



Youth Parliament
MAKING OUR MARK



UK Youth Parliament Rulebook

First Approved by the Steering Group in June 2023, Updated February 2024.

Welcome	4
UKYP Rulebook	5
The UK Youth Parliament Rulebook	6
Programme Governance	6
Changing the Rulebook.....	7
Current Version.....	7
UK Youth Parliament	8
UK Youth Parliament	9
British Youth Council	10
British Youth Council Membership	10
Membership (MYP).....	11
Summary	12
Members of Youth Parliament.....	13
Role Description	14
Removal of a Member	17
Deputies.....	17
Code of Conduct.....	18
Appropriate Behaviours.....	21
Party Political Neutrality.....	21
Social Media Policy.....	23
Debate Conduct	24
MYP Elections	25
Summary	26
MYP Elections	27
Candidate Eligibility	27
Election Guidance	27
Candidate Manifesto	28
Constituencies.....	28
Replacing a Member of Youth Parliament.....	29
UKYP Administration.....	30
Summary	31
Expectations of Bodies Supporting UKYP and MYPs	32
Term of Office	32
Seat Allocations.....	32
Seats and Constituencies.....	33
Allocation Consultation	33
Elections within the Programme.....	33
Returning Officer.....	34
Pre-Election Period (or Purdah).....	34
Equal Opportunities.....	35
Accessibility and Inclusion.....	35
Anti-Racism Language Guide.....	36
Delivery Across the Four Nations.....	38
Delivery Across the Four Nations of the UK.....	39
Devolution and Power Sharing.....	40
Steering Group (SG).....	42
Summary	43
Steering Group.....	44
Areas of Responsibility	45
Group Structure.....	47
Chair.....	47
Code of Conduct.....	48
Vote of No Confidence in a Steering Group Member.....	48
Voting and Quorum.....	49

Extending, Distribution and Selection Process for MYP Opportunities.....	50
Department of Culture Media and Sport	51
SG Elections	52
Summary	53
Candidate Eligibility	54
Term of Office	54
Election Guidance	54
By-Elections.....	55
Interim Members.....	55
Ensuring Representation.....	56
UKYP Meetings and Events	57
Attendance, Apologies and Deputising	58
Online Engagement	58
Inviting Guests to UKYP Meetings and Events	58
YouthCons	58
In-Person Training, Residentals and Other Meetings and Events.....	58
Make Your Mark.....	59
Make Your Mark.....	60
Focus Groups.....	61
UKYP Policy, Manifesto and Campaigns	62
UKYP Policy, Manifesto and Campaigns	63
Policy Process (Manifesto).....	63
Policy Votes (Manifesto).....	63
Manifesto	64
Advocacy	64
Priority Campaign and Campaigning.....	65
Collective Voice	65
Annual Conference.....	66
Annual Conference.....	67
Policy Year (Year One).....	67
Campaign Year (Year Two).....	67
The Big Debate	68
Rules for Managing the 'Big Debate' (Manifesto Debate).....	69
Policy (Non Manifesto)	70
Vote of No Confidence in Chair of the Debate.....	70
House of Commons	71
Summary	72
House of Commons Sitting.....	73
Structure of the Debate.....	74
Debate Leads.....	74
Debate Lead Additional Places Rota	75
Additional Speakers.....	76
Backbench Speakers	76
Year One.....	77
Year Two.....	77
Appendices	78
Allocation Ratios	79
UK Constituencies and Seat Allocations	80
Map of the UK's Regions and Nations	86
Welsh Constituencies	86
Northern Ireland Constituencies and Local Authorities.....	87
English Regions Breakdown.....	87
Scottish Regions Breakdown.....	88
Glossary.....	91

Welcome

This document sets out the rules and procedures governing the UK Youth Parliament, as well as providing information for those involved in running the programme. It includes guidance for Members of Youth Parliament, participating constituencies, British Youth Council staff and delivery partners.

This Rulebook has been written with young people over a number of years and has been revised by consecutive Steering Groups, who have ownership of the Rulebook, including its implementation and review. If MYPs ever have questions or concerns about any items of the Rulebook, or ideas of things which should be amended for the next programme, then they should speak to the Steering Group.

The UK Youth Parliament is an ever-evolving, inclusive programme that reaches people of all backgrounds, from every part of the UK and we hope that this document will help Members of Youth Parliament use their elected voice to bring about positive social change locally and across the UK through meaningful representation and campaigning.

Members of Youth Parliament gain a huge amount from being part of the UK Youth Parliament. It provides opportunities to learn how to work with different organisations and opportunities to work with people from different backgrounds. It can make people recognise how important it is to have a collaborative approach in advocacy, in campaigning and in education as well as being the platform for UK youth representation and it is the platform for championing local work.

We hope you enjoy your time with the UK Youth Parliament,

*Elicia Gareth Callum Ashleigh Emma
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01

**UKYP
Rulebook**

The UK Youth Parliament Rulebook

The Rulebook is the document that sets out the rules and procedures governing the UK Youth Parliament, as well as providing information for those involved in the running of the programme. It includes guidance for Members of Youth Parliament, local areas, British Youth Council staff and delivery partners. The Rulebook has been written with young people over a number of years and developed by consecutive Steering Groups. Any changes to the Rulebook can only be made with the approval of the Steering Group.

The UK Youth Parliament is an ever-evolving programme that reaches people from every part of the UK and we want the Rulebook to help Members of Youth Parliament use their elected voice to bring about social change through meaningful representation and campaigning.

Before they are able to begin their role, Members of Youth Parliament-Elect must agree to follow the Rulebook as part of the registration process following elections. In taking part in the programme, as part of the British Youth Council's Youth Voice Membership, bodies that support MYPs and elections must also agree to follow the Rulebook. If an individual or organisation doesn't agree to all of the rules outlined they will be unable to take part in the programme. Failure to follow the Rulebook will be seen as a breach of the BYC's code of conduct/membership agreement.

The rules outlined in this document should be seen as universal and final.

A member of the British Youth Council staff will be responsible for supporting the Steering Group and overseeing the governance of the programme. Questions about the Rulebook or interpreting rules should be directed to this individual to ensure consistency. This member of staff will also act as the author and designer of the Rulebook, but can only act with the approval of the Steering Group.

The British Youth Council will oversee the rules and ensure they are applied fairly across the work of the UK Youth Parliament and act as the referee for any disputes that may arise. As the only group who are able to make changes to the Rulebook, elected by MYPs to make changes on their behalf, the Steering Group may use their discretion to allow for adjustments to the rules as to not allow any external circumstances impede the work of the UK Youth Parliament but any changes require a majority of the Steering Group to agree.

Programme Governance

While the Rulebook is the governing document for the UK Youth Parliament, the Steering Group ensures that Youth Voice is at the core of the programme and acts as the governing body for the UK Youth Parliament.

The Rulebook should be seen as universal and final. All stakeholders must agree to and follow the rules outlined.

Any changes to the Rulebook can only be made following a majority vote by the Steering Group. This includes both full rewrites of the text and any adjustments the group sees fit to make.

The group is made up of one former Member of Youth Parliament from each nine regions of England and the three devolved nations of the UK, who have been elected by their region/nation to represent the views of Members of Youth Parliament at a UK level and act as the primary vehicle for Members of Youth Parliament to express their opinions on the direction and strategy of the UK Youth Parliament.

Key functions of the group are to ensure clarity of vision, ethos and strategic direction by working with the British Youth Council staff, delivery partners, volunteers, Members of Youth Parliament, stakeholders and other Steering Group members (SGs) around the UK as well as in their regions/nations.

The Steering Group's wide range of responsibilities include leadership, representation, campaigns, communications, policy, procedure, governance, events and peer support for MYPs. It ranges from building regional/national teams to motivate Members of Youth Parliament to participate in all aspects of the programme, co-facilitating workshops, speaking at events and sending out regular communications, to making improvements to how the programme is run and the experience of Members of Youth Parliament. They also act as ambassadors for the UK Youth Parliament and the British Youth Council.

For more information about the SGs, see the section '[Steering Group](#)'.

Changing the Rulebook

To ensure the Rulebook actively reflects the UK Youth Parliament programme and is updated based on the experiences of members and stakeholders, the Steering Group should actively encourage Members of Youth Parliament and other stakeholders to provide feedback on their experiences and make suggestions for future changes.

Any stakeholders can make proposals to change the Rulebook, the regulations governing the running of the UK programme. The Steering Group will agree the process to collect these proposals with the British Youth Council acting as the facilitators.

A working group will be established of SGs who are passionate about this extended body of text to go through all of the suggested amendments and decide which ones to take forward into a new draft Rulebook. Any changes to the Rulebook can only be made with the approval of a majority of the full Steering Group.

The Rulebook should be reviewed at least once per programme cycle (two years) and at any points where the programme is reviewed, such as grant renewals.

While a review should happen at least once per programme, the Rulebook can be reviewed and updated, with the agreement of the Steering Group, at any point.

To ensure consistency of understanding of the rules outlined, the Steering Group should be mindful about the frequency of updates to the Rulebook but also how changes are communicated.

Current Version

The current version of the UK Youth Parliament Rulebook is Version 2 of the 2023-2025 edition.

This edition of the Rulebook was first approved by the Steering Group in June 2023, following the latest grant agreement from the UK Government, and published as "2023-2025, Version 1". Version 1.2 was published shortly after and induced minor changes to the document's format.

In anticipation of the 2024-2026 MYP term of office starting, the Steering Group agreed changes to parts of the text during the Full Steering Group meeting in February 2024.

A full review and rewrite of the Rulebook is set to take place following the UK Government's grant renewal in 2025.



02

**UK Youth
Parliament**

UK Youth Parliament

The United Kingdom Youth Parliament (UKYP) is a programme that provides opportunities for 11-18 year olds to use their elected voice to bring about social change through meaningful representation and campaigning.

Commissioned by the UK Government, the British Youth Council manages the UK Youth Parliament and works with partner organisations to deliver the programme.

The UK Youth Parliament is made up of 203 constituencies and 395 seats. Each MYP represents up to 20,700 young people.

In total, the UK Youth Parliament and its members act as the democratically elected voice of the 6.2 million young people aged 11-18 who live across all of the United Kingdom.

Primarily, the UK Youth Parliament will ensure that the young people of the United Kingdom are given a voice on any issue that affects them, as laid out in Article 12 of the UN Convention on the Rights of the Child (UNCRC).

The Steering Group supports the delivery of UKYP, working with staff and volunteers from across the UK. The group is made up of one former Member of Youth Parliament from each region of England and the three devolved nations of the UK. Core functions of the Steering Group is to ensure clarity of vision, ethos and strategic direction holding leaders to account for the performance of the programme and its participants as well as making sure stakeholders are heard and members are supported.

Elections to the UK Youth Parliament take place every two years. The term of office for the UK Youth Parliament starts the 1st April and ends 31st March. Responsibility for elections is delegated to local authorities (or bodies acting on behalf or instead of a local authority) in England and Wales, the Scottish Youth Parliament in Scotland and

are directly run by the British Youth Council in Northern Ireland.

Members of Youth Parliament can be elected directly by constituency wide elections or via internal youth council elections, as long as the youth council is elected.

Once elected, Members of Youth Parliament meet with decision makers, organise events, run campaigns, make speeches, hold debates, and ensure the views of young people are listened to by decision makers. As well as being aged 11-18 years old, MYPs must live, work, be educated or volunteer in the constituency in which they stand for election for 14+ hours a week.

Any Member of Youth Parliament can set up a campaign, and any young person can support it and make a difference. The UK Youth Parliament and its members seek to influence policy and decisions that affect young people, at every level.

The UK Youth Parliament has a shared set of principles, conduct, commitment and expectations to ensure that members can effectively carry out their roles. If an MYP does not commit to the outlined role description in the Rulebook, they may be unable to continue in their role.

An MYP's duty is towards; the young people who voted for them, the young people who didn't vote for them and every young person in their constituency.

The UK Youth Parliament is an issue-based programme and members should ensure that the work of the UK Youth Parliament is not affiliated with any political party.

The Rulebook is the document that sets out the rules and procedures governing the UK Youth Parliament. Any changes to the Rulebook can only be made with the approval of a majority of the full Steering Group. Members and organisations taking part in the work of the UK Youth Parliament must agree to the rules.

British Youth Council

The British Youth Council is the National Youth Council of the UK. A youth-led charity that aims to empower young people aged 25 and under to influence and inform the decisions that affect their lives by bringing young people together and supporting them to find their voice and use it to improve the lives of young people, to get involved in their communities and democracy locally, nationally and internationally, making a difference as volunteers, campaigners, decision-makers and leaders.

The UK Youth Parliament programme is supported and delivered by the British Youth Council.

In 2011, the UK Government awarded the British Youth Council the right to run the UK Youth Parliament. Since then, the grant agreement has been renewed several times following consultation with Local Authorities and Members of Youth Parliament. The current grant from the UK's Department for Culture, Media and Sport (DCMS) runs from April 2023 to March 2025.

The programme is managed by a dedicated team within the British Youth Council, supported by the wider British Youth Council staff team and a range of delivery partners who work in the different regions and nations of the UK.

British Youth Council Membership

British Youth Council Membership for local authorities (Youth Voice Membership) includes access to the Youth Voice Programme, including participation in the UK Youth Parliament. Local authorities (or an organisation which the council has asked to support the programme) need to hold Youth Voice Membership with the British Youth Council in order to take part in the UK Youth Parliament programme, in England and Wales.

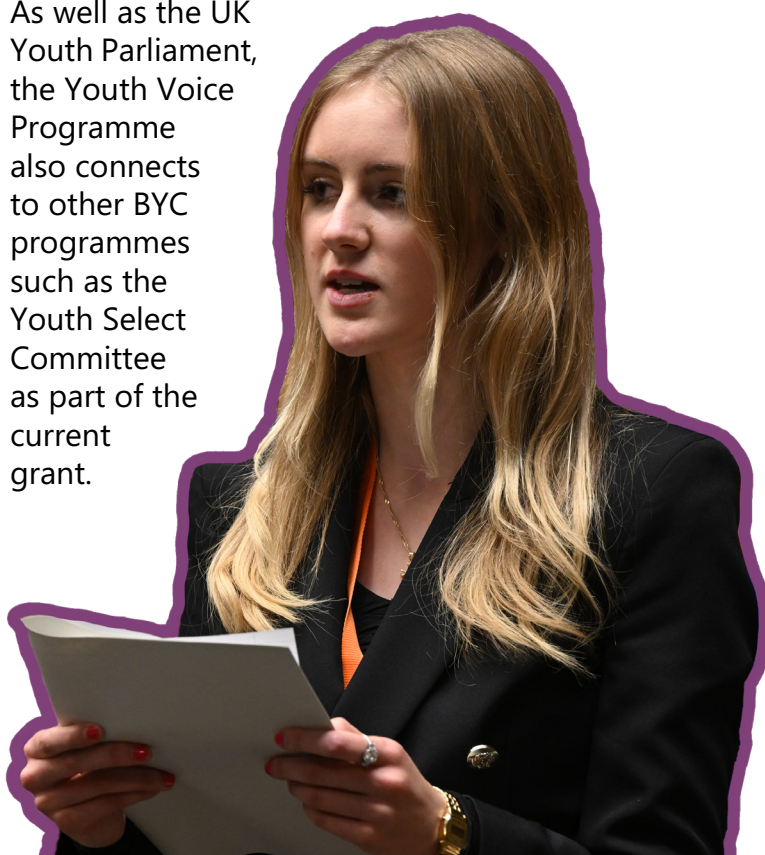
Membership to the Youth Voice Programme

is open to County Councils, Unitary Authorities, Metropolitan Borough Councils and London Boroughs. Membership is also open to organisations acting on behalf of or instead of one of these groups. Where a council decides not to take part in the UKYP programme, other suitable organisations may be able to facilitate the UKYP seats for the relevant area and take part in the BYC Youth Voice Membership offer.

Participation in the UK Youth Parliament is voluntary and organisations taking part should invest staff time (a minimum of one support worker is required) and resources to operate and support the work. Organisations must also agree to the UKYP Rulebook in order to be able to participate.

As part of their membership, there is an expectation on organisations to fully support young people's participation in all elements of the programme, as much as possible. This includes but is not limited to attending meetings and events, support for young people's progress, campaigns and consultation as well as telling the British Youth Council when personnel change so that BYC can ensure the information gets to the right person on time. A young person should never be out of pocket as a result of expenses taking part in the programme.

As well as the UK Youth Parliament, the Youth Voice Programme also connects to other BYC programmes such as the Youth Select Committee as part of the current grant.



03

Membership (MYP)

Summary

What does a MYP do?

MYPs meet with decision makers, organise events, run campaigns, make speeches, hold debates, and ensure the views of young people are listened to by decision makers.

Who can be an MYP?

To stand in a UKYP election, you must be aged 11-18 and live, work, be educated or volunteer in the area you stand for election for 14+ hours a week.

How many seats make up UKYP?

UKYP is made up of 203 constituencies and 395 seats.

How many people does an MYP represent?

Each MYP represents up to 20,700 young people (aged 11-18).

Does UKYP have deputies?

As part of a UK programme, there isn't a designated role for Deputy MYPs, however, the body that supports UKYP elections may choose to elect Deputy Member(s) and a young person can deputise for an MYP.

How long does a MYP term last?

MYPs have a two year term of office (apart from MYPs in Scotland who stand for an 18-month term).

When does an MYPs term start and end?

The UK programme is a two year programme. The term of office will run from 1st April to 31st March every two years.

Can an MYP be removed from office?

Yes - MYPs are expected to follow the role description and all the information laid out in this Rulebook. If an MYP fails to follow the rules or fails to show proper conduct and commitment to their role they may be removed from the programme.

Are MYPs party political?

No - UKYP seeks to represent no party-political view and the discussions are to be solely issue-based. MYPs need to be non-partisan when carrying out their role or when representing UKYP/BYC.

Can MYPs use social media as part of their role?

Yes - but they must follow the social media policy in the Rulebook.

What about school/college?

BYC will strive to ensure that an MYP's studies and school remain the priorities and that any voluntary work is complementary to their education or employment.

Members of Youth Parliament

Once elected, Members of Youth Parliament meet with decision makers, organise events, run campaigns, make speeches, hold debates, and ensure the views of young people are listened to by decision makers.

MYPs must be aged 11-18 years old. They must live, work, be educated or volunteer in the constituency in which they stand for election for 14+ hours a week. If they no longer meet the age or location eligibility criteria they must stand down. A member must stand down on their 19th birthday or if they no longer meet the eligibility criteria which are set out in the elections section of the Rulebook.

Any Member of Youth Parliament can set up a campaign, and any young person can support it and make a difference. The UK Youth Parliament and its members should seek to influence policy and decisions that affect young people, at every level.

The most important aspect of any Members of Youth Parliament's job is to make sure they represent the views of the young people in their constituency. The UK Youth Parliament is an issues-based programme that provides young people with a democracy opportunity to address topics that affect young people.

The UK Youth Parliament is made up of 203 constituencies and 395 seats. Each MYP represents up to 20,700 young people. The term of office for the UK Youth Parliament is two years.

In England and Wales, Members of Youth Parliament (MYPs) are elected every two years with elections taking place locally and are supported by local authorities (or other relevant bodies or third parties commissioned organisations on behalf of a local authority) who hold Youth Voice Membership with the British Youth Council.

In Northern Ireland, the British Youth Council runs UK Youth Parliament

elections directly in the 18 UK Parliament constituencies.

The term of office is different for Members of UK Youth Parliament in Scotland who stand for an 18-month term with the election process being facilitated by the Scottish Youth Parliament.

For more information, see the sections, 'term of office', 'seat allocations', 'elections' and 'delivery across the four nations of the UK'.

Once elected, Members should follow the code of conduct and commitments laid out in the role description. If an MYP does not commit to the outlined role description or code of conduct, they may be unable to continue in their role.

The body that supports Members of Youth Parliament on a local level holds the duty of care of all young people taking part in activities as part of the UK Youth Parliament programme, unless otherwise stated.

As an organisation working in the youth and voluntary sector, BYC believes there is a special responsibility to involve young people on a voluntary basis. The British Youth Council is aware of the particular issues young people face and will strive to ensure that, when involving young people, studies and school remain the priorities of the young person and that any voluntary work is complementary to their education or employment.

BYC will make special efforts to ensure that young people fully understand their rights as a volunteer and that BYC has policies and procedures that allow for the safety of young people involved in its work. As a membership organisation, the British Youth Council will work with key local stakeholders (such as local authorities) to ensure that the UK Youth Parliament is able to prioritise young people's skillset and welfare. It is an expectation of the local bodies that support the UK Youth Parliament to share these principles.

Role Description

The UK Youth Parliament has this shared set of principles, conduct, commitment and expectations to ensure that members can effectively carry out their roles.

When members register with the British Youth Council they also agree to what is outlined in the role description. If an MYP does not meet the expectations that have been outlined in the Rulebook or by the body that supports elections locally, they can be asked to stand down.

Once elected, Members of Youth Parliament meet with decision makers, organise events, run campaigns, make speeches, hold debates, and ensure the views of young people are listened to by decision makers.

The most important aspect of any Members of Youth Parliament's job is to make sure they represent the views of the young people in their constituency. The UK Youth Parliament is a democratic programme that is made up of young representatives. MYPs should support youth voices and actively engage with young people in their constituency, reporting back to them on a regular basis.

Members of Youth Parliaments' duty are towards; the young people who voted for them, the young people who didn't vote for them and every young person in their constituency.

The UK Youth Parliament will ensure that the young people of the United Kingdom are given a voice on any issue that affects them, as laid out in Article 12 of the UN Convention on the Rights of the Child (UNCRC).

The UK Youth Parliament is an issue-based programme and members should ensure that the work of the UK Youth Parliament is not affiliated with any political party (see the section '[Party Political Neutrality](#)').

Members are expected to promote the positive work of the UK Youth Parliament, attend and participate in events and meetings (from locally to UK wide) and members are also expected to feed into and vote on the UK Youth Parliament's policy process to create UK campaigns which they should support, following a democratic process, as part of the programmes collective voice.



Responsibility

- ✗ As representatives, a MYPs duty is towards; the young people who voted for them, the young people who didn't vote for them and every young person in their constituency. Members' choices and decisions should be informed by what their constituents believe.
- ✗ MYPs should identify, discuss, debate and address issues of concern to young people and identify how to make a positive change, at all levels, or resist unwanted change. Members should follow up on conversations, decisions and actions.
- ✗ Members should update the local youth voice vehicle or equivalent support structure and British Youth Council about their work.
- ✗ Develop and increase the representation of young people, to their benefit.
- ✗ Attend and participate in events and meetings, organise events, run campaigns, make speeches, hold debates, and ensure the views of young people are listened to by decision makers.
- ✗ At all times, members should act and communicate in a way that does not damage the reputation of the UK Youth Parliament or the British Youth Council.
- ✗ Members should respect and listen to the views of others, challenge discrimination and promote equal opportunities.
- ✗ Members of the Youth Parliament need to show party political neutrality when carrying out the role or when representing the Youth Parliament/British Youth Council.

