Scottish Youth Parliament
Elections 2017
Information for Local Authorities and National Voluntary Organisations

July 2016
Table of Contents

Introduction ......................................................................................................................... 3
The Scottish Youth Parliament .............................................................................................. 4
  About the Scottish Youth Parliament .............................................................................. 4
  Work of the Scottish Youth Parliament ........................................................................... 5
Elections ............................................................................................................................... 7
  National Election Outcomes ............................................................................................ 7
  Elections 2017 ................................................................................................................ 7
The Elections Process: Getting Started .............................................................................. 8
The Elections Process: Inspiring Young People .............................................................. 8
The Elections Process: Confirmed Candidates ................................................................. 10
Elections Process: Candidate Training ............................................................................. 10
Election Announcements - Informing SYP ..................................................................... 12
Journey of a Candidate ....................................................................................................... 14
  Expression of Interest .................................................................................................... 14
  Candidates Confirmed ................................................................................................... 14
TIMELINE FOR ELECTIONS 2017 .................................................................................. 16
Conclusion ........................................................................................................................ 19
Appendix A - Glossary ....................................................................................................... 20
Appendix B - Election Procedures .................................................................................... 21
  SYP Election Constituencies ........................................................................................ 29
Appendix C - Named Election Coordinator Form ........................................................ 36
Appendix D - Candidate Expression of Interest Form ................................................... 38
Appendix E - Candidate Short Exercise 1 ....................................................................... 39
Appendix F - Candidate Short Exercise 2 - Your Role .................................................... 40
Appendix G - SYP Youth Engagement Team Booking Form ........................................... 44
Appendix H - Further Resources ...................................................................................... 46
Introduction

The Scottish Youth Parliament (SYP) elections will be taking place in March 2017.

This pack is your guide to running elections in your local area or in your organisation. It will provide you with information on:

- The Scottish Youth Parliament and our role in the elections process.
- Supporting young people to stand as candidates.
- Supporting young people to campaign during electioneering.
- Electing Members of the Scottish Youth Parliament.

This pack also provides you with everything you need to get started in electing Members.

The Scottish Youth Parliament staff team are on hand to support you throughout the process of electing new Members. We look forward to working with you.

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July 2016
The Scottish Youth Parliament

About the Scottish Youth Parliament

The **Scottish Youth Parliament (SYP)** represents Scotland’s young people. Our democratically elected members, aged 14-25, listen to and recognise the issues that are most important to young people, ensuring that their voices are heard by decision makers. We encourage all of Scotland’s young people to play their part in achieving our vision and provide a national platform for their participation in democracy.

Our vision for Scotland is of a nation that actively listens to and values the meaningful participation of its children and young people. Our goal is to make this vision a reality, in order to ensure Scotland is the best place in the world to grow up.

We are a fundamentally rights-based organisation, and our mission, vision, and values are grounded in the United Nations Convention on the Rights of the Child (UNCRC). In particular, our purpose embodies Article 12:

"**Young people have the right to express their views freely and have their opinions listened to in all matters affecting them.**"

As a completely youth-led organisation, the words and sentiment of Article 12 have profound importance for our work.

Our democratically elected members listen to and recognise the issues that are most important to young people, ensuring that their voices are heard by decision-makers. We exist to provide a national platform for young people to discuss the issues that are important to them, and campaign to effect the change they wish to see.

**Democracy** - We are youth-led and accountable to young people aged 14 to 25. Our democratic structure, and the scale of our engagement across Scotland gives us a mandate that sets us apart from other organisations.

**Rights** - We are a fundamentally rights-based organisation. We are passionate about making young people aware of their rights, and ensuring that local and national government deliver policies that allow those rights to be upheld.

**Inclusion** - We are committed to being truly inclusive and work tirelessly to ensure the voices of every young person from every community and background in Scotland are heard.

