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# The URC Youth Assembly

## Standing Orders

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“Our mission is to discover God, to help each other grow in the Christian Faith, and through our lives reflect God’s love to all.”

The URC Youth Mission Statement

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## Purpose and Scope

This document contains the Standing Orders of the United Reformed Church Youth Assembly. The Standing Orders define the procedure for how business sessions of the Youth Assembly are to be conducted, which is normally using a process called Consensus Decision Making. To help members of the Youth Assembly, this document therefore also includes a Consensus Decision Making summary, explanation and flow chart. This document should be read in line with the URC Youth Handbook, which contains the Structures and Guidelines of the United Reformed Church Youth.

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# Consensus Decision Making Summarised

Consensus Decision Making is the way in which business is conducted at the URC Youth Assembly. It provides a structure to the discussions and decisions in a way designed to enable the whole of Assembly to come to one decision (a consensus) in a prayerful and considered way, trying to discern the will of God through conversation and engagement.

## Stage 1: Information

The proposer and seconder (those who are bringing forward the suggestions) introduce their motion – giving some background information and explaining what it all means. They then formally propose the motion.

If anybody is unsure about anything in the motion, or wants to ask a question of the proposer and seconder, then the chair will give opportunity for this to happen now.

TIP: Anybody coming up to the microphone to speak must give their full name and Synod before speaking.

## Stage 2: Discussion

Once any questions and clarifications have been dealt with, the Assembly will have a conversation around the wider topic. This is a chance to share stories, individual perspectives and general thoughts and musings about whatever the motion is themed around. The proposer and seconder might have specific questions for you to consider.

TIP: During this stage, we don't want people specifically talking about whether or not they support the resolution – that comes next!

## Stage 3: Decision

NOTE: Every Youth Assembly member (all young people present and aged 14-25 inclusive) has the right to speak and vote in full. Guests above URC Youth age have no voting rights. If guests wish to speak at this stage onwards they must request permission and this will be granted at the discretion of the chair.

This is the point at which Youth Assembly members are invited to speak about the motion itself. Do you support the motion? Do you have any reservations? Anyone who has an opinion on the proposal is invited to speak, as long as what they're saying is a new point. If everybody agrees and goes up to the microphone to say so, it can take a very long time! The chair will often ask for those with specific feelings to speak – if lots of people are in favour then they might ask for somebody to speak against the resolution for balance. The chair will also ask you to show your coloured cards (also in your welcome packs) from time to time to show how you're feeling towards the motion – orange for warm,

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favourable feelings or blue if you're cold towards the motion and not in favour of passing it. Please don't show your coloured cards except when asked, or hold up your cards one behind the other (which would be confusing for those sat around you!).

TIP: There will be members of the URC Youth Executive stationed around the hall – they're there for you to use! If you want to make a point, but aren't sure how to put it, they can help you. Feel free to write it down if that's going to help you remember what you want to say. If you're really not comfortable about speaking in front of others, then you can also ask them to voice your opinions for you – your opinion is still just as valid if you do!

## **Voting**

When the chair feels that everybody has had chance to give any new points of view on the motion, they'll check that the members of Assembly are ready to vote. If they are, then there will be a vote. Voting involves the coloured voting cards – you'll be asked to hold up orange if you are in favour of the resolution, blue if you are against it. If everyone votes in favour, that's a consensus.

If there are a few blue cards, those people will be asked if they feel that they've had chance to give their views. If they feel that they haven't, they'll be given that opportunity. If they have, then they will be asked if they're prepared to allow the decision to be taken as the will of the Assembly, even if it isn't their first preference. If they agree to this with their orange cards, the Assembly has reached consensus. If not, but the majority is in favour, the Assembly has reached agreement over the issue and the motion is passed.

TIP: Those standing against a motion at the final stage have the opportunity to record their dissent if they so wish.

