



# UK Youth Parliament Rulebook

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## Rulebook Foreword

The Rulebook is the document which sets out the rules and procedures governing the UK Youth Parliament, as well as information for those involved in the facilitation and delivery of the programme. It includes guidance for Members of Youth Parliament, local authorities, regional and national delivery partners and British Youth Council staff.

It outlines the rules presiding over the roles and conduct of UK Youth Parliament representatives, its policy making process, meetings and activities. Additionally, the document also details the allocation of Member of Youth Parliament seats by constituency and procedures for the running of the Big Debate at the Annual Conference.

The Rulebook has been written by young people over a number of years and developed by consecutive Procedures' Groups. The UK Youth Parliament Procedures Group is a group of representatives elected to preside over the rules of the national programme. They are also responsible for the management of the Rulebook, ensuring it is regularly updated and reflective of ongoing changes both to policy and the wider programme, and facilitate the process by which Members of Youth Parliament can submit recommendations for changes to be made to the Rulebook.

Please direct any enquiries regarding the Rulebook or its associated documents to the UK Youth Parliament Procedures Group at [ukyppeg@byc.org.uk](mailto:ukyppeg@byc.org.uk), or speak with your region or nation's representative.

**On behalf of the  
UK Youth Parliament Procedures Group**



## **1. Name, Status, Aims and Objectives**

- The United Kingdom Youth Parliament shall be referred to as UK Youth Parliament.
- The UK Youth Parliament provides opportunities for 11-18-year-olds to use their elected voice to bring about social change through meaningful representation and campaigning.
- The UK Youth Parliament programme is supported and delivered by the British Youth Council, the national youth council of the United Kingdom.

## **2. Members of Youth Parliament (MYPs)**

### **2.1. Membership**

- Members of Youth Parliament (MYPs) are elected locally and supported by their constituency. There are 379 seats across 205 constituencies.
- Any young person aged 11-18 can stand as an MYP.
- An MYP must stand down on their nineteenth birthday. Persons aged 19 and over will not be able to attend national events such as the Annual Conference and House of Commons Sitting.

### **2.2. Allocations**

- Each constituency has an allocated number of MYP seats, based upon the ratio of number of young people in the constituency to MYPs (see Appendix 1).
- The allocation in England is one MYP per 22,800 young people.
- The allocation in Northern Ireland is 18, based on parliamentary constituencies.
- The allocation in Scotland is 25, based on one MYP per 22,800 young people (see Appendix 7).
- The allocation in Wales is 24, based on one MYP per 22,800 young people.
- The allocation for the British Armed Forces Bases Overseas is four, with two from Germany and two from Cyprus (Western Southern Based Area and Eastern Southern Based Area).

### **2.3. Role Description**

The role of a Member of Youth Parliament shall be to:

- Support youth voice and actively engage with young people in their constituency, reporting back to them on a regular basis;
- Promote the positive work of the UK Youth Parliament;
- Attend and participate in all British Youth Council Conventions or equivalent regional/national meetings; Annual Conference and House of Commons Sitting;
- To vote on and feed into UK Youth Parliament policy;
- Meet regularly with other youth councils and forums in their area;
- Speak on behalf of their constituents;
- Take the view of their constituents to all British Youth Council events and report on local campaigns;
- Ensure that the work of the UK Youth Parliament is not affiliated with any political party;
- Carry out other tasks as relevant in their constituency;
- Take part in the Make Your Mark campaign and support young people in their areas to take part;

- To vote for, campaign on and promote the UK Youth Parliament campaign priorities; and
- Communicate to the media as appropriate under the British Youth Council media guidelines.

## 2.4. Code of Conduct

Once elected, Members of Youth Parliament must agree and sign a Code of Conduct that is as follows:

### Principles

As a Member of Youth Parliament, you have the responsibility to uphold the following:

- The UK Youth Parliament seeks to represent no party-political view and the discussions of the UK Youth Parliament are to be solely issue-based.
- 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), as long as it does not affect the rights of others.
- The UK Youth Parliament will respect the issues as laid out in the UNCRC to ensure that every young person who participates in its work has their rights respected and protected.
- Any young person, aged 11 to 18, has the right to have their view heard and listened to by the UK Youth Parliament.
- As an elected Member of Youth Parliament, your duty is towards:
  - The young people who voted for you;
  - The young people who didn't vote for you; and
  - Every young person in your constituency/local authority area.

### Responsibility

During your term in office, it is your responsibility to:

- Identify, discuss and debate issues of concern to young people. For example, through questionnaires, holding surgeries in schools, responding to letters and emails, taking part in meetings and responding to plans or consultations.
- Act on those issues and identify how to make a change at a local level, or resist unwanted change. You must also follow up on decisions or actions. For example, by lobbying, meeting decision makers, organising consultations and campaigning.
- Develop and increase the representation of young people, to their benefit. For example, by supporting your student and youth councils, working with the press to promote a positive image of young people in the media and taking the opportunities to promote the need to involve young people in any meetings or events you attend.

### Conduct

As a Member of Youth Parliament, we ask that you comply with the following expectations of conduct when undertaking your duties:

- Your choices and decisions should be informed by what your constituents believe. This is in addition to your own research.

- At all times you should act and communicate in a way that does not damage the reputation of the UK Youth Parliament of the British Youth Council. Communications include letters, phone calls, face-to-face meetings and social media.
- You should respect and listen to the views of others, challenge discrimination and promote equal opportunities.
- Use a separate, dedicated social media profile (e.g. Facebook, Twitter) for your role within the UK Youth Parliament, in order to avoid accusations of any party-political allegiance. If you wish to make part political statements on your personal profile, it should contain no reference to the UK Youth Parliament or the British Youth Council. (See Social Media Guidelines).
- You should not represent any political party; you should respect and listen to the views of others, challenge discrimination and promote equal opportunities.