**Political Impartiality** - We are independent from all political parties. By working with all stakeholders, groups, and individuals who share our values, we can deliver the policies that are most important to young people.
Our work is designed to deliver five key impacts:

- Young people in Scotland influence, inform and contribute to policy making and practice.
- Young people who face inequality or barriers to participation are actively engaged in SYP.
- MSYPs have the skills, confidence, support and opportunities to carry out their role effectively.
- Young people in Scotland are aware of their rights are encouraged to participate and are seen as valuable contributors to a democratic society.
- SYP is an efficient and effective youth-led organisation, responsive to its MSYPs, young people other key stakeholders and is robustly resourced in a sustainable way.

Work of the Scottish Youth Parliament

Young people who are elected Members of the Scottish Youth Parliament (MSYPs) have the opportunity to become involved in variety of exciting and educational activities. These provide a platform for young people to make a difference in their local community, represent their peers at a national level and to develop as individuals. More than this, young people are encouraged to shape, lead and dictate the work of the organisation, ensuring all our work is youth led.

The work of the Scottish Youth Parliament membership includes:

- Gathering three times a year for a National Sitting, a forum for the whole membership to congregate to debate and develop policy.
- Attending Subject Committee meetings at National Sittings.
- Lobby locally and nationally on the selected Scottish Youth Parliament Campaigns.
- Representing young people in their constituencies or organisations.

Recently, the Scottish Youth Parliament has:

- Been campaigning to raise awareness of children and young people’s mental health.
- Built on the success of the Votes at 16 campaign, and campaigned for 16 and 17 year olds to have the vote in all elections and referenda in the UK.
- Held a series of discussion days with the Scottish Government to gather the views of young people in relation to New Psychoactive Substances, Mental Health, Stop and Search and the Age of Criminal Responsibility.

The benefits of being a Member of the Scottish Youth Parliament are:

- Taking part in an excellent and nationally recognised volunteering opportunity.
• Meeting lots of people around the country who share a common passion for making a difference.
• Standing up for what young people believe in and campaigning decision makers to effect change.
Elections

The Scottish Youth Parliament was established in June 1999 and the process of electing Members has developed in the 17 year history of the organisation. In 2011, elections were unified and all Members were elected in one round of polling.

National Election Outcomes

A unified set of elections does not mean completely uniform elections across the country. Local Authorities and National Voluntary Organisations retain a degree of flexibility, but should adhere to delivering an election which meets standard outcomes.

1. To elect each and every single member of the Scottish Youth Parliament in a nationwide open and democratic election using a common process determined by SYP.
2. Both local authorities and national voluntary organisations will run the same election processes at the same time.
3. Any 14-25 year old living in the area may stand as an MSYP.
4. Potential candidates for MSYP should demonstrate a commitment to the role of an MSYP.
5. By their first official meeting (June 2017 AGM), all MSYPs will participate in a suitable training programme.
6. All those aged 12 (or in 1st year of secondary school) to 25 are permitted to vote for their Members of the Scottish Youth Parliament, and a significant percentage of them choose to do so. Particular attention must be given to ensuring that voting is accessible outwith schools and that a greatly increased percentage of 18-25 year olds choose to participate.
7. Elections will be conducted using the Single Transferable Vote system, using constituencies based on Local Authority areas. A simple, secure electoral system is used, which recognises that the primary consideration in elections to the Scottish Youth Parliament is that which gives greatest benefit at a national level.
8. The elections, SYP and successful candidates achieve maximum exposure, publicity and status, through a collaboration of all election partners.

In order to elect MSYPs, Local Authorities and National Voluntary Organisations must agree to deliver an election which meets the above outcomes.

Elections 2017

The 2017 elections will see all Members chosen by their peers in March 2017. This year, the Scottish Youth Parliament is looking to build on previous successes and involve as many young people as possible in the process, both by standing as candidates and voting in the elections. The national targets are:

- 700 expressions of interest from young people seeking to be candidates
- 300 confirmed candidates
• 100,000 votes cast

We are also aiming to promote the elections to new and previously under-represented groups, including the 18-25 year-old age bracket and marginalised communities.