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# Consensus Decision Making Explained

Consensus decision making is a process of listening for God's word to us through the prayerful engagement of all who are making the decision. The assembly seeks to discern the will of God through everyone involved being heard and discovering an agreed outcome. Although there is room for disagreement, the process encourages the whole assembly to come to a mind. Whilst vigorous debate is expected, the process seeks not to be confrontational but rather, in love, to cherish views from across the range of possibilities and patiently to work through the issues until a solution is found.

There are three possible outcomes from Consensus Decision Making:

**Consensus** - a decision reached unanimously, or when all are willing to accept the decision even if, for some, the decision was not their first preference.

**Agreement** - a decision where a small number of the Assembly feel unable to accept the majority opinion, and are offered the opportunity to record their dissent, to allow the matter to be resolved.

**The resolution falls** - a decision where the resolution is not agreed.

## The Process

### Stage 1: Information stage

A) Introduction to the motion

Proposer and seconder introduce any relevant background information and their reasons for proposing the motion

B) Motion is formally proposed and seconded

C) Assembly members may ask questions and about matters of clarification, and should not express their opinion on the motion. All present may contribute freely.

Proposer or seconder address each question immediately after it is asked.

**Stage 2: Discussion stage** – presentation of viewpoints and debate around the proposal.

All present may contribute freely.

The chair may: make use of small discussion groups, invite the proposer and seconder to ask Assembly specific questions for discussion/feedback, invite a time of prayer, break the business session to allow for thinking time.

### Stage 3: Decision stage

A) Discussion continues, concentrating on specific advantages and disadvantages of the proposal.

Balance is particularly important at this stage

Only voting members may contribute from now on.

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- B) Small changes of wording can be suggested if appropriate (no seconder is required for this kind of amendment.)  
If the proposer and seconder accept the suggestion, the change in wording is immediately adopted.  
If not, coloured cards can be used to indicate the assembly's feelings towards the proposed change of wording, and it is a majority decision as to whether to accept it. No change to the wording which would have the effect of significantly altering the essence of the resolution will be permissible. It is at the chair's discretion as to whether any change to the wording has such effect.  
Change in wording will be adopted if accepted by the assembly; brief discussion may be needed.

N.B. If a major new insight is expressed in the decision stage, it is allowable for the chair to move back to the discussion phase if this is deemed necessary.

The Moderator will ask:

*"Is the Assembly ready to move to the voting stage?"*

- C) Voting

The chair will summarise where assembly appears to be headed.

The chair will check if assembly is nearing consensus:

*"What is your response to this proposal?"*

If there is unanimous support, the motion is passed by consensus.

If there is strong but not unanimous support:

*"Do you [those in the minority] feel that you have had the opportunity to voice your opinion?"*

If the answer is yes, then:

*"Do you believe that the majority of the assembly support the proposal, and allow this decision to be carried, even if it is not your first preference?"*

Any motion passed at this stage is still passed by consensus.

If there are still a small number who do not support the motion:

*"Are you willing to stand aside on this matter to allow the resolution to be passed, the mind of the assembly being to agree with the proposal? You may choose to declare your reservations at this stage, if you so wish."*

If 2/3 of the assembly are in favour of agreeing with the proposal, it is passed and considered a resolution by agreement.

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If there is not a 2/3 majority, or if changes to the wording of the motion have been proposed which substantially change the meaning of the motion have been agreed, and/or at the discretion of the Moderator, Assembly may, look for further possibilities including:

- i) adjourning the discussion to another time or place perhaps with more work before reconsideration (such as by a facilitation group, see 2c.(b));
- ii) asking for the continuation of the work on the issue with relevant people until the next Assembly;
- iii) referring the matter to another council or group of the URC to deal with;
- iv) deciding the matter is unnecessary/inappropriate to continue dealing with;
- v) declaring that there are diverse views which Christians may hold with equal integrity.

If there is a majority against the proposal, the Moderators should seek to reach consensus that the motion falls, ensuring that those who support the proposal are fully heard.