### **Expectations**

The following is expected if you during your term of office:

- It is important that you take your role and duty seriously when you are representing the UK Youth Parliament, both in and outside of UK Youth Parliament meetings and events.
- You must attend your local youth council/forum meetings regularly and other meetings in your constituency area. You must maintain regular contact with your worker, which includes answering and responding to emails, phone calls, texts and letters.
- At local and regional meetings, you will be asked to report on what you have done and helped with an action plan. You must notify a worker in advance if you are unable to attend a meeting. This should be 48 hours in advance for a local meeting and three weeks for regional or national meetings, unless it is an emergency.
- As a Member of Youth Parliament, you are expected to have, as a minimum, access to an email address through which you can be contacted by the UK Youth Parliament.
- You should check UK Youth Parliament related emails at least once a week and respond to questions, consultations, meeting requests and anything else related to your role as a Member of Youth Parliament.
- When using official online groups, MYPs should only post messages which are in accordance with this Code of Conduct and which conform to the British Youth Council Child Protection and Equal Opportunities policies.
- It is your responsibility to report any difficulties with emails or communication to your worker so we can find a solution. You must report any changes to your contact details (e.g. address, email, phone) or problems receiving messages about UK Youth Parliament within 10 days to your worker and regional Youth Democracy Coordinator or equivalent.
- It is your responsibility to report any changes in your medical needs or dietary requirements within 10 days to your worker and regional Youth Democracy Coordinator or equivalent.

### **Support**

In return for complying with the Code of Conduct, you will receive the following from your worker and the UK Youth Parliament:

- Regular notice and information about meetings and events.
- Opportunities to attend events, meetings and activities for MYPs. 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, your commitment and achievements in your term of office will be taken into consideration before agreeing your attendance. This is with the exception of Annual Conference and the House of Commons Sitting, which are offered to all elected MYPs. Places should only be offered to the MYPs who won their election, and only if they are unable to attend (e.g. through illness or holiday) can another young person deputise for them. Any young person deputising for an MYP must be drawn from a local youth voice vehicle and meet the eligibility criteria outlined in 2.6.1.
- Your local authority should cover all transport costs to and from your home address to all meetings in your role as an MYP. Please speak to your local authority or the British Youth Council to ensure you are not out of pocket for any expenses.
- Support from a worker to travel to and from regional and national meeting and events where your attendance has been agreed in advance with your worker and parents/carers.
- Appropriate refreshment and subsistence at meetings and events.
- Support with your own personal development and the development of your role as an MYP to help you make the most you can of the role.
- Relevant and appropriate training and accreditation opportunities.

#### **2.4.1. Breaches of the Code of Conduct**

- Any breaches of this Code of Conduct may result in the implementation of local and/or national disciplinary procedures, including:
  - Not delivering your responsibilities on behalf of the young people you represent;
  - Inappropriate behaviour; or
  - Not meeting the standards or expectations we require from an MYP.
- Any punishment or restrictions will be judged on individual circumstances, but it could ultimately result in dismissal from the UK Youth Parliament.

#### **2.5. Term of Office**

- The term of office will run from 1 March to 28/29 February each year.
- MYPs may be elected to office for a one- or two-year term, with the exception of Members of Youth Parliament in Scotland who stand for an 18-month term (see Appendix 6).

#### **2.6. Election Regulations for Members of Youth Parliament**

##### **2.6.1. Candidate Eligibility**

- Candidates must:
  - Be aged 11-18 years old at the commencement of their term of office; and
  - Live, work, volunteer for a minimum of 14 hours per week or be in education for a minimum of 12 hours a week, in the constituency in which they stand for election. They cannot stand in more than one constituency in the same year's election.

### **2.6.2. Election Guidance**

- All UK Youth Parliament elections should be concluded by the end of February to coincide with the national results week.
- Support staff from the constituency/local authority 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 must be elected. This can be done in the following ways:
  - Directly elected: by the young people in their constituency/local authority); or
  - Indirectly elected: by a youth council/forum or other body who have previously been elected by young people in the same constituency.
- In the case of the latter way, the constituency/local authority-wide election should communicate that being elected to that body is the way to stand to be an MYP. Efforts should be made to ensure all 11-18-year olds have the opportunity to stand and vote in the elections. Indirect elections should include an election within the constituency/local authority-wide forum, in which all members have the opportunity to vote.
- All elections should adhere to the following guidance:
  - Constituencies should ensure there is an equal opportunity for all 11-18-year olds who live, work, volunteer for a minimum of 14 hours per week or are in education for a minimum of 12 hours a week in the constituency to stand and vote in the UK Youth Parliament elections.
  - 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.

### **2.6.3. Flipping of Members of Youth Parliament**

- It is not acceptable for a local or unitary authority, regional body or any other youth voice body which facilitates elections to the UK Youth Parliament to 'flip' a Member of Youth Parliament with another young person mid-way through an elected term of office.
- 'Flipping' is the practise of substituting an elected Member of Youth Parliament with another young person, prior to the end of their elected term of office, as set out in 2.5.
- This practise is not accepted to ensure the national representatives of each constituency or local authority are the young people who won their elections, and therefore have a democratic mandate to speak on the behalf of the young people in their constituency/local authority.
- Bodies which facilitate elections to the UK Youth Parliament must only elect up to their allocated number of Members of Youth Parliament, as specified in Appendix 1.
- If a constituency/local authority opts to use two-year terms, the number of Members of Youth Parliament must not exceed the number allocated to that constituency in one year.

#### **2.6.4. National Results Week**

- A national results week will take place in the last full week of February, whereby all the results of the UK Youth Parliament elections across the UK will be announced.

#### **2.7. Deputising for a Member of Youth Parliament**

- Where a Member of Youth Parliament is unable to attend a UK Youth Parliament event, the constituency or local authority may send a young person to deputise for them.
- This young person must be selected from a local youth voice vehicle and must meet the eligibility criteria defined in 2.6.1.
- Any person deputising for a Member of Youth Parliament is bound by the Code of Conduct outlined in 2.4.

