

Rules of Procedure for the Youth Parliament of the City of Monheim am Rhein

Following the provision stipulated in Article 2 of the Statutes of the Youth Parliament of the City of Monheim am Rhein, the Youth Parliament of the City of Monheim am Rhein has adopted the following Rules of Procedure:

Article 1

Composition of the Youth Parliament

1. The Youth Parliament consists of sixteen elected young members acting in an honorary capacity.
2. The Youth Parliament elects a board consisting of one Chairperson and two deputies among its members. The Chairperson presides over the sessions of the Youth Parliament together with the Youth Parliament Mentor. The Chairperson of the Youth Parliament should be sixteen years old provided he or she can obtain a majority. The Chairperson must be at least fourteen years old.
3. A member can only be voted off the executive body of the Youth Parliament if a new board member is elected by more than half of the statutory number of members. At least three months must elapse following the election of the executive body before any such replacement may take place. The vote to exclude a member of the board must be an item on an ordinary agenda. An emergency proposal is not possible.
1. The Youth Parliament elects one of its members as Minutes Secretary. The Minutes Secretary keeps a written record of decisions made in the Youth Parliament. The record must contain the following details:
 - a) the names of those present and of absent members of the Youth Parliament,
 - b) the names of any other persons attending the debate,
 - c) place, date, time, and duration of the meeting,
 - d) subjects under discussion,
 - e) proposals submitted,
 - f) resolutions passed and results of elections.
5. The minutes are signed by the Chairperson and Minutes Secretary of the Youth Parliament and are communicated to all members of the Youth Parliament.

Article 2

Voting rights

All members elected according to the provisions of the Statutes/Election Procedures are entitled to take a seat and vote in the Youth Parliament.

Article 3

Project groups

1. The Youth Parliament may establish no more than four project groups to support its work in special subject areas or individual city districts.
2. The project groups are made up of young members of the Youth Parliament with an interest in the topic and confirmed by the Parliament.

3. Youth Parliament Project Groups have a duty to report regularly to the Youth Parliament. The report must be presented at the beginning of each ordinary meeting.

Article 4

Advisors for young members of minority group

As a guarantee that certain groups of young people find themselves represented in the Youth Parliament, such non-represented groups may acquire guest representation by advisors, who have advisory status only and are not entitled to vote.

Article 5

Conduct of office

1. Members of the Youth Parliament have a duty to attend Youth Parliament meetings. If they are unable to be present, they must present apologies to the Chairperson and/or Mentor in good time, i.e. at least two hours before the meeting, giving reasons for absence.
2. Members of the Youth Parliament have a duty to arrive punctually and stay until the end of Youth Parliament meetings. Any member who wishes to leave before the end of a meeting must give notice thereof to the Chairperson.
3. Any member of the Youth Parliament who fails to attend three meetings without apologizing for absence to the Chairperson and/or mentor is deemed to have resigned as a member. Any member who fails to attend one meeting without notice will receive a warning with reference to these Rules of Procedure.
4. Meetings must ordinarily end by 9:30 p.m.

Article 6

Number of meetings

1. The first meeting is held at the latest one month after the announcement of the election result.
2. The Youth Parliament holds two meetings each month. No meetings are held during school holidays – exceptions, if needed, are subject to a vote.
3. An ordinary meeting must be held every second month. On other dates, local visits, study trips and excursions may be scheduled.
4. Youth Parliament debates are public; however, part of the meeting may be held behind closed doors after the public debate if so proposed and approved by a majority vote.

Article 7

Business procedures

1. The Chairperson defines the agenda in co-ordination with the Mentor. He or she shall include any proposals in the agenda that have been submitted by the members of the Youth Parliament at least eight full days prior to the date of the meeting. The agenda is sent out together with the invitation to the meeting. The invitation must reach the members of the Youth Parliament at least seven full days before the date of the meeting, not including the dispatch date of the invitation. In particularly urgent cases, the period of notice may be reduced to three days. The reason for the urgency must be given in the

invitation. Members of the Youth Parliament are expected to receive proposals through their own contacts with other young people of Monheim.

A majority decision is taken with respect to the admission of emergency proposals at the beginning of the meeting.

2. The Youth Parliament debates and passes resolutions on the proposals that have been submitted in its meetings. It has its own budget at its disposal within the provisions of budget law.

Article 8

Speaking procedures

The person presiding over the meeting notes requests for the floor and gives permission to speak, as a rule in the order of requests. Any member of the Youth Parliament is entitled to take the floor but only when he or she has received permission from the chair to speak. A vote may be taken to exclude any member who breaks this rule repeatedly (four times) from the current meeting.

Article 9

Voting

1. Resolutions are passed with a simple majority. An exception to this rule is a vote to dismiss a member of the board of the Youth Parliament under the provisions of Article 1, paragraph 3 of these Rules of Procedure.

2. An assembly has a quorum when a simple majority (eight) of Youth Parliament members is present.

Article 10

Effective date

These Rules of Procedure take effect with the public announcement of the Statutes of the Youth Parliament.

Monheim, (date) D. Hackl

Chairperson

(public announcement on December 5, 2001)