. Ordinary Motions shall only be discussed at Council Meetings which relate to BYC policy. An ordinary motion shall be:
 - a motion which amends existing policy of the Council; or
 - a motion which creates new policy of the Council.
15. Member organisations and the Board of Trustees may submit up to three ordinary motions and any number of amendments to ordinary motions; each ordinary motion may not exceed 500 words, each amendment may not exceed 300 words. The Council Meeting Sub Group shall composite motions submitted and statements developed through events in the year.
16. If, in the opinion of the Council Meetings Sub Group, the number of ordinary motions submitted is unlikely to fit into the time allocated for the discussion of ordinary motions a priorities ballot shall be held in advance of the Council Meeting, using the single transferable vote method in accordance with the Election Regulations. The Board of Trustees may prioritise one topic for discussion if it feels necessary. This must concern an issue of financial, administrative or organisational concern.

17. The Council Meetings Sub Group shall decide:
 - the order and inter-relationships of amendments;
 - any compositing of ordinary motions; and
 - whether an ordinary motion should be treated as an amendment to existing BYC policy; and in the case of an ordinary motion that is partly in one category and partly in another, that the two parts should be dealt with separately.
18. These decisions shall be subject to the approval the meeting at the start of the debate on the motion. The Board of Trustees may also make grammatical and spelling changes to ordinary motions and amendments, subject to the agreement of the motion's proposer.
19. The proposer of an amendment to an ordinary motion may withdraw that amendment without seeking the meeting's agreement.

Emergency Motions

20. Member organisations or the Board of Trustees may submit up to two emergency motions at each Council Meeting. The Board of Trustees may also submit an emergency motion if it concerns the running of General Meetings or Council Meetings or the Rules of the Council. Each emergency motion must not exceed 300 words. The deadline for emergency motions shall be set by the Meetings Sub Group.
21. Emergency motions must concern an issue that has arisen since the deadline for ordinary motions. Amendments may not be taken on emergency motions.
22. The Council Meetings Sub Group shall decide whether an emergency motion should be treated as an amendment to BYC policy; and in the case of an emergency motion that is partly in one category and partly in another, that the two parts should be dealt with separately. This decision shall be subject to the approval of the meeting at the start of the debate on the emergency motion.

Procedure before Meetings

23. The date of meetings shall normally be announced 12 months in advance. At least 28 working days prior to the start of the meeting the Chair shall send out notice of the meeting and invite agenda items, committee nominations, and when appropriate amendments to BYC's rules and ordinary motions and shall request names of delegations to the meeting.

24. All agenda items shall be sent to member organisations before the meeting. These shall include:
 - the agenda;
 - Board of Trustees composites;
 - amendments to existing BYC policy;
 - Board of Trustees Plans;
 - submitted amendments to BYC's rules;
 - objections to delegate entitlement;
 - Board of Trustees and working group reports.
25. The deadline for the submission of policy motions and subsequent amendments to policy motions and the Board of Trustees' Plan together with emergency motions, and objections to delegate entitlements and the Board of Trustees' policy lapse recommendations shall be set by the Council Meetings Sub Group.
26. An objection to delegate entitlement must be carried by a two thirds majority to be sustained.

Procedure during a Council Meeting

27. A member of the Board of Trustees shall chair Council Meetings, except for elections which the Returning Officer shall chair. When there is a vote during a meeting a member of Board of Trustees shall take the chair. A member of the Council Meeting Sub Group shall act as an aide to the chair. A member of staff or someone delegated by the Board of Trustees shall take minutes.
28. For each motion (at a Council Meeting) or other item of business, the normal order of speeches shall be as follows:
 - A speech in favour of the motion or item of business, which shall normally be from the proposing organisation;
 - Additional speeches, which may be for or against the motion or item of business, or which may be just for information;
 - A summation in favour of the motion or item of business, which shall normally be from the proposing organisation;
 - The vote on the motion or item of business.
29. Where there are approximately equal numbers of speakers for and against the motion or other item of business, the Chair shall endeavour to alternate between speeches for and against.
30. If any amendments have been submitted, they shall be dealt with after the initial speech in favour the ordinary motion to which they relate. The procedure for each amendment shall be as that for a motion. Once all the amendments have been dealt with the proceedings shall return to speeches on the motion as amended.