#### **2.8. Elevation to the Member of Youth Parliament role**

- A Member of Youth Parliament must not be elevated to the role by either the body responsible for facilitating UK Youth Parliament programme in that area, or by any other individual or group.
- Members of Youth Parliament must only be elected by young people directly or indirectly, as specified in 2.6.2.

### **3. Procedures Group**

#### **3.1. Name and Status**

- The Procedures Group will support the UK Youth Parliament programme, make procedural decisions and represent Members of Youth Parliament.
- The Procedures Group shall be made up of twelve elected representatives, from the nine English regions, Northern Ireland, Scotland and Wales.
- The group shall select one representative to take responsibility for representing the Members of Youth Parliament for British Forces Overseas Bases.

#### **3.2. Areas of Responsibility**

- Any decisions concerning changes to the delivery of the UK Youth Parliament programme made by the British Youth Council must be communicated to the Procedures Group, who reserve the right to make the final decision wherever appropriate.
- In addition to the above, the British Youth Council must consult the Procedures Group on the following issues:
  - The release of the annual Make Your Mark campaign results;
  - The implementation of UK Youth Parliament campaigns; and
  - The makeup of any panel and invited guests at all UK Youth Parliament events run by the British Youth Council and their regional and national delivery partners.

#### **3.3. Role Description**

The role of the Procedures Group shall be to:

- Make national procedural decisions on behalf of, and in the best interests of, the UK Youth Parliament national programme;
- Consult with and feedback to their region/nation when making national decisions;

- Put aside personal biases;
- Read minutes, agendas and their attachments, to inform themselves of upcoming events, and transfer that information to their region/nation;
- Support national consultations;
- Support and work on the UK Youth Parliament national campaign priorities;
- Support the preparation and planning of the Annual Conference and House of Commons Sitting;
- Regularly check UK Youth Parliament communication channels;
- Contribute to national decision making on behalf of the UK Youth Parliament;
- Promote the positive image of the UK Youth Parliament;
- To act as positive role models for Members of Youth Parliament;
- To follow the Procedures Group Code of Conduct;
- To ensure minutes of Procedures Group meetings, if any, are made available, accept where sensitive or confidential matters are discussed;
- The preparation and planning of Member of Youth Parliament inductions;
- Support Members of Youth Parliament to fulfill their roles;
- Engage in the Make Your Mark campaign, collecting individual ballots and supporting Members of Youth Parliament;
- Develop and enhance the UK Youth Parliament programme for MYPs and improve their overall experience.

### **3.4. Code of Conduct**

Once elected, Procedures Group representatives must agree and sign a Code of Conduct that is as follows:

#### **Principles**

As a Procedures Group representative, you have the responsibility to uphold the following ethos and principles:

- 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), as long as it does not affect the rights of others.
- The UK Youth Parliament will respect the issues as laid out in the UNCRC to ensure that every young person who participates in its work has their rights respected and protected.
- Any young person, aged 11 to 18, has the right to have their view heard and listened to by the UK Youth Parliament.

#### **Responsibility**

During your term of office, it is your responsibility to:

- Identify, discuss and vote on issues and procedures relating to the running of the UK Youth Parliament.
- Ensure MYPs have the relevant information relating to campaign actions and other similar activities and support them in carrying out their duties.

## **Conduct**

As a Procedures Group representative, we ask that you comply with the following expectations of conduct when undertaking your duties:

- Your choices and decisions on procedural matters should be informed by what you believe is in the best interests of the national UK Youth Parliament programme. This is in addition to your own research.
- At all times you should act and communicate in a way that does not damage the reputation of the UK Youth Parliament of the British Youth Council. Communications include letters, phone calls, face-to-face meetings and social media.
- We understand that in individual's private lives they may wish to belong to and support a political party. However, care must be taken to make a clear distinction between your role with the UK Youth Parliament and any party-political activity. To do so, use a separate, dedicated social media profile (e.g. Facebook, Twitter) for your role within the UK Youth Parliament.
- If you wish to make part political statements on your personal profile, it should contain no reference to the UK Youth Parliament or the British Youth Council. (See Social Media Guidelines).
- You should respect and listen to the views of others, challenge discrimination and promote equal opportunities in line with the British Youth Council Equal Opportunities policy.
- You should remain impartial when it comes to votes conducted by Members of Youth Parliament (e.g. House of Commons vote on national campaign priorities).

## **Expectations**

The following are expected of you during your term of office:

- It is important that you take your role and duty seriously when you are representing the UK Youth Parliament, both within and outside of UK Youth Parliament meetings and events.
- You must maintain regular contact with the national British Youth Council staff supporting the Procedures Group, your Youth Democracy Coordinator or equivalent and your region, which includes responding to emails, phone calls, texts and letters.
- You are required to attend regional and national meetings. You must notify British Youth Council staff three weeks in advance if you are unable to attend a regional or national meeting, except in an emergency.
- You should check messages in the Procedures Group Facebook group at least once a week and respond to questions, consultations, meeting requests and anything else related to your role in the Procedures Group. The online group should also be used as a way to network and share ideas with other members.
- When using online groups, Procedures Group representatives should only post messages which are in accordance with the Procedures Group Code of Conduct and conform to the British Youth Council Child Protection and Equal Opportunities policies.
- It is your responsibility to report any difficulties with emails or communication to your Youth Democracy Coordinator or equivalent so we can find a solution. You must report

any changes to your contact details (e.g. address, email, phone) to the British Youth Council within 10 days.

- It is your responsibility to report any changes to your medical needs or dietary requirements to the British Youth Council within 10 days.
- You must uphold the Procedures (Rule) Book and report any apparent breaches of said book to your Youth Democracy Coordinator or equivalent, or another member of British Youth Council staff as soon as is practical.