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# URC Youth Assembly Standing Orders

## 1. The Agenda of the Youth Assembly

1.1 The Youth Assembly shall undertake business as determined by the Moderators, which may include the consideration of reports, including those prepared by the Youth Executive and those arising as a result of earlier resolutions, resolutions submitted by individual members of the Youth Assembly, and matters of business for discussion.

1.2 For the good ordering of Youth Assembly's time, the Moderators for that Assembly shall determine the manner in which the Assembly shall consider the business before it. Motions may be determined by Consensus Decision Making or Majority Voting.

1.3 All those present at the Youth Assembly within the URC Youth age range shall be members of the Assembly.

## 2. Consensus Decision Making

2.1 Most resolutions shall be determined by a process of decision making by consensus. For these purposes the following standing order 2 will apply and the following standing orders will not apply: 4.11, 6.4, 7.1, 7.2, 8 and 10.

2.2 The process of consensus:

Consensus means a decision of the Youth Assembly reached unanimously, or where a small minority of members of the Assembly is willing to accept a proposal that is not their first preference.

Agreement means a decision of the Youth Assembly where, after careful consideration of the options, a small number is unable to accept the majority opinion but agree to stand aside so that the matter may be resolved.

At each stage of the process the Moderators will clarify the nature of the stage, that is whether it is for information, discussion or decision making.

2.3 The information stage:

This stage aims to inform the Youth Assembly about the motion to be considered, and provides opportunity for questions of clarification.

2.4 The discussion stage:

This is the opportunity for discussion of various viewpoints and vigorous debate on different opinions around the topic.

2.4.1 All those present may contribute.

2.4.2 The methods used may include prayer, buzz groups, group discussions, speeches to the whole Youth Assembly, time for thinking during a break etc. The Moderators may invite Youth Assembly to indicate opinions by the use of coloured cards at this stage.

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2.4.3 As far as possible, the Moderators shall ensure that space is allowed for all viewpoints to be heard in the course of the discussion.

2.4.4 The Youth Assembly may meet around tables so that buzz group discussion can happen quickly and easily.

2.5 The decision stage:

Only those Youth Assembly members present may contribute to this session. Observers must request permission to speak, which will only be granted at the Moderators' discretion.

2.5.1 Discussion continues with speakers outlining the advantages and disadvantages of the motion. At all times, speakers are encouraged to suggest a way forward for the Youth Assembly, rather than merely speaking with passion for a pre-determined view.

2.5.2 Minor changes of wording may now be agreed as the discussion proceeds. It is important to hear from those indicating disquiet or disapproval as well as those who agree.

2.5.3 The proposal shall be displayed throughout the discussion in such a way that all can see the text and any progressively agreed changes to it.

2.5.4 If there is a major new insight expressed, the Moderators may determine that it is appropriate to move back into a discussion session.

2.5.5 After summing up where the Youth Assembly seems to be heading, the Moderators check whether the Assembly is nearing consensus using one or more questions such as the following:

i) *"What is your response to this proposal?"*

ii) *"Do you believe we have consensus in support of this motion?"*

iii) *"Do you believe we have consensus not to support this motion?"*

2.5.6 If there is unanimous support, the resolution is passed by consensus.

2.5.7 If there is strong but not unanimous support:

*"Do you feel that you have had the opportunity to voice your opinion?"*

If the answer is yes, then:

*"Do you believe that the majority of the Assembly support the proposal, and allow this decision to be carried, even if it is not your first preference?"*

If those in the minority agree to this, the resolution is passed by consensus.

2.5.8 If there are still a small number who do not support the resolution:

*"Are you willing to stand aside on this matter to allow the resolution to be passed, the mind of the Assembly being to agree with the proposal? You may choose to record your reservations at this stage in the Youth Assembly minutes, if you so wish."*

If 2/3 of the Assembly are in favour of agreeing with the proposal, it is passed and considered a resolution by agreement.