31. Upon the advice of the Council Meetings Sub Group the Chair shall have the power to limit the number of speeches on a motion or other item of business.
32. Speeches shall last no longer than 5 minutes. Summations shall last no longer than 2 minutes. Upon the advice of the Council Meeting Sub Group, the Chair shall have the power to limit the length of time of speeches beyond those limits already stated.

8. Positions

1. The Council shall have the following positions that are filled by an election:
 - Honorary President;
 - Trustee.

Honorary President

2. An Honorary President shall be a Member of Parliament. BYC shall elect three Honorary Presidents at the Annual Council Meeting, one from each of the three largest political parties in the House of Commons. These shall be elected in accordance with Section 11 and shall serve for a renewable period of one year.
3. In the event that re-open nominations is elected for any of the Honorary President positions, the decision of who shall fill the vacancy passes to the Board of Trustees. When required to decide upon an Honorary President, the Trustees shall take into account the views expressed by the membership and candidates who featured in the original election shall be excluded from consideration. The decision of the Board of Trustees is final.

Trustees

4. BYC shall have trustees who are legally responsible for the charity. They shall be elected or selected in accordance with the Election Regulations (section 11 of this Rule Book). They shall carry out their role and duties in accordance with BYC's Memorandum, Articles of Association, and Rule Book, in addition to the relevant law, and the guidance of regulatory bodies. Subject to any procedures set out in the Articles, trustees shall conduct their business according to the procedures stated in section 9 of this Rule Book.
5. The Trustees are also directors for the purposes of company law. All appointments of trustees shall be notified to Companies House and the Charity Commission accordingly. Only people who are eligible to serve as trustees and directors by the law of England and Wales shall be eligible for appointment to the Board of Trustees.

6. The Board of Trustees shall consist of a total of 13 positions; Two officers – elected every two years; eleven ordinary members – selected every three years.
7. The two officer positions, collectively known as BYC Officers, shall be: Chair; Treasurer.
8. The Chair and Treasurer shall be elected at an Annual Council Meeting. Unless an incumbent retires before the end of their term, there will be an election of either the Chair or the Treasurer at each ACM.
9. Only individuals who have been a Trustee of the British Youth Council, or of a charity deemed by the Search Group (or successor Committee) to be comparable, for at least one year prior to the submission of their application, are eligible to stand for the position of Chair.
10. Only individuals with demonstrable financial management or accountancy experience are eligible to stand for the position of Treasurer.
11. Of the eleven ordinary members, six shall be elected by a vote of the charity's membership organisations and five shall be appointed by the People Committee. This shall be on a rotating basis, such that each year two ordinary members shall be elected. For two years in any three-year period, the Board shall appoint two trustees in each year. In the remaining year, the Board shall appoint one trustee. All appointed trustees shall serve for a term of three years from the date of their appointment.
12. A single individual may serve a maximum of two terms in the same officer role. A single individual may serve a maximum of two terms as an elected ordinary member and one term as an appointed ordinary member.
13. The Board shall appoint from among its number a Deputy Chair who shall support the Chair for a one year term. They will not be an officer of BYC but will remain an ordinary member.
14. The position of Chair shall be eligible for remuneration at a rate to be agreed by the Board of Trustees, with the rate to be published by the Board along with the role and person specification for the position of Chair in advance of the opening of nominations for the role.

Deputy Chair

15. The Deputy Chair shall deputise for the Chair at the Chair's request. They shall support the Chair as and how the Chair may reasonably request.