### **Support**

In return for complying with the Code of Conduct, you will receive the following from the British Youth Council:

- Regular support and communication from your Youth Democracy Coordinator or equivalent.
- Regular notice and information about meetings and events.
- Transport costs to and from your home address to all meetings in your role with the Procedures Group will be booked by your Youth Democracy Coordinator or equivalent or British Youth Council national staff.
- Appropriate refreshments and subsistence at meetings and events.
- Support with your own personal development and development of your role as a Procedures Group representative to help you make the most of the role.
- Relevant and appropriate training and accreditation opportunities.

#### **3.4.1. Breaches of the Code of Conduct**

- Any breaches of this Code of Conduct may result in the implementation of disciplinary procedures, including:
  - Not delivering your responsibilities on behalf of the young people you represent;
  - Inappropriate behaviour; or
  - Not meeting the standards or expectations we require from a Procedures Group representative.
- Any punishment or restrictions will be judged on individual circumstances, but it could ultimately result in dismissal from the UK Youth Parliament.

#### **3.5. Term of Office**

- Procedures Group representatives will begin their term on 1 February and end on 31 January the following year.
- Procedures Group representatives are unable to hold the position of Member of Youth Parliament whilst they serve on the Procedures Group.
- The maximum term of office is two years, subject to re-election.
- Procedures Group representatives may stand for re-election if they fit the election criteria come election time.
- If a Procedures Group representative steps down prior to the induction residential and there is a sufficient amount of time to hold a by-election, then one shall be held.
- If a Procedures Group representative steps down after this point, then the candidate who came second in the election shall be approached to take up the role.

### **3.6. Voting Allocations**

- Each individual Procedure Group representative has one vote of equal weighting.
- There will be no proxy voting for Procedures Group representatives at meetings or residential.

### **3.7. Election Regulations for Procedures Group representatives**

#### **3.7.1. Candidate Eligibility**

- Candidates must be a serving Member of Youth Parliament or existing Procedures Group representative; and
- Candidates must be aged 16-18 years old on the first day of their induction residential.

#### **3.7.2. Notification and Nomination Process**

- Notification of the Procedures Group election process should be given at least five weeks prior to the day of election.
- Candidates' manifesto statements should be submitted to the relevant Youth Democracy Coordinator or equivalent by the published deadline.
- Manifesto statements should be circulated to the region/nation at least 14 days prior to the day of election.

#### **3.7.3. Candidate Conduct in Elections**

- Candidates must not produce any written publicity apart from their candidate manifesto statement, which will be taken from their application form.
- Candidates should not hold their own events to promote their candidacy.
- All candidates must follow the British Youth Council Equal Opportunities policy.
- Candidates must not criticise or run-down other candidates.
- Candidates who attend Convention 2 as an incumbent Procedures Group representative should follow a pre-agreed script during speeches and not use any other opportunities to promote their candidacy.
- Candidates attending Convention 2 must not use any sessions or organised activities to promote their candidacy.
- If any of these guidelines are broken, candidates and member organisations are able to complain to the Returning Officer who will determine an appropriate response from the following:
  - A verbal warning;
  - A written warning and members in attendance informed; or
  - Removal of the candidate from the election.

#### **3.7.4. Voting**

- The following roles are entitled to vote:
  - Serving Members of Youth Parliament; and
  - Procedures Group representatives seeking re-election.
- The election will be held by way of online voting during November and/or December.

### **3.7.5. Election Procedure on the day**

- The voting system used will be single transferable ballot.
- Candidates may make speeches lasting up to two minutes.
- All ballot papers shall include the option of 'Re-open Nominations'.
- Results of the election will be communicated to the region/nation within 72 hours.
- Candidates must declare the number of Make Your Mark ballots they have personally collected during their election speeches. If candidates have participated as part of a team, they can state this and divide the total result by the number of people in the team and declare this as their return. They must state the number of ballots and what this is as the percentage turnout of 11-18-year-olds in their local authority.

### **3.7.6. Returning Officer**

- The 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 these election regulations and the UK Youth Parliament rules; and
  - Dealing with any disputes that may arise.
- Deputies may be appointed from the British Youth Council staff and in the case of the Returning Officer not being able to attend, a Deputy Returning Officer will take on their responsibilities and make any necessary rulings.
- The rulings of the Returning Officer are final.

### **3.7.7. Complaints**

- Any complaints about the election must be made to the Returning Officer by the deadline given on the notification of elections.
- The Returning Officer will consider them and deliver a ruling.
- Candidates must not use these rules or the complaints procedure as a tactic to attack others, as this is easily identifiable and will not be tolerated.
- Abuse of the complaints procedure is a serious offence and could endanger a candidate's place in the election.
- No election results will be published until all complaints are resolved.

### **3.8. Procedure for the removal of a Procedures Group representative**

If a 25% quorum of Members of Youth Parliament within a region/nation are not satisfied with the conduct of their Procedures Group representative, they should:

- Submit their concerns in writing to their Youth Democracy Coordinator or equivalent. The Youth Democracy Coordinator will then discuss it with the Procedures Group representative and look at increasing the support available to them.
- If they are not satisfied with the response to their concerns, Members of Youth Parliament should inform their Youth Democracy Coordinator or equivalent that they wish to propose a "vote of no confidence" in their Procedures Group representative.

- There will be a period of 14 days prior to the vote taking place to ensure the Youth Democracy Coordinator or equivalent may oversee the process and ensure both sides are able to put forward their case fairly.
- The vote of no confidence will be convened for a suggested date and all MYPs and the Procedures Group representative will be informed a minimum of 7 days in advance.
- All MYPs within the region/nation who are registered with the British Youth Council will be eligible to vote.
- The Youth Democracy Coordinator or equivalent must keep records from the vote so the result can be verified.
- A simple majority is required for the vote of no confidence to pass, e.g. 50% of the total number of MYPs in that region/nation plus one.
- If the vote of no confidence passes, the Procedures Group representative must stand down from their position.
- If the vote of no confidence falls, another vote cannot be called - on the same issue - within three months from the date of the vote.
- Candidates must not use these rules or the complaints procedure as a tactic to attack others, as this is easily identifiable and will not be tolerated.