Expectations

- ✗ Members should take their role and duty seriously when representing the UK Youth Parliament, British Youth Council or local youth voice vehicle.
- ✗ When members register with the British Youth Council they also agree to the content of the Rulebook and agree to the British Youth Council code of conduct.
- ✗ Members must engage with the local youth voice vehicle or equivalent support structure and must engage with the UK wide programme for the UK Youth Parliament. This includes maintaining regular contact with a worker, which includes answering and responding to emails, phone calls, texts and letters.
- ✗ Members should have and check communication channels regularly and respond to questions, consultations, meeting requests and anything else related to the role as a Member of Youth Parliament.
- ✗ When using official online groups and platforms, members should only post messages which are in accordance with the UKYP Rulebook and which conform to relevant British Youth Council policies on child protection and equal opportunities.
- ✗ If a member is unable to attend a meeting or event, they should send apologies in advance. Members should make an effort to make sure that they are up-to-date with information and actions from any meeting or event they have missed.
- ✗ Members need to ensure that the BYC or local area support staff are aware of media interviews prior to participating and members have consent to take part.
- ✗ It is a member's responsibility to report any difficulties with emails or communication to a support worker. Members must report any changes to contact details or problems receiving messages about UK Youth Parliament to a support worker and the British Youth Council. It is also a member's responsibility to report any changes in medical needs or dietary requirements.
- ✗ If a member wishes to have a social media presence as part of their role, they should use a separate social media profile for their role within the UK Youth Parliament (see section '[Social Media Policy](#)').
- ✗ Complete all forms in a timely manner.

Support

- ✗ The body responsible for supporting a Member of Youth Parliament locally should agree on the definition of 'regular' with the member as well as agree on what engagement with the local youth voice vehicle looks like.
- ✗ Members should be given regular notice and information about meetings and events.
- ✗ Local authorities (or equivalent body) should cover all transport costs to and from a member's home address to all meetings and events which relate to a Member of Youth Parliament's role. A Member of Youth Parliament should never be out of pocket as a result of expenses for carrying out the role.
- ✗ It should be recognized that members are volunteers and have other commitments outside of the role, such as education.
- ✗ The body that supports a MYP locally should also provide a support worker. This person should be an appropriate adult from the BYC member organisation and there is an expectation for this person or people to have regular contact with MYPs and attend all meetings and events, along with MYPs.
- ✗ BYC member organisations that take part in the UK Youth Parliament should have relevant safeguarding, child protection policies, etc. in place.
- ✗ The programme is managed by the British Youth Council and as well as a member's local support, MYPs should have access to a coordinator for the region/nation from the British Youth Council or delivery partner.
- ✗ Members should be able to receive appropriate training and accreditation opportunities.

Governance

- ✗ For some events, places will be limited or staff and transport costs too high, meaning they may not be available to all. In some cases, a member's commitment and achievements may be taken into consideration before agreeing on a member's attendance. This is with the exception of the Annual Conference and the House of Commons Sitting, which are offered to all elected MYPs.
- ✗ The programme is governed by the Steering Group and all members should be able to engage with their Steering Group representative for support, guidance and advice. It is through the Steering Group that Members of Youth Parliament are able to raise suggestions and issues about the management of the UK programme. The role of the Steering Group is one of strategic leadership and event delivery.
- ✗ The UK Youth Parliament is governed by the Rulebook.
- ✗ The UK Youth Parliament is part of the British Youth Council's Youth Voice Programme.

Removal of a Member

In order to be effective in their role, MYPs are expected to adhere to the role description, its shared set of responsibilities and expectations as well as all the information laid out in this Rulebook. If a member fails to follow the rules or fails to show proper conduct and commitment to their role they may be removed from the programme.

It is the aim of the British Youth Council to resolve issues via dialogue with all parties involved and the ultimate aim is to reach agreement via mutual understanding and favours a restorative approach to prevent problems having an impact on the future work of the UK Youth Parliament. All issues will be dealt with individually and on a case-by-case basis. This process is confidential between the British Youth Council, people involved and their support workers.

If an accusation is made that a MYP has broken a rule, as per the code of conduct, they may be asked to 'step down' from all their roles at the British Youth Council while the accusation/incident is being investigated. This is a suspension and means the member cannot attend any British Youth Council events, activities or meetings during this time. This also means the member can not represent the organisation externally.

If it is brought to the British Youth Council's attention that a member is not effectively carrying out their role then a coordinator will arrange a meeting with the Member of Youth Parliament and their support worker to ensure that the member has all the support and resources they need to carry out their role effectively with the aim of reaching a mutual agreement to move forward.

If a mutual agreement can't be reached as the Member of Youth Parliament doesn't agree with or fails to follow the rules outlined then they will be asked to stand down from the Youth Parliament.

If a member fails to engage with any aspects of the programme for an extended period of time then the body that supports elections locally may reach an agreement with the British Youth Council to contact a member and inform them that if they do not respond within seven days then that will be interpreted as their resignation. Before reaching this stage there is an expectation that the body that supports elections would have exhausted avenues to engage, including contacting guardians, and that any welfare concerns have been addressed.

The decision to remove a member can only be made with the agreement of both the British Youth Council and body that supports elections. A Member of Youth Parliament can make an appeal against this decision to the manager of the body responsible for the running of the elections. If the local complaints procedure has been exhausted without a satisfactory conclusion, then it may be escalated to the British Youth Council's UKYP programme manager.

Should an MYP be removed from the programme, the body that supports elections locally should see the section '[Replacing a Member of Youth Parliament](#)' in the UKYP Rulebook.

Deputies

Should a vacancy open for a Member of Youth Parliament seat, midway through a term of office, the body that supports elections in the constituency affected should refer to the section of the Rulebook titled "Replacing a Member of Youth Parliament".

The UK Youth Parliament does not have Deputy Members as there isn't a designated role for Deputy Members of Youth Parliament within the programme or a requirement from DCMS to create such a position.

Bodies that support UKYP elections may choose to elect Deputy Member(s) but this is a local decision and the British Youth

Council will class any Deputy Members of Youth Parliament as Youth Representatives, along with Youth Councillors, Young Mayors, Children in Care Council Members, etc. rather than as a collective group called "DMYPs".

Local areas should not register Deputy Members as part of the MYP registration process.

For UK events, such as the Annual Conference and House of Commons sitting, places are only for elected Members of Youth Parliament.

Where a Member of Youth Parliament is unable to attend a meeting or event, the constituency may choose to send a young person to deputise for them. If there is no Deputy Member of Youth Parliament, the local youth voice vehicle (e.g. the Youth Council) can select someone to deputise. Any area sending a young person to deputise for a Member of Youth Parliament to a British Youth Council meeting or event should speak to the British Youth Council beforehand.

Any person deputising for a Member of Youth Parliament must agree and follow the code of conduct and Rulebook. Any young person must be selected to deputise must meet the eligibility criteria for a Member of Youth Parliament.

Effects should be made to ensure that any young person who is deputising for a Member of Youth Parliament has all the needed information about any relevant meetings and events to ensure they can carry out the role effectively. When speaking at these events they should refer to themselves as deputising for a Member of Youth Parliament (as opposed to a Deputy Member of Youth Parliament).

Only some local areas choose to elect Deputy Member(s) and as a result it is important to make clear that these areas do not gain extra or increased opportunities as a result and that deputy membership is not

part of the UKYP programme.

Bodies that support elections cannot replace a member in order for another young person to be able to take part in UKYP activities. This process is commonly referred to as 'flipping' and it is not permitted under the Rulebook. The election guidelines are exclusively for electing Members of Youth Parliament.

Code of Conduct

Once elected, Members of Youth Parliament must agree and sign a Code of Conduct. This Code of the Conduct is for all young people representing the British Youth Council, whether it's as a volunteer, a participant or attending an event.

We have a Code of Conduct;

- ✗ To make sure all British Youth Council activities and events are safe and inclusive for young people, British Youth Council staff and others who may be there.
- ✗ So it is clear how we expect people to behave and how you can expect other young people and staff to behave towards you.

The Code of Conduct applies not only to face-to-face events, but also online events, digital interactions (texting, messaging, email, digital meetings) and any other activity where someone is representing the UK Youth Parliament or British Youth Council.

What the British Youth Council expects;

Young people must always;

- ✗ Treat everyone with respect and dignity
- ✗ Listen to others views
- ✗ Act as a positive role model
- ✗ Respect other young people's right to privacy – for example, do not share photos and people's names on social media without their permission.
- ✗ Help create an environment that encourages everyone to feel comfortable and confident.

- ✗ Be aware that others may misunderstand your behaviour and actions, even if you did not mean it that way. So act quickly to correct this if it happens.
- ✗ Be tolerant, you may be misunderstanding someone's behaviour because they have a particular lived experience.
- ✗ Report any behaviour which makes you feel uncomfortable or unsafe.

Young people should never;

- ✗ Be physically violent towards other young people or staff, this includes throwing objects, hitting, kicking or assaulting someone.
- ✗ Be verbally abusive towards other young people or staff. This includes being threatening or offensive, actively discriminating against others or making other young people feel they are less valid because of their ethnicity, class, gender, sexual orientation, disability, political views or heritage.
- ✗ Use inappropriate or demeaning language that purposefully puts people down.
- ✗ Sexually assault or threaten sexual assault to other young people or staff.
- ✗ Bring or use alcohol, illegal drugs or other reality altering substances when taking part in activities and residential.
- ✗ Engage in illegal or fraudulent activities when representing BYC or at BYC events.

As a volunteer or participant, we ask that you are publically respectful about the programme you are on and the British Youth Council.

What you can expect from the British Youth Council;

- ✗ All our staff will also uphold the Codes of Conduct and treat you with respect.
- ✗ We will challenge discrimination and promote equal opportunities across our work
- ✗ All young people involved in BYC work have the right to be respected and safe.
- ✗ We will make sure all our activities are inclusive and accessible.
- ✗ We will manage behaviour and act

appropriately.

- ✗ We will respond to all complaints and act in a timely manner.
- ✗ You will have a named worker from BYC who offers regular communication and will support you to be involved in the programme.

Any breaches of this Code of Conduct may result in the implementation of disciplinary procedures.

Any punishment or restrictions will be judged on individual circumstances, but it could ultimately result in dismissal from the UK Youth Parliament.

The British Youth Council has a clear '3 strikes' system. We will always investigate and explain the decisions we have made and send you this in writing. The decision can be appealed within 3 weeks of receiving the letter. The British Youth Council will speak with your support worker about the situation to make sure they are aware and that support is available.

Each incident will be looked at individually, investigated and a decision made of how severe it is. In general, we would expect someone to initially receive a verbal warning, but if the behaviour continues (or there are additional breaches of the codes) they then receive a second warning and then if this still continues, be asked to leave.

While an incident is being investigated, a member will be asked to 'step down' from all their roles at the British Youth Council. This is a suspension and means the member cannot attend any British Youth Council events, activities or meetings during this time. This also means the member can not represent the organisation externally.

Level 1: Verbal Warning (lasts one year across all BYC activities)

- ✗ Breaking the codes of conduct listed above

Level 2 - Written Warning (lasts one year across all BYC activities)

- ✗ Continuing the behaviour that got the Level 1 verbal warning
- ✗ Breaking another part of the Code of Conduct in the same year as gaining a verbal warning

Level 3 - Asked to Leave Role (not able to return, represent the British Youth Council, or return as an adult to the organisation)

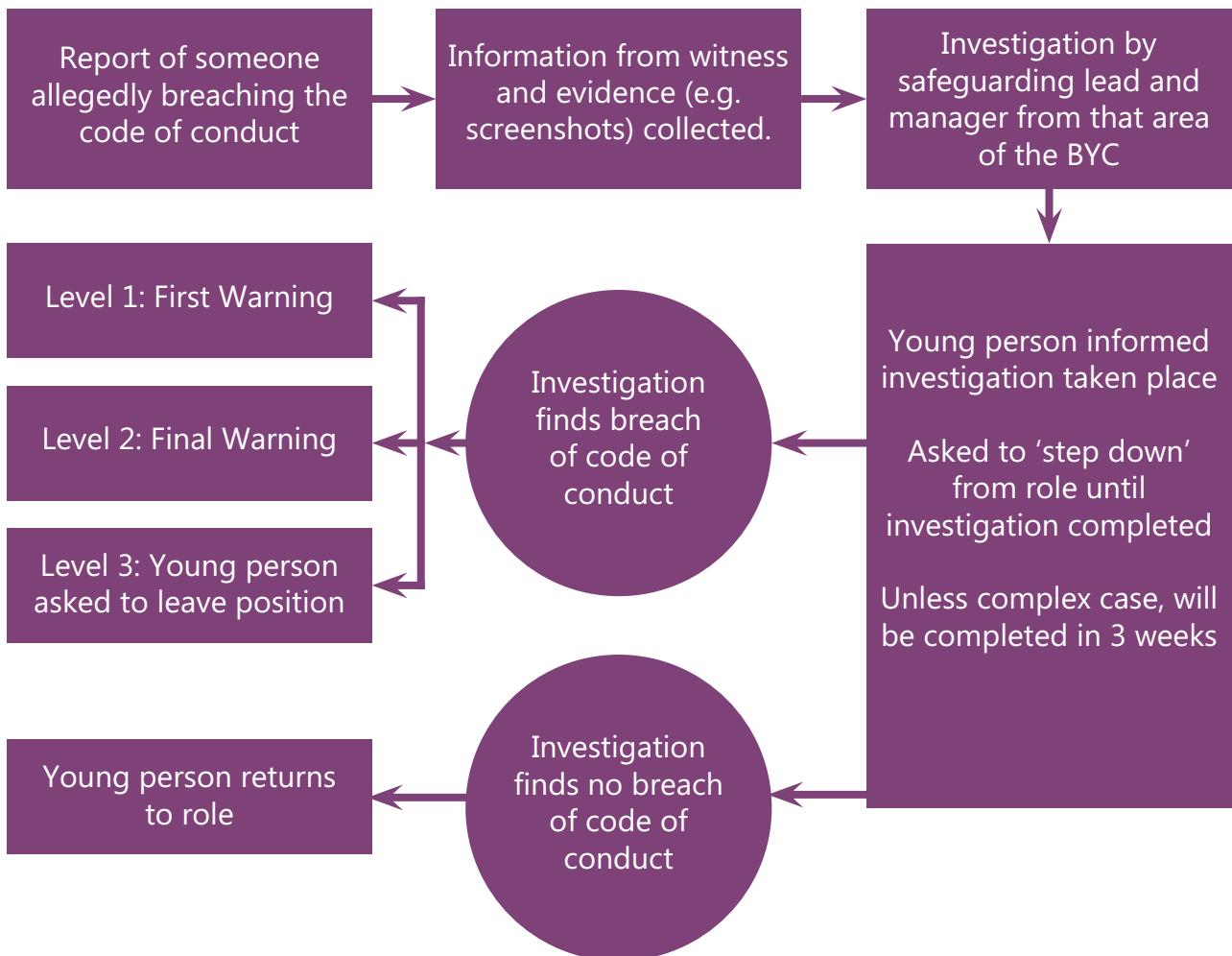
- ✗ Continuing the behaviour that got the Level 2 written warning. For example, continuing a behaviour that breaks the codes of conduct even though you received two warnings about this and have been offered support to stop doing this.
- ✗ Breaking the Code of Conduct a second time in the same year as having a verbal warning and a written warning. For example, in the same year you received a verbal warning for online bullying, a written warning for being verbally

abusive at a residential and then, at another event, you brought Alcohol.

- ✗ In severe cases, we might ask someone to leave without the other warnings. These will be where they have broken the law, such as bringing a weapon or drugs to a residential, or found guilty of a crime such as assault, sexual assault, abuse, fraud. You would be asked to step down from your role from the point of investigation/being charged and asked to leave if found guilty.

This process is confidential between the British Youth Council, people involved and the support workers.

If you are concerned about someone's behaviour or have a complaint against a young person or a member of staff, please initially speak to the member of staff who supports you or their line manager.



Appropriate Behaviours

The British Youth Council has a responsibility for the welfare of young people taking part in its programmes. Young people taking part in the UK Youth Parliament are aged 11 to 18. This is a wide age range and appropriate behaviours and actions will vary between different age groups. Members should be aware that their actions and words may be taken in a different way than intended.

If anyone taking part in the work of the British Youth Council or its programmes are concerned about someone else's behaviour, are made to feel uncomfortable at any point and aren't sure what is/isn't appropriate or have any welfare questions then they should speak to British Youth Council staff or another appropriate individual.

Party Political Neutrality

The British Youth Council has to be a party politically neutral organisation so we can make sure that all young people can engage with us, and so we do not alienate young people from decision makers in Town Halls, UK Parliament or anywhere else in the current government. Participants in our activities need to do the same.

The UK Youth Parliament is a British Youth Council programme and as a charity, the British Youth Council is bound by charity law and the guidance issued by the Charity Commission and the Electoral Commission which prevents any of the British Youth Council's activities being explicitly party political or anyway implying the work is endorsing any particular candidates/parties. This extends to any activities that could be seen as renouncing any particular party or politician, solely on a party political and not issue/policy basis.

Charities can campaign for a change in the law, policy or decisions where such change would support the charity's purposes. It is a legal requirement however, that in the political arena, a charity must stress

its independence and ensure that any involvement it has with political parties is balanced. A charity must not give support or funding to a political party, nor to a candidate or politician.

Members of the Youth Parliament need to be non-partisan when carrying out their role or when representing the UK Youth Parliament/British Youth Council.

It is important to distinguish between the definitions of non-partisan and apolitical. A person may be described as apolitical if they are uninterested or uninvolved in politics. This definition is not true of MYPs or the work of UKYP and as a result the term non-partisan is correct, meaning no affiliation with and free from bias towards a political party. There is a difference between being political and being partisan and UKYP is a political programme but cannot, due to BYC's charity status, be partisan.

The UK Youth Parliament seeks to represent no party-political view and the discussions are to be solely issue-based. Members are elected as representatives and their duty is towards; the young people who voted for them, the young people who didn't vote for them and every young person in their constituency.

When working in a situation that requires multiple perspectives, such as a panel debate, efforts should be made to ensure there is a range of opinions from across the political spectrum. When meeting with politicians it is important to distinguish between a politician's party and the role/office they hold. For example, an MYP may meet with the leader of their council rather than meeting the Conservative leader of their council.

Challenging, contacting or meeting with a (elected) decision-maker on a topic is not a breach of this rule and is in fact part of a MYPs role.

MYPs should not directly engage with an individual political party as part of their role

unless balance can be shown. This can either mean that multiple parties are present or there are plans to engage multiple parties in the same conversation at different points in time. Members of Youth Parliament must not engage with party politics as part of their role.

The UK Youth Parliament is a “UK wide” programme rather than a “national” programme. When talking about programme activities, such as the priority campaign, those involved with UKYP should not use the term “national” when referring to the UK as a whole.

Unless relevant, MYPs should avoid asking other members about their views on devolution, independence or Irish unification.

There are different political parties in each of the UK’s four nations, some of which have specific and primary objectives for or against the UK Government in Westminster. Terms such as the “main political parties” should be avoided.

“The Government” can mean different things to different people. People living in Wales, Scotland and Northern Ireland have two Governments, one at a UK level and one at a national level. When talking about Government we need to be clear which Government in the UK is being talked about. This also extends to “Parliament” as there are different Parliaments across the UK.

The different parts of the UK may have different identities, traditions, economies and cultures. Using correct terminology and pronunciation for the relevant part of the UK, will help show respect for, and reflect the national and regional differences and sensitivities of all parts of the UK.

There needs to be a clear separation between a Member of Youth Parliament’s personal views and activities and their work as representatives. The generic statement ‘all views are my own’ does not cover a member against this if a member also refers

to their work with the UK Youth Parliament in the same forum as their personal views and activities (including online and in-person); therefore, the Code of Conduct and the Rulebook still applies. Where an MYP has multiple social media accounts to meet this required separation, any link to one account from the other will be considered a breach of the rules.

If a Member of Youth Parliament wishes to express a personal party political view or engage in party political activities it is important this is done without references to the UK Youth Parliament or British Youth Council. Equally, when attending a British Youth Council event, a Member of Youth Parliament should refrain from making reference to their personal work with political parties and should act as a representative for their local area. As long as there is a separation between a member’s work with UKYP and any political party, the British Youth Council imposes no restrictions.



The British Youth Council recognises that many young people who participate in the programme may have a keen interest or may be active in politics, including party politics. BYC understands that some members may wish to explore political ideas with their peers on the programme. As long as there is a clear separation between personal views and activities, and a member's responsibilities as part of their role within the UK Youth Parliament, members are free to have political conversations in a social and informal sense, outside of the UKYP programme. However, members should remember at all times that their words and actions may be taken differently to the way they intend, and not all members will share the same views or wish to engage in political and party political conversations outside of the programme.

Members should be respectful of other people's opinions and boundaries at all times, and if there is a concern about someone else's actions, this should be brought to the attention of the British Youth Council.

Social Media Policy

The BYC's social media channels help to increase the public's awareness UKYP's campaigns and activities and to amplify the voices and issues of young people across the UK. It is also a tool for people to engage with new partners, new organisations, and other young people.

The social media policy and rules apply when someone is using social media as part of their role but the British Youth Council may also speak to members about the use of the personal accounts if there is a cause for concern.

There are lots of things someone should consider when using social media platforms. To be safe online, think before you post and consider that whatever is said online can be made public and shared beyond someone's network and privacy setting.

The British Youth Council recommends that members have their accounts set to private, especially personal accounts, block unwanted accounts from interacting rather than engaging and be mindful of the content that they share regardless of privacy settings. The British Youth Council's role is to support members. Young people should be aware that their actions and words may be taken in a different way than intended.

Online, members should be courteous and respectful and if members choose to use social media then they should be a positive ambassador for their role and the work of UKYP.

Should someone attack a member of a group online because of their association with the British Youth Council, members should not attempt to directly respond to those comments and should instead report any concerns.

We encourage members to promote their social action work, adhere to the BYC's values and code of conduct, share relevant news, gain views, raise awareness, promote opportunities and publicise campaigns.