Vacancies

16. In the event that the Chair departs their post before the end of their term, the Deputy Chair shall become care-taker of the role as Acting Chair until a by-election, which shall be organised as soon as possible.
17. In the event that an ordinary trustee, elected or appointed, departs their post before the end of their term, the Board may co-opt an individual into the position before filling the position at a by-election during the next board recruitment round.

Responsibilities

18. BYC's Board of Trustees shall have the following collective responsibility;
 - to set the vision, mission, values and objectives of the ~~organisation~~ charity;
 - to develop the strategic direction of the ~~organisation~~ charity;
 - to establish and monitor policies necessary for the proper governance of the charity's activities;
 - to ensure that BYC operates in accordance with its governing documents, and is accountable to its regulators, funders, members and beneficiaries;
 - to maintain oversight of the management of the charity's financial and other resources;
 - to appoint and support the Chief Executive;
 - to maintain oversight of risks faced by the charity;
 - to have regard for how the charity contributes to public benefit;
 - to act on behalf of BYC as a decision making body in line with the policy and mandates set in Council Meetings;
 - to appoint from its members and from member organisations, representatives to other committees and external organisations;
 - to ensure suitable representation of the Council to other bodies;
 - to promote BYC to external organisations, acting as spokespeople as necessary, and to review and develop partnerships with other organisations;
 - to admit organisations into membership
 - to regularly appraise their own work, delegating responsibility to committees where necessary

Meetings

19. The Board of Trustees shall meet at least six times in any one calendar year. An emergency meeting of the Board of Trustees may be called at no fewer than seven days notice by the Chair, Treasurer or by two ordinary members of the Board as per Article 66 of the Articles of Association.
20. The Chair shall normally preside at all meetings of the Board of Trustees. If the Chair is prevented from attending, the Deputy Chair (if appointed) shall preside. If neither the Chair nor the Deputy Chair are present, those trustees present shall elect one from among their number to preside at that meeting.

21. The Chief Executive, and the Secretary (if appointed) shall have a standing right of attendance at all meetings of the Board and any committee. They shall not have a vote. Other persons may attend for the discussion of particular items at the invitation of the Chair. Such persons shall not have a vote.
22. The Board may designate certain items as closed confidential. Any closed confidential session is to be attended by trustees only.
23. The quorum necessary for the transaction of business of the Board of Trustees shall be one-third plus one of the total number of trustees on the date of the meeting.
24. At Council Meetings and General Meetings (subject to the members' rights to appoint proxies at General Meetings), a member of the Board of Trustees is only able to vote as an individual member of BYC and not as a delegate appointed by a member.

9. Committees and Officers

1. The Board shall have standing committees necessary for the proper and efficient conduct of its business. These committees act with delegated authority from the Trustees under Articles 26 to 28 of the Articles of Association. The Board may also establish ad hoc committees, which are constituted for a fixed period of time and for a specific purpose.
2. Any committee, whether standing or ad hoc, must have a defined membership and terms of reference.

General Statements of Principle for all Committees

3. Copies shall be kept of all agendas, papers and minutes of any committee. These shall be circulated to all members of that committee. Minutes of committee meetings shall be received by the Board at the earliest available opportunity.
4. The date, time and venue of all meetings shall normally be decided at a previous meeting of the committee. Not fewer than ten days' notice of the meeting shall be given to all members of the committee.
5. The quorum for any committee meeting shall be 50% plus 1 (rounded down), e.g. five people for a committee with nine members, of those members who can vote being present at the meeting.
6. If any committee member fails to attend two consecutive meetings without sending their apologies, they will be deemed to have resigned from that committee and an alternative member will be found.
7. Any or all voting members of any committee may be removed by a motion of no confidence, which must be submitted, by three full member organisations, 21 working days before the start of the Annual Council Meeting. The motion must be passed by a two-thirds majority at the Annual Council Meeting.
8. There is provision for any committee to include non-trustees in their membership. At no time should the number of non-trustees as full members of a committee exceed the number of trustees. In making appointments to committees, the Board should consider the skills and experience necessary to inform the committee's work; the benefit of involving young people; the charity's commitment to diversity. The appointment of external members of committees is for a period of three years, renewable once.
10. A committees may also invite any person(s) they feel are appropriate to attend their meeting (in full or for part of their meeting). That person(s) will not have a vote; their attendance is as an advisor.