#### 4. **Meetings**

The business of the UK Youth Parliament will be split into two types:

- Democratic; and
- Administrative

#### 4.1. **Democratic Meetings**

##### 4.1.1. **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 change national manifesto policy in the Big Vote (see Appendix 4);
  - Provide an opportunity for MYPs from across the UK to network;
  - Enable MYPs to meet with decision makers; and
  - Train MYPs in skills for their role.

##### 4.1.2. **House of Commons Sitting**

- The UK Youth Parliament will hold a House of Commons Sitting once a year.
- All serving Members of Youth Parliament will be entitled to attend this event, and numbers will be strictly restricted to constituency/local authority allocations.
- This event will be used to:
  - Chose the UK Youth Parliament national campaigns priorities for the following year.
  - Allow Debate Leads representing the regions/nations to speak on issues voted on by Members of Youth Parliament and the young people they represent through the Make Your Mark campaign.

#### **4.1.3. Procedures Group Meetings**

- Procedures Group representatives meet to make national procedural decisions on behalf of the Members of Youth Parliament in their region/nation, and in the best interest of the UK Youth Parliament national programme.
- The Procedures Group has the right to establish sub-groups to deal with specific issues at their discretion.
- The Procedures Group has the right to call a formal meeting of the group with reasonable notice, at an event where all Procedures Group representatives have the opportunity to attend, in order to make changes to the rulebook.
- A formal meeting of the group may be called if a simple majority of Procedures Group representatives deem it necessary.
- Any actions arising out of a formal meeting will be recorded in minutes and the rulebook updated accordingly. Voting procedures will be conducted as defined in the rulebook.

#### **4.2. Business Meetings**

##### **4.2.1. British Youth Council Conventions**

- The British Youth Council will hold Conventions across the regions and nations, which Members of Youth Parliament and Procedures Group representatives will attend.
- These events will be open to all young people engaged with the British Youth Council and will include a UK Youth Parliament specific strand.
- Conventions will be coordinated by the Youth Democracy Coordinator or equivalent and Procedures Group representative(s), supported by central British Youth Council staff.
- At these meetings, Members of Youth Parliament will:
  - Receive training appropriate to their role;
  - Be involved with the national campaign priorities;
  - Meet with key decision makers; and
  - Share best practise and network.
- At Convention 2, Members of Youth Parliament will also elect their Debate Lead for that years' House of Commons Sitting.

#### **4.3. Inviting guests to meetings and other events**

- The UK Youth Parliament is an impartial, non-partisan programme, and this must be upheld during all meetings and events.
- There must be an attempt to show a spread of partisanship 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 Procedures 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.

## **5. Policy**

### **5.1. Policy Making Process**

#### **5.1.1. Manifesto Policy**

- The UK Youth Parliament will use a two-year manifesto policy cycle.
- All policy contained within the manifesto will drop every other year, with only new motions added in the second year of the cycle.
- Make Your Mark campaign priorities will remain in the manifesto to ensure clear and consistent policy.
- At any one point, all policies contained within the manifesto will have been voted on within the past two years. This gives all policies a current mandate from young people across the UK.
- The manifesto will go through housekeeping yearly to reflect any law or policy changes.

### **5.2. UK Youth Parliament Campaigns**

- The UK Youth Parliament will run two campaigns each year as follows;
  - One reserved (UK-wide); and
  - One devolved (England only).
- These campaigns will be decided by the results of the Make Your Mark campaign consultation and a vote by Members of Youth Parliament during the House of Commons Sitting.
- Members of Youth Parliament and the Procedures Group will be consulted on the implementation of each campaign.

### **5.3. Changes to the Rulebook**

- Any rules outlined within this document may only be changed by a vote of the Procedures Group yielding a simple majority.

## **6. House of Commons Debate Leads**

### **6.1. Allocations**

- There are 15 Debate Lead positions comprising speeches for, speeches against and summation speeches for five issues.
- Each region/nation and the British Armed Forces Bases Overseas will have one Debate Lead.
- Two regions/nations will be allocated an additional Debate Lead position according to the rota in Appendix 8.
- One additional Debate Lead position will be allocated to the region with the highest percentage increase during the Make Your Mark campaign.

### **6.2. Role Description**

- The role of the Debate Lead shall be as follows:
  - To deliver a speech during the House of Commons Sitting.
  - To represent their region/nation at the House of Commons Dispatch Box.

### **6.3. Election Regulations for Debate Leads**

#### **6.3.1. Candidate Eligibility**

- In order to stand for election, candidates must:
  - Be a serving Member of Youth Parliament; and
  - Be able to attend the Debate Lead residential, if one is held.

#### **6.3.2. Notification and Nomination Process**

- Debate Lead elections will take place at British Youth Council Convention 2.
- Notification of the Debate Lead election process should be given at least five weeks prior to the day of election.
- Candidate nominations should be circulated to the region/nation at least 14 days prior to the day of election

#### **6.3.3. Candidate Conduct in Elections**

- Candidates must not produce any written publicity apart from their candidate manifesto statement, which will be taken from their application form.
- Candidates should not hold their own events to promote their candidacy.
- All candidates must follow the British Youth Council Equal Opportunities policy.
- Candidates must not criticise or run-down other candidates.
- Candidates who attend Convention 2 as an incumbent Procedures Group representative should follow a pre-agreed script during speeches and not use any other opportunities to promote their candidacy.
- Candidates attending Convention 2 must not use any sessions or organised activities to promote their candidacy.
- If any of these guidelines are broken, candidates and member organisations are able to complain to the Returning Officer who will determine an appropriate response from the following:
  - A verbal warning;
  - A written warning and members in attendance informed; or
  - Removal of the candidate from the election.

