

Youth Advisory Committee

Meeting Guidelines

Roles and Responsibilities

All members

- Put aside time to prepare for meetings
- Undertake research of issues by reading materials sent with the agenda
- Read the minutes of the last meeting to make sure they are correct and note any issues you want to raise or ask questions on
- Attend all meetings and if you can't make it send your apologies prior
- Arrive on time, or if that's not possible let Youth Services' staff know you will be late
- Bring your copy of the minutes along with any notes you've made
- Keep a folder with copies of minutes and your notes
- Speak up and ask questions
- Listen carefully to others and seek to understand different points of view
- Stay on topic, don't monopolise the discussion or participate in side talk

The Chairperson

YAC has a rotating Chairperson, appointed for a three meeting term.

The role of the Chairperson is to lead and guide the meeting including:

- Knowing the agenda and notionally allocating time to each item
- Encouraging participation and drawing out everyone's opinion
- Keeping the meeting to time and keeping the discussions on topic
- Clarifying and summarising any decisions made
- Ensuring the meeting achieves its goals

The Chairperson has the authority to:

- Declare meetings open and closed
- Say who will speak when more than one person wishes to address the meeting
- Keep speakers focussed on the question at hand and to limit discussion time
- Where consensus is not reached, call for and declare the outcome of a vote

The Chairperson can assist with the smooth running of the meeting by:

- Giving people time to settle in at the start and introducing people who don't know each other
- Reading through the agenda, making sure each item is understood, noting any alterations and checking who is presenting each item
- Keeping a close eye on the time
- Observing and listening

Observers

Opening meetings to observers allows YAC to extend its interest and connect with the community. Young people who are interested in joining YAC are invited to attend as observers for one or two meetings before completing an application. Observers may partake in discussion at meetings.

Procedures

Decision making

- The Committee operates on a model of participatory and collaborative decision making. Where voting is necessary the process shall not be excessively formal.
- Decisions from meetings where the Committee provides advice to Council, are made as recommendations to the Elected Members of the City of Darwin.

Moving motions

- Any member may move the adoption of a motion. Another member must second the motion or the motion fails.
- Once seconded, the motion is put to the whole meeting for discussion and if not resolved by consensus, finally a vote. The Chairperson may have the casting vote.
- If the motion is not carried by a majority of members present the motion is lost. A tied vote results in a motion being lost.

Definition of a Motion

- A Motion is the expression of an idea for acceptance or rejection by a meeting.
 - It must have a lawful purpose.
 - It must be relevant to the discussion at the time.
 - It must be easily understood and not be ambiguous.
 - It must be positive in its intent.

Quorum

A quorum is achieved when the majority of committee members are present (half the members plus one). A quorum needs to be reached at a meeting in order for motions to be passed. Elected members are included in quorum.