BYC Officers

11. The Officers shall meet between each Board of Trustees meeting to monitor and co-ordinate the work of the organisation and to assist the Chief Executive. The Officers shall only make significant decisions when it is not feasible for the other committees to meet. The Officers shall present reports to each meeting of the Board of Trustees when they have made decisions between meetings.
12. If, in the opinion of the Board of Trustees, an officer is not fulfilling their obligations, it may recommend the termination of their office to the next Council Meeting.

Responsibilities

13. The Chair shall have the following responsibilities:
 - to oversee planning and preparation of Board meetings, the induction of Board members, and the ACM, working with others as appropriate;
 - to chair meetings of the Board, ensuring effective decision making;
 - to lead the board in all their statutory duties and in the development and achievement of BYC's strategy;
 - to act as line manager to the Chief Executive;
 - to maintain positive working relationships with all Board members, the Chief Executive, and where appropriate, with external organisations and the charity's staff, and members;
 - to seek external advice on behalf of the Board where necessary and appropriate.
 - to promote the charity through formal and informal networks
 - to lead the Board in its accountability to members, supporters, regulators, beneficiaries and funders for the performance of the charity;
 - to lead the annual review of the Board's performance and take steps to improve its performance;
 - other responsibilities as necessary.
14. The Treasurer shall have the following responsibilities:
 - to chair the Finance Committee;
 - to support the Chief Executive, and other staff where appropriate, with the financial aspects of their role;
 - to communicate financial information to the Board and assist them in understanding this;
 - to regularly report the financial position at Board meetings, including the balance sheet, management accounts, cash flow, and fundraising performance;
 - to oversee the production of the annual budget and propose its adoption at a meeting of the Board;
 - to support the board in ensuring proper records are kept and that effective financial procedures and controls are in place;
 - to advise on the financial aspects of plans, proposals and feasibility studies;
 - to lead on appointing and liaising with the auditors;
 - to propose the approval of the audited accounts to a Council Meeting;

- other responsibilities as necessary.

Finance Committee

Membership

15. The Finance Committee shall have the following members:

- Treasurer, who shall chair the sub-committee;
- The Chair or Deputy Chair of the Board;
- Two other members of the Board of Trustees;
- Up to two co-opted external members as appropriate.

Meetings

16. The Committee shall meet up to four times a year. The Treasurer may recommend additional meetings if necessary.
17. The Chief Executive has a standing right of attendance. They may also nominate an additional member of staff to attend meetings of this Committee.

Removal from Office

18. In addition to that stated in the general principles, a member of the Sub-Committee may at any time submit their resignation to the rest of the Sub-Committee.

Vacancies

19. In the event of vacancies occurring during the year, the Sub-Committee may co-opt members to fill the vacancies to serve until the next Annual Council Meeting. It must ensure that the size of the sub-committee does not exceed the agreed membership.

Responsibilities

20. The Finance Committee shall be responsible for:
- the developing and reviewing of the charity's policies on all financial and associated matters;
 - scrutinising the proposed annual budget and recommending it to the Board of Trustees for approval;
 - monitoring and reviewing membership fee levels and recommending changes for the approval of the Board of Trustees;
 - monitoring and appraising performance in respect of the charity's revenue generating activities; investments; property; assets; fundraising; sponsorship; and financial controls;
 - monitoring financial forecasting and planning;
 - sourcing and recommending to the Annual Council Meeting, the auditors for the charity;

- undertaking work delegated to it by the Board of Trustees;
- considering all decisions and recommendations made by the Board of Trustees, CEO and other committees which involve expenditure outside or beyond approved budget limits. Such considerations will be presented to the Board of Trustees who has ultimate responsibility for authorising such expenditure.