Members should not disclose confidential or private information, engage in inappropriate or heated discussions, use language or engage in conduct that would be deemed unsuitable in-person, contradict our values, post embarrassing material or use an online account to contact strangers or journalists.

The British Youth Council will provide official channels for members to communicate as a group with other participants.

The British Youth Council does not support the setting up of unofficial groups as we are unable to uphold the code of conduct fairly and thoroughly, we're unable to influence or take responsibility for the content or activities within them and we're not able to effectively safeguard participants. While members may wish to communicate outside of official channels, for example as a result

of friendships made within the programme, any unofficial groups must not use BYC/UKYP branding. If the British Youth Council becomes aware and concerned about unofficial groups chats they will request that these are closed and can suspend members, in line with the code of conduct, until this is done.

The British Youth Council is a charity and is bound by the guidance set out for campaigning and political activity (see the section '[Party Political Neutrality](#)'). This means members should make every effort to ensure any account that can be linked to your role at the British Youth Council should be neutral with regard to party politics. This should not, however, deter us from using social media to amplify the voices of young people on the biggest issues facing them.

Members should not reshare content or link to a personal account from a MYP account and vice versa. The British Youth Council may ask you to remove any such content/links (including photos and videos) and a member may be suspended, as per the code of conduct, until this is done.

Members need to adhere to the Code of Conduct irrespective of whether the profile is public or they display a disclaimer. The generic statement 'all views are my own' does not stop the code of conduct or Rulebook applying.

When using social media accounts that reference the British Youth Council always consider the ethos and principles of the organisation.

Be careful not to appear to speak on behalf of the British Youth Council, our programmes, or our partners. We all talk about the British Youth Council and its work, but only certain individuals can speak on behalf of the British Youth Council. As volunteers and supporters, the lines between personal comments and organisational views can easily be blurred.

Remember anything you post online can

be found or sent further and journalists do trawl the internet and social media for comments about people, organisations, and issues.

Do not feel you need to respond to members of the public you do not know via social media platforms. If you are concerned about someone contacting you, report the message to a British Youth Council member of staff.

Debate Conduct

In its debates, the UK Youth Parliament seeks to hear a range of views and opinions. It is the responsibility of the chair to manage the conduct of the debate and decide who gets to contribute and for how long. Any decisions made by the chair during a debate should be seen as final.

The UK Youth Parliament has a long-standing principle of challenging the point not the person making the point during its debates and any personal attacks, hate speech or shouting down of a speaker who members disagree with will not be tolerated by the chair.

Members should try to ensure that whatever they say is factually correct and they should avoid saying anything that they know is untrue or which could harm someone else. Members should not share personal information about someone without their agreement first.

During debates members should not swear and should be careful not to damage the reputation of the UK Youth Parliament or breach the code of conduct/Rulebook.

04

MYP Elections

Summary

Who can be an MYP?

To stand in a UKYP election, you must be aged 11-18 and live, work, be educated or volunteer in the area you stand for election for 14+ hours a week.

Can someone stand for election more than once?

A young person can stand for election more than once as long as they still meet the eligibility criteria.

How do UKYP elections work?

MYPs can be elected directly by constituency wide elections or via internal youth council elections, as long as the youth council is elected.

Elections to UKYP use a first-past-the-post voting system.

Who is responsible for UKYP elections?

Responsibility for elections is delegated to local councils in England and Wales, the Scottish Youth Parliament and are directly run by the British Youth Council in Northern Ireland. The BYC oversees the rules.

Do candidates need a manifesto?

Yes - It is expected that all candidates in UKYP elections will have their own manifesto.

Can someone be elected in order to become a MYP at a later point?

No - MYPs must be elected at the start of their term and as a result elections must be for the role of MYP. Bodies that support elections cannot replace a member in order for another young person to be able to take part in UKYP activities.

Can a constituency swap its MYP?

No - It is not acceptable for anybody to replace an MYP with another young person mid-way through a term of office without a democratic process taking place.

How many seats make up UKYP?

The UK Youth Parliament is made up of 203 constituencies and 395 seats.

How many people does an MYP represent?

Each MYP represents up to 20,700 young people (aged 11-18).

How long does a MYP term last?

MYPs have a two year term of office (apart from MYPs in Scotland who stand for an 18-month term). The term of office will run from 1st April to 31st March every two years.

MYP Elections

The UK Youth Parliament has a two year term of office as the UK programme is a two year programme. The term of office will run from 1st April to 31st March every two years, starting from 2024. Bodies that support elections cannot extend or change the term of office.

Members of Youth Parliament may have shorter terms due to the Scottish Youth Parliament election cycle.

Members of Youth Parliament can be elected directly by constituency wide elections or via internal youth council elections, as long as the youth council is elected.

There is no minimum or maximum number of candidates who can stand in an election. There is also no rule against a young person standing for election more than once as long as they still meet the eligibility criteria.

The body that supports elections may also include additional rules and guidance, as long as this is within the remit of the Rulebook. In standing for election, candidates must adhere to local rules and guidance as well as the UKYP Rulebook. Failure to do so can result in a candidate being unable to stand for election.

The bodies that facilitate UKYP elections may also run elections for other roles they must elect to the role of "Member of Youth Parliament".

Members of Youth Parliament give representation to their constituency as the winners of their elections, and therefore have a democratic mandate to speak on the behalf of the young people in their constituency.

Bodies that support elections cannot replace or ask a member to stand down early in order for another young person to be able to participate in the programme. They also cannot send another young

person to deputies in the place of a member if that MYP is in fact available. This process is commonly referred to as 'flipping' and it is not permitted under the Rulebook as the election guidelines are exclusively for electing Members of Youth Parliament who have a democratic mandate to speak on behalf of others.

Should a MYP vacancy arise mid-way through a term of office then a democratic process must take place and bodies that support elections should see the section '[Replacing a Member of Youth Parliament](#)' in the UKYP Rulebook.

Candidate Eligibility

Candidates for the UK Youth Parliament must be aged 11-18 years old at the commencement of their term of office. They must live, work, be educated or volunteer in the constituency in which they stand for election for 14+ hours a week to be eligible.

A person can only stand one constituency each election year and there is an expectation that before standing in the election candidates should attend briefing sessions with the local youth voice vehicle or equivalent support structure. Local areas can set their own expectations as long as this is within the remit of the Rulebook.

Election Guidance

The rules outlined in the UKYP Rulebook regarding elections must be followed to ensure the election process is as fair as it can be across the UK.

Responsibility for elections is delegated to local councils (England and Wales), the Scottish Youth Parliament and are directly run by the British Youth Council in Northern Ireland. Participation in the UK Youth Parliament is voluntary. Bodies that support UKYP and MYPs must invest staff time (a minimum of one support worker is required) and resources to operate and support elections. Support staff from the

constituency/local area are responsible for the running of elections and ensuring they are run fairly and appropriately. Local elections to the UK Youth Parliament are not the direct responsibility of British Youth Council staff.

Members of Youth Parliament can be elected directly by constituency wide elections or via internal youth council elections, as long as the youth council is elected.

Elections to the Youth Parliament use a first-past-the-post electoral system.

For internal UK Youth Parliament elections (elections to UKYP from an elected youth council or other elected youth voice vehicle), the body running the election in that constituency should communicate that being elected to the local youth voice vehicle is the way to stand to be a Member of Youth Parliament. Efforts should be made to ensure all 11-18-year olds have the opportunity to stand and vote in the elections.

For direct elections (constituency wide) all young people aged 11-18 who are in the constituency should have the opportunity to vote.

All elections should ensure there is an equal opportunity for all 11-18-year olds who live, work, or volunteer for a minimum of 14 hours per week to vote or stand in UK Youth Parliament elections.

Bodies that support elections locally are expected to offer support to all candidates when it comes to developing manifestoes and campaigning. The support available to all candidates should be equal and fair.

The body that supports elections may also include additional rules and guidance, as long as this is within the remit of the Rulebook. An example of this could be introducing a spending cap on candidates' individual campaigns.

The complaints procedure for any UK Youth Parliament elections should be made publicly available. In the first instance, any complaints about UK Youth Parliament elections should be taken up at a local level with the body responsible for the running of the elections. If the local complaints procedure has been exhausted without a satisfactory conclusion, then it may be escalated to the British Youth Council.

Bodies which facilitate elections to the UKYP must only elect up to their allocated number of Members of Youth Parliament.

Candidate Manifesto

It is expected that all candidates in UKYP elections will have their own manifesto.

A manifesto acts as a mission statement and a public declaration of intentions, opinions, objectives, or motives, that the public can see to learn more about a person/organisation's guiding principles and beliefs that inform their actions. It is expected that all candidates in UK Youth Parliament elections will have their own manifesto so if they are elected, they are able to join the programme with a confirmed mandate of their own.

Bodies that support elections locally are expected to offer support to all candidates when it comes to developing manifestoes and campaigning. The support available to all candidates should be equal and fair.

Constituencies

Each constituency has an allocated number of Youth Parliament seats, based upon the ratio of number of young people (aged 11-18) in the constituency to Members of Youth Parliament. The current ratio is 1 MYP represents up to 20,700 voters.

As of the 2024 elections, The UK Youth Parliament is made up of 203 constituencies and 395 seats.

Some constituencies have multiple seats, this is a result of the population of young people within these constituencies and is not reflective of district councils or wards. It is up to the body that manages the elections locally to decide how to distribute the seats across their constituency. There are several ways this could be done such as allocating seats to the individuals who have the highest amount of votes after an election or a constituency may decide to split itself into a number of different areas such as East and West or make it reflective of the different districts within that area if this is applicable and the seat allocation matches the amount of districts.

If a body that supports elections wants to create its own constituency boundaries, that matches the number of seats the constituency has, then it should ensure that there is a proportional split on the amount of voters per constituency.

All efforts should be made to ensure everyone eligible to participate is able to and for the registration process and all

meetings and events the British Youth Council will only record the constituency that is listed in the Rulebook.

Replacing a Member of Youth Parliament

If a Member of Youth Parliament no longer meets the eligibility criteria outlined in the Rulebook and has to stand down from their role or stands down midway through their term of office for other reasons, the vacant seat can be filled in different ways.

- ✗ If the area has an elected Deputy Member of Youth Parliament then this person can become the new member.
- ✗ If the local youth voice vehicle is elected, then internal elections can take place to elect a new Member of Youth Parliament from within the group. The election guidance in the Rulebook should still be followed.
- ✗ If there isn't a pre-elected Deputy or elected youth voice vehicle the body that normally elections for the constituency can only fill the seat via direct, constituency wide, elections.

Any new Member of Youth Parliament will start their role during a current term which will end at the same time as outlined in the Rulebook and during the original election process.

A body that facilitates the UK Youth Parliament cannot ask an MYP to stand down early in order for another young person to be able to participate in the programme in their place. If eligible, an MYP should be able to serve for their full term of office.



05

**UKYP
Administration**

Summary

What is the role of BYC members?

Organisations taking part in UKYP and supporting the work of MYPs should invest staff time and resources to operate and support the work.

There is an expectation on organisations to fully support young people's participation in all elements of the programme, as much as possible.

How long does a MYP term last?

MYPs have a two year term of office (apart from MYPs in Scotland who stand for an 18-month term). The term of office will run from 1st April to 31st March every two years.

How are MYPs seats filled outside of normal elections?

If the area has an elected deputy, this person can become the new MYP. If the local youth voice vehicle is elected, then internal elections can take place to elect a new MYP or the body that supports elections can only fill the seat via direct elections.

Any new MYP will start their role during a current term of office.

How does the seat allocation work?

Each constituency has an allocated number of UKYP seats, based upon the ratio of number of young people (aged 11-18) in the constituency to MYPs.

As seats are allocated by population, rather than being one seat per council area or Parliamentary constituencies, some UKYP constituencies may have more than one seat.

How does UKYP work in the four nations of the UK?

In England, seats are allocated to upper-tier County Councils, Unitary Authorities, Metropolitan Councils and London Boroughs.

In Wales, seats are allocated to Unitary and County Councils.

In Northern Ireland, the BYC directly delivers and manages the programme.

Delivery of the programme in Scotland is managed by the Scottish Youth Parliament.

UKYP also has four seats for British Armed Forces Bases Overseas.

How does devolution work in UKYP?

UKYP will categorise the topics it looks at into devolved and reserved issues.

What happens during Purdah?

During the pre-election period (Purdah), young people cannot be blocked from seeking to engage decision-makers as there is no pretence to stop any constituent from engaging a decision maker. As constituents, MYPs have a right to engage their representatives.

Expectations of Bodies Supporting UKYP and MYPs

Organisations taking part and supporting the work of the UK Youth Parliament should invest staff time (a minimum of one support worker is required) and resources to operate and support the work. There is an expectation on organisations to fully support young people's participation in all elements of the programme, as much as possible. This includes but is not limited to attending meetings and events, support for young people's progress, campaigns and consultation as well as telling the British Youth Council when personnel change so that BYC can ensure the information gets to the right person on time.

Bodies that support elections locally are expected to offer support to all candidates when it comes to developing manifestoes and campaigning. The support available to all candidates should be equal and fair.

Organisations supporting MYPs should ensure that they are able to support and meet the requirements laid out in the 'Role Description' as well as the rest of the Rulebook.

Term of Office

The UK Youth Parliament has a two year term of office as the UK programme is a two year programme. The term of office will run from 1st April to 31st March every two years, starting from 2024. Bodies that support elections cannot extend or change the term of office.

A Member of Youth Parliament can stand for re-election if they fit the candidate eligibility criteria.

Members of Youth Parliament give representation to their constituency as the winners of their elections, and therefore have a democratic mandate to speak on the behalf of the young people

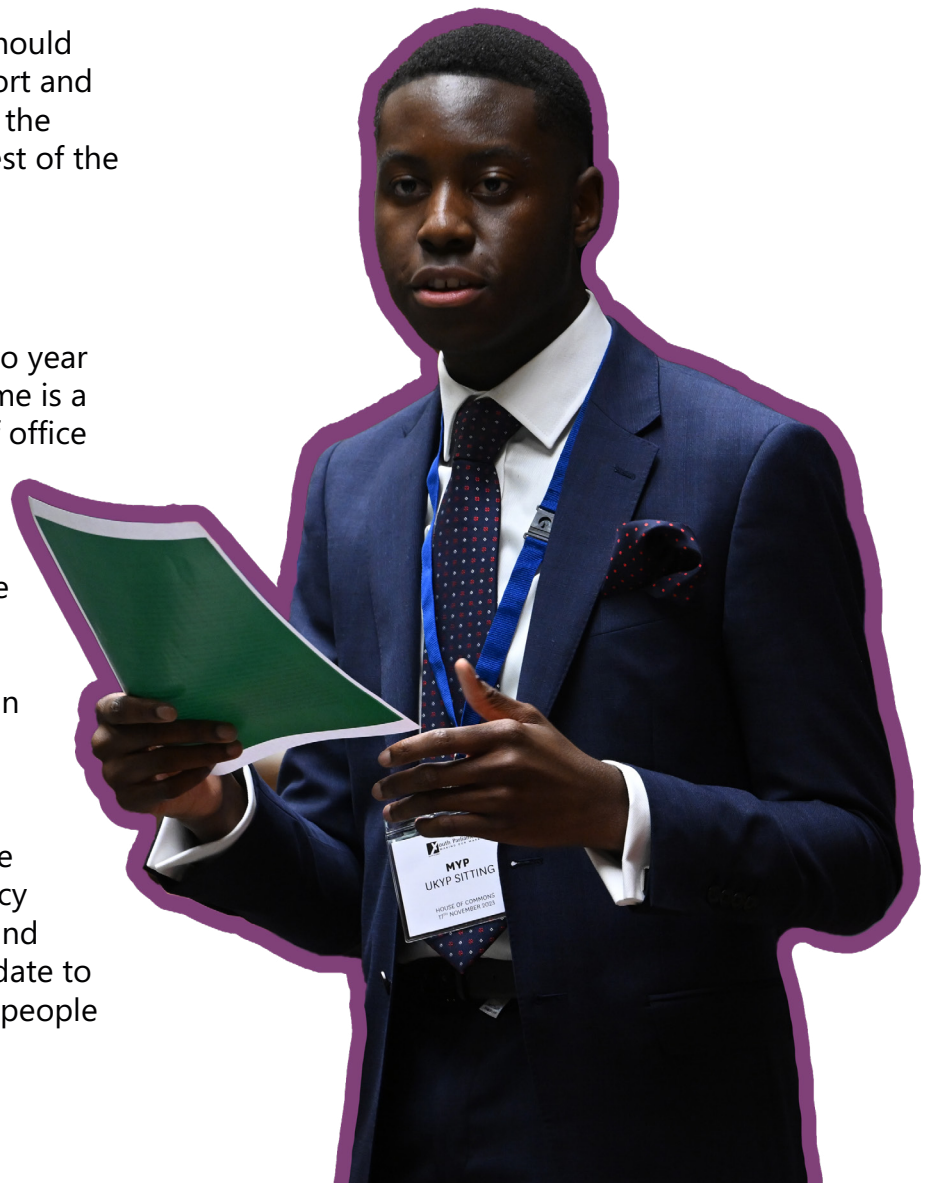
in their constituency.

It is not acceptable for any youth voice body that facilitates elections to the UK Youth Parliament to replace a Member of Youth Parliament with another young person mid-way through a term of office without a democratic process taking place. This is with the expectation of breaches to the code of conduct.

Seat Allocations

Each constituency has an allocated number of Youth Parliament seats, based upon the ratio of number of young people (aged 11-18) in the constituency to Members of Youth Parliament.

This ratio is worked out using the Office for National Statistics's Population Estimates. Seat allocations for constituencies will be updated by the British Youth Council before the next upcoming election.



- ✘ Seats in England are allocated to 153 constituencies (County Council, Unitary Authority, Metropolitan Council or London Borough areas) with Members of Youth Parliament representing up to 20,700 young people aged 11-18; giving England 330 seats.
- ✘ Seats in Wales are allocated to 22 constituencies (Unitary and County Councils/ Single-Tier Principal areas) with Members of Youth Parliament representing up to 20,700 young people aged 11-18; giving Wales 25 seats.
- ✘ Seats in Scotland are allocated to 8 constituencies (Scottish Parliament's Regions) with Members of Youth Parliament representing up to 20,700 young people aged 11-18; giving Scotland 18 seats.
- ✘ Seats in Northern Ireland are allocated to 18 constituencies (UK Parliamentary Constituencies) with Members of Youth Parliament representing up to 20,700 young people aged 11-18; giving Northern Ireland 18 seats.
- ✘ The allocation for the British Armed Forces Bases Overseas is 4 seats across 2 constituencies.

A full breakdown of seat allocations by constituencies can be found in the appendices of this Rulebook.

Seats and Constituencies

The UK Youth Parliament defines a constituency boundary as a County Council, Unitary Authority, Metropolitan Council or London Borough area for England and Wales; Scottish Parliament's Regions for Scotland and UK Parliamentary constituencies for Northern Ireland.

UKYP does not have and does not use wards.

As seats are allocated by population, rather than being one seat per council area or Parliamentary constituencies, some UKYP constituencies may have more than one seat.

Allocation Consultation

The ratio of UKYP seats to young people is worked out using the Office for National Statistics's Population Estimates. Outside of the Census, which is collected every 10 years, this gives the best available picture of the population. Using figures from the Office of National Statistics ensures a single and consistent approach across the whole of the UK; though BYC recognises that these figures can differ from those collected locally.

Seat allocations for constituencies will be updated by the British Youth Council before the next upcoming election and the Office of National Statistics publishes mid-year population estimates, including a breakdown of the 11-18 year population, for each part of the UK.

In the Autumn, before MYP elections and Make Your Mark, the British Youth Council will publish revised 11-18 year old population figures. This will include increase/decrease/no change to MYP allocations for every UKYP constituency. Local areas can appeal proposed decreases to MYP allocations (it is a local decision if any increase allocation is taken up). Details of the process, including timeline, will be shared along with the population figures. Written appeals will be considered by the Steering Group.

Bodies which facilitate elections to the UKYP must only elect up to their allocated number of Members of Youth Parliament.

Elections within the Programme

For elections within the programme, unless otherwise stated, UKYP uses preferential voting methods.

Using secure, online and purpose-built election platforms, UKYP currently runs internal elections via Instant-Runoff Voting (IRV) - the single-winner version of Single Transferable Voting (STV).

Voters in IRV elections rank the candidates in order of preference. Ballots are initially counted to establish the number of votes for each candidate. If a candidate has more than half of the first-choice votes, that candidate wins. If not, then the candidate with the fewest votes is eliminated, and the voters who selected that candidate as their first choice have their votes added to the total of the candidate who was their next choice. That process continues until one candidate has more than half of the votes, and that person is declared the winner.

For reference; under STV, voters number a list of candidates and each voter gets one vote. Voters mark the ballot with a number one next to their favourite candidate, their second favourite with a number two, and so on. Voters can put numbers next to as many or as few candidates as they like.

To get elected, a candidate needs a set amount of votes, known as the quota. Once the counting has finished, any candidate who has more number ones than the quota is elected.

If no one reaches the quota, then the people counting the vote remove the least popular candidate. People who voted for them have their votes moved to their second favourite candidate. This process continues until every vacancy is filled with all elected candidates having supported the quota.

In all internal elections, ballots should include the option of 'Re-open Nominations' (RON). If this gains the most votes, then another election will be held.

Returning Officer

For elections of UKYP members, a Returning Officer will be appointed from the British Youth Council staff. They are responsible for ensuring the election is run fairly and as smoothly as possible, in accordance with the Rulebook and dealing with any disputes that may arise.

Any complaints about the election must be made to the Returning Officer within seven days of the results being announced.

If a complaint is made before the results are announced then the results for the election will not be published until all complaints are resolved.

The rulings of the Returning Officer are final. The Returning Officer has no power to amend the result.

It is expected that details about the election process, including details of turnout and other key statistics about voter participation are shared.

Pre-Election Period (or Purdah)

The pre-election period (formerly known



as Purdah) is the period in the UK between the announcement of an election and the formation of the new government. It affects civil servants, who must be politically impartial, preventing central and local government from making announcements about any new or controversial government initiatives that could be seen to be advantageous to any candidates or parties in the forthcoming election.

Official guidance on what can and cannot happen during Purdah, including when Purdah officially starts, comes from the Cabinet Office and further information can also be provided via the Local Government Association on the rules that must be followed in relation to Government business during this time. Rules and information may also come from a local Returning Officer which provides specific advice depending on local circumstances.

While the UK Youth Parliament does not operate a Purdah period for its own elections, bodies that support elections locally may wish to introduce guidance or limitations on campaigning immediately before a UKYP election takes place.