The Scottish Youth Parliament staff team is on hand to support local authorities and voluntary organisations to make this the biggest election in the organisation’s history and achieve the outcome of truly representative elected Members of the Scottish Youth Parliament.

The Elections Process: Getting Started

Each Local Authority and voluntary organisation should nominate a Named Election Coordinator. The role of this official will be:

• To run the elections in the locality or organisation according to SYP Election Procedures
• To run promotion of the elections, confirmation of candidates, local training programmes and support for candidates
• To be the main contact for the Scottish Youth Parliament on the elections

A form to nominate the Named Election Coordinator has been provided in this pack which should be completed and returned to the Scottish Youth Parliament.

You will note that there is a declaration at the bottom of this form. By signing this, you are confirming that your Local Authority (LA) or National Voluntary Organisation (NVO) will deliver SYP elections according to the Election Procedure outlined in this document.

The deadline for returning this form is Monday 15th August 2016.

Please return this form to elections@syp.org.uk, this is the generic elections mailbox that all correspondence and candidate information should be sent to.

The Elections Process: Inspiring Young People

The next step is to inspire some young people to stand as candidates. The Scottish Youth Parliament runs a controlled nomination system and those expressing an interest in candidacy must do so by completing a Candidates: Expression of Interest Form.

Nominations will officially open on the 19th August 2016 and the deadline for the return of Expression of Interest Forms to the Scottish Youth Parliament team will be the 31st October 2016.

During this time we will also be running two Named Election Coordinator Training days. More information will be sent out closer to the time.
The initial method of registering interest in participating as a candidate will be through a ‘Candidates: Expression of Interest’ Form hosted at [www.syp.org.uk/elections](http://www.syp.org.uk/elections) and a paper form is attached at the end of this document in Appendix D. It is anticipated some young people who may not be in contact with local youth services will find this page/form themselves, but Named Election Coordinators should direct young people to this page.

All registrations must be completed online, this will allow a copy of the expression of interest to be copied to SYP and the Named Election Coordinator in the relevant local authority. Named Election Coordinators are free to use a paper version of the form (Appendix D) but the information must be inputted online as well.

The registration form is a simple form which asks for contact details and some demographic information. On receipt of a completed form, SYP will then send an email to the young person and advise them on the next steps - the Named Election Coordinator will be copied into this email.

During this time, the elections and being part of the Scottish Youth Parliament should be promoted throughout the local area or organisation. As many young people as possible should be inspired to join this exciting organisation. A variety of resources are available to support this:

- **Youth Engagement Team:** The Scottish Youth Parliament Youth Engagement Team can be booked to run an Elections 2017 Session with young people. A booking form is included in this pack (Appendix G).

- **Promotional Video:** Current Members of the Scottish Youth Parliament have put together a video explaining what inspired them to stand and to make a difference in their local community. This will be available from the Scottish Youth Parliament website and other means. This is available from [www.syp.org.uk/elections](http://www.syp.org.uk/elections)

- **Posters and Leaflets:** Advertising materials have been provided. These are also available to download from [www.syp.org.uk/elections](http://www.syp.org.uk/elections). Further materials will be available at the Confirmed Candidate and Promote the Vote phases of the elections (Please see the Timeline for Elections 2017 section of this document).

- **National advertising campaign:** In addition to your own local communication plans, the Scottish Youth parliament will be promoting the elections through national and local media to help spread the word.

Please contact the Scottish Youth Parliament for further support in planning your local promotion and advertising campaign at elections@syp.org.uk
The Elections Process: Confirmed Candidates

Not all young people who express an interest in standing will decide to continue and become an official candidate.