People Committee

Membership

21. The People Committee shall have the following members:
- Three members of the Board of Trustees, one of whom shall be Chair of the Committee;
 - The Chair or Deputy Chair of the Board;
 - Up to three co-opted external members as appropriate.

Meetings

22. The Committee shall meet up to three times a year. The Committee's Chair may recommend additional meetings if necessary.
23. The Chief Executive has a standing right of attendance.

Removal from Office

24. In addition to that stated in the general principles, a member of the People Committee may at any time submit their resignation to the rest of the People Committee.

Vacancies

25. In the event of vacancies occurring during the year, the People Committee may co-opt members to fill the vacancies to serve until the next Annual Council Meeting. It must ensure that the size of the People Committee does not exceed the agreed membership.

Responsibilities

26. The People Committee shall be responsible for:
- developing and reviewing the charity's policies on all matters relating to human resources, recruitment, and volunteer management;
 - all matters relating to the recruitment and induction of the Chief Executive;
 - the appraisal of the Chief Executive;
 - the appraisal of all Board members, Board advisors, and committee members;
 - recommending appointments to Committees;
 - maintaining a skills audit of the Board, and recommending particular skills to be sought in future Board recruitment;

- regular review of all governance arrangements, including oversight of changes to the Rulebook and periodical governance reviews;
- operation of selection process for all members of the Board;
- selecting external members of Committees and Board advisers;
- annually reviewing the role and person specification for trustees, officers, committee members and advisers, recommending changes to the Board of Trustees;
- ensuring that all Board and Committee positions are suitably advertised;
- considering all candidates (whether for election or appointment to the Board) fairly, based on skill-set and profile, strictly against an agreed role and person specification and in the context of the existing complement of the Board of Trustees;
- conducting interviews for candidates for Chair, Treasurer, and trustees. Recommend candidates with the appropriate skills to the Annual Council Meeting for election, or to the Board for appointment;
- ensuring that the Board and Committees reflect the diversity of BYC's membership.

Risk Committee

Membership

27. The Risk Committee shall have the following members:
- Three members of the Board of Trustees, one of whom shall be Chair of the Committee;
 - The Chair or Deputy Chair of the Board;
 - Up to three co-opted external members as appropriate.

Meetings

28. The Committee shall meet up to three times a year. The Committee's Chair may recommend additional meetings if necessary.

29. The Chief Executive has a standing right of attendance.

Removal from Office

30. In addition to that stated in the general principles, a member of the Risk Committee may at any time submit their resignation to the rest of the Risk Committee.

Vacancies

31. In the event of vacancies occurring during the year, the Risk Committee may co-opt members to fill the vacancies to serve until the next Annual Council Meeting. It must ensure that the size of the Risk Committee does not exceed the agreed membership.

Responsibilities

32. The Risk Committee shall be responsible for:
- the developing and reviewing of the charity's strategic risk register;
 - developing and reviewing policies relating to risk management, business continuity, information compliance, serious incident reporting and safeguarding;
 - advising the Board on risk tolerance and risk appetite;
 - maintaining oversight of complaints processes and procedures.

Council Meeting Sub Group

Membership

33. The Council Meeting Sub Group shall have the following members:
- Three members of the Board of Trustees, one of whom shall be Chair of the Committee;
 - Up to three members from BYC Member Organisations.

Meetings

34. The Committee shall normally meet twice a year. The Committee's Chair may recommend additional meetings if necessary.
35. The Chief Executive has a standing right of attendance.

Removal from Office

36. In addition to that stated in the general principles, a member of the Council Meeting Sub Group may at any time submit their resignation to the rest of the Council Meeting Sub Group.

Vacancies

37. In the event of vacancies occurring during the year, the Council Meeting Sub Group may co-opt members to fill the vacancies to serve until the next Annual Council Meeting. It must ensure that the size of the Council Meeting Sub Group does not exceed the agreed membership.