Depending on what elections are taking place in different parts of the UK at different times, the work of the UK Youth Parliament may face limitations and these limitations may vary between different local areas depending on the rules that local Returning Officers decide to enact. On a UK level, UKYP may also have limitations imposed during Purdah, such as the live broadcast of the UK Youth Parliament's House of Commons debate being cancelled.

The British Youth Council's advice to bodies supporting the UK Youth Parliament during the period of Purdah is that young people cannot be blocked from seeking to engage decision-makers as part of their role as there is no pretence to stop any other constituent from engaging a elected decision maker so there should be no additional barriers placed on young people who are participating in this programme. As

a constituent, they have a right to engage their representative and this right should not be infringed.

However, organisations that members engage with may not be able to operate in the same way during the pre-election period.

Equal Opportunities

"The British Youth Council 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 dependants, marital status, socio-economic background, HIV status, trade union activity or on any other grounds that cannot be justified through the policy of the council."

Accessibility and Inclusion

The UK Youth Parliament must be committed to fostering an environment of accessibility and inclusion in all aspects of its work. UKYP believes that diversity enriches communities and that everyone should have equal opportunities to participate, contribute, and thrive. The importance placed on this ensures that MYPs and the people they represent are able to engage with UKYP.

The Steering Group should work to ensure that the delivery of the programme is as accessible and inclusive as possible, following best practices and asking questions at appropriate points to ensure UKYP's obligations to accessibility and inclusion are not only met, but exceeded.

Delivery partners and external stakeholders who work with UKYP must share the same commitment to accessibility and inclusion.

As part of the delivery of the programme, the British Youth Council will provide equal access to our programmes, services, and facilities for individuals of all abilities, including those with disabilities. Those engaging with UKYP will be asked for information about how BYC can help make the programme accessible to them and support individuals to understand and communicate their own needs.

The Steering Group should ensure that a culture of respect and understanding, where differences are celebrated and all individuals are treated with dignity and fairness, is fostered.

BYC will ensure that communication channels, including websites, documents and social media, are designed to be accessible to people with diverse needs, including those who use assistive technologies. This can include, but is not limited to, the use of ALT text, subtitles, BSL, colour contrast checks, etc.

To ensure UKYP is delivering best practice accessibility and inclusion, the Steering

Group should ensure that feedback from members is shared and acted on by BYC staff and the British Youth Council should ensure that organisations and staff UKYP works with to deliver the programme and run elections are aware of UKYP's commitment to accessibility and inclusion and that relevant training is provided and updates are made to working practices.

Anti-Racism Language Guide

The British Youth Council believes that young people's voices should be heard and acted upon and that it is crucial that there is recognition that for centuries people have used words to uphold power structures in their societies to the exclusion and oppression of others. The words we use matter - they affect whether a colleague or a young person feels safe and able to be their authentic self. As a result the British Youth Council has created a language guide for use across its programmes - including the UK Youth Parliament.

BYC understands that language is ever evolving and changing, responding to the needs and movements of society. There is no universally inclusive language and therefore the language-guide will evolve over time as BYC listens, learns and responds.

Language can hold different meanings for different people. Therefore, BYC strives to ensure that they listen to the views of others, whilst ensuring that they are able to respectfully come to conclusions. Therefore, BYC promotes the difference between calling in and calling out and asks that everyone consider the different approaches when asking someone to reflect on the language they have used. Calling in is doing so in a private interaction or space, whilst calling out involves challenging that person in a public interaction.

The language guide is not set in stone as it gives programme preferred terms that may change over time.



The guide outlines three key principles;

- ✗ **Specificity** - It is much better to be specific whilst describing someone's ethnic group rather than using a grouped term. If possible, allow someone to self identify and use the term they have given you, instead of using a category.
- ✗ **Explanation** - If you can't be specific, then explain why you have used the terms you have. Ensure that others are aware of your language choices and why you have used them, to allow them to follow your lead, or to share their thoughts.
- ✗ **Education** - Ensure that you feel comfortable with using the language and that you understand why we use it. If you are unsure, ask, or make sure you are researching, reading and listening.

The terms below outline the language used within BYC programmes and some of the reasons why.

- ✗ **Black** - We will capitalise 'Black' and any other racial identity (e.g. South Asian, Roma, Jewish) as it refers to a shared identity and history. We will not capitalise 'white'. Capitalising 'white' has different connotations, including being linked to white supremacist groups.
- ✗ **Decoloniality** - Decoloniality is also not just anti-colonialism. It seeks to 'think otherwise' outside of colonialism and open up "radically distinct perspectives and positionalities that displace Western rationality as the only framework and possibility of existence, analysis and thought".
- ✗ **Diverse** - Diverse should be used to define the composition of a group, as a group can be diverse, but an individual cannot be. The term "diverse" can erase an individuals' protected characteristics, and it can result in grouping or othering people.
- ✗ **Marginalised** - When we refer to marginalisation, we are talking about the aspects of identity (class, sex, gender, age etc.) which are protected characteristics, and regularly experience discrimination and violence within society. We separate this out to recognise that there is something specific that happens when you experience racism on top of any other marginalisation (intersectionality).
- ✗ **Minoritised Ethnic** - Minoritised demonstrates that people are not passively statistical "minorities", but are actively experiencing minoritisation by the systems and society around them today. There is a need to distinguish between groups who are structurally minoritised, and those who are just within a minority.
- ✗ **Racialised** - Ethnic, racial and cultural communities who are in the minority have been racialised - that is, white majority systems have categorised groups according to the colour of their skin or other cultural or religious features, and in doing so have 'othered' and marginalised them
- ✗ **Stand in Solidarity** - Standing in solidarity is preferred over 'ally' as it demonstrates an active relationship towards anti-racism, instead of a passive term which could be optional or based on personal development.
- ✗ **Structural Advantage** - Structural advantage is preferred over 'privilege' as people can attach privilege to individuals, without exploring how it has been produced by a system of oppression and is in fact the end manifestation of the way in which that system operates.
- ✗ **Under Represented** - Under Representation is not a permanent fixture of a group's identity. Our language must respect that groups have a much larger existence than their participation rates in different areas. It is important to use this term with clarity about which form of underrepresentation is found: medical, voting, leadership etc. Otherwise, aggregating groups together provides a convenient cover to hide data or to blind us to the differences in circumstances of members in the group.

06

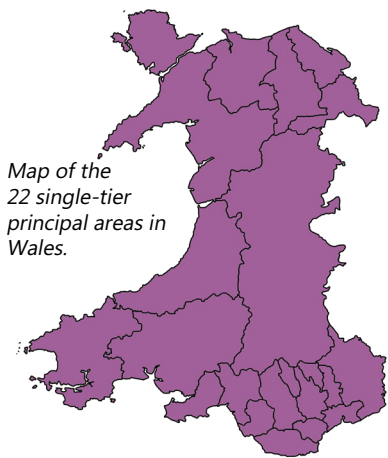
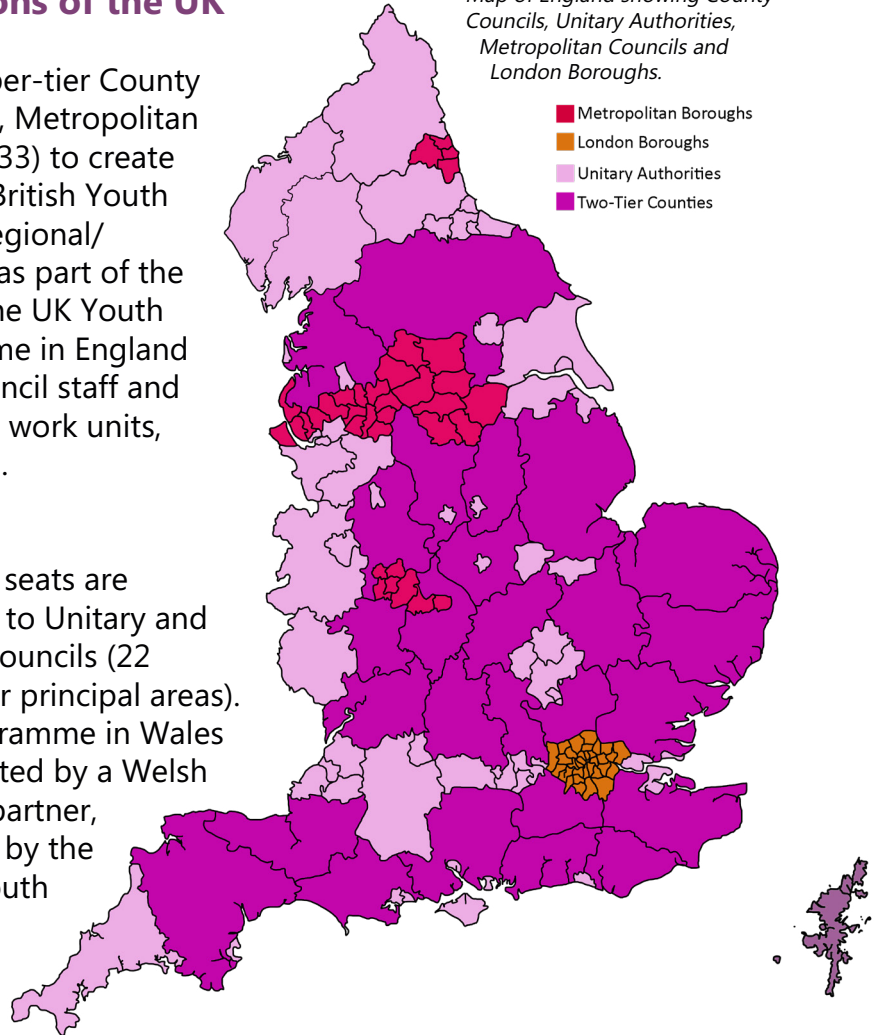
**Delivery
Across the
Four Nations**

Delivery Across the Four Nations of the UK

In England, seats are allocated to upper-tier County Councils (23), Unitary Authorities (61), Metropolitan Councils (36) and London Boroughs (33) to create the 153 England constituencies. The British Youth Council does not work with Parish, Regional/ Combined, Town or District Councils as part of the Youth Voice Programme (including the UK Youth Parliament). Delivery of the programme in England is done via a mix of British Youth Council staff and delivery partners from regional youth work units, overseen by the British Youth Council.

Map of England showing County Councils, Unitary Authorities, Metropolitan Councils and London Boroughs.

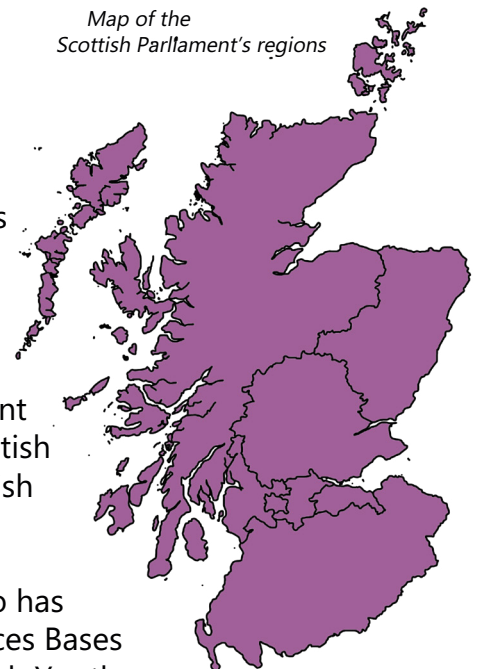
- Metropolitan Boroughs
- London Boroughs
- Unitary Authorities
- Two-Tier Counties



Map of the 22 single-tier principal areas in Wales.

In Wales, seats are allocated to Unitary and County Councils (22 single-tier principal areas). The programme in Wales is supported by a Welsh delivery partner, overseen by the British Youth Council.

Map of the Scottish Parliament's regions

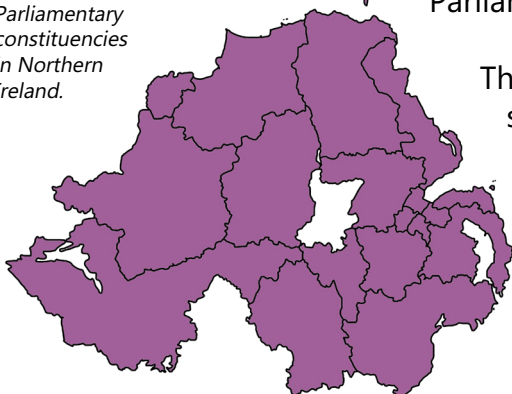


Where a council does not want to take part in the UKYP programme, other suitable organisations may be able to facilitate the UKYP seats for the relevant area.

In Northern Ireland, the British Youth Council directly delivers and manages the programme and supports the 18 MYPs in Northern Ireland.

Delivery of the programme in Scotland and support for the 18 Scottish MYPs is managed by the Scottish Youth Parliament with support from the British Youth Council. There are 8 Scottish constituencies, based on the Scottish Parliament's regions.

Map of the 18 Parliamentary constituencies in Northern Ireland.



The UK Youth Parliament also has seats for British Armed Forces Bases Overseas (4) and the British Youth Council will work with relevant bodies to support elections to take place.

Maps show UKYP constituencies as of the 2022 elections.

Devolution and Power Sharing

Devolution is about how Parliaments and Governments make decisions. Depending on where you live in the UK, devolution will affect who makes what decisions.

The UK Youth Parliament is a “UK wide” programme rather than a “national” programme. When talking about programme activities, such as the priority campaign, those involved with UKYP should not use the term “national” when referring to the UK as a whole.

In the UK it means that there are separate legislatures (Parliaments or Assemblies) and executives (Governments) in Scotland, Wales and Northern Ireland. The powers that the different legislatures and executives have come from the UK Parliament and have been agreed by referendums.

Legislature + Executive

- ✗ UK Parliament (also known as Westminster) + UK Government (also known as Whitehall)
- ✗ Scottish Parliament (also known as Holyrood) + Scottish Government
- ✗ Welsh Parliament (or Senedd Cymru/ Senedd) + Welsh Government
- ✗ Northern Ireland Assembly (also known as Stormont) + Northern Ireland Executive

The nations that make up the UK have many powers to make laws and deliver public services. These are often called devolved powers. The UK Parliament and UK Government retain powers across the UK as a whole. These are often called reserved powers. Each nation has their own Ministers supported by civil servants to deliver their priorities.

The following things are reserved and the UK Government remains responsible for them:

- ✗ The constitution,
- ✗ Foreign affairs,
- ✗ National security and defence,
- ✗ Nationality and immigration,

- ✗ Nuclear energy,
- ✗ Trade,
- ✗ Broadcasting,
- ✗ The UK tax system, employment and social security (except Northern Ireland)

Devolution agreements are complex and are all different. Broadly speaking, the following things are devolved in Scotland, Wales and Northern Ireland:

- ✗ Health and social care,
- ✗ Education and training,
- ✗ Local government and housing,
- ✗ Agriculture, forestry and fisheries,
- ✗ Transport,
- ✗ The environment and planning,
- ✗ Tourism and heritage,
- ✗ Sport

The different parts of the UK may have different identities, traditions, economies and cultures. Using correct terminology and pronunciation for the relevant part of the UK, will help show respect for, and reflect the national and regional differences and sensitivities of all parts of the UK.

“The Government” can mean different things to different people. People living in Wales, Scotland and Northern Ireland have two Governments, one at a UK level and one at a national level. When talking about Government we need to be clear which Government in the UK is being talked about. This also extends to “Parliament” as there are different Parliaments across the UK.

There are different political parties in each of the Parliaments and Governments and terms such as the “main political parties” should be avoided. You should also be aware that there are many organisations that have “national” in their title who are not UK wide e.g. the National Association of Head Teachers covers England, not all of the UK.

Our own identities might not be how people identify themselves. People in:

- ✗ Northern Ireland may describe their national identity/affiliations in different ways – British, Irish, Northern Irish etc.

- ✗ Scotland may describe themselves as Scottish, British, UK Citizen, etc.
- ✗ Wales, might say their Welsh, British, UK Citizen, etc.
- ✗ Regions in England might describe themselves as Cockney, Cornish etc, English, British, UK citizens. etc.

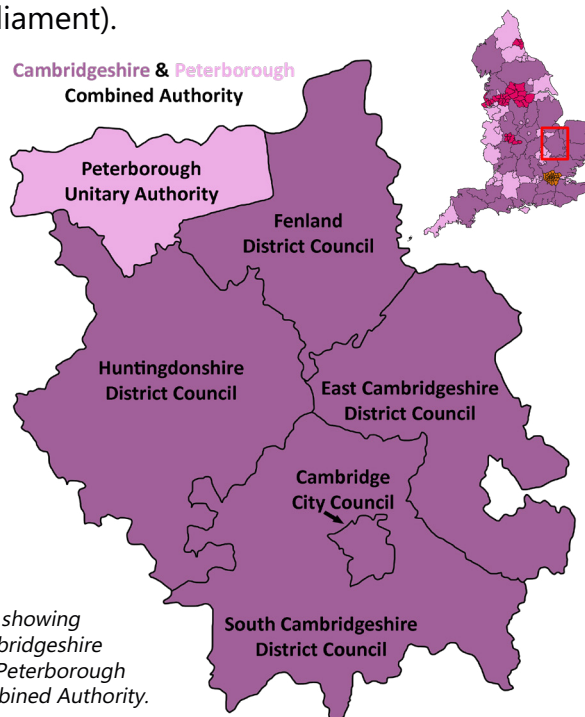
On a local level, power is also shared between different groups and where you live in the UK will affect who makes decisions about which local issues.

Metro Mayors and Combined Authorities all have different responsibilities and budgets due to the agreements each area has made with the UK Government. As a result, they might be called the same thing, but they have different powers. While all Combined Authorities lead on planning and strategy for regional transport, skills training and economic development, some have additional devolved powers and budgets. Not all areas have Metro Mayors and Combined Authorities. The role of a Mayor can also be different depending on the area.

In England and Wales there are a number of different types of councils, which the British Youth Council refers to as local authorities. There are two different types of two-tier councils, where local government functions are split between two councils: a County Council and a District Council. Sometimes County Councils are referred to as 'upper tier' and District Councils as 'lower tier'. County Councils are mostly responsible for strategic services such as transport and people-facing services such as public health, children's services and adult social care. Within any area covered by one County Council, there will be approximately 5-7 District Councils. District Councils are mostly responsible for more place-related services such as housing, planning and licensing.

There are three different types of single-tier council, where just one council carries out all local government functions. These include Metropolitan Boroughs, London Boroughs and Unitary Councils.

The British Youth Council does not work with Parish, Regional/Combined, Town or District Councils as part of the Youth Voice Programme (including the UK Youth Parliament).



Map showing Cambridgeshire and Peterborough Combined Authority.

For UKYP, Peterborough is one constituency as a Unitary Authority and the areas that make up Cambridgeshire County Council is another constituency with seats allocated by population rather than district.

Councils provide more than 800 services to their communities. They are obliged by law to offer most of these services (which are known as statutory). But for some services, they have more flexibility over whether and to what level they provide them at (these are known as discretionary).

In single-tier areas, the council (a Metropolitan Borough, London Borough or Unitary) will be responsible for all services. In two-tier areas, responsibilities are split between the County and the District.

07

**Steering
Group (SG)**

Summary

What is the Steering Group?

The Steering Group gives strategic leadership to UKYP and supports the delivery of the programme, working with staff and volunteers from across the UK. The role ranges from building regional/national teams, having regular contact with members in order to motivate and support them to participate in all aspects of the programme, co-facilitating workshops, speaking at events and sending out regular communications, to making improvements to how the programme is run and the experience of MYPs.

The group set the direction of UKYP and ensure clarity of vision, ethos and strategic direction, holding leaders to account for the performance of the programme and its participants as well as making sure stakeholders are heard and members are supported.

Who are the SGs?

The group is made up of one former MYP from each region of England and the three devolved nations of the UK, who have been elected by their region/nation to support and represent the views of MYPs at a UK level. They also act as ambassadors for UKYP.

How does the group work?

Full meetings of the Steering Group take place every other month and working groups are project specific and time limited projects that allow a smaller number of SGs to work on one area in

more detail. These groups will meet more regularly than the full meeting of the Steering Group.

Who supports the group?

BYC holds the duty of care for the SGs and will support the group.

Does the group have a chair?

For full meetings, the chairing of the full SG meeting will be done on a rotating basis from the SG membership. The chair of the meeting should not be seen as the leader of the Steering Group.

Can an SG be removed?

Yes - Via a Vote of No Confidence or if they break the Code of Conduct.

What is the quorum for SG votes?

The minimum number of SGs needed for a decision to be made (the quorum) is at least 50% of SGs representing English regions and a minimum of one SG from a devolved nation.

What is the role of the Steering Group in MYP opportunities?

It is the goal of the SGs to create new, and expand existing opportunities to MYPs as well as to create new leadership roles within the programme.

There are three main ways an MYP will be selected to take part in an opportunity. These are invitation, application and election.

Steering Group

The Steering Group will support the UK Youth Parliament programme, make strategic and procedural decisions and represent Members of Youth Parliament.

The group is made up of one former Member of Youth Parliament from each region of England and the three devolved nations of the UK, who have been elected by their region/nation to represent the views of Members of Youth Parliament at a UK level. (The SG for Scotland is nominated from within the Scottish Youth Parliament board which is elected.)

The group shall select one representative to take responsibility for representing the Members of Youth Parliament for British Forces Overseas Bases.

All decisions concerning changes to the delivery of the UK Youth Parliament programme made by the British Youth Council must be communicated to the Steering Group, who reserve the right to make the final decision wherever appropriate. Working in partnership with the British Youth Council, Steering Group will make procedural decisions on behalf of, and in the best interests of, the UK Youth Parliament programme after consultation with their region/nation. The Steering Group works with the British Youth Council staff, delivery partners, volunteers, Members of Youth Parliament, stakeholders and other Steering Group members. They act as the primary vehicle for Members of Youth Parliament to express their opinions on the direction and strategy of the programme.

Their role is to support the delivery of the UK Youth Parliament programme, working with staff and volunteers from across the UK. It ranges from building regional/national teams to motivate Members of Youth Parliament to participate in all aspects of the programme, co-facilitating workshops, speaking at events and sending out regular communications, to making improvements to how the programme is

run based on the experience of Members of Youth Parliament. They also act as ambassadors for the UK Youth Parliament and the British Youth Council.

Core functions of the Steering Group are to ensure clarity of vision, ethos and strategic direction holding leaders to account for the performance of the programme and its participants as well as making sure stakeholders are heard and members are supported.

The Steering Group will record formal minutes of its meetings and members are expected to report headlines of work happening in their region/nation to the full group.