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### 2.5.9 Continuing disagreement

If there is not a 2/3 majority, or if changes to the wording of the motion have been proposed which substantially change the meaning of the motion have been agreed, and/or at the discretion of the Moderators, Assembly may, look for further possibilities including:

- a) adjourning the discussion to another time or place perhaps with more work before reconsideration (such as by a facilitation group, see 2.5.9.b);
- b) asking for the continuation of the work on the issue with relevant people until the next Assembly;
- c) referring the matter to another council or group of the URC to deal with;
- d) deciding the matter is unnecessary / inappropriate to continue dealing with;
- e) declaring that there are diverse views which Christians may hold with equal integrity.

2.5.10 If there is a majority against the proposal, the Moderators should seek to reach consensus that the motion falls, ensuring that those who support the proposal are fully heard.

## 2.6 The Moderators

2.6.1 The role of the Moderators is very important.

The Moderators:

- chair the Assembly, ensuring that standing orders are followed correctly
- assist the Assembly to discern the will of God as far as possible
- are alert to the guidance of the Holy Spirit as members contribute
- pause for prayer or buzz group reflection as appropriate
- encourage trust and integrity in contributions
- ensure care and support for those whose honesty or minority voice makes them vulnerable
- invite members to respond to speeches showing indicator cards, and reflects the mood of the meeting as it becomes apparent
- suggest or encourage creative modifications of a proposal, picking up insights expressed
- summarise discussion from time to time to assist in focusing the discussion

2.6.2 The Youth Assembly and Moderators may be assisted by a facilitation group. It will:

- enable group work, collate responses from groups and report back to the council
- help and support the Moderators
- be responsible for the display of the text under discussion

## 2.7 Coloured cards

2.7.1 Cards should be shown only at the invitation of the Moderators and held so that the Moderators can see them. They indicate response to what has just been said. They help

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the Moderators to gauge the strength of feeling for various ideas, and to invite speeches from those who are unsure or cool towards the proposal. Cards must be displayed one at a time to prevent confusion.

2.7.2 Coloured cards are not essential in consensus decision making but they are helpful.

Each member receives two cards:

- i) Orange – held so that the Moderators can see, indicates warmth towards a point of view or approval of a proposal.
- ii) Blue – held so that the Moderators can see, indicates coolness about what has been heard or disapproval of a proposal.

## 2.8 Changes of order

Changes of order may be raised by any member of Youth Assembly at any time during the meeting and must refer to the proceedings of the Assembly. The Moderators ask the member to state their change of order. The Moderators rule on it immediately, or ask for a decision by the Assembly via a simple majority vote.

Changes of order include:

2.8.1 Out of order – the speaker is digressing from the matter being discussed.

2.8.2 Adjournment of the discussion – this is voted on immediately without further discussion. It can be proposed more than once in a discussion. It cannot be brought by a person who has already spoken. If the discussion is resumed the person whose speech was interrupted has the right to speak first.

2.8.3 Personal explanation – a member feeling that some material part of their former speech has been misunderstood or is being grossly misinterpreted by a later speaker may ask to make a personal explanation.

2.8.4 Objection – a member may raise an objection if the remarks of a speaker are deemed offensive or derogatory. On such an objection being raised the Moderators shall immediately rule as to whether the remarks are offensive or derogatory and if the ruling is in favour of the objection may require the speaker to withdraw the remark. Should the speaker refuse to do so the Moderators may require the speaker to terminate their speech immediately.

## 3. Presentation of Business

3.1 Any member of the Youth Assembly may deliver to the Moderators a notice in writing of a motion (which notice must include the name of a seconder) to be considered by the Assembly. Such notice should be submitted prior to the commencement of the Assembly, in which case the Moderators must ensure sufficient time is allowed for the motion to be considered.