Responsibilities

38. The Council Meeting Sub Group shall be responsible for:
- the preparation of all Council Meetings;
 - evaluation of previous Council Meetings;
 - ensuring that Council Meetings are suitably chaired and supported.

Ad Hoc Committees and Working Groups

39. The Annual Council Meeting or Board of Trustees shall create additional ad-hoc working groups as and when the need arises.

40. The terms of reference of ad hoc committees or Working Groups shall be as defined in the motion submitted to either the Annual Council Meeting or Board of Trustees.
41. Ad hoc Committees and Working Groups shall be responsible to, and report all acts and proceedings to the Board of Trustees.

Committee Reports

42. At the Annual Council Meeting the Board of Trustees shall present a final report of the Council's work of the previous year.
43. Members of the Board of Trustees or working groups may be censured individually, as a group or as a whole for a specific area of work during the consideration of the committee's report by Council where a delegate, with the support of five voting delegates may propose a motion of censure. Motions of censure must be passed by a simple majority. The committee chair, the individual concerned or a person nominated from amongst the group concerned shall have first refusal on the speech against.
44. If a motion of censure on an individual or group is successful it shall result in the removal of responsibility for that area of work. The area of work will be passed to the Board.

10. Standing Orders

1. The standing orders listed below shall apply to all BYC meetings.

Points of Order

2. A Point of Order is a request for a specific action. Unlike a motion it does not require a vote, or a speech in favour or against.
3. Points of Order have precedence over all other business except they shall not be raised during a speech or vote unless they relate to that speech or vote. Points of Order shall take priority in the following order:
 - a request for a quorum count;
 - a request for a ruling or interpretation;
 - a request for a count of votes;
 - other points of order relating to the procedure of the meeting.

Procedural Motions (PMs)

4. Procedural Motions (PMs) are a specific set of motions that call for a specific action to be taken during a meeting. They can be raised during a meeting, except during a speech or vote unless they relate to that speech or vote.
5. The following Procedural Motions may be moved at any time but shall have priority in the following order:
 - PM1:** to remove the present Chair;
 - PM2:** to overturn the Chair's ruling;
 - PM3:** to adjourn the meeting for a specified period of time;
 - PM4:** to suspend a specified Standing Order for a specified period of time;
 - PM5:** to alter the agenda in a specific way to allow consideration of an issue;
 - PM6:** to refer the matter under consideration to a specified body or person for further consideration;
 - PM7:** that the matter under consideration be deferred to later in the meeting or to a later meeting, as specified;
 - PM8:** to issue a specific instruction to the Chair or another body, such instruction shall not contradict the Memorandum and Articles or the Rules of the organisation;
 - PM9:** to hold a vote on the motion, amendment, or part as it now stands;
 - PM10:** to take the motion or amendments in parts, as specified;
 - PM11:** to allow a non-member of Council to speak;
 - PM12:** that the motion or amendment be withdrawn.
6. The procedure for raising procedural motions is as follows:
 - i. a member shall inform the Chair that they wish to move a Procedural Motion;
 - ii. the mover of the motion shall speak for the procedural motion;
 - iii. there shall be one speech against the procedural motion;

- iv. if procedural motion PM1 or PM2 is moved the Chair shall temporarily relinquish the chair and shall have first refusal of the speech against;
 - v. if procedural motion PM3, PM4 or PM5 is moved a member of the Board of Trustees shall have first refusal on the speech against;
 - vi. if procedural motion PM10 is moved a speech shall be taken in favour of the parts specified being taken separately from the remainder of the motion/amendment followed by a speech against.
 - vii. PM10 may only be moved immediately before the summing speech. If carried, one speech against and one speech in favour of each part shall be taken before the vote;
 - viii. a vote shall be taken on the motion.
7. PM2, where it challenges a ruling on interpretation of the rules, PM3, and PM4, need to be carried by a two-thirds majority. All other procedural motions need to be carried by a simple majority.