The British Youth Council holds the duty of care for the Steering Group and BYC should utilise volunteers in a meaningful way, provide training and support to the benefit of volunteers and programme participants. Relations between staff and volunteers are central to good working conditions and the British Youth Council will ensure that staff and partners are aware of the purpose of the Steering Group and their responsibilities towards them.

BYC will ensure that volunteers are not used to substitute paid staff, but will fulfil an identified need in the organisation which will be as fulfilling, self-driven and useful as possible. Volunteers should not be used to carry out menial tasks staff do not wish to carry out themselves or work which does not in any way meet their motivation for under-taking the work in the first place. Volunteers can refuse to undertake any work which they deem to be unreasonable or inappropriate.

As the role of the Steering Group involves access to young people it is a requirement that members of the group undergo a criminal record disclosure check (DBS or equivalent).

Areas of Responsibility

The Steering Group has a wide range of responsibilities that include leadership, representation, campaigns, communications, policy, procedure, governance, events and peer support for MYPs.

Members of the Steering Group should remember that they are an ambassador and representative for their region/nation and for the work of the UK Youth Parliament.

As well as the below points on the Steering Group's responsibilities for regional/national representation and role towards the UK programme, along with expectations of BYC, the group share the same set of responsibility and expectations that appear in the MYP role description and should adhere to all the information laid out in this Rulebook.

Responsibilities for Representation and Work in Regions/Nations

- ✗ Work with British Youth Council staff and delivery partners to deliver opportunities and provide support for young people across a region/nation.
- ✗ Create a regional team of MYPs and youth representatives to support on-going and upcoming work and bring all members together regularly.
- ✗ Motivate and inspire Members of Youth Parliament to fulfil their roles to the best of their ability and participate fully in campaigns and other projects.
- ✗ Share key information to enable Members of Youth Parliament to participate in programme activities and understand what they are expected to do.
- ✗ Motivate Members of Youth Parliament to participate fully in campaigns and other projects.
- ✗ Be a positive role model for all Members of Youth Parliament and be an ambassador for the UK Youth Parliament and the British Youth Council, promoting a positive image of the UK Youth Parliament.
- ✗ Consult with members and share their views and experience on a UK level.
- ✗ Share key information about how Members of Youth Parliament can give feedback and influence changes to the programme, and act on the information they share.
- ✗ Offer peer support to members to ensure they can be successful in the role.
- ✗ Be accountable to Members of Youth Parliament and work to ensure achievements are recorded, shared and celebrated.

Responsibilities as Part of the UK Programme

- ✗ Work with British Youth Council staff, partners and volunteers to support preparation, planning and delivery of UK Youth Parliament meetings, events and wider programme.
- ✗ SGs should identify, discuss, debate and address issues of concern to young people and identify how to make a positive change, at all levels, or resist unwanted change. Members should follow up on conversations, decisions and actions.
- ✗ Attend and participate in events and meetings. Organise and co-facilitate/facilitate events and meetings, run campaigns, make speeches, hold debates, and ensure the views of young people are listened to by decision makers.
- ✗ SGs should respect and listen to the views of others, challenge discrimination and promote equal opportunities.
- ✗ Read minutes, agendas and their attachments, to be informed about upcoming events, and transfer that information to the regions/nations.
- ✗ Regularly check the Steering Group communication channels and attend relevant

meetings.

- ✗ Uphold the rules and inform the British Youth Council if you are aware of rules not being adhered to.
- ✗ Make procedural decisions on behalf of, and in the best interests of, the UK Youth Parliament as a UK programme.
- ✗ SG's choices and decisions should be informed by what the MYPs in their region/nation believe.
- ✗ The Steering Group should ensure the programme has a clarity of vision, ethos and strategic direction.
- ✗ Question and challenge staff at appropriate points.
- ✗ Ensure the programme is co-produced and youth led with opportunities for young people to engage at every point within a process.
- ✗ Show party political neutrality when carrying out the role or when representing the Youth Parliament/British Youth Council.

The British Youth Council facilitates and supports the Steering Group to fulfil their role.

Role of the British Youth Council

- ✗ Return to the group with outcomes or a response to comments whenever the Steering Group is asked its opinion or shares a view.
- ✗ Provide the tools, resources and training the group needs in order to be successful.
- ✗ BYC should ensure that relevant paperwork is shared in-advance of meetings as well as ensuring that SGs have time to consider questions beforehand.
- ✗ Consult the group proactively. BYC shouldn't wait until it has answers to come to the Steering Group with updates.
- ✗ Ensure all staff understand their responsibilities when it comes to the Steering Group.
- ✗ Where appropriate, the BYC should ask the group to make decisions on topics that affect the programme. Members of the Steering Group should always be kept updated.

Group Structure

A full meeting of the Steering Group will take place every other month, and additionally where ever requested and required. These meetings will be used to share key updates from the British Youth Council, the delivery team and Steering Group.

To ensure the British Youth Council are able to embed youth leadership into the programme and plan efficiently with this in mind; with young people acting as partners rather than someone who needs to be consulted at the end of the decision-making process; the Steering Group can also work with BYC to establish any relevant working groups. For example, a working group to look at the programme for the Annual Conference. These groups will then report back to the Steering Group at its full meetings.

Working groups are project specific and time limited and allow a smaller number of SGs to work on one area in more detail. These groups will meet more regularly than the full meeting of the Steering Group and as part of SG’s roles it will be expected that Steering Group members will support this way of working. There is no limit on the amount of SGs that can join a working group and there is also no limit on the amount of working groups a SG can join but members of the group should only join a working group if they can commit to it effectively.

Any meeting of the Steering Group should be called in partnership between the British Youth Council and the SGs.

Chair

For full meetings, relevant British Youth Council staff will collaborate with members of the Steering Group to set the agenda. The chairing of the full Steering Group meeting every other month shall be done on a rotating basis from the SG membership.



	Chair Rota
1st	North East
2nd	Northern Ireland
3rd	South East
4th	East Midlands
5th	Yorkshire and Humberside
6th	London
7th	Scotland
8th	West Midlands
9th	North West
10th	South West
11th	East of England
12th	Wales

Rota starts from February 2024

It is the responsibility of the chair to ensure information is communicated in a timely fashion as well as to oversee the running of the meeting; including maintaining order, running to time,

inviting contributions and ensuring all present at the meeting fully comprehended any updates and actions.

The chair of the Steering Group should not be seen as the leader of the Steering Group.

While all members of the group have a responsibility to contribute to updates and feedback information from the meeting to their region/nation, the chair of each meeting shall have an additional expectation to provide an update on discussions and decisions from the meeting to any wider stakeholders and UK wide announcement or commentary.

The contents of Steering Group meeting documents should be seen as confidential and should not be shared outside of the Steering Group and BYC staff team unless explicit agreement has been reached that states otherwise.

Code of Conduct

Once elected, Steering Group representatives must agree and sign a code of conduct. This code of conduct is for all young people representing the British Youth Council, whether it's as a volunteer, a participant or attending an event.

Any breaches of this code of conduct may result in the implementation of disciplinary procedures.

Any punishment or restrictions will be judged on individual circumstances, but it could ultimately result in dismissal from the UK Youth Parliament.

This process is confidential between the British Youth Council and the people involved.

Vote of No Confidence in a Steering Group Member

If the Steering Group does not believe that a member of the group is effectively

carrying out their role then the group can request to hold a vote of no confidence in that member. At least three members of the Steering Group must request a vote of no confidence for the request to be taken forward.

If a member of the Steering Group does not attend, send apologies or have apologies accepted for three consecutive meetings, where they are expected to attend as part of their role, then a vote of no confidence will automatically take place.

If Members of Youth Parliament in a region/nation do not believe that their Steering Group representative is effectively carrying out their role they should inform their coordinator that they want to hold a vote of no confidence in their Steering Group representative. At least three MYPs, representing three different constituencies, need to make this request. The coordinator for the area will then discuss this request with the Steering Group member (or bring this to the attention of the British Youth Council if a delivery partner) and look at increasing the support available to them. If Members of Youth Parliament are not happy with the outcome from this discussion they can push forward with the vote of no confidence.

Acting as the returning officer, British Youth Council staff may decide not to allow a vote of no confidence to take place or may defer a vote if a Steering Group member has not been engaging or meeting their requirements due to external circumstances beyond their control. If this is to happen then the BYC will work to ensure that the SG has the right support available to them. The British Youth Council will also not allow a confidence vote to take place if BYC staff have reason to believe that a vote is being requested for malicious reasons or if undue pressure is being applied to others to meet the three person threshold to request a vote.

If a vote of no confidence is to take place, the British Youth Council will oversee the

process and ensure both sides are able to put forward their case fairly.

For votes in the Steering Group, the quorum for the vote shall be made up of at least 50% of Steering Group members representing English regions and a minimum of one Steering Group member from the devolved nations. The vote will happen via secret ballot and a simple majority is required for the vote of no confidence to pass.

For votes of no confidence by MYPs, the quorum for the vote shall be made up of at two thirds of registered MYPs for that region/nation. The vote will happen via secret ballot and a simple majority is required for the vote of no confidence to pass.

If the quorum has been met and if a majority of SGs/MYPs (who have voted) vote that they do not have confidence in a SG then that SG must stand down from their position. The British Youth Council will then run a by-election to fill the position. If the vote of no confidence does not pass, another vote, in the same member, cannot be called within six months from the date of the vote.

With the exception of the code of conduct, members of the Steering Group can only be removed from their position by a vote of no confidence. However, a SG may choose to resign on their own accord.

Voting and Quorum

It is the aim of the Steering Group to reach agreements through dialogue but where this isn't possible or where it would be useful to formally record the group's opinion, a formal vote may be requested by either the British Youth Council or a member of the Steering Group.

As the Steering Group are representatives, each individual vote shall be publicly recorded in the minutes of the meeting. Each member will have one vote of equal weight.

The minimum number of members needed for a vote a decision to be made (the quorum) shall be made up of at least 50% of Steering Group members representing English regions and a minimum of one Steering Group member from the devolved nations. If a quorum is present when a vote is requested or when a decision is to be made, the vote/decision can happen at the same time but the Steering Group may wish to use their discretion and choose to vote/decide at a later point.

With limitations, the Steering Group can still meet without a quorum. If a quorum is not present when a vote is requested the process will automatically take place online. If a quorum is not present when a decision is needed the matter will be deferred to the next full meeting of the Steering Group, unless otherwise agreed.

Working groups might not consist of a quorum as part of its membership. If this is the case then the full group can agree to suspend the quorum rules to allow the working group to carry out its role but this group must proactively give feedback to the full Steering Group about its activities to ensure appropriate representation and



challenge exists.

Votes taken by the Steering Group require a simple majority to be agreed. Members of the Steering Group can abstain from voting either for or against a proposal or motion but this abstention shall be counted as part of the required quorum and recorded in the same way. If the results are tied then the proposal or motion will be considered not to have the support of the group.

A returning officer will be appointed from the British Youth Council staff. They are responsible for ensuring the vote is run fairly and as smoothly as possible, in accordance with these regulations and the UK Youth Parliament rules and dealing with any disputes that may arise. The need for a vote and the voting process should be agreed by the Steering Group and the British Youth Council.

Extending, Distribution and Selection Process for MYP Opportunities

It is the goal of the Steering Group to create new, and expand existing opportunities to Members of Youth Parliament as well as to create new leadership roles within the programme.

To support the work of the programme and create more leadership posts, the Steering Group may create other similar representative groups for areas such as communications or campaigning.

For external opportunities offered directly to the British Youth Council for Members of Youth Parliament to take up, work should be done to ensure opportunities are shared fairly across all parts of the UK and that work is done to remove barriers to participation in these opportunities, including location. The Steering Group should be informed of any of these opportunities and ensure that they are distributed fairly based on location and any other factor the group wishes to consider,

such as gender.

In practice, there are three main ways an MYP will be selected to take part in an opportunity. These are invitation, application and election. However, if an opportunity is time sensitive the British Youth Council can directly offer the opportunity to a young person, ensuring that the decision has been made in the fairest way possible and the Steering Group are still informed if this has happened so they can factor that into future decisions.

When an opportunity is to be directly offered to a member, relevant staff or partners should work with relevant members of the Steering Group to decide which Member of Youth Parliament should be offered that opportunity.

When opportunities are offered to a wider group or advertised publicly, individuals will be invited to apply. The Steering Group should work to ensure that the application process is fair and everyone is able to engage in the process. They should also encourage members to engage in the process. Relevant members of the Steering Group, along with support from the British Youth Council staff, will decide who should be able to take part in the opportunity based on the quality of their application, the relevance and the potential benefit the opportunity can have.

The UK Youth Parliament supports blind application processes and wherever possible identifiable information will be removed during the selection process to ensure the process is free from bias. When there is an application and selection process, multiple people should be involved in deciding who should be able to participate in the opportunity.

For opportunities within the programme that connect to the role of representation, such as Debate Leads, elections will take place to decide which MYP(s) is able to take part in an opportunity or to decide who is elected to a position. The Steering Group

has a role to encourage members to apply and to support applications ensuring the process is free from bias and barriers to participation have been minimised.

In its internal elections, the UK Youth Parliament uses proportional representation systems of voting.

The Steering Group will decide the process for how individual opportunities will be shared or decide the process for how applications and elections will work. The British Youth Council will facilitate the outcome of the decisions.

Ensuring that exceptional circumstances are taken into consideration, the Steering Group reserves the right to introduce eligibility criteria or consider any factors when deciding the process of distributing opportunities. This may take the form of introducing questions for members to answer around their participation or excluding members from being able to apply for additional roles if they have not engaged with elements of the programme. These eligibility criteria should be communicated to all members ahead of any applications opening and should be applied, universally, across the UK.

Department of Culture Media and Sport

The British Youth Council will bring together young people from the UK Youth Parliament, national youth representative organisations, regional representation and those with specific lived experiences. It aims to engage with policy makers across the UK Government and ensure youth voice is heard on key issues that impact young people's lives.

As part of the current grant from the UK's Department for Culture, Media and Sport (DCMS), which runs from April 2023 to March 2025, the British Youth Council will create an advisory group of young people to oversee the funding, related programmes and youth voice opportunities.

This group will work with the British Youth Council to ensure a joined up approach across the UK Youth Parliament, Local Authority Youth Voice Programme, Youth Select Committee and the policy engagement work funded by DCMS. Work with Civil Servants to represent young people and raise key issues.

The Steering Group has three places on the advisory group and it is up to the SGs to determine how it will work with and be represented on the group.



08

SG Elections

Summary

How long is the SG term of office?

The term of office for SGs runs for 2 years and will begin their term on 1st February and end on 31st January.

Who can become a SG?

Candidates must be a current MYP or SG and be aged 15-18 (but be aged 16 by the point of their first in-person meeting, such they be elected). The SG for Scotland is nominated from within the Scottish Youth Parliament board.

Can a SG also be a MYP?

No - SGs are unable to also be an MYP.

How are SGs elected?

Voting takes place online. All current MYPs and SGs who are seeking re-election will be emailed in order to participate in the vote. Outgoing SGs are not eligible to vote.

What is RON?

The ballot will include the option to 'Re-Open Nominations' (RON). If this gains the most votes, then another election will be held and new candidates will be able to apply.

What voting system is used for SG elections?

The vote will be run using a proportional representation system of voting.

Can a SG stand for election more than once?

Yes - As long as they still meet the eligibility criteria.

How do we make sure SG elections are fair?

A returning officer will be appointed from BYC staff. They are responsible for ensuring the election is run fairly and as smoothly as possible and dealing with any disputes that may arise.

What if no one stands in a SG election?

The BYC will try to elect an interim member but failing that the SGs can invite a former programme participant back to act as the SG for that region/nation to ensure the area is represented and supported.

What happens if there's a vacancy?

If a vacancy arises the BYC will work to fill the vacancy and in the first instance will seek to recruit a full member (an SG who is no longer an MYP). If this isn't possible then an election will take place for an interim member.

What are interim members?

Interim members are part SG and part MYP.

Candidate Eligibility

Candidates must be a serving Member of Youth Parliament or current Steering Group member and candidates must be aged over 15, but be aged 16 by the point of their first in-person meeting, and be aged under 19 at the time of the election. The date of the first in-person meeting should be included in any election guidance.

The lower age limit is because members of the Steering Group are expected to travel independently around the UK and the British Youth Council's safeguarding policy doesn't allow under 16's to travel by themselves.

The SG for Scotland is nominated from within the Scottish Youth Parliament board, which itself is elected.

Term of Office

Starting from 2022, the term of office for the Steering Group will run for 2 years and members will begin their term on 1st February and end on 31st January. Elections take place ahead of the start of the new term of office to allow for a handover between the outgoing and incoming Steering Group. Between their election and the start of the term of office, incoming members of the Steering Group are known as SG-Elect.

Members of the Steering Group are unable to hold the position of Member of Youth Parliament. A Steering Group member can stand for re-election if they fit the eligibility criteria.

If a Member of the Steering Group no longer meets the eligibility criteria or stands down midway through their term of office, the British Youth Council will run a by-election to fill the vacancy. See the session '[By-Election](#)'. Any new Member of the Steering Group will start their role during a

current term which will end at the same time as outlined in the Rulebook.

Election Guidance

All eligible Members of Youth Parliament will be invited to submit a self nomination form if they wish to stand in the Steering Group elections, which take place during the autumn every two years.

Candidates are expected to prepare a manifesto and the current Steering Group is responsible for agreeing the application and election process. It is the role of the British Youth Council and returning officer to manage the election and its process.

Voting takes place online using an electoral voting platform. All current Members of Youth Parliament and members of the Steering Group who are seeking re-election will be emailed that unique code in order to participate in the vote. Outgoing members



of the Steering Group are not eligible to vote.

The vote will be run using a proportional representation system of voting.

The ballot shall include the option of 'Re-open Nominations', if this gains the most votes, then another election will be held.

During the normal election window, if a candidate for the Steering Group doesn't come forward or if no MYP is eligible to stand in any region/nation then the group may use its discretion to elect an interim member in the new MYP term of office or invite a former programme participant back to join the Steering Group (removing the need for candidates to be outgoing MYPs at time of election). It should be the aim of the Steering Group and BYC to have representation for every region and nation. (See section '[Interim Member](#)' and '[Ensuring Representation](#)').



By-Elections

It is the preference of the Steering Group to always have 12 full members, but the group recognizes that for a range of factors this may not always be possible. If a vacancy arises in the Steering Group, the British Youth Council will work with the relevant region/nation to fill the vacancy and in the first instance will seek to recruit a full member. If this isn't possible (because a full member is unable to also carry out the role of an MYP) then an election will take place for an interim member (see section '[Interim Member](#)').

Current members of the Steering Group should be informed and updated about the need for an election, the methods and the process as well as the election timetable.

The Steering Group election guidance and information from the Rulebook will be used to elect a new member.

Any new (full) members of the Steering Group must stand down from their role as a MYP as SGs are unable to hold both roles at the same time. The body that supports MYP election locally should see the section '[Replacing a Member of Youth Parliament](#)'.

Interim Members

If a vacancy arises in the Steering Group, and a new 'full' member isn't able to be elected then the group will invite MYPs to apply to become an interim member.

The same Steering Group election guidance will be used to elect an interim member but interim members of the Steering Group are still able to hold the position as Member of Youth Parliament.

At UK events such as the Annual

Conference or House of Commons debate, or for work on a local level, Interim SGs will take part as an MYP. When working in their region/nation, Interim SGs will take part as a SG. When carrying out the role of the SG, Interim SGs should acknowledge that they are a "Interim Steering Group member" rather than a member of the "Steering Group".

As the Steering Group plays a role in the selection or application process for additional roles and opportunities such as Debate Lead or the Social Action Group, Interim Steering Group members are unable to apply for additional roles or vote in regional/national elections. Interim Steering Group members are able to vote along with other SGs with the exception of any votes related to the role of the Steering Group or Interim Steering Group members. Any changes made to the role of Interim Steering Group member will not come into effect until the next term of office.

Interim members are bound by the same rules as full SGs, which are outlined in the Rulebook.

If an Interim Steering Group member no longer meets the eligibility criteria to be a Member of Youth Parliament an election should be triggered to allow MYPs in the region/nation to vote for who they would like to become their new Steering Group member (full member rather than interim). The current interim member is able to stand as long as they are within the current term of office for SGs and any other MYP who meets the SG candidate eligibility is also able to stand in the election to become a full Steering Group member, rather than an interim member and therefore no longer an MYP.

The ballot should include the names of all candidates, the option to elect a new interim member rather than a full member, and an option to 'Re-open Nominations'. The vote will be run using a proportional representation system of voting. If 'Re-open Nominations' wins, a new by-election will

be held to elect a new full member with the same options as above.

If the region/nation votes to elect a new interim member then a new election will be held to elect a new interim member and as they no longer meet the eligibility criteria to be a Member of Youth Parliament, the current Interim Steering Group member will be unable to stand.

Ensuring Representation

If for whatever reason, a region/nation is unable to elect someone to become a member of the Steering Group the group may decide to invite a former programme participant back to act as the SG for that region/nation to ensure the area is represented and supported.

Members of the Steering Group should vote to approve this step and the new member on a case-by-case basis as this is a change from the current eligibility criteria rules of "candidates must be a serving Member of Youth Parliament or current Steering Group member".



09

**UKYP
Meetings and
Events**

Attendance, Apologies and Deputising

If a member is unable to attend a meeting or event, they should send apologies in advance – whenever possible. Members should make an effort to make sure that they are up-to-date with information and actions from any meeting or event they have missed.

Where a Member of Youth Parliament is unable to attend, another young person may deputise for them following the guidance outlined in the Rulebook and agreed in advance.

Online Engagement

During their term of office, members will be invited to, and expected to attend, a range of online meetings and events. These can include regular regional/national meetings with other members from that part of the country as well as other online sessions that focus on a particular topic, such as information regarding campaign activities, or training events.

Members of Youth Parliament are expected to engage in online work the same way they would face-to-face meetings and events.

The Steering Group will work with relevant staff or delivery partners to plan and host these sessions.

Inviting Guests to UKYP Meetings and Events

The UK Youth Parliament is a non-partisan programme, and this must be upheld during all meetings and events. There must be an attempt to show a spread of opinions and viewpoints within panels and guests at all UK Youth Parliament meetings and events run by the British Youth Council and their regional and national delivery partners.

The Steering Group must be consulted on the makeup of any panel and invited guests

at all UK Youth Parliament meetings and events run by the British Youth Council and their regional and national delivery partners.

This need to consult and agree guests with the Steering Group extends to all people attending meetings and events, not just political representation.

Wherever practical and possible, invitations to attend meetings and events should come from the Steering Group.