#### **6.3.4. Voting**

- The following roles are entitled to vote:
  - Serving Members of Youth Parliament in attendance at British Youth Council Convention 2.
- There will be no remote voting for Debate Lead elections.

#### **6.3.5. Election Procedure on the day**

- The voting system used will be single transferable ballot.
- All ballot papers shall include the option of 'Re-open Nominations'.
- Results of the election will be communicated to the region/nation within 72 hours.
- Candidates must declare the number of Make Your Mark ballots they have personally collected during their election speeches. If candidates have participated as part of a

team, they can state this and divide the total result by the number of people in the team and declare this as their return. They must state the number of ballots and what this is as the percentage turnout of 11-18-year-olds in their local authority.

#### **6.3.6. Returning Officer**

- The 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 these election regulations and the UK Youth Parliament rules; and
  - Dealing with any disputes that may arise.
- Deputies may be appointed from the British Youth Council staff and in the case of the Returning Officer not being able to attend, a Deputy Returning Officer will take on their responsibilities and make any necessary rulings.
- The rulings of the Returning Officer are final.

#### **6.3.7. Complaints**

- Any complaints must be made to the Returning Officer by the deadline given on the notification of elections.
- The Returning Officer will consider them and deliver a ruling.
- Candidates must not use these rules or the complaints procedure as a tactic to attack others, as this is easily identifiable and will not be tolerated.
- Abuse of the complaints procedure is a serious offence and could endanger a candidate's place in the election.
- No election results will be published until all complaints are resolved.

## Appendix One

### UK Constituencies and Member of Youth Parliament Allocations

*This appendix details a complete list of the 205 UK Youth Parliament constituencies and their corresponding seat allocations. A constituency is the geographical area or group of people that elect a Member of Youth Parliament to represent them in the UK Youth Parliament.*

<b>Region/Nation</b>	<b>Constituency/Local Authority</b>	<b>Seat Allocation</b>
<b>Army Welfare Service</b>	Cyprus (Eastern Southern Based Area)	2
	Germany (Western Southern Based Area)	2
	Area Allocation:	4
<b>East Midlands</b>	Derby City	2
	Derbyshire	4
	Leicester City	2
	Leicestershire	3
	Lincolnshire	3
	Northamptonshire	3
	Nottingham City	2
	Nottinghamshire	4
	Rutland	1
	Regional Allocation:	24
<b>East of England</b>	Bedford	1
	Cambridgeshire	3
	Central Bedfordshire	2
	Essex	7
	Hertfordshire	5
	Luton	1
	Norfolk	4
	Peterborough	1
	Southend on Sea	1
	Suffolk	4
	Thurrock	1
	Regional Allocation:	30

<b>London</b>	Barking and Dagenham	1
	Barnet	2
	Bexley	2
	Brent	1
	Bromley	2
	Camden	1
	City of London	1
	City of Westminster	1
	Croydon	2
	Ealing	2
	Enfield	2
	Greenwich	1
	Hackney	1
	Hammersmith and Fulham	1
	Haringey	1
	Harrow	1
	Havering	2
	Hillingdon	2
	Hounslow	1
	Islington	1
	Kensington and Chelsea	1
	Kingston upon Thames	1
	Lambeth	1
	Lewisham	1
	Merton	1
	Newham	2
	Redbridge	2
	Richmond upon Thames	1
	Southwark	1
	Sutton	1

	Tower Hamlets	1
	Waltham Forest	1
	Wandsworth	1
	Regional Allocation:	43
<b>North East</b>	Darlington	1
	Durham	3
	Gateshead	1
	Hartlepool	1
	Middlesborough	1
	Newcastle Upon Tyne	2
	North Tyneside	1
	Northumberland	2
	Redcar and Cleveland	1
	South Tyneside	1
	Stockton-on-tees	1
	Sunderland	2
	Regional Allocation:	17
<b>North West</b>	Blackburn with Darwen	1
	Blackpool	1
	Bolton	2
	Bury	1
	Cheshire East	2
	Cheshire West and Chester	2
	Cumbria	3
	Halton	1
	Knowsley	1
	Lancashire	6
	Liverpool	2
	Manchester	2
	Oldham	2

	Rochdale	1
	Salford	1
	Sefton	2
	St Helens	1
	Stockport	2
	Tameside	1
	Trafford	1
	Warrington	1
	Wigan	2
	Wirral	2
	Regional Allocation:	43
<b>Northern Ireland</b>	Belfast East	1
	Belfast North	1
	Belfast South	1
	Belfast West	1
	East Antrim	1
	East Londonderry	1
	Fermanagh and South Tyrone	1
	Foyle	1
	Lagan Valley	1
	Mid Ulster	1
	Newry and Armagh	1
	North Antrim	1
	North Down	1
	South Antrim	1
	South Down	1
	Strangford	1
	Upper Bann	1
	West Tyrone	1
	National Allocation:	18

<b>Scotland</b>	City of Glasgow	2
	Central Scotland	2
	Highland and Island	2
	Lothian	2
	Mid Scotland and Fife	2
	North East Scotland	2
	South Scotland	2
	West Scotland	2
	National Allocation:	16
<b>South East</b>	Bracknell Forest	1
	Brighton and Hove	1
	Buckinghamshire	3
	East Sussex	3
	Hampshire	6
	Isle of Wight	1
	Kent	7
	Medway	2
	Milton Keynes	2
	Oxfordshire	3
	Portsmouth	1
	Reading	1
	Slough	1
	Southampton	1
	Surrey	5
	West Berkshire	1
	West Sussex	4
	Windsor and Maidenhead	1
	Wokingham	1
	Regional Allocation:	45