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3.2 During the course of the Assembly a member may wish to submit a further motion, perhaps in light of other business presented or themes raised during workshops. Written notice of the motion should be delivered to the Moderators as soon as possible (including the name of a seconder), but certainly before the end of programmed activities on the penultimate day of the Assembly. The Moderators must then take reasonable steps to ensure sufficient time is allowed for the motion to be considered.

## 4. Motions and Amendments

4.1 During the meeting of the Youth Assembly, notice (including the names of proposer and seconder) shall be given to the Moderators of any new motions which arise, and of any amendments which affect the substance of motions already presented. The Moderators shall decide whether such motion or amendment requires to be circulated in writing to members before it is discussed by the Youth Assembly. During the course of the debate a new motion or amendment may be stated orally without supporting speech in order to ascertain whether a member is willing to second it, at which point it must be provided in writing.

4.2 No motion or amendment shall be spoken to by its proposer, debated, or put to the Youth Assembly unless it is known that there is a seconder, the exception to this being motions presented on behalf of a committee, of which printed notice has been given.

4.3 A seconder may second a motion without speaking and, by declaring the intention of doing so, reserves the right of speaking until a later period in the debate.

4.4 It shall not be 'in order' to move a motion or amendment which:

- a) contravenes any part of the Basis of Union, or
- b) involves the Church in expenditure without appropriate prior consideration, or
- c) pre-empts discussion of a matter to be considered later in the agenda, or
- iv) amends or reverses a decision reached by the Youth Assembly at its preceding two meetings unless the Moderators decide that changed circumstances or new evidence justify earlier reconsideration of the matter

The decision of the Moderators on the application of this standing order (4.4) shall be final.

4.5 An amendment shall be either to omit words or to insert words or to do both, but no amendment shall be in order which has the effect of introducing an irrelevant proposal, of negating the motion, or substantially changing the meaning of the motion. The Moderators may rule that a proposed amendment should be treated as an alternative motion under standing order 4.11.

4.6 If an amendment is carried, the motion as amended shall take the place of the original motion and shall become the substantive motion upon which any further

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amendment may be moved. If an amendment is rejected a further amendment with a different outcome may be moved.

4.7 An amendment which has been moved and seconded shall be disposed of before any further amendment may be moved, but notice may be given of intention to move a further amendment should the one before the Youth Assembly be rejected.

4.8 The proposer may, with the concurrence of the seconder and the consent of the Youth Assembly, alter the motion or amendment proposed.

4.9 A motion or amendment may be withdrawn by the proposer with the concurrence of the seconder and the consent of the Youth Assembly. Any such consent shall be signified without discussion. It shall not be in order for any member to speak upon it after the proposer has asked permission to withdraw unless such permission shall have been refused.

4.10 Once a motion is passed by Youth Assembly:

4.10.1 Once a motion is passed by Assembly it is a resolution.

4.10.2 The default position is that it will be the responsibility of the Youth Executive to take action on the resolutions passed at Assembly.

4.10.3 If the resolution specifically states it, business may be referred to a Task Group (which will be appointed by the Youth Executive) or a General Assembly standing committee.

4.11 *[Not applicable when under Consensus Decision Making]* When under 'Majority Voting' rules, alternative (but not directly negative) motions may be moved and seconded in competition with a motion before the Assembly. After any amendments duly moved under standing orders 4.5, 4.6 and 4.7 have been dealt with and debate on the alternative motions has ended, the movers shall reply to the debate in reverse order to that in which they spoke initially. The first vote shall be a vote in favour of each of the motions, put in the order in which they were proposed, the result not being announced for one until it is announced for all.

If any of them obtains a majority of those voting, it becomes the sole motion before the Assembly. If none of them does so, the motion having the fewest votes is discarded. Should the lowest two be equal, the Moderators give a casting vote (taking counsel where necessary). The voting process is repeated until one motion achieves a majority of those voting. Once a sole motion remains, votes for and against that motion shall be taken in the normal way and in accordance with standing order 7.