YouthCons

The British Youth Council will hold events (YouthCons) across the regions and nations of the UK, which Members of Youth Parliament and members of the Steering Group will attend, along with other young people involved with the British Youth Council's Youth Voice Programme.

Regional/national events will be supported by a central British Youth Council team and the Steering Group will work with BYC staff and delivery partners to deliver events around the UK, whenever funding allows.

At these events, young people will; receive training appropriate to their role, be involved with the UK campaign priorities, meet with key decision makers, share best practice and network.

In-Person Training, Residentials and Other Meetings and Events

As well as the pre-existing programme of events and online opportunities, members may be able to participate in a range of additional opportunities as part of the programme. This could include training residentials or attendance at All Party Parliamentary Groups (APPGs). Work will be done to ensure the distribution of these opportunities is fair and members are expected to follow what is outlined in the Rulebook at all times when participating in any BYC/UKYP meeting or event.

10

**Make Your
Mark**

Make Your Mark

Make Your Mark is a consultation of 11-18 year olds living in the United Kingdom. It asks young people to vote on the issue which matters most to them.

Since Make Your Mark first began in 2011, over 7 million votes have been cast by young people around the UK.

Any young person aged 11-18 living in the United Kingdom can vote in Make Your Mark either online, on a ballot paper or using tally sheets.

Starting from February 2022, the Make Your Mark consultation will take place every two years, to coincide with the start of the new programme cycle and MYP term of office. However, MYPs should always be seeking to capture the views of the young people they represent.

In order to maximise the ballot's reach, the UK Youth Parliament and British Youth Council may partner with a variety of organisations to support the consultation.

It is the role of the Steering Group to decide how to run Make Your Mark and decide on the process for selecting what appears on the ballot.

Over the past several years the Make Your Mark ballot has seen a number of changes that include splitting the ballot into devolved and reserved issues, introducing additional text boxes but most recently and as a result of changes to the programme due to the pandemic, Make Your Mark has been made up of more generic themes as opposed to specific campaigns/projects to allow newly elected Members of Youth Parliament to focus on an issue within that theme which is important to their constituents, thus giving them ownership of their work and the ability to focus on an issue which directly impacts their area. This also means that the themes are generic enough to apply to young people in all four nations.

As part of a themed ballot, the Steering Group will decide which themes will appear on the ballot by reviewing the latest manifesto and creating a long list of themes for the point within the document. The Steering Group may then ask Members of Youth Parliament for their input on what themes they would like to see on the ballot from the long list or what examples could be included with the theme (if the Steering Group have agreed to having example issues).

Ahead of each consultation, the current Steering Group is responsible for deciding how they want the ballot to work and as a result may change the concept of the ballot from the model used since 2022. Any changes should aim to include democratic avenues from Members of Youth Parliament to contribute to the creation of the ballot.

The results of the ballot serve multiple purposes. This includes creating a picture of local priorities and meets statutory requirements for local authorities to proactively engage young people and to understand and record those opinions, particularly when it comes to decision-making. The results of the consultation also set the direction for the UK Youth Parliament in the coming programme year, and creates a new mandate for the



UK Youth Parliament, as a democratic programme, to campaign and lobby on issues.

The foundations of the UK Youth Parliament's priority campaign comes from the results of Make Your Mark. This is one of the reasons it's important all members fully commit to the consultation to ensure there is a strong mandate as UKYP engages decision-makers to create social change based on the issues young people have said are their priorities.

The reach of Make Your Mark is only possible thanks to the hard work of young volunteers, partners and British Youth Council members.

As part of membership there is an expectation for local areas and individuals to reach as many young people, as part of this consultation, as possible.

The same Office for National Statistics's Population Estimates that are used for UKYP seat allocations are also used for Make Your Mark.

Focus Groups

With Make Your Mark taking place at the same point as UKYP elections, one of the first tasks for newly elected members, as part of the programme, is to run the focus groups across their constituency in both formal and informal settings to ensure seldom heard voices are captured.

These focus groups should help a member to understand what the results mean to the young people they represent. This is an opportunity for members to work closer with voters and to build a stronger picture and understanding of local issues and opinions beyond the UK consultation.

All Members of Youth Parliament are expected to run these focus groups as part of their role.



11

**UKYP Policy,
Manifesto and
Campaigns**

UKYP Policy, Manifesto and Campaigns

Members of Youth Parliament have a two year term and, as a result, the UK Youth Parliament has a two year programme. The first year of the programme is focused more on policy development with the second year being focused more on campaigning. However, UKYP should seek to ensure that advocacy and representation is part of the full two year programme.

The Steering Group are the decision makers for the policy process.

In 2017 the Steering Group, then Procedures Group, approved a new 2-year manifesto cycle for the 2018 programme year. This means that for 2024 the UK Youth Parliament will create a new manifesto at the Annual Conference which, with the exception of updates following a vote, will be in place until March 2026.

Any Member of Youth Parliament can set up a campaign, and any young person can support it and make a difference. As part of the UK programme, MYPs will select a topic to become the UK priority campaign. This topic will be selected following a vote by the UK Youth Parliament during the House of Commons sitting.

The most important aspect of any Members of Youth Parliament's job is to make sure they represent the views of the young people in their constituency. The UK Youth Parliament is an issues-based programme that provides young people with a democracy opportunity to address topics that affect young people. Members should ensure that the work of the UK Youth Parliament is not affiliated with any political party

Policy Process (Manifesto)

As part of the UK Youth Parliament policy building process, and in order to build a UK manifesto, Members of Youth Parliament

will be invited to submit policy motions from their local manifestoes in order for these to be considered for debate at the Annual Conference.

Individual policies which are similar in nature to others may be grouped together in the interest of cohesion and the Steering Group may decide to introduce pre-selected headings where members are then able to submit policies in relation to that topic. The policy process should ensure that any topic can make it to part of the UK debate but members may be capped at the number of policies they can submit.

It is expected that every Member of Youth Parliament will submit a policy.

The exact process for submitting policy will be confirmed by the Steering Group and British Youth Council staff and communicated to members in advance of the process beginning.

The Steering Group will decide to process each year, however, the Steering Group should be cautious in the extent they change the policy process midway through the programme's two-year cycle in order not to devalue all over value policy positions that have already been adopted.

The UK Youth Parliament should endeavour to ensure that mechanisms are in place for members to update policy over their two-year term of office and the UK Youth Parliament will not adopt any policy positions without democratic process taking place.

For more information about policy debates see the section '[The Big Debate](#)' in the [Annual Conference](#) section of the Rulebook.

Policy Votes (Manifesto)

All UK Youth Parliament policy will be debated and voted on before it is approved and actioned.

The below process outlines how UKYP

votes on policy to create or update their UK manifesto.

When a vote is to be held on a reserved issue, those from a devolved nation should be reminded that they are able to abstain.

Policy votes include three options and members will be able to vote for, against or abstain. Members can't vote in absence.

In the event that Members of Youth Parliament are to debate two motions which oppose each other, one extended debate will take place. Come the vote, the chair will outline that it is a decision between one motion or the other rather than a vote on both individually (members can still abstain).

If the UK Youth Parliament already has a policy on the topic being debated then the chair should follow the steps outlined above. However, they should explain to members what the current UK Youth Parliament position is. In the vote, a third option of retaining current policy will be introduced with MYPs advised that they can only vote for one of the three options (keep current policy or support either motions) along with abstaining.

During policy debates voting shall be by way of raised hands - with the vote facilitated by the chair - or electronically where possible. If electronic voting is not possible the chair can request that British Youth Council staff count the amount of raised hands if this is deemed as necessary. Online voting can also be used.

To abstain means a member is choosing not to vote for or against a motion. There are a number of reasons someone might choose to abstain, such as the topic not affecting their constituents or not feeling like there is enough information to make an informed decision.

Abstentions will be counted as part of the turnout.

The chair will announce the results of the

vote.

Motions need a simple majority to pass.

Abstentions are not counted when working out the required majority. Motions will pass if a majority of MYPs, who vote for or against the motion, vote for it. It should be noted that a motion can pass with under 50% of the total vote under this system.

In the event of a tied vote, meaning a motion has failed to be agreed by a majority of MYPs, the motion will not pass.

Any point of order shall be addressed by the chair who shall provide the final ruling.

Manifesto

As part of the UKYP programme, Members of Youth Parliament will debate and vote to create a UK manifesto. This process takes place as part of the Annual Conference during year one of the programme (see the section '[Annual Conference](#)').

This document will act as the collective statement of what the UK Youth Parliament believes and what change it would like to see.

The manifesto should be referred to when UKYP takes part in advocacy to ensure it approaches issues with a collective voice and that MYPs have a mandate to speak on such topics.

All Members of Youth Parliament should be able to contribute to the policies being put forward to be included in the manifesto.

Advocacy

The UK Youth Parliament and its members seek to influence policy and decisions that affect young people, at every level.

While all members have a responsibility to engage decision-makers on a local level, the British Youth Council on the Steering Group

will work to ensure young peoples' opinions are represented, and action is taken based on young peoples' views, as part of an advocacy plan.

The Steering Group will work with relevant British Youth Council staff to produce regular advocacy plans that include clear opportunities for young people across the UK to participate in advocacy opportunities. For example, this could include ministerial roundtables.

Priority Campaign and Campaigning

Any Member of Youth Parliament can set up a campaign, and any young person can support it and make a difference. The UK Youth Parliament and its members should seek to influence policy and decisions that affect young people, at every level.

Any campaign set up or supported by a MYP must follow the rules of the UK Youth Parliament.

As part of the UK programme, MYPs will select a topic to become the UK priority campaign. This topic will be selected following a vote by the UK Youth Parliament during the House of Commons sitting.

The Steering Group will support the British Youth Council to create new leadership opportunities as part of the UK campaign in the regions/nations to mobilise MYPs and other youth representatives to take action and ensure campaign tasks are completed and celebrated.

Collective Voice

To ensure it can address issues in a unified way and following democratic exercises to establish policy positions, the UK Youth Parliament operates a system of collective voice.

Members are welcomed and encouraged to challenge potential policy during UK Youth

Parliament debates but once the policy is adopted members are expected to offer support for advocacy actions as a member of a programme. (This is a similar system to the Government's 'collective responsibility' which is the convention whereby individual members of the government are held accountable for the actions and decisions of the Government as a whole.)

As representatives, Members of Youth Parliament should always prioritise the views of the young people they represent and should work to create policy positions and vote based on how their constituents feel about an issue, with this being backed up by the result of consultation and engagement with voters.

When it comes to debates that are not to establish policy but rather to decide which policies to priorities (such as the House of Commons debate during year one of the programme), members should remember that they are not debating for or against motions as collectively, the UK Youth Parliament has already agreed (at the Annual Conference) that it supports the policy position.



12

**Annual
Conference**

Annual Conference

The UK Youth Parliament will hold an Annual Conference once a year. All serving Members of Youth Parliament will be entitled to attend this event.

This event will be used to; create and update the UKYP manifesto and/or policy, provide an opportunity for Members of Youth Parliament from across the UK to network, meet with decision makers, further campaigns and train Members of Youth Parliament in skills for their role.

While it is the British Youth Council who are responsible for the logistics and delivery of the event, it is the Steering Group who are responsible for the events content and facilitation.

For more information about the policy process see the section '[Policy Process](#)' in the section '[UKYP Policy, Manifesto and Campaigns](#)' of the Rulebook.

Policy Year (Year One)

The Annual Conference, as part of year one of a two-year term of office for MYPs, should focus on policy with a main objective of the event to be the creation of a new UK Youth Parliament manifesto which acts as the foundation for all advocacy work for the remainder of the programme.

As well as this focus on policy and policy debates to create the manifesto, the Annual Conference should include a broad range of activities and objectives which the Steering Group are responsible for defining and working with the British Youth Council to deliver.

While all UK Youth Parliament events should seek to upskill attendees, the first Annual Conference should also ensure that members are fully equipped and ready to fill the roles to the best of

the abilities and during the planning of the event, those involved should be conscious that this is potentially the first time MYPs will meet other members from beyond their local areas.

Campaign Year (Year Two)

The Annual Conference that takes place in the second year of the programme will have more of a focus on developing and moving forward the UK priority campaign, which was selected at the House of Commons debate.

This event should also include avenues for Members of Youth Parliament to refresh UK policy and showcase the work they have been doing in their constituencies; along with a range of other objectives which is Steering Group are responsible for.



The Big Debate

This section refers to the regulations governing the running of the 'Big Vote' at the UK Youth Parliament Annual Conference.

All submitted policy, that meet the necessary criteria will be debated and put to a vote. Members of Youth Parliament can vote for, against or abstain on adding the policy motion to the UK manifesto. A simple majority is needed to pass a motion. (See section '[Policy Votes](#)' for more information.)

Members of Youth Parliament have a responsibility to check the rules, ask questions in advance, prepare their own motions and pay attention during the debate to what is happening and any instructions that are given.

The UK Youth Parliament has a long standing practice that if someone doesn't agree with a point made during a debate then they should challenge the statement not the person. (For more information see the section '[Debate Conduct](#)' in the Rulebook.)

The Chair will not tolerate personal attacks. For example;

- ✗ Appropriate challenge: 'I understand the previous MYP's point, however I would disagree with some of the facts, this is what I think the evidence shows...'
- ✗ Inappropriate challenge: 'I think you are ridiculous for saying that and you don't know what you are talking about'.

Members should remember that they are acting as representatives and should act and vote accordingly.

The chair of the debate will be a member of the Steering Group and will be supported by another member of the group, acting as the vice chair.

A policy desk will be created to support the proceedings and British Youth Council staff members will be in the room the debate is taking place to support members participation.

The debate and the processes at the Annual Conference are governed by the entirety of the Rulebook. A member of BYC staff who has responsibility for the Rulebook should be available during the debate to advise on procedural matters and ensure the rules are being adhered to.

The British Youth Council and the policy desk should support the chair and vice chair and ensure they are aware of the rules but the chair has the discretion to make any rulings.



Rules for Managing the 'Big Debate' (Manifesto Debate)

- ✗ At the beginning of proceedings, a statement will be read out reminding Members of Youth Parliament that when voting on reserved issues, those from devolved nations have the right to abstain.
- ✗ The order of debate shall be determined by the number of MYPs who proposed each motion (or by the amount of MYPs would have singled support for a motion depending on the policy process ahead of the Annual Conference).
- ✗ Unless otherwise agreed, each debate shall last up to seven minutes. The chair of the Big Vote has the discretion to close a debate, or bring it to an early vote, at any time.
- ✗ The Member of Youth Parliament who proposed the motion shall give the opening speech, and can speak for up to one minute in support of proposing the motion. If the person who proposed the motion isn't at the debate the chair will section an MYP to make the opening contribution. There will then be an open plenary debate which should not exceed six minutes (unless otherwise agreed). Contributors should keep their points short and precise in the interests of allowing as many MYPs to speak as possible. The chair will close the debate at the end of the time limit, if not before.
- ✗ The chair shall select speakers, with the vice chair responsible for recording the region/nation of contributors to ensure the fair balance of speakers. Members are called to speak proportionately by the amount of MYPs per region/nation that are in the room during the debate.
- ✗ Members should be called to speak at random for the majority of the debate with the chair interjecting to ask if there is a member from a particular part of the UK who wishes to contribute should the vice chair make the chair aware that there isn't a proportional split in the voices being heard.
- ✗ The rules require that only regions and nations are recorded to ensure fair contributions during the debate; however, the Steering Group may choose to use its discretion to introduce any other factors they feel relevant to ensuring there is a fair and representative voice during the debate. Any additional recording of contributions should happen during the entirety of the Annual Conference.
- ✗ At the close of a debate, there shall be a vote on the motion with the options of for, against and the option of abstention.
- ✗ Voting shall be by way of raised hands - with the vote facilitated by the chair - or electronically where possible. If electronic voting is not possible the chair can request that British Youth Council staff count the amount of raised hands if this is deemed as necessary.
- ✗ Only Members of Youth Parliament are able to vote.
- ✗ The chair will announce the results of the vote. In the event of a tied vote, as it has failed to be agreed by a majority of MYPs, the vote will fall.
- ✗ Any point of order shall be addressed by the chair who shall provide the final ruling.
- ✗ Members of Youth Parliament can request to hold a Vote of No Confidence in the chair of the debate.
- ✗ In the event that Members of Youth Parliament are to debate two motions which oppose each other, one extended debate will take place. At the vote, the chair will outline that it is a decision between one motion or the other rather than a vote on both individually (members can still abstain).
- ✗ If the UK Youth Parliament already has a policy on the topic being debated then the chair should follow the steps outlined above. However, they should explain to members what the current UK Youth Parliament position is. In the vote, a third option of retaining current policy will be introduced with MYPs advised that they can only vote for one of the three options (keep current policy or support either motions) along with abstaining.

Policy (Non Manifesto)

As well as debating to create and update the UK manifesto, the UK Youth Parliament will also debate to create its policy positions on different issues and in particular, focus on creating a policy position for the UK priority campaign.

The Steering Group is responsible for defining how the UK Youth Parliament reaches its policy positions but should ensure that all Members of Youth Parliament are able to proactively take part in discussions and signify their support for a

collective position on an issue.

While the Steering Group may opt to use the same methodology in the Rulebook that outlines the process for creating and updating the manifesto, they may choose to update these guidelines at their discretion for non-manifesto related policy debates.

This could include changing the selection process for what will be debated or changing the length of individual debates to proportionally represent the amount of MYPs who wish to speak on a particular topic.

Vote of No Confidence in Chair of the Debate

This section refers to the procedure which should be followed by Members of Youth Parliament wishing to request a vote of no confidence against the Chair of the debate at the UK Youth Parliament Annual Conference.

- ✗ If a Member of Youth Parliament feels that the Chair is acting outside the given guidelines, or is acting in a way that results in unfair bias, a vote of no confidence in the Chair can be requested.
- ✗ Before doing so, it is important to note that the Chair may act within the realms of their judgement to a reasonable degree whilst presiding over the debate.
- ✗ To request a vote of no confidence, a MYP must notify a member of the British Youth Council staff overseeing the debate at the earliest opportunity. It is not necessary for there to be more than one Member of Youth Parliament in favour of this vote.
- ✗ In the first instance, the member of staff responding to the request will seek to find a resolution that does not disrupt the debate, however, the member who wishes to hold a vote can insist on pushing it forward to test the opinion of the room.
- ✗ The debate will be stopped temporarily, and a member of staff from the British Youth Council will become Acting-Chair.
- ✗ The member having the vote brought against them and the Member of Youth Parliament proposing the vote will make their case to the room in the form of a one minute speech each.
- ✗ Following the speeches, a vote will be held by a show of hands, and a simple majority will be used to determine the outcome. The Acting-Chair can request that British Youth Council staff count the amount of raised hands if this is deemed as necessary.
- ✗ Only Members of Youth Parliament are able to vote.
- ✗ In order for the vote of no confidence to succeed, a total of 50% plus one MYPs need to vote in favour of their removal.
- ✗ In the event that a vote of no confidence succeeds, the Vice Chair will take up the role of Chair and another appropriate individual will be appointed Vice Chair. If the vote fails then proceedings will continue as before and another vote of no confidence can be called for the remainder of the session.

13

**House of
Commons**

Summary

Why is the UKYP allowed to use the Commons Chamber?

Each Parliament, MPs vote to allow UKYP to use the chamber. Arrangements for the sitting are agreed by the Speakers Office. MYPs are the only people apart from the 650 MP who are allowed to sit on the green benches.

What is the purpose of the sitting?

MYPs debate to decide a priority campaign, not to create policy (which is the purpose of the Annual Conference).

Is the debate political?

The debate is issue based and members should remember that UKYP is non-partisan.

Who chairs the sitting?

Mr Speaker or one of the deputy speakers.

How does the sitting work?

There will be 5 debates during the sitting. Each debate will have 3 Debate Leads and debates last around 30 minutes. The first two Debate Leads to speak and give introductory speeches on the issue. The debate is then opened to the floor for MYPs to take part in a Parliamentary-style debate. At the end of the debate a third Debate Lead will give a summation speech. This process is repeated 5 times.

How much attention does the sitting get?

This event brings a large amount of media attention. Members must have consent to take part in press interviews and shouldn't engage with negative coverage.

What are Debate Leads?

Debate Leads give pre-prepared speeches at the dispatch boxes to shape each of the debates during the sitting by providing speeches and summations on the issues being debated. A total of 15 MYPs are elected as Debate Leads.

How long can speeches be?

Members speaking from the backbenches should not speak for more than one minute. Speaking for longer means they could be cut off by the chair.

Do MPs attend?

Yes - MPs are welcome to, and many attend the sitting. From speeches made by MPs, a balance of political opinion must be achieved. BYC cannot take responsibility for any comments made by an MP.

Who sits where?

Debate Leads sit on the front benches with other MYPs sitting on the backbenches, with their region/nation. Workers can watch from the public gallery but seats are reserved for support staff only.

House of Commons Sitting

Working with the UK Parliament (who's members must vote to approve the use of the chamber and are the ultimate decision makers for the event), the UK Youth Parliament will seek to hold a debate in the chamber of the House of Commons, once per year.

All serving Members of Youth Parliament will be entitled to attend this event.

The Steering Group will agree on the arrangements for each House of Commons sitting and ensure that there is fair representation from all regions and nations.

A requirement of the debate is to have a mixture of devolved and reserved topics.

Members should remember that the House of Commons sitting is not a forum to establish policy but rather to decide which policies to prioritise. Members should remember that they are not debating for or against motions as collectively, the UK Youth Parliament has already agreed (at the Annual Conference) that it supports the policy position.

While it is the Speaker (or person chairing the debate) who decides who will speak during the debate from the backbenchers, the Steering Group do make the request to the UK Parliament that members are called to speak proportionately by the amount of MYPs per region/nation that are in the chamber during the debate.

During the sitting members should be conscious that they are guests of the UK Parliament. They should follow the instructions of Parliament officials. The British Youth Council has no authority to override the decision made by the doorkeepers or other UK Parliament staff.

This event brings a large amount of media attention and members should be conscious of how they

may be perceived. Members should remember that they are representing themselves, their constituents and the UK Youth Parliament. They should refer to the rules for media engagement, including social media.

MYPs need to ensure that the BYC or local area support staff are aware of media interviews prior to participating and members have consent to take part.

Members should remember that not all attention will be positive and they should not engage with negative coverage or remarks. Any such coverage should be passed onto the British Youth Council's press office.

During the debate, members should try to ensure that what they are saying is factually correct and should avoid saying anything they know to be untrue or which could cause harm to someone else. Members should not share personal information about anyone without seeking agreement prior to the event.