<b>South West</b>	Bath and North East Somerset	1
	Bournemouth	1
	Bristol	2
	Cornwall	3
	Devon	4
	Dorset	2
	Gloucestershire	3
	Isles of Scilly	1
	North Somerset	1
	Plymouth	2
	Poole	1
	Somerset	3
	South Gloucestershire	2
	Swindon	1
	Torbay	1
	Wiltshire	3
	Regional Allocation:	31
<b>Wales</b>	Anglesey	1
	Blaenau Gwent	1
	Bridgend	1
	Caerphilly	1
	Cardiff	2
	Carmarthenshire	1
	Ceredigion	1
	Conwy	1
	Denbighshire	1
	Flintshire	1
	Merthyr Tydfil	1
	Monmouthshire	1
	Neath Port Talbot	1

	Newport	1
	Pembrokeshire	1
	Powys	1
	Rhondda Cynon Taf	2
	Swansea	1
	Torfaen	1
	Vale of Glamorgan	1
	Wrexham	1
	National Allocation:	23
<b>West Midlands</b>	Birmingham	5
	Coventry	2
	Dudley	2
	Herefordshire	1
	Sandwell	2
	Shropshire	2
	Solihull	1
	Staffordshire	4
	Stoke on Trent	1
	Telford and Wrekin	1
	Walsall	2
	Warwickshire	3
	Wolverhampton	2
	Worcestershire	3
	Regional Allocation:	31
<b>Yorkshire and Humber</b>	Barnsley	2
	Bradford	3
	Calderdale	1
	Doncaster	2
	East Riding	2
	Hull	2

	Kirklees	2
	Leeds	4
	North East Lincolnshire	1
	North Lincolnshire	1
	North Yorkshire	3
	Rotherham	2
	Sheffield	3
	Wakefield	2
	York	1
	Regional Allocation:	31

### Allocation Ratios

<b>England</b>	One MYP per 22,800 young people
<b>Scotland</b>	25; based upon one MYP per 22,800 young people
<b>Wales</b>	24; based upon one MYP per 22,800 young people
<b>Northern Ireland</b>	18; based upon Westminster parliamentary constituencies
<b>British Armed Forces Bases Overseas</b>	4; with two from Western Southern Based Area and two from Eastern Southern Based Area

*The total number of UK-wide allocations as of 2019 is 356 UK Youth Parliament seats.*

## **Appendix Two**

### **Debate Regulations for the Annual Conference Big Vote**

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

1. At the beginning of proceedings, a statement will be read out reminding Members of Youth Parliament that when voting on reserved issues those MYPs from devolved nations have the right to abstain.
2. The Order of Debate shall be determined by the number of MYPs who proposed each motion. Each debate shall last up to 7 minutes. The Chair of the Big Vote has the discretion to close a debate, or bring it to an early vote, at any time.
3. Each debate shall have an opening speaker, who will speak for up to one minute in support of proposing the motion. There will then be an open plenary debate with MYPs advised that their total contribution should not exceed 6 minutes. The Chair shall select speakers, with the Vice Chair responsible for noting down all those interested as well as the region/nation of contributors to ensure the fair balance of speakers.
4. All plenary contributors should speak for no longer than 6 minutes in total. 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 after 6 minutes.
5. 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.
6. The Vice Chair will confirm votes for the Chair to announce. In the event of a tied vote, as it has failed to be agreed by a majority of MYPs, the vote will fall.
7. Any point of order shall be addressed by the Chair. Should a member wish to appeal against a ruling of the Chair, the Vice Chair shall provide the final ruling.
8. In the event of Members of Youth Parliament prioritising two motions which oppose each other, it shall be competent to fold these into one debate, with an increase maximum limit of 14 minutes. There will then be an opening speaker in support of each motion, with it then moving to plenary debate. At the vote, the Chair will outline that it is a decision between one or the other rather than a vote on both individually.
9. In the rare event that two opposing motions also contrast with current policy, the Chair should follow the steps outlined above. However, they should explain after the proposing speakers 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 (or abstain).

### **Appendix Three**

#### **Process for Requesting a Vote of No Confidence against the Chair of a Big Vote Session**

*This appendix 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 a Big Vote Session at the UK Youth Parliament Annual Conference.*

1. If you feel that the Chair of a Big Vote session is acting outside the given guidelines, or is acting in a way that results in unfair bias, you have the right to request a vote of no confidence in them.
2. Before doing so, it is important to note that the Chair may act within the realms of their judgment to a reasonable degree whilst presiding over the debate.
3. To request a vote of no confidence, you must notify a member of staff overseeing the Big Vote at the earliest opportunity. It is not necessary for there to be more than one Member of Youth Parliament in favour of this vote.
4. The Big Vote session will be stopped temporarily, and a vote will be held by show of hands to determine whether there is a general will amongst all Members of Youth Parliament to hear the case.
5. If this vote passes, both the incumbent Chair and the Member of Youth Parliament proposing the vote of no confidence will have to make their case to the room in the form of a one minute speech.
6. Following the speeches, a vote will be held by a show of hands, and a simple majority will be used to determine the outcome. In order for the vote of no confidence in the Chair to succeed, a total of 50% plus one MYPs need to vote in favour of their removal.
7. 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.

## **Appendix Four**

### **Local Delivery Areas: England**

*This appendix details guidance regarding the procedure to be followed if a local authority does not wish to host a UK Youth Parliament constituency.*

The UK Youth Parliament constituencies in England are based on local authority areas. Some local authorities may choose not to take up this role, in which case the following procedure can be implemented:

1. The local authority must give formal notice that it does not wish to host the UK Youth Parliament constituency; and
2. Depending on the local government system in the area, one of the below procedures may be put in place.