## 5. Election of the Youth Executive

5.1 The elections of the Youth Executive shall be conducted by single transferrable vote.

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5.2.1 All those standing for election must have a proposer and seconder, drawn from the members of Youth Assembly.

5.2.2 All nominees will be given a fair and equal opportunity to present a personal profile and respond to questions asked by the Moderators.

5.2.3 A paper ballot will be held, where each Youth Assembly member shall have one vote to rank the nominees and 'Re-Open Nominations' (to indicate their preference is for nominations to be re-opened) in order of preference.

5.3 The ballot will be counted immediately. If one nominee gains over 50% of the vote, they are immediately elected. If no nominee gains over 50% of the vote, the nominee with the least first preference votes is eliminated, and the second preference votes are redistributed. This process will then be repeated until one nominee has over 50% of the vote.

## 6. Timing of Speeches and of Other Business

6.1 Save by prior agreement of the Moderators of the Youth Assembly, speeches made in the presentation of reports concerning past work shall not exceed ten minutes.

6.2 The proposers of any motion of which due notice has been given shall be allowed an aggregate of 10 minutes, unless a longer period be determined by the Moderators. Each subsequent speaker in any debate shall be allowed three minutes unless the Moderators shall determine otherwise.

6.3 A speaker shall begin by giving name and accreditation (whom they represent) to the Youth Assembly.

6.4 *[Not applicable when under Consensus Decision Making]* In each debate, whether on a motion or on an amendment, no one shall address the Youth Assembly more than once, except that at the close of each debate the proposer of the motion or the amendment, as the case may be, shall have the right to reply, but must strictly confine the reply to answering previous speakers and must not introduce new matters. Such reply shall close the debate on the motion or the amendment.

6.5 The foregoing standing order (6.4) shall not prevent the asking or answering of a question which arises from the matter before the Youth Assembly or from a speech made in the debate upon it.

## 7. Closure of Debate

7.1 *[Not applicable when under Consensus Decision Making]* In the course of the business any member may move that the question under consideration be not put. This motion takes precedence over every motion before the Youth Assembly. As soon as the member has given reasons for proposing it and it has been seconded and the proposer of the motion or amendment under consideration has been allowed opportunity to comment on

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the reasons put forward, the vote upon it shall be taken, unless it appears to the Moderators that an unfair use is being made of this rule.

Should the motion be carried the business shall immediately end and the Youth Assembly shall proceed to the next business.

7.2 *[Not applicable when under Consensus Decision Making]* In the course of any discussion, any member may move that the question be now put. This is sometimes described as 'the closure motion'. If the Moderators senses that there is a wish or need to close a debate, the Moderators may ask whether any member wishes so to move; the Moderators may not simply declare a debate closed. Provided that it appears to the Moderators that the motion is a fair use of this rule, the vote shall be taken upon it immediately once it has been seconded. When an amendment is under discussion, this motion shall apply only to that amendment. To carry this motion, two-thirds of the votes cast must be given in its favour. The mover of the original motion or amendment, as the case may be, retains the right of reply before the vote is taken on the motion or amendment.

7.3 During the course of a debate on a motion any member may move that decision on this motion be deferred to the next Youth Assembly. The motion then takes precedence over other business. As soon as the member has given reasons for proposing it and it has been seconded and the proposer of the motion under consideration has been allowed opportunity to comment on the reasons put forward, the vote upon it shall be taken, unless it appears to the Moderators that an unfair use is being made of this rule or that deferral would have the effect of annulling the motion. To carry this motion, two-thirds of the votes cast must be given in its favour.

7.4 The motions described in standing orders 7.1, 7.2 and 7.3 above are exceptions to standing order 4.2, in that they may be moved and spoken to without the proposer having first obtained and announced the consent of a seconder. They must, however, be seconded before being put to the vote. Precedence as between motions under 7.1, 7.2 and 7.3 is determined by the fact that after one of them is before the Assembly no other motion can be moved until that one has been dealt with.