11. Election Regulations

Election Regulations for Trustees

1. The following regulations shall apply to elections for the Chair and Treasurer, and the six ordinary trustee positions elected by the membership organisations, all of which shall take place at the Annual Council Meeting.
2. The deadlines for nominations are as specified by the Search Group (or successor committee) and shall be circulated not fewer than 60 working days before the Annual Council Meeting.
3. For the officer roles and six ordinary trustee positions elected by the membership, the Search Group (or successor committee) shall facilitate a shortlisting process to determine if candidates are eligible and suitable, according to standards agreed by the Board, to proceed to hustings and a live ballot at the Annual Council Meeting. They may conduct an interview with a candidate if they deem this necessary. All candidates deemed to be eligible and suitable shall proceed to the hustings and live ballot. The Search Group (or successor committee) may re-open nominations if, in its opinion and by reference to the standards agreed by the Board, it has not received at least one eligible and suitable candidate for each position to be filled by election at the forthcoming Annual Council Meeting. The ballot shall be overseen by the Returning Officer in line with these rules.
4. The Returning Officer shall normally be the Chief Executive though they shall have the power to appoint a substitute. BYC staff shall assist the Returning Officer in all aspects of elections.

Election Regulations for Honorary Presidents

5. Member organisations may nominate via online ballot up to three Members of Parliament, one from each of the three largest political parties in the House of Commons. All nominations shall proceed to the election at the Annual Council Meeting.

Nomination

6. The deadline for the nomination for Honorary Presidents and all officer and elected trustee posts shall be set by the Search Group (or successor committee).
7. Nominations shall be accepted if they fulfil the following requirements:
 - the consent of the candidate;
 - specification of the post(s) to be contested.
8. Except for Honorary Presidents, all candidates shall not have reached their 26th birthday, at the date of the election in which they are standing.
9. The People Committee Search Group (or successor committee) shall specify and notify candidates of the permissible format of written publicity. This publicity will be circulated to voting delegates in advance of the Annual Council Meeting. No other written publicity shall be permitted.
10. Candidates for election may withdraw at any time before the ballot. If this results in no candidate nominations for Officer roles these will be re-opened to determine a new shortlist. The election will be held on line and to be valid a minimum of 30% of the voting delegates registered at the time the ballot opens must vote. If 30% is not met all candidates names will go to the Board for a vote. If withdrawal of nominations for ordinary trustee roles are received leaving insufficient candidates, then those standing would still be put to ACM vote, and nominations re-opened to fill the remaining vacancies by online-election as above.

Hustings

11. Hustings shall be chaired by the Returning Officer and shall take place immediately before voting.
12. Candidates for election shall have an opportunity to put their case and then take questions from the floor at the Returning Officer's discretion. For the purposes of hustings speeches, candidates standing for election to any post may give their hustings speech in any language of their choice provided that they also give a translation of their speech in English.
13. Equal time shall be given to each candidate standing in the same election. The length of time allocated to each speech shall be determined by the Search

Group (or successor committee) and publicised by the Returning Officer prior to the hustings.

14. The nominator of each candidate for Honorary President shall put forward their case.

Voting

15. All voting shall be secret, using a ballot form, except for the election of Honorary Presidents, which shall be by a show of hands.
16. In all elections there shall be a re-open nominations option to be treated as a normal candidate.

The Count

17. Votes for each election shall be counted in accordance with the form of Single Transferable Vote as recommended by the Electoral Reform Society with the exceptions that if a re-open nominations option is elected nominations shall be re-opened immediately for the vacant places.

The Result

18. The Returning Officer shall declare the results of all elections during the relevant Annual Council Meeting. The full results shall be circulated to member organisations in a subsequent mailing.
19. Complaints about the conduct of elections shall only be considered within two weeks following the election, and shall be made to the Returning Officer in writing, in the first instance. The Returning Officer shall re-count the election and if the complaint is still valid it shall be referred to Board of Trustees.
20. After the close of the relevant Annual Council Meeting, any further disputes may be put in writing to the Board of Trustees whose ruling shall be final.