Senior members of the House of Commons staff, including Parliament's legal services, will be watching and supporting the debate. Anything that a member says which could be considered slanderous, unparliamentary or privileged will be removed from the record and recording of the event.

Unlike MPs, MYPs do not have parliamentary privilege and can be held liable for what they say in the chamber.

Members must not swear and they should be careful not to damage the reputation of the UK Parliament (e.g. call MPs liars).

If a sitting is scheduled to take place around the same time as an election, *purdah* (also known as the pre-election period) might impact how the event is run. For example, there might not be any public broadcast of the sitting. If the UK Youth Parliament is to use the House of Commons chamber during *purdah* then all involved in the event should follow the instructions of Parliament's staff.

From speeches made by MPs, a balance of political opinion must be achieved with a minimum requirement being a speaker from the government benches and the official opposition benches.

While MPs will receive a briefing on what is being debated and the non-partisan nature of the UK Youth Parliament, the British Youth Council cannot take responsibility for any comments made by an MP.

Members of Parliament and other parliamentary officials are welcome to join the proceedings of the debate in order to watch MYPs contributions, members should remember their non-partisan commitments as per the Rulebook at all times.

The public gallery will be open, unless otherwise stated, but seats are limited and reserved for the bodies that support UKYP elections (one seat per constituency). MYPs are unable to invite additional people to watch the debate from the UK Parliament.

Support staff are unable to join members in the chamber but the British Youth Council will be present to support members' welfare during the debates.

Votes in Parliament will be facilitated by House of Commons staff and members will be invited to vote on paper ballots in either division lobby.

Members should remember that the UK Youth Parliament already supports the issues/topics that are being debated and this event is not to decide policy, that is the purpose of the Annual Conference.

As MYPs are not Privy Counsellors or Government Ministers it is not correct to address other members as "Right Honourable". The term "members", "member for..." or just an MYP's name is an acceptable form of address.

Structure of the Debate

There will be five debates during the sitting. Each debate will have 3 Debate Leads and debates last around 30 minutes.

The Speaker (or chair) will start each debate by reading from the order paper before calling the first two Debate Leads to speak and give introductory speeches on the issue.

The debate is then opened to the floor for MYPs to take part in a Parliamentary-style debate. At the end of the debate a third Debate Lead will give a summation speech.

This process is repeated five times.

Debate Leads

Debate Leads sit on the front benches during the debate and give their pre-prepared speeches at the dispatch boxes to shape each of the debates during the House of Commons sitting by providing speeches and summations on the issues being debated.

A total of 15 MYPs are elected as Debate Leads, one from each region/nation giving us the first 12, a further debate lead from the UKYP British Armed Forces Bases Overseas seats and then the last two seats are allocated via a rota system which you can find in the UKYP Rulebook.

Debate Leads are elected by Members of Youth Parliament in the 12 regions and nations of the UK. The vote is conducted using STV and all registered members are eligible to vote.

Only Members of Youth Parliament who know they will be attending the House of Commons sitting should stand in the Debate Lead elections.

As part of the application process, candidates are required to submit a 60 second video of them speaking on a pre-selected topic. The Steering Group is responsible for agreeing arrangements.

When members are sent an online voting link to take part in the election they will also be able to watch the videos submitted by candidates to help ensure members can make an informed decision when voting. To give all candidates the same opportunity, speeches are capped at 60 seconds and if a member's video submission surpasses that time limit only the first 60 seconds (from the start of the recording) will be shared with members during the election.

A member of staff from the British Youth Council will be appointed as returning officer to deal with any disputes. This person should follow the rules outlined in the Rulebook and the ruling of the returning officer is final.

During the 2023 sitting there were 5 debates with each debate having 3 debate leads who gave two introductory speeches (a change from past debates) on the issue and a summation speech per debate.

While Debate Leads can share their preferences for what topic they wish to speak on during the House of Commons sitting, and if this is an introductory or summation speech, staff at the British Youth Council will assign the 15 different speaking opportunities to the 15 Debate Leads.

Each year it is the responsibility of the Steering Group to decide the role of Debate Lead and the process for how they are elected.

Once elected, debate leads will receive training from the British Youth Council to help them prepare for their speeches.

Debate Lead Additional Places Rota

For the House of Commons debate, each region and nation has one Debate Lead space by default (12 spaces), the British Armed Forces Bases Overseas has one Debate Lead space by default.

Unless the Steering Group agrees to change arrangements, the House of



Commons debate will include 15 Debate Leads. The below rota outlines which parts of the UK will have additional Debate Lead spaces.

	Additional Place 1	Additional Place 2
2024	North East	East Midlands
2025	Scotland	Northern Ireland
2026	North West	Wales
2027	London	West Midlands
2028	East of England	South West
2029	South East	Yorkshire and the Humber

If an area is unable to put forward a Debate Lead then rota should move forward one place to fill the vacancy.

Additional Speakers

During the sitting additional speeches may be made from the dispatch boxes. This could include representatives from Parliament, pre-selected Members of Youth Parliament speaking on pre-selected topics, for example to commemorate a historic event, or could be young people speaking on that experience on a certain topic.

For these additional speakers, it should be the aim of the UK Youth Parliament to reach agreement on who will speak and on what topic via mutual agreement between the UK Parliament, the British Youth Council and the Steering Group.

Mr Speaker is also able to invite people to make additional speeches from the dispatch boxes.

Additional Speeches from the dispatch boxes may also include a speech of thanks or a letter from the Prime Minister. It is the job of the Steering Group to agree arrangements for which MYP(s) will have these opportunities.

In practice, there are three main ways an MYP will be selected to take part in an opportunity. These are invitation, application and election. Work should

be done to ensure opportunities are shared fairly across all parts of the UK and that work is done to remove barriers to participation in these opportunities.

Historically, the Steering Group have ran an internal election of the Debate Lead runners ups to decide which MYP to offer an additional speaking opportunity.

The Steering Group should agree arrangements for each opportunity.

Backbench Speakers

When the debate is opened to the floor, Members of Youth Parliament wishing to speak should stand in between speeches to indicate they wish to contribute. If a member is unable to stand they should raise their hand.

Wearing bright colours can help distinguish members in the crowd and make it easier for the Speaker (or chair) to call people to speak as they will not be calling backbenches by name. Members must not bring in any additional items designed to attract the Speakers' attention and members must be sensible in their choice of outfit.

Throughout the sitting the Speaker may alternate between having any member wishing to speak stand or by calling for a speaker from a specific region/nation. Colour-coded lanyards and a seating plan help the Speaker's team and the clerks to ensure a fair balance of speakers.

While it is the Speaker who decides who will speak during the debate from the backbenchers, the Steering Group makes the request to the UK Parliament that members are called to speak proportionately by the amount of MYPs per region/nation that are in the chamber during the debate.

Members may speak for only one minute (or less) from the backbenches, the longer a member speaks means the least time for another MYP. Members that speak for

longer than the one minute limit may have their speech cut short by the Speaker.

Those chosen to speak should try to ensure that whatever they say is factually correct, be aware of sharing personal information about someone without their agreement first and do not swear. Any slanderous or civil/criminally liable remarks may be cut from the record.

Each debate will be time limited. The British Youth Council estimates that around 30-50% of MYPs will be able to speak. This is an historic occasion and even if a member doesn't get to speak in the chamber, their presence is symbolic and representative. Members should be extremely proud to be able to be seen to represent young people's views even if they don't actually get to speak.

Year One

The House of Commons debate towards the end of the first year of the programme marks the point in which the UK Youth Parliament changes its focus from policy to campaigning.

The priorities from the Make Your Mark ballot, relevant topics from the manifesto and learning from focus groups should be brought to the chamber for members to debate what they want the UK priority campaign to be for the coming year.

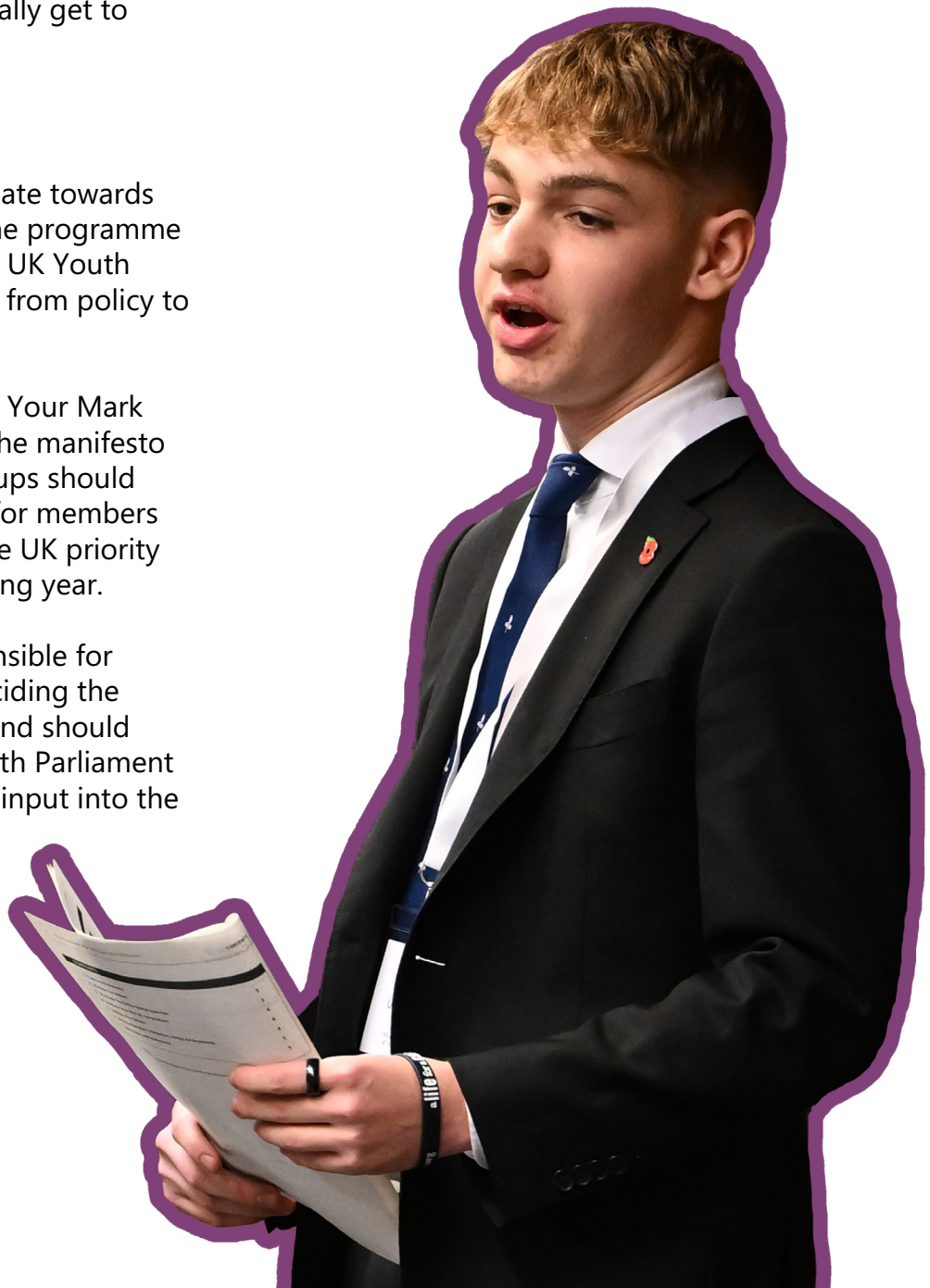
The Steering Group is responsible for designing the process of deciding the order paper for the debate and should ensure that Members of Youth Parliament have democratic avenues to input into the decision-making.

Year Two

The second House of Commons debate during an MYP term of office takes place towards the end of the two-year

programme.

The Steering Group will work with the British Youth Council and House of Commons to establish the purpose of the event with elements that both conclude the current two-year programme cycle and lay the foundations for the following programme.



14

Appendices

Allocation Ratios

Each constituency has an allocated number of UK Youth Parliament seats, based upon the ratio of number of young people in the constituency to Members of Youth Parliament. This ratio has been set by the Steering Group as 1 MYP equals up to 20,700 voters.

The UK Youth Parliament uses population figures from the Office for National Statistics. This ensures the same methodology is used across all parts of the UK, (though BYC recognise local figures might differ). The same population figures are also used for Make Your Mark.

Seat allocations for constituencies will be updated by the British Youth Council before the next upcoming election.

- ✗ Seats in England are allocated to 153 constituencies (County Council, Unitary Authority, Metropolitan Council or London Borough areas) with Members of Youth Parliament representing up to 20,700 young people aged 11-18; giving England 330 seats.
- ✗ Seats in Wales are allocated to 22 constituencies (Unitary and County Councils/ Single-Tier Principal areas) with Members of Youth Parliament representing up to 20,700 young people aged 11-18; giving Wales 25 seats.
- ✗ Seats in Scotland are allocated to 8 constituencies (Scottish Parliament's Regions) with Members of Youth Parliament representing up to 20,700 young people aged 11-18; giving Scotland 18 seats.
- ✗ Seats in Northern Ireland are allocated to 18 constituencies (UK Parliamentary Constituencies) with Members of Youth Parliament representing up to 20,700 young people aged 11-18; giving Northern Ireland 18 seats.
- ✗ The allocation for the British Armed Forces Bases Overseas is 4 seats across 2 constituencies.

Region/Nation	11-18 Population	Constituencies	Seats
England	5,303,959	153	330
Scotland	468,023	8	18
Wales	284,660	22	25
Northern Ireland	194,107	18	18
British Armed Forces Bases Overseas	-	2	4
	6,250,749	203	395

Each constituency has an allocated number of UK Youth Parliament seats, based upon the ratio of number of young people (aged 11-18) in the constituency to Members of Youth Parliament. As seats are allocated by population some UKYP constituencies may have more than one seat.

11-18 Population	Seats		
0 - 20,700	1	103,501 - 124,200	6
20,701 - 41,400	2	124,201 - 144,900	7
41,401 - 62,100	3	144,901 - 165,600	8
62,101 - 82,800	4	165,601 - 186,300	9
82,801 - 103,500	5	168,301 - 207,000	10

UK Constituencies and Seat Allocations

The UK Youth Parliament is made up of 203 constituencies and 395 seats.

Bodies which facilitate elections to the UK Youth Parliament can only elect up to their allocated number of seats for their constituency, however, local areas do not need to fill their allocation.

The below tables show the UK Youth Parliament seat allocation as of the 2024 elections.

Seat allocations for constituencies will be updated by the British Youth Council before the next upcoming election.

East Midlands

Constituency	2021 ONS 11-18 year old population	2024 Seat Allocation
Derby City	26,326	2
Derbyshire	69,241	4
Leicester City	40,220	2
Leicestershire	64,840	4
Lincolnshire	66,781	4
North Northamptonshire	35,834	2
Nottinghamshire	73,005	4
Nottingham City	30,198	2
Rutland	4,604	1
West Northamptonshire	41,069	2

East of England

Constituency	2021 ONS 11-18 year old population	2024 Seat Allocation
Bedford	18,367	1
Cambridgeshire	60,290	3
Central Bedfordshire	26,979	2
Essex	139,220	7
Hertfordshire	119,825	6
Luton	25,838	2
Norfolk	76,233	4
Peterborough	23,087	2
Southend-on-Sea	16,702	1
Suffolk	67,611	4
Thurrock	18,739	1

London

Constituency	2021 ONS 11-18 year old population	2024 Seat Allocation
Barking and Dagenham	27,421	2
Barnet	39,247	2
Bexley	25,044	2
Brent	33,270	2
Bromley	31,793	2
Camden	17,239	1
City of London	278	1
Croydon	39,519	2
Ealing	36,542	2
Enfield	37,686	2
Greenwich	27,592	2
Hackney	24,099	2
Hammersmith and Fulham	13,835	1
Haringey	24,467	2
Harrow	26,222	2
Havering	24,901	2
Hillingdon	30,567	2
Hounslow	28,518	2
Islington	15,598	1
Kensington and Chelsea	10,490	1
Kingston upon Thames	16,119	1
Lambeth	24,373	2
Lewisham	26,910	2
Merton	19,818	1
Newham	36,427	2
Redbridge	33,205	2
Richmond upon Thames	19,608	1
Southwark	25,073	2
Sutton	21,488	2
Tower Hamlets	27,500	2
Waltham Forest	25,868	2
Wandsworth	23,255	2
Westminster	14,730	1

North East

Constituency	2021 ONS 11-18 year old population	2024 Seat Allocation
County Durham	46,270	3
Darlington	10,360	1
Gateshead	17,083	1

Constituency	2021 ONS 11-18 year old population	2024 Seat Allocation
Hartlepool	9,142	1
Middlesbrough	14,424	1
Newcastle upon Tyne	25,915	2
North Tyneside	18,712	1
Northumberland	27,264	2
Redcar and Cleveland	12,342	1
South Tyneside	13,128	1
Stockton-on-Tees	19,569	1
Sunderland	24,810	2

North West

Constituency	2021 ONS 11-18 year old population	2024 Seat Allocation
Blackburn with Darwen	18,418	1
Blackpool	12,521	1
Bolton	32,089	2
Bury	19,813	1
Cheshire East	35,714	2
Cheshire West and Chester	31,786	2
Cumberland	23,393	2
Halton	12,521	1
Knowsley	14,384	1
Lancashire	115,794	6
Liverpool	40,425	2
Manchester	56,656	3
Oldham	28,040	2
Rochdale	24,115	2
Salford	24,237	2
Sefton	24,170	2
St. Helens	16,474	1
Stockport	27,183	2
Tameside	22,335	2
Trafford	24,639	2
Warrington	19,839	1
Westmorland and Furness	19,054	1
Wigan	30,592	2
Wirral	30,051	2

Northern Ireland

Constituency	2020 UK Parliament Constituency Data 11-18 years old	2024 Seat Allocation
Belfast East	8,566	1
Belfast North	10,597	1
Belfast South	9,055	1
Belfast West	10,226	1
East Antrim	8,814	1
East Londonderry	10,286	1
Fermanagh and South Tyrone	11,644	1
Foyle	10,812	1
Lagan Valley	10,874	1
Mid Ulster	11,654	1
Newry and Armagh	13,248	1
North Antrim	11,449	1
North Down	8,714	1
South Antrim	11,136	1
South Down	12,550	1
Strangford	8,951	1
Upper Bann	13,455	1
West Tyrone	9,962	1

Scotland

Constituency	2021 ONS 11-18 year old population	2024 Seat Allocation
Central Scotland	60,384	2
City of Glasgow	56,388	2
Highland & Islands	48,731	2
Lothian	66,746	3
Mid-Scotland & Fife	55,231	2
North East Scotland	66,693	3
South Scotland	45,335	2
West Scotland	60,630	2

South East

Constituency	2021 ONS 11-18 year old population	2024 Seat Allocation
Bracknell Forest	12,752	1
Brighton and Hove	23,005	2
Buckinghamshire	56,545	3
East Sussex	48,025	3

Constituency	2021 ONS 11-18 year old population	2024 Seat Allocation
Hampshire	127,453	7
Isle of Wight	11,146	1
Kent	151,955	8
Medway	27,778	2
Milton Keynes	30,750	2
Oxfordshire	67,656	4
Portsmouth	18,321	1
Reading	15,711	1
Slough	18,811	1
Southampton	21,401	2
Surrey	119,301	6
West Berkshire	16,663	1
West Sussex	79,388	4
Windsor and Maidenhead	16,646	1
Wokingham	18,645	1

South West

Constituency	2021 ONS 11-18 year old population	2024 Seat Allocation
Bath and North East Somerset	17,202	1
Bournemouth, Christchurch and Poole	33,114	2
Bristol, City of	39,397	2
Cornwall	48,543	3
Devon	68,701	4
Dorset	33,086	2
Gloucestershire	58,629	3
Isles of Scilly	143	1
North Somerset	19,600	1
Plymouth	23,296	2
Somerset	51,744	3
South Gloucestershire	25,795	2
Swindon	22,115	2
Torbay	11,811	1
Wiltshire	47,918	3

Wales

Constituency	2021 ONS 11-18 year old population	2024 Seat Allocation
Blaenau Gwent	5,809	1
Bridgend	13,335	1

Constituency	2021 ONS 11-18 year old population	2024 Seat Allocation
Caerphilly	16,706	1
Cardiff	33,651	2
Carmarthenshire	17,270	1
Ceredigion	5,595	1
Conwy	9,725	1
Denbighshire	9,001	1
Flintshire	14,543	1
Gwynedd	10,293	1
Isle of Anglesey	6,050	1
Merthyr Tydfil	5,446	1
Monmouthshire	8,125	1
Neath Port Talbot	13,248	1
Newport	15,545	1
Pembrokeshire	11,051	1
Powys	11,163	1
Rhondda Cynon Taf	22,630	2
Swansea	21,383	2
Torfaen	8,629	1
Vale of Glamorgan	12,728	1
Wrexham	12,734	1

West Midlands

Constituency	2021 ONS 11-18 year old population	2024 Seat Allocation
Birmingham	130,835	7
Coventry	34,467	2
Dudley	30,123	2
Herefordshire, County of	15,746	1
Sandwell	37,770	2
Shropshire	28,135	2
Solihull	21,224	2
Staffordshire	76,848	4
Stoke-on-Trent	25,294	2
Telford and Wrekin	18,676	1
Walsall	30,157	2
Warwickshire	53,617	3
Wolverhampton	27,108	2
Worcestershire	54,441	3

Yorkshire and Humberside

Constituency	2021 ONS 11-18 year old population	2024 Seat Allocation
Barnsley	21,829	2
Bradford	64,818	4
Calderdale	20,649	1
Doncaster	28,496	2
East Riding of Yorkshire	29,249	2
Kingston upon Hull, City of	25,421	2
Kirklees	44,792	3
Leeds	73,912	4
North East Lincolnshire	14,838	1
North Lincolnshire	15,734	1
North Yorkshire	54,893	3
Rotherham	52,423	2
Sheffield	50,756	3
Wakefield	31,863	2
York	16,826	1

Map of the UK's Regions and Nations

For administration, the UK Youth Parliament is broken down into the countries of the UK (England, Wales, Scotland and Northern Ireland) and further broken down into the nine English regions (North East, North West, Yorkshire and The Humber, East Midlands, West Midlands, East of England, London, South East, and South West).

For further information see '[Allocation Ratios](#)' and '[English Regions Breakdown](#)' in the [Appendices](#) of the UKYP Rulebook or '[Delivery Across the Four Nations](#)'.

Welsh Constituencies

In Wales, seats are allocated to Unitary and County Councils (22 single-tier principal areas). Wales has 25 UKYP seats as of the 2024 UKYP elections and a full breakdown can be found in the 'UK Constituencies and Seat Allocations' section of the Rulebook.