The next stage in this process will be for the candidate to undergo a ‘Commitment Pledge’ with the **Named Election Coordinator**. The role of a Member of the Scottish Youth Parliament requires passion, determination and, perhaps most importantly, commitment. It is important to stress that commitment to the role, rather than ability, will be assessed.

This will be done through completing two short exercises:

1. On completion of the ‘Candidate: Expression of Interest form’, prospective candidates should create a short written, video or audio piece which outlines one issue that they feel strongly about. This is **not intended** to be their manifesto, as we envisage this coming later through their work in their Local Authority or National Voluntary Organisation.
2. Prospective candidates will be given a scenario reflecting the usual work of our MSYPs and they will be asked how they would respond to this scenario if they were chosen. Eg. SYP wants to know what young people think about local transport in their area so they can inform the government. What would you do in your role as an MSYP, and what steps would you take to ensure you represented your constituents?

Both of these items should be submitted to the **Named Election Coordinator** for assessment. When the modules are completed to the **Named Election Coordinator’s** satisfaction, the candidacy of the individual should be accepted by the LA or NVO and this information confirmed to the Scottish Youth Parliament. A final list of all candidates should be with SYP by **3rd November 2016**.

This information should be sent to the SYP in the Excel Spreadsheet that will be available on the website.

Please send this spreadsheet to the Scottish Youth Parliament (elections@syp.org.uk).

**Elections Process: Candidate Training**

The Scottish Youth Parliament recommend **Named Election Coordinators** run local training for candidates who have confirmed their intention to stand during the period November 2016 - January 2017. This training should incorporate:

- How to develop and write a manifesto
- How to campaign locally

Support will be available from the Scottish Youth Parliament through the following:
• **Youth Engagement Team:** The team from the SYP will be available to run sessions with confirmed candidates. A session plan will also be available for your use.

• **Named Election Coordinator Training:** All of the materials that the SYP Youth Engagement Team use will be available to download from [www.syp.org.uk/elections](http://www.syp.org.uk/elections)

• **Campaign Support:** The SYP Events and Campaigns Officer will be available to support you and the young people you work with in planning their campaigns.

• **Open training dates:** As well as offering bespoke sessions (to be arranged by the Named Election Coordinator using the Youth Engagement Team Booking form), the Scottish Youth Parliament will be running a series of open training sessions which candidates can book via their **Named Election Coordinator**.

**Manifestos**

In order to run as a candidate for SYP Elections 2017, each candidate must submit a candidate manifesto. Each candidate will do so by submitting a short video, audio or written article that outlines what matters to them in their local area and what they wish to change. They must also attach a picture, and words to describe themselves.

The deadline for the submission of manifestos is **17:00 on 30th November 2016**.

The Scottish Youth Parliament will host the completed manifestos on the SYP website and these can be used for local campaigning throughout December, January and February.

**Manifestos** must be in the manner prescribed by the Election Procedure.

**Promote the Vote**

During January and February, promotion of the elections to young people across Scotland will take place. Candidates, **Named Election Coordinators**, LAs, NVOs and SYP will all have a part to play in ensuring as many young people as possible vote in the elections, leading to increased awareness of democratic processes and providing a mandate for MSYPs once elected.

**Named Election Coordinators** should:

- Make and execute a plan for local promotion, including hustings events for candidates
- Work with schools, youth groups and other voluntary groups to encourage voting

**The Scottish Youth Parliament** will provide the following support:

- Materials aimed at encouraging people to vote in the elections
- Youth Engagement Team Sessions aimed at encouraging voting
The Election

Elections must take place in March 2017. These must take place according to the Election Procedures (Appendix B).

By demonstrating a significant turnout of young people, our MSYPs will truly be in a position to demand action, each of them speaking with the voices of many thousands of their peers.

Electoral Systems - Online and Offline

SYP is not prescriptive as to how the ballots are managed. However, we are in a position to offer the use of Young Scot’s online system free of charge.