12. Staff

1. The Board of Trustees shall appoint a Chief Executive and such additional staff as it may deem necessary. Members of staff, not being members of the Board of Trustees, shall have no voting rights at BYC meetings (but this does not prevent them being appointed as a proxy by the member in accordance with the Articles).

13. Finance

1. BYC shall be responsible for the financing of its own work. It shall set the annual contributions of its members at the Annual Council Meeting (which shall be held before 31st October). All such contributions shall be due on the 1st of April of the subsequent year. The Treasurer shall notify each member organisation of the amount due before 31st October after the Council fixing the annual contributions of its members.
2. The Treasurer shall submit to the Annual Council Meeting audited accounts of the preceding financial year.
3. In exceptional circumstances of financial difficulty, the Board of Trustees shall have the power to waive part or all of the contributions due. All requests for such action from member organisations shall be made in writing to the Treasurer.
4. All such requests shall be considered by the Board of Trustees. The Treasurer shall notify member organisations with such requests of the Board of Trustees' decision at least 14 working days prior to the Annual Council Meeting.
5. The Treasurer shall notify all member organisations that have outstanding debts to BYC of the sum outstanding at least seven days in advance of any Council Meeting. All member organisations which have not paid the final contributions due from them by 5.00pm on the Friday prior to that meeting shall have their right to vote at Council Meetings suspended. The right shall be restored once payment of the contribution is made. An outstanding debt shall be defined as any payment for which an invoice has been presented to the organisation more than 60 working days previous to the start of that meeting.

14. Dissolution

1. BYC may be dissolved by a resolution passed by at a General Meeting convened for that purpose, as laid out in clause 8 of the Memorandum of Association.
2. The resolution shall give instructions for the disposal of any assets held by or in the name of BYC subject to the restrictions of clause 8 of the Memorandum.

15. Interpretation

1. The organisation and procedure of BYC shall be governed by:
 - BYC's Memorandum and Articles of Association;
 - The Procedures laid out in these Rules.
2. The documents shall take precedence in the order listed above.
3. Amendments to this document (Rules) must be passed by a two-thirds majority at a Board of Trustees meeting. No amendment shall be made which would have the effect of causing BYC to cease to be a charity in law.
4. All matters relating to elections including the meaning and effect of any part shall be decided by the Returning Officer. In all such matters the decision of the Returning Officer shall be final and shall not be open to challenge.
5. If a question as to the interpretation of any part of this document arises during the course of any BYC meeting- not including meetings of the Officers, where the question shall be decided by the Chair of that meeting-, then that question shall be decided by the Chair of that meeting and the CEO acting together.
6. The decision of the Chair (with the CEO as appropriate) on the interpretation of any part of this document shall be final and shall not be open to challenge, subject to the Standing Orders.
7. Any member, the Board of Trustees, any of the other BYC sub-committees or working group or any member of these bodies may at any time, except during the course of a General Meeting or Council Meeting, refer any question relating to the meaning and effect of any part of this document to the Chair and the CEO. Any such reference must be made in writing.
8. The Chair and the CEO shall within one month of receipt of such a reference reply in writing giving their ruling which shall be final and which shall not be open to any challenge. The Returning Officer shall also send a copy of this reference and their ruling to the Chair who shall keep a record of all rulings on such references.
9. Such a ruling by the Returning Officer shall supersede any previous rulings on the same matter, which may have been made by the Chair of any meeting. Any ruling by the Returning Officer shall not have retrospective effect. The Chair of any meeting shall be bound to follow the ruling of the Returning Officer in any matter relating to the meaning and effect of any part of this document if such a ruling had been made before that meeting.
10. Any question, other than one relating to the interpretation of this document may be put to the Chair, who may at their discretion rule upon it. Any such ruling may be challenged as described in the Standing Orders.