

Annex 1- CHILDREN AND YOUNG PEOPLE'S CHAMPION ELECTION RULES

1) Timing of elections

The Children and Young People's Champion will be elected every 2 years.

2) Who can become Children and Young People's Champion?

The role of the Children and Young People's Champion must be filled by an Elected Member who is preferably not a member of the Executive or Shadow Executive.

The position is subject to receipt of enhanced Criminal Records Bureau clearance. The CRB check will be undertaken by the youth service- any issue that arises regarding the acceptability for the candidate to take up the role will be dealt with by the Chief Executive.

A role description for the post is available.

3) Election Spending Limits

No budget for the production of materials is available from the Voice and Influence budget.

Candidates are free to produce and distribute materials in support of their nomination, however text or images contained on these must be drawn solely from the election statement submitted to the returning officer on the proforma provided. Candidates should not spend more than £350 producing resources and the returning officer should be notified of any expenditure before it is incurred.

4) Returning Officer

Is responsible for ensuring that the election of the Children and Young People's Champion is carried out in accordance with these Rules. The position of returning officer shall be carried out by the Voice and Influence co-ordinator for the Youth Service.

5) Independent Scrutineer shall be responsible for—

- (a) receiving nominations for election submitted in accordance;
- (b) receiving and scrutinising the completed voting papers and the votes cast or preferences recorded electronically in the ballot;
- (c) counting the votes cast or preferences recorded in the ballot and determining the votes cast or preferences recorded for each candidate; and
- (d) certifying the result of the ballot in writing to the Returning Officer.

The position of Independent Scrutineer shall be carried out by the council's electoral services manager.

6) Last date for nominations

The last date for nominations shall be 49 days before the close of poll. Any nomination received after this time is invalid.

7) Notice of election

- a) Notice of the election shall be given 21 days before the last date for nominations. Notice of the election shall be circulated via email to all Elected Members in the City of York Council.

- b) The notice of election shall state:
 - (i) The period of office that the role shall apply for.
 - (ii) The date and time of the hustings event.
 - (iii) The contact details for the Independent Scrutineer and Returning Officer.
 - (iv) The length and acceptable format of election statements which candidates may submit, and the size and acceptable format of photographs of themselves which candidates may supply.
 - (v) The last date for nominations.
 - (vi) The requirement that all candidates complete a CRB form on entering the process.

8) Nominations

- a) Nominations should be submitted by email to the Independent Scrutineer and Returning Officer.
- b) Nominations must be submitted by the nominee.
- c) Nominations may be withdrawn up until the closing date for applications.
- d) All candidates for Children and Young People's Champion will be subject to an enhanced CRB check and must complete a Declaration of Criminal Records, Convictions and Cautions and submit it along with the nomination and election statement. Once nominations are confirmed all candidates will be asked to complete the enhanced CRB check which will enable the prompt announcement of the new Children and Young People's Champion at the end of the election.
- e) By accepting nomination the candidate agrees to abide by these election rules.

9) Election statements by candidates and photos

- a) Election statements should be submitted at the same time as the nomination paper to the Independent Scrutineer. These must be submitted no later than the last date for nominations— Candidates should submit:
 - (i) an election statement in such form and of such maximum length as the Returning Officer shall specify;
 - (ii) a photograph of themselves of such size and format as the Returning Officer shall specify.
- b) All election statements and photographs received shall be produced to form candidate information which will be produced in black and white photocopy-able format and distributed to schools by the Returning Officer as part of the election material.
- c) The Returning Officer will not circulate any election statement which is of greater length than has been specified, and in the event that an election statement is submitted which is greater in length than the specified maximum, the election statement circulated shall end at the last complete sentence which is within the specified length.
- d) Each candidate should liaise with the Returning Officer before submitting the statement to ensure that their election statement is true and in the spirit of the post.
- e) Any question as to the format or presentation of an election statement when it is

circulated shall be decided conclusively by the Returning Officer.

f) Candidates may produce and distribute campaign materials only using text and images submitted to the Returning Officer.

10) Basis of the election

If two or more candidates are nominated by the last date for nominations voting shall proceed. Each child and young person shall be entitled to vote to support one candidate. The candidate with the most votes shall be elected to the role of Children and Young People's Champion.

11) Hustings

a) A hustings event will be organised and a group of children and young people will be invited to attend with questions for the candidates.

b) All candidates will be invited to attend.

c) Candidates will be given an opportunity to state why they should be elected as well as responding to children and young people's questions

d) Each candidate will be given the same amount of time to respond to each question.

e) The order in which candidates respond to questions will be rotated.

f) This event will be filmed and edited (to remove gaps and silences) in order to enable it to be placed on a DVD which will be circulated to schools.

g) No alternative hustings events shall be held.

h) Candidates may not undertake any face to face canvassing other than through this event.

i) Any candidate who participates in the hustings agrees that the decision of the Returning Officer about the production of the video is final.

j) Short statements by candidates taken from this event may also be placed on the Yor-OK website.

12) Who can vote?

All children and young people registered at CYC primary, secondary and special schools are eligible to vote. Young people under 18 who live in the City and attend York college are also eligible to vote.

Every effort will be made to ensure as widespread participation as possible.

13) Conduct of the ballot

a) Members who put themselves forward for the role will be subject to a selection process involving children and young people.

b) Ballots will be run through all CYC primary, secondary and special schools within the City.

Every CYC primary, secondary and special school in the City will be provided with a Champion voting pack which will contain:

- Instructions on how to make a ballot box
- Information about the role of the Children and Young People's Champion in a photocopy-able format
- Information about the voting process that should be followed and the date for the close of polling.

- Candidates election statements- produced in black and white in a photocopy-able format.
- Ballot cards in a photocopy-able format.
- 2 copies of the DVD of the Hustings event.
- A free post envelope will be included for the return of completed slips.

Efforts will be made to ensure that eligible young people attending York College are also able to vote.

c) Each school should provide children and young people with information about the role of the Children and Young People's Champion and the election statements submitted by candidates.

i) Where possible all children and young people should be given an opportunity to view the DVD of the hustings event.

ii) Ballot cards should be given to children and young people in a supervised environment, with teachers ensuring that ballots are only given to children and young people and children and young people only receive one card each.

iii) The process for voting should be described to children and young people and they should be given time to vote.

iv) Ballot cards should be collected by teachers in ballot boxes and stored securely until all children and young people in the school have had a reasonable opportunity to vote.

v) Completed ballot cards should be returned to the Independent Scrutineer by the internal schools bag before the close of polling.

14) Scrutiny of votes

Envelopes should be opened and ballots counted in the week after the close of polling. Candidates and the existing Champion shall be invited to attend the count. The Independent Scrutineer shall reject any voting paper which

(a) is ambiguous;

(b) has been received by the Independent Scrutineer after the last date for return of voting papers.

15) Certification of results

The Independent Scrutineer shall certify the result of each ballot to the Returning Officer by email giving the following information—

(a) the total number of voting papers received by the last date for return of voting papers;

(b) the total number of voting papers and electronic votes which were rejected and the reasons for rejection;

(c) the number of valid votes cast for each candidate and the name of the candidate who has been elected as Children and Young People's Champion.

16) Declaration of result

Upon receipt of the Independent Scrutineer's certificate on the election the Returning Officer will notify candidates of the outcome of the election.

Assuming that satisfactory CRB clearance has been obtained, the result of voting will be declared.

Any issues arising from the CRB check shall be dealt with by the Chief Executive.

17) Commencement of term of office

The candidate will take over the role of Children and Young People's Champion immediately after the result of voting is declared.