## 8. Voting

8.1 *[Not applicable when under Consensus Decision Making]* Motions before the Youth Assembly shall be determined by a majority of the votes of members of the Assembly present and voting as indicated by a show of voting cards, except:

- a) if the Moderators decide before the vote that a paper ballot will be the method of voting or
- b) if the show of cards indicates a very close vote, and the Moderators decides, or a member of Youth Assembly proposes and the Assembly agrees, then a paper ballot shall be the method of voting.

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8.2 *[Not applicable when under Consensus Decision Making]* To provide for voting in the case of a paper ballot, and to assist in taking a count of votes when the Moderators decide this is necessary, members of the staff team present shall act as tellers for the Youth Assembly.

## 9. Questions

9.1 A member may, if one day's notice in writing has been given to the Moderators, ask the Moderators or a member of the Youth Executive any question on any matter relating to the business of the Youth Assembly to which no reference is made in any other business before the Assembly.

9.2 A member may, when given opportunity by the Moderators, ask the presenter of any report before the Youth Assembly a question seeking additional information or explanation relating to matters contained within the report.

9.3 Questions asked under standing orders 9.1 and 9.2 shall be put and answered without discussion.

## 10. Points of Order, Personal Explanations, Dissent

10.1 *[Not applicable when under Consensus Decision Making]* A member shall have the right to rise and call attention to a point of order, and immediately on this being done any other member addressing the Youth Assembly shall cease speaking until the Moderators have determined the question of order. The decision on any point of order rests entirely with the Moderators. Any member calling to order unnecessarily is liable to censure of the Youth Assembly.

10.2 *[Not applicable when under Consensus Decision Making]* A member feeling that some material part of a former speech by such member at the same meeting has been misunderstood or is being grossly misinterpreted by a later speaker may rise and request the Moderators' permission to make a personal explanation. If the Moderators so permits, a member so rising shall be entitled to be heard forthwith.

10.3 *[Not applicable when under Consensus Decision Making]* The right to record in the minutes a dissent from any decision of the Youth Assembly shall only be granted to a member by the Moderators if the reason stated, either verbally at the time or later in writing, appears to the Moderators to fall within the provisions of paragraph 10 of the Basis of Union.

10.4 *[Not applicable when under Consensus Decision Making]* The decision of the Moderators on a point of order, or on the admissibility of a personal explanation, or on the right to have a dissent recorded, shall not be open to discussion.

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## **11. Admission of Public and Press**

Owing to the nature of the Youth Assembly, members of the public and representatives of the press shall not be admitted to the Assembly except at the discretion of the Moderators.

## **12. Circulation of Documents**

Only documents authorised by the Moderators may be distributed to the Youth Assembly.

## **13. Record of the Assembly**

13.1 A record of attendance at the meetings of the Youth Assembly shall be kept.

13.2 The Moderators shall appoint a minute taker for the Youth Assembly. The draft minutes of each Assembly shall be authorised by the Moderators, having been checked by the elected members of the Youth Executive, and shall be circulated to all members of the Assembly within a reasonable amount of time.

13.3 A copy of the authorised minutes signed by the Moderators shall be preserved in the custody of the Head of Children's and Youth Work Development as the official record of the Assembly's proceedings.

## **14. Suspension and Amendment of Standing Orders**

14.1 In any case of urgency or upon proposal of a motion of which due notice has been given, any one or more of the standing orders may be suspended at any meeting, at the discretion of the Moderators and provided that three-quarters of the members of the Youth Assembly present and voting shall so decide.

14.2 Motions to amend the standing orders shall be referred to the Moderators of the Assembly for report before being voted on by the Assembly under the Majority Voting rules. The Moderators of the Assembly may from time to time suggest amendments.

# Consensus Decision Making Flowchart