#### **Option 1: A Two-Tier Local Government Structure**

- An appropriate tier of local government is identified to host the constituency.
- Clear constituency boundaries are established.
- The allocation of Member of Youth Parliament seats is based on the number of 11-18 year olds within the new constituency boundaries - not of the original constituency - following the guidance in Section 2.2.
- A number of new hosts may be included within the original constituency.

A host must meet the following conditions:

- Any elections must adhere to the election regulations laid out in Section 2.7.

#### **Option 2: A One Tier Local Government Structure**

- In a one tier local government structure, an appropriate organisation can be identified to ensure young people are represented.
- The constituency size can be reduced, but clear constituency boundaries are established.
- The allocation of Member of Youth Parliament seats is based on the number of 11-18 year-olds within the new constituency boundaries - not of the original constituency - following the guidance in Section 2.2.
- A number of new host organisations may be included within the original constituency.

A host must meet the following conditions:

- Any elections must adhere to the election regulations laid out in Section 2.7.

## **Appendix Five**

### **Submitting proposals to change the Rulebook**

*This appendix sets out guidance for Members of Youth Parliament seeking to submit a proposal to change the UK Youth Parliament Rulebook.*

- The UK Youth Parliament is a youth-led programme, and therefore the Procedures Group actively encourage Members of Youth Parliament to engage in the programme by providing feedback on their experiences. One way in which they can do this is by proposing changes to the Rulebook, the regulations governing the running of the national programme.
- Members of Youth Parliament can submit a proposal to change the Rulebook at any time, by emailing [ukyppg@byc.org.uk](mailto:ukyppg@byc.org.uk).
- Submissions must meet the following conditions:
  - Maximum of 500 words specifying which rule they want to change and why.
- The Procedures Group will consider all submissions and give a written response within 14 days of the next Procedures Group meeting, detailing any decisions or actions taken as a result.
- Any submissions over the word limit will be returned to the proposer to amend. If no amendments are made, the Procedures Group will only consider the content of the proposal up to 500 words.
- Any submissions which do not specify the rule to which the proposal refers will be returned to the proposer to amend. If no amendments are made, the Procedures Group will not consider the proposal.

## Appendix Six

### UK Youth Parliament Delivery in Scotland

*This appendix details a complete list of the UK Youth Parliament Scottish Regions - as defined by the Scottish Youth Parliament - the Scottish Parliamentary constituencies they cover and their corresponding Member of Youth Parliament seat allocation.*

The UK Youth Parliament work in partnership with the Scottish Youth Parliament to deliver the UK Youth Parliament programme in Scotland, due to the current funding available. Therefore, in order to be eligible to stand for election to be a Member of Youth Parliament in Scotland, currently a candidate must be an elected Member of Scottish Youth Parliament.

<b>UK Youth Parliament Scottish Regions</b>	<b>Scottish Parliament Constituencies</b>	<b>UK Youth Parliament Seat Allocation</b>
<b>Central Scotland</b>	Airdrie & Shotts Coatbridge & Chryston Cumbernauld & Kilsyth East Kilbride Falkirk East Falkirk West Hamilton, Larkhall & Stonehouse Motherwell & Wishaw Uddingston & Bellshill	2
<b>City of Glasgow</b>	Glasgow Anniesland Glasgow Cathcart Glasgow Kelvin Glasgow Maryhill & Springburn Glasgow Pollok Glasgow Provan Glasgow Shettleston Glasgow Southside Rutherglen	2
<b>Highland &amp; Islands</b>	Argyll and Bute Caithness, Sutherland & Ross Inverness & Nairn Moray Na h-Eileanan an Iar Orkney Islands Shetland Islands Skye, Lochaber & Badenoch	2

<b>Lothian</b>	Almond Valley Edinburgh Central Edinburgh Eastern Edinburgh Northern & Leith Edinburgh Pentlands Edinburgh Southern Edinburgh Western Linlithgow Midlothian North & Musselburgh East Lothian	2
<b>Mid-Scotland &amp; Fife</b>	Clackmannanshire & Dunblane Cowdenbeath Dunfermline Kirkcaldy Mid Fife & Glenrothes North East Fife Perthshire North Perthshire South & Kinross-shire Stirling	2
<b>North East Scotland</b>	Aberdeen Central Aberdeen Donside Aberdeen South & N Kincardine Aberdeenshire East Aberdeenshire West Angus North & Mearns Angus South Banffshire & Buchan Coast Dundee City East Dundee City West	2
<b>South Scotland</b>	Carrick, Cumnock & Doon Valley Ayr Clydesdale Dumfriesshire Ettrick, Roxburgh & Berwickshire Galloway & West Dumfries Kilmarnock & Irvine Valley Midlothian South, Tweeddale & Lauderdale	2

<b>West Scotland</b>	Clydebank & Milngavie Cunninghame North Cunninghame South Dumbarton Eastwood Greenock & Inverclyde Paisley Renfrewshire North & West Renfrewshire South Strathkelvin & Bearsden	2
<b>Total Allocation:</b>		<b>16</b>

The allocation of Members of Youth Parliament in Scotland would be 25, based upon one MYP per 22,800 young people. However, due to what is practical based on the funding available, this allocation has been reduced to 16.

The term of office for Members of Youth Parliament in Scotland is flexible to fit the Scottish Youth Parliament election schedules.

*Allocations were last updated in January 2019*

**Appendix Seven**  
**Debate Lead Additional Places Rota**

*This appendix details the rota for additional House of Commons Debate Lead places.*

<b>Year</b>	<b>Additional Place 1</b>	<b>Additional Place 2</b>
2012	North East	East of England
2013	Scotland	South East
2014	North West	Highest turnout in Make Your Mark
2015	London	Highest turnout in Make Your Mark
2016	South West	Highest turnout in Make Your Mark
2017	Yorkshire and Humber	Highest turnout in Make Your Mark
2018	East Midlands	Highest percentage increase in Make Your Mark turnout
2019	Northern Ireland	Highest percentage increase in Make Your Mark turnout