The UK Youth Parliament has no relationship to the Welsh Youth Parliament.



Northern Ireland Constituencies and Local Authorities

UKYP seats in Northern Ireland are allocated to UK Parliamentary Constituencies rather than local authorities. As a result, BYC may not be able to update the allocation ratios at the same time as other parts of the UK due to the availability of population data. Seats are still allocated based on the 20,700 ratio.

While seats are allocated to UK Parliamentary Constituencies in Northern Ireland, votes in Make Your Mark are still recorded by local authorities.

The below table shows the 11-18 population for Northern Ireland local authorities which is used to calculate turnout for the Make Your Mark results report.

Northern Ireland Local Authorities	11-18 Population
Antrim and Newtownabbey	15,047
Ards and North Down	15,617
Armagh City, Banbridge and Craigavon	23,708
Belfast	31,933
Causeway Coast and Glens	14,080
Derry City and Strabane	16,203
Fermanagh and Omagh	12,602
Lisburn and Castlereagh	14,491
Mid and East Antrim	13,515
Mid Ulster	16,782
Newry, Mourne and Down	20,129

English Regions Breakdown

In England, the UK Youth Parliament is broken down into 9 regions - which are shown in the below table.

While there are a number of ways to divide England into regions, UKYP uses the statistical regions created by the UK Government in 1994, the same regions used as European constituencies.

These regions are used for administration only.

Region	11-18 Population	Constituencies	Seats
East Midlands	452,118	10	27
East of England	592,891	11	33
London	828,702	33	57
North East	239,019	12	17
North West	704,243	24	45
South East	881,952	19	51
South West	501,094	15	32
West Midlands	584,441	14	35
Yorkshire and the Humber	519,499	15	33
	5,303,959	153	330

Scottish Regions Breakdown

Scotland is allocated 8 constituencies within the UK Youth Parliament with the constituencies being the same as the Scottish Parliament's Regions. There are currently 18 seats for MYPs in Scotland.

Delivery of the programme in Scotland and support for the Scottish MYPs is managed by the Scottish Youth Parliament with support from the British Youth Council.

Within the 8 Parliament's Regions there are 73 Scottish Parliament constituencies which for reference are as follows.

Scottish Parliament's Regions/UKYP Constituency	Scottish Parliament Constituencies	11-18 Population
Central Scotland	Airdrie and Shotts	4,681
	Coatbridge and Chryston	6,264
	Cumbernauld and Kilsyth	6,617
	East Kilbride	7,328
	Falkirk East	7,408
	Falkirk West	6,618
	Hamilton, Larkhall and Stonehouse	8,763
	Motherwell and Wishaw	6,407
City of Glasgow	Uddingston and Bellshill	6,298
	Glasgow Anniesland	4,735
	Glasgow Cathcart	6,010
	Glasgow Kelvin	6,466
	Glasgow Maryhill and Springburn	6,003
	Glasgow Pollok	6,487
	Glasgow Provan	6,579
	Glasgow Shettleston	6,619
Highland & Islands	Glasgow Southside	6,382
	Rutherglen	7,107
	Argyll and Bute	6,393
	Caithness, Sutherland and Ross	6,135
	Inverness and Nairn	5,830
	Moray	6,113
	Na h-Eileanan an Iar	6,214
	Orkney Islands	6,242
Highland & Islands	Shetland Islands	5,532
	Skye, Lochaber and Badenoch	6,272

Lothian	Almond Valley	7,259
	East Lothian	6,758
	Edinburgh Central	7,536
	Edinburgh Eastern	7,895
	Edinburgh Northern and Leith	5,057
	Edinburgh Pentlands	6,832
	Edinburgh Southern	5,297
	Edinburgh Western	7,293
	Linlithgow	5,425
	Midlothian North and Musselburgh	7,394
Mid-Scotland & Fife	Clackmannanshire and Dunblane	5,345
	Cowdenbeath	7,122
	Dunfermline	7,186
	Kirkcaldy	6,082
	Mid Fife and Glenrothes	6,302
	North East Fife	5,508
	Perthshire North	4,420
	Perthshire South and Kinross-shire	5,864
North East Scotland	Stirling	7,402
	Aberdeen Central	6,181
	Aberdeen Donside	5,827
	Aberdeen South and North Kincardine	4,716
	Aberdeenshire East	6,020
	Aberdeenshire West	6,489
	Angus North and Mearns	8,019
	Angus South	7,140
	Banffshire and Buchan Coast	6,884
	Dundee City East	9,262
South Scotland	Dundee City West	6,155
	Ayr	7,514
	Carrick, Cumnock and Doon Valley	7,216
	Clydesdale	7,402
	Dumfriesshire	7,155
	Ettrick, Roxburgh and Berwickshire	2,270
	Galloway and West Dumfries	6,003
	Kilmarnock and Irvine Valley	1,886
Midlothian South, Tweeddale and Lauderdale	5,889	

West Scotland	Clydebank and Milngavie	5,574
	Cunninghame North	7,393
	Cunninghame South	5,758
	Dumbarton	6,301
	Eastwood	6,459
	Greenock and Inverclyde	2,126
	Paisley	6,687
	Renfrewshire North and West	6,510
	Renfrewshire South	6,949
	Strathkelvin and Bearsden	6,873

15

Glossary

Abstain

Voting but not for or against a motion.

Advocacy

Advocacy is an activity by an individual or group that aims to influence decisions.

Advocate

An advocate is a person who publicly supports or recommends a particular cause or policy.

Agency

A business or organisation providing a particular service on behalf of another business, person, or group.

Agenda

An agenda is a list of meeting activities in the order in which they are to be taken up.

Amendments

An amendment is a change to the wording of a piece of text.

Annual Conference

The UK Youth Parliament's UK Conference.

Apolitical

A person may be described as apolitical if they are uninterested or uninvolved in politics.

Apologies

Apologies are from people who are unable to attend the meeting.

Appendices

A section or table of subsidiary matter at the end of a book or document.

APPGs (All-Party Parliamentary Groups)

All-Party Parliamentary Groups (APPGs) are informal, cross-party groups formed by MPs and Lords who share a common interest in a particular policy area.

Backbench or Backbenchers

Backbenchers are MPs or Lords that are neither government ministers nor opposition Shadow spokespeople. They are so called because, in the Chamber, they sit in the rows of benches behind their parties' spokespeople who are

known as frontbenchers.

Best Practice

A best practice is a method or technique that has been generally accepted as superior to other known alternatives because it often produces results that are superior to those achieved by other means or because it has become a standard way of doing things.

Board

A group of people constituted as the decision-making body of an organisation.

By-Elections

A by-election is an election that takes place if a seat becomes vacant between one election and the next.

BYC

The British Youth Council (BYC) is the National Youth Council of the UK.

Catching the Speaker's Eye

Catching the Speaker's eye describes the way in which members let the Speaker know that they want to speak during a debate in the House of Commons. Members may speak only if they are called to do so by the Speaker. Members attract the attention of the Speaker by standing up briefly every time the next member is about to be called.

CEO

The CEO is the person who is ultimately accountable for a company's business decisions.

Chair

The person in charge of a meeting or of an organisation.

Chamber

The (House of Commons/Lords) Chamber is where the main business of the day takes place in each House. It is where all members meet to hear important announcements and to take decisions as a whole House.

City of London

There are 33 borough councils in London, and between them they cover the capital city. One of these is slightly different – the City of

London, which represents the historic financial district. It is not formally a London borough – it has an ancient ceremonial status as a county.

Combined Authorities

Groups of local authorities that have “combined” by pooling responsibilities and then receive certain new strategic powers in areas such as transport and economic policy. The councils within a combined authority remain separate entities delivering their existing council functions, but are able to carry out new activities collectively across their region.

Constituencies (Constituents)

A constituency is a specific geographical area. People who live in a constituency are known as their constituents.

Constitution

A constitution is the set of principles and rules by which a country is organised and it is usually contained in one document. In the UK a constitution has never been codified in this way; instead, the various statutes, conventions, judicial decisions and treaties which, taken together, govern how the UK is run are referred to collectively as the British Constitution.

Coordinator

A person whose job is to organise events or activities and to negotiate with others in order to ensure they work together effectively.

Council

A council is a group of people who come together to consult, deliberate, or make decisions. A council may function as a legislature, especially at a town, city or county/ shire level.

Councillor

A councillor is an elected representative for a local government council.

County Council

County councils are mostly responsible for strategic services such as transport and people-facing services such as public health, children’s services and adult social care.

DCMS

Department for Culture, Media and Sport of the United Kingdom.

Debate Lead

Debate leads sit on the front benches during the debate and give their pre-prepared speeches at the dispatch boxes to shape each of the debates during the House of Commons sitting by providing speeches and summations on the issues being debated.

Debates

A debate is a formal discussion of a specific proposal (motion). Members take it in turns to speak and there are rules and conventions that are followed.

Delivery Partners

Organisations commissioned by the British Youth Council to support the delivery of the programme.

Democracy

Democracy is a form of government in which the people have the authority to deliberate and decide legislation (direct democracy), or to choose governing officials to do so (representative democracy).

Despatch Boxes

In the Chamber of each House there are two wooden boxes called despatch boxes. The despatch boxes are situated on either side of the Table and ministers and shadow ministers stand at the despatch boxes to speak.

Devolution

Devolution is the decentralisation of governmental power.

Devolved and Reserved Matters

Devolved matters are those areas of government where decision-making has been delegated by Parliament to the devolved institutions such as the Scottish Parliament or Local Authorities. Reserved matters are decisions that are still taken by the UK Parliament at Westminster even though they have effect in Scotland, Wales, Northern Ireland or the regions of England.

Disenfranchise

Disfranchisement, also called disenfranchisement, or voter disqualification is the restriction of suffrage of a person or group of people, or a practice that has the effect of preventing a person exercising the right to vote.

District Councils

District councils are mostly responsible for more place-related services such as housing, planning and licensing.

Division Lobbies

Division lobbies are the corridors that run along either side of the Chamber in both Houses. They are used to record the votes of members when there is a division. In the House of Commons the division lobbies are called the Aye Lobby and the No Lobby. In the House of Lords they are known as the Content Lobby and the Not Content Lobby.

Divisions

Divisions are used for counting those in favour or against a motion when there is a vote in the House of Commons or the House of Lords.

Duty of Care

The "duty of care" refers to the obligations placed on people to act towards others in a certain way, in accordance with certain standards.

Executive

The executive, also referred as the executive branch or executive power, is the term commonly used to describe that part of government which enforces the law, and has overall responsibility for the governance of a state.

First Past the Post

An electoral system in which a candidate or party is selected by achievement of a simple majority.

Frontbench (Frontbenchers)

A frontbencher is either a Government minister or an Opposition shadow spokesperson. They are so-called because they occupy the front benches on either side of the Chamber when the House is in session, with other party members - backbenchers - sitting behind them.

General Election

A general election is when the voters of the country cast their votes to elect Members of Parliament (MPs) to the House of Commons.

Governance

Governance is the process of making and enforcing decisions within an organisation or society.

Government

The Government runs the country and has responsibility for developing and implementing policy and for drafting laws. It is also known as the Executive. The Government is usually formed by the party that gains the most seats in the House of Commons at a general election. It is headed by the Prime Minister who appoints government ministers. Members of the Government sit in Parliament and are accountable to it. Government departments and their agencies are responsible for putting government policy into practice.

Governor

A governor is an administrative leader.

Greater London Authority (GLA)

London has its own unique form of 'strategic authority'. The GLA is made up of two parts: an executive - the Mayor of London, and the London Assembly, which scrutinises the decisions of the Mayor and is made up of 25 Assembly Members. The GLA has a range of strategic responsibilities including in areas of transport, policing, housing and economic development.

Green Papers

Green Papers are consultation documents produced by the Government. The aim of this document is to allow people both inside and outside Parliament to give the department feedback on its policy or legislative proposals.

Hereditary

Hereditary politicians refers to politicians (especially modern politicians) whose political position can be seen as being conferred by or based on inheritance from a parent or grandparent in some sense.

Holyrood

Scottish Parliament

Interim SG

Interim SG are members of the Steering Group but still an MYP.

Judiciary

The part of a country's government that is responsible for its legal system and that consists of all the judges in its courts of law.

Leader of the Council

To be the principal political spokesperson for the Council and have overall responsibility for representing its views to the public and all organisations with whom the Council has contact.

Legislature

A legislature is an assembly with the authority to make laws for a political entity such as a country or city.

Lobbying

Lobbying is the act of attempting to influence the actions, policies, or decisions of government officials, most often legislators or members of regulatory agencies.

Local Government Association (LGA)

The Local Government Association is the national membership body for local authorities.

Make Your Mark

Make Your Mark is UKYP's consultation of 11-18-year-olds living in the United Kingdom.

Mandate

A mandate is the authority granted by a constituency to act as its representative.

Manifesto

A mission statement that acts as a public declaration of intentions, opinions, objectives, or motives, issued by a person or organisation to enumerate or expound the guiding principles and beliefs that inform their actions.

Members of Parliament (MP)

A Member of Parliament (MP) is the person

elected by all those who live in a particular area (constituency) to represent them in the House of Commons.

Minister

A minister is a politician who heads a ministry, making and implementing decisions on policies in conjunction with the other ministers.

Monarch

A sovereign head of state, especially a king, queen, or emperor.

MYP

Member of Youth Parliament

Non-Executive Director

A member of a company's board of directors who does not hold an executive office.

Non-Partisan

No affiliation with and free from bias towards a political party.

Order Paper

The Order Paper, also known as the Order of Business, in the House of Commons is published each sitting day and lists the business of the House and business for sittings in Westminster Hall. It shows items such as questions, motions, business, notices of committees, announcements and lists of future business.

Parliament

The United Kingdom Parliament is made up of three parts - the Crown, the House of Lords and the House of Commons. Parliament's main functions are to conduct debates, to make and change legislation (laws) and to check the work of Government.

Peer (Member of the House of Lords)

Members of the House of Lords are sometimes referred to as peers. Most members are Life Peers although 92 sit by virtue of hereditary title. Life Peers are appointed by the monarch on the advice of the Prime Minister to serve for their life; the title is not transferable.

Petitions

A formal written request, typically one signed by many people, appealing to authority in respect

of a particular cause.

Prime Minister (PM)

The Prime Minister is the leader of the Government. They are the leader of the party that wins the most seats at a general election. After a general election the monarch calls upon the leader of the largest party to form the Government. The Prime Minister chooses the other Members of the Government and has a residence and offices at 10 Downing Street.

Prorogation

When a parliamentary session comes to an end the House is prorogued until the next session begins. Prorogation is the formal end to the parliamentary year.

Public Galleries

The Public Galleries are seated areas from which members of the public may watch the proceedings of either House. Galleries exist in the Commons and Lords chambers, committee rooms and for sittings in Westminster Hall.

Purdah

The pre-election period (purdah) is the term used to describe the period between the time an election is announced and the date the election is held. Civil servants are given official guidance by the Cabinet Office on the rules they must follow in relation to Government business during this time.

Quorum

A quorum is the minimum number of people needed to hold meetings or make decisions.

Quota

The set amount of votes needed to be elected.

Referendum

A referendum is when a question is decided by putting it to a public vote. Referendums are an example of direct democracy. In the UK, most decisions are made by Parliament on behalf of the public which is known as indirect or representative democracy.

Region/Nation

The 9 regions of England (North East/West, Yorkshire and the Humber, East/West Midlands,

South East/West, East of England and London), and the 3 devolved nations (Scotland, Wales and Northern Ireland).

Representation

The action of speaking or acting on behalf of someone or the state of being so represented.

Returning Officer

A returning officer is responsible for overseeing elections and votes.

Rulebook

The regulations or standards of behaviour that should be followed in a particular job, organisation, or sphere.

Scrutiny

Scrutiny is a careful examination or inquiry.

Select Committees

Select committees are small groups of MPs or Lords that are set up to investigate a specific issue in detail or to perform a specific scrutiny role. They may call in officials and experts for questioning and can demand information from the government. Select committees publish their findings in a report and the government is expected to respond to any recommendations that are made.

Senedd or Senedd Cymru

Welsh Parliament

SG

Steering Group

Single Transferable Vote (STV)

The single transferable vote (STV) is a electoral system in which each voter casts a single vote in the form of a ranked-choice ballot. Voters have the option to rank candidates, and their vote may be transferred according to alternate preferences if their preferred candidate is eliminated or elected with surplus votes.

Single-Tier Councils

There are three different types of single-tier council, where just one council carries out all local government functions. The three types of single-tier councils are Metropolitan, London Boroughs and Unitary Councils.

Sittings

A sitting is a meeting of either House at the end of which the House adjourns. A sitting is also used as a term for a meeting of a committee.

Sovereignty

The ultimate overseer, or authority, in the decision-making process of the state and in the maintenance of order.

Speaker (The)

The Speaker is an MP who has been elected by other MPs to act as Chair during debates in the House of Commons. They are responsible for ensuring that the rules are observed and order is maintained in the Chamber. When a Speaker is elected they cease to be involved in party politics and become politically impartial.

Stormont

The Northern Ireland Assembly.

Summations

A final speech in a debate, a short, clear description that gives the main facts or ideas about something.

Trust

A trust is a way of managing assets (money, investments, land or buildings) for people.

Trustee

Trustees have independent control over, and legal responsibility for, a charity's management and administration.

Turnout

Voter turnout is the participation rate of a given election.

Two-Tier Councils

There are two different types of two-tier councils, where local government functions are split between two councils: a county council and a district council. (Sometimes county councils are referred to as 'upper tier' and district councils as 'lower tier'.)

UNCRC

United Nations Convention on the Rights of the Child.

Unitary Authority

One local authority carries out all the functions of a county and district council.

Vote of No Confidence

A vote of no confidence is a vote about whether a person in a position of responsibility is still deemed fit to hold that position, such as because they are inadequate in some aspect, fail to carry out their obligations, or make decisions that other members feel to be detrimental.

West Lothian Question

The West Lothian Question refers to the perceived imbalance between the voting rights in the House of Commons of MPs from Scottish, Welsh and Northern Ireland constituencies and those of MPs from English constituencies following devolution. (Scottish, Welsh and Northern Ireland MPs are allowed to vote on English matters, but MPs for English constituencies having no influence on affairs which were devolved to Scotland, Wales or Northern Ireland.)

Westminster

The UK Parliament.

White Papers

White papers are policy documents produced by the Government that set out their proposals for future legislation, a draft version of a Bill that is being planned.

Whitehall

The centre of the Government of the United Kingdom.

Youth Voice Programme

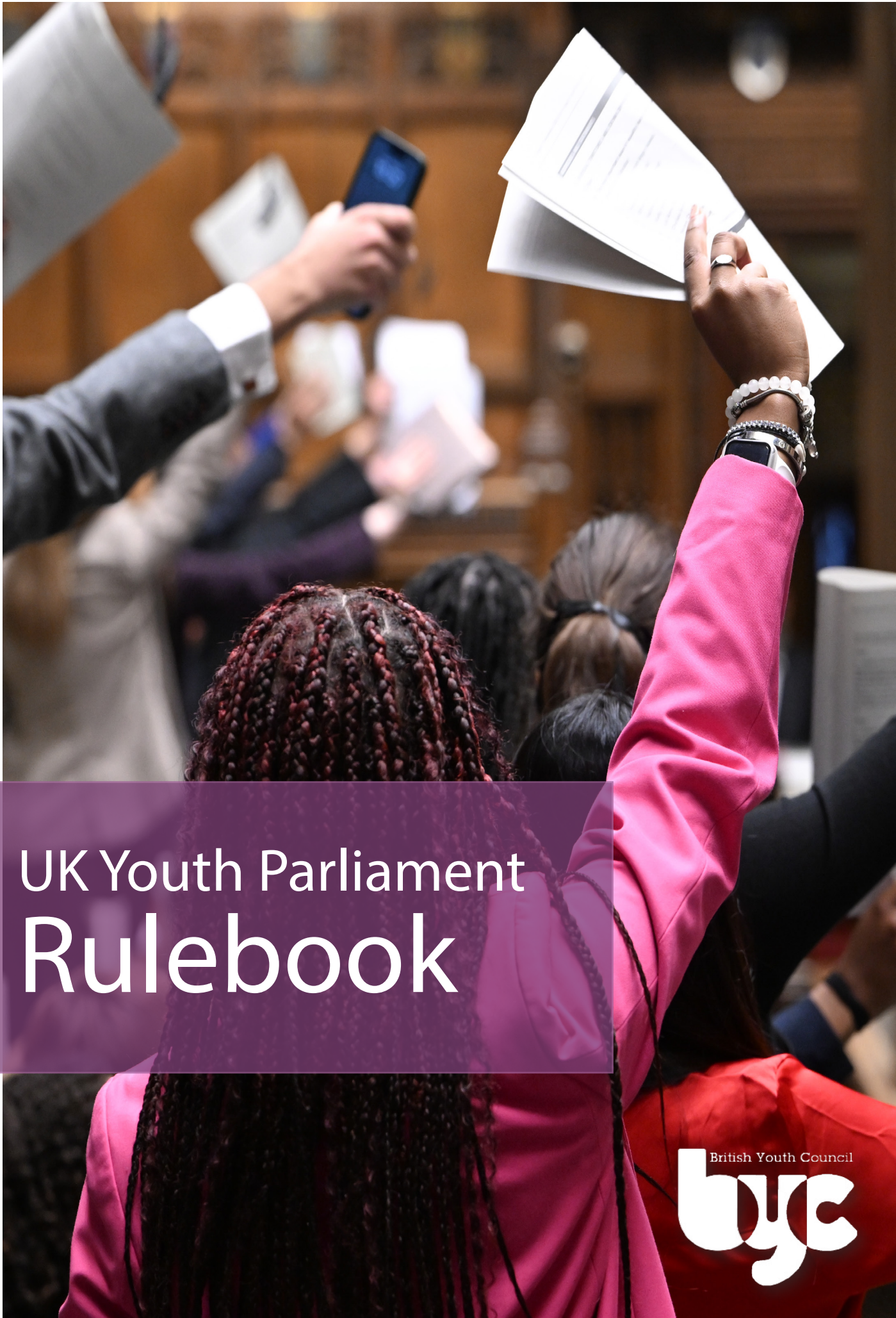
BYC Membership for local authorities (Youth Voice Membership) includes access to the Youth Voice Programme, including participation in the UK Youth Parliament.

Youth Voice Vehicle

The systems and structure for youth voice on a local level or within an organisation.

YouthCon

BYC conventions across regions and nations.



UK Youth Parliament Rulebook