The online system will allow each area or organisation to upload all their candidates, together with manifestos and pictures if desired, to a central location. This allows young people to directly log in using their Young Scot card number or a temporary number issued to them to cast their vote for their preferred candidate.

At the press of a button the system can then count all votes according to STV and give the result.

If opting to use a different system for electing MSYPs, SYP request this is done according to the Election Procedure (Appendix B) and in a fair, open and transparent way which engages as many young voters as possible. Offline ballots should incorporate support from local elections teams (Democratic Services departments, Chief Executives/Returning Officers).

It is worth noting that promotion of the elections is important regardless of the system being used. In many cases, the only difference between an online and offline election is the voting process ends with a computer terminal rather than a traditional paper ballot.

*Further details on the online system will be covered in the training session at the Sitting in October 2016. Please contact the Scottish Youth Parliament if you have any questions or would like to arrange training ahead of this.*

Election Announcements - Informing SYP

The Scottish Youth Parliament should be informed of the outcome of your elections as soon as possible and before a public announcement. This is to ensure the SYP is able to support your announcement. In March 2017 we will re-create an ‘election night’ feel with live updates via Facebook and Twitter.

You are encouraged to hold announcement events (as with any other election) to inform the electorate of the outcome.
After the Elections

The elections will be evaluated and feedback for future years will be incorporated.

New MSYPs - Training

The SYP team will offer bespoke training for the new MSYPs in your areas, along with materials to help support your local programme.

MSYPs-elect should have training in the organisation and their role ahead of their first Sitting in June 2017.
Journey of a Candidate

The role of a Member of the Scottish Youth Parliament requires passion, determination and, perhaps most importantly, commitment. It is important to stress immediately that the Scottish Youth Parliament is advocating commitment to the role should be assessed and not ability. Those who are successfully elected as MSYPs will undertake a series of steps in order to reach their goal, which are outlined below. It is also important to note that those who are not elected should also be supported, perhaps to take up other voluntary roles such as those offered by the SYP to non-elected members.

Expression of Interest

Nominations open 19th August 2016 and close 17:00 on 31st October 2016.

During this period, promotion of the SYP and the benefits of standing should be discussed with young people. They should be made aware of what is involved in being an MSYP through training sessions, information and advertising delivered locally.

All those who are interested in standing as a candidate and wish to find out more must complete an Expression of Interest Form (Appendix D) via the SYP Website at www.syp.org.uk/elections

LAs and NVOs should support and encourage young people to stand by directing young people to this form. Those who express an interest will be linked to their local Named Election Coordinator via an introductory email.

Candidates Confirmed

Those who decide they would like to stand as a candidate in the elections should have access to training on campaigning and electioneering, including how to develop a manifesto. LAs and NVOs should have a programme of activities in place for candidates, which can be supported by the Scottish Youth Parliament ‘How to Stand as a Candidate’ pack.

Candidates will be provided with information on how to reach out to other young people in their local area. Candidates should be encouraged to use their known networks, but also supported to move outside of the usual realms such as schools and youth groups.

All candidates should complete the eLearning modules, meaning they will have the chance to participate in credit-rated training by standing.
Election Night

Those who are elected as MSYPs will go on to take part in further training with both their supporting organisation and the SYP.

Those who are not elected should also receive support and assistance. There are other opportunities locally and nationally which they could be encouraged to go for to maintain their momentum and interest in joining the organisation. Most of all, they should be encouraged to stand again and learn lessons from the campaign.
### TIMELINE FOR ELECTIONS 2017

<table>
<thead>
<tr>
<th>Dates/Time</th>
<th>Phase of Elections 2017</th>
<th>Event/Activity</th>
</tr>
</thead>
<tbody>
<tr>
<td>15(^{th}) August 2016</td>
<td>Local Planning</td>
<td>Nominations of <strong>Named Election Coordinators</strong> within Local Authorities (LAs) or National Voluntary Organisations (NVOs)</td>
</tr>
</tbody>
</table>
| August 2016         | Local Planning          | - LA and NVO **Named Election Coordinators** plan their elections  
                        |                                                   | - Promotion to Young People                                                                |
| 19\(^{th}\) August 2016 | Expression of Interest | Nominations for expressions interest to be a candidate                                                                  |
| 19\(^{th}\) August 2016- 31\(^{st}\) October 2016 | Expression of Interest | **Inspiring Young People to Stand as Candidates**  
                        |                                                   | - **Named Election Coordinators** organise promotion in schools, youth groups and other organisations  
                        |                                                   | - SYP Youth Engagement Team can be booked to run sessions  
                        |                                                   | - Information Packs for Young People to be distributed  
                        |                                                   | - Promotional Video to be shown  
                        |                                                   | - Young people complete Short Exercises                                                                |
| September 2016      | NEC Training            | **Two training sessions will be held for Named Election Coordinators.**                                                                 |
| October Sitting     | Expression of Interest  | **Session for Support Workers/Named Election Coordinators**  
<pre><code>                    |                                                   | - A session on the elections will take place at the Sitting, and will provide information and support for the Confirmed Candidate Phase of the Elections. |
</code></pre>
<p>| 31(^{st}) October 2016 | Expression of Interest | The deadline for <strong>Candidates: Expression of Interest Forms</strong> is 17:00 on the 31(^{st}) October 2016.                                    |
| 3(^{rd}) November  | Confirmed Candidates    | LA and NVO return of list of <strong>Confirmed Candidates</strong> to the Scottish Youth Parliament                                      |</p>
<table>
<thead>
<tr>
<th>2016</th>
<th>Confirmed Candidates</th>
<th>Candidate Training, Manifesto Development and Campaigning</th>
</tr>
</thead>
<tbody>
<tr>
<td>November 2016 - January 2017</td>
<td>Confirmed Candidates</td>
<td>Candidate Training, Manifesto Development and Campaigning</td>
</tr>
<tr>
<td>30th November 2016</td>
<td>Confirmed Candidates</td>
<td>Final manifestos must be submitted to the Scottish Youth Parliament.</td>
</tr>
<tr>
<td>January - February 2017</td>
<td>Promote the Vote!</td>
<td>Campaigning, Election Promotion and Publicity</td>
</tr>
<tr>
<td><strong>March 2017</strong></td>
<td>Election</td>
<td>Election</td>
</tr>
<tr>
<td><strong>March 2017</strong></td>
<td>Election</td>
<td>Election Announcement</td>
</tr>
<tr>
<td>March 2017 - June 2017</td>
<td>Training for MSYPs-Elect</td>
<td>Training</td>
</tr>
</tbody>
</table>

- **Named Election Coordinators** organise training for candidates to help them develop manifestos and campaign locally
- SYP Youth Engagement Team can be booked to run sessions

- LA and NVO promote the vote in their local area, including through local hustings
- SYP work nationally to promote the elections

- Online elections available via Young Scot
- LA and NVO run elections in their local area

- Election results should be announced. SYP encourage Local Authorities and NVOs to host a local elections announcement during this time period. SYP will seek to promote each result and create an ‘election night’ feel as results come in across the country, utilising social and new media along with traditional outlets.

- An evaluation of the Elections Process will take place after the elections process to allow you to feed back on the process.

- SYP will offer a programme of training to all MSYPs-elect; this training will cover an induction to the SYP, the role of an MSYP and skills for successful engagement with both constituents and decision-makers.
- LA and NVO may choose to deliver training of their own to supplement that offered by the SYP.

<table>
<thead>
<tr>
<th>June 2017</th>
<th>Sitting</th>
<th><strong>SYP Sitting and Annual General Meeting</strong></th>
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<tbody>
<tr>
<td></td>
<td></td>
<td>- Recently elected candidates attend their first SYP Meeting and are officially appointed as Members of the Scottish Youth Parliament.</td>
</tr>
</tbody>
</table>
Conclusion

The Scottish Youth Parliament team is on hand to assist with any queries you may have about the elections process.

If you require any of these documents in any other formats, please contact us and we will do our best to accommodate you.

Key Contact

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Hello@syp.org.uk
0131 557 0452
# Appendix A - Glossary

<table>
<thead>
<tr>
<th>Term</th>
<th>Meaning</th>
</tr>
</thead>
<tbody>
<tr>
<td>MSYP</td>
<td>Member of the Scottish Youth Parliament</td>
</tr>
<tr>
<td>LA</td>
<td>Local Authority</td>
</tr>
<tr>
<td>NVO</td>
<td>National Voluntary Organisation</td>
</tr>
<tr>
<td>Election Procedures</td>
<td>The rules and standards to which the elections must be run</td>
</tr>
<tr>
<td>Named Election Coordinator</td>
<td>The official in each LA or NVO with responsibility for running the election within that locality or organisation</td>
</tr>
<tr>
<td>Candidates: Expression of Interest Form</td>
<td>The form which must be completed and returned by young people wishing to express and interest in becoming a candidate in the Scottish Youth Parliament elections 2017.</td>
</tr>
<tr>
<td>Confirmed Candidate</td>
<td>A young person who has completed a Candidates: Expression of Interest Form and completed the Candidate Short Exercises to the Named Election Coordinator’s satisfaction.</td>
</tr>
<tr>
<td>SYP_Elections2017_Confirmed Candidates</td>
<td>The Excel Spreadsheet to be completed by Named Election Coordinators and sent to the Scottish Youth Parliament by 3rd November 2016.</td>
</tr>
<tr>
<td>Online System</td>
<td>Young Scot's online voting platform which LA and NVO can utilise free of charge to run their elections.</td>
</tr>
</tbody>
</table>
Appendix B - Election Procedures

1. Introduction
This procedures document has been produced by the Scottish Youth Parliament for use in the 2017 national election of MSYPs. It is based on our desire to work together with Local Authorities to deliver better results for Scotland’s young people.

The procedures reflect the recommendations made by an independent elections commission in their report, “Young Choices: The Future of Elections to the Scottish Youth Parliament”, chaired by Professor John Curtice.

2. National Election Outcomes
A unified electoral process for the SYP does not mean completely uniform election procedures across the country. Local Authorities will retain a degree of flexibility, but should adhere to delivering an election which meets standard outcomes. In order to elect MSYPs, Local Authorities must agree to deliver an election which meets the undernoted outcomes:

2.1. To elect each and every single member of the Scottish Youth Parliament in a nationwide open and democratic election using a common process determined by SYP.
2.2. Any 14-25 year old living in the area may stand as an MSYP.
2.3. Potential candidates for MSYP should demonstrate a commitment to the role of an MSYP.
2.4. By their first official meeting (June 2017 AGM), all MSYPs will participate in a suitable training programme.
2.5. All young people aged 12 (or in 1st year of secondary school) to 25 are permitted to vote for their Members of the Scottish Youth Parliament. Particular attention must be given to ensuring that voting is accessible outwith schools and that a greatly increased percentage of 18-25 year olds choose to participate.
2.6. A simple, secure electoral system is used, which recognises that the primary consideration in elections to the Scottish Youth Parliament is that which gives greatest benefit at a national level.
2.7. The elections, SYP and successful candidates achieve maximum exposure, publicity and status, through a collaboration of all election partners.
3. **Constituencies**

Constituency route to Membership allows for 146 MSYPs, supported by the Local Authority structure, but representing Scottish Parliament constituencies. The rules governing this category are as follows.

3.1. There shall be two Members of the Scottish Youth Parliament (MSYPs) elected for each constituency and National Voluntary Organisation. The candidates elected shall serve for a period of two years, or until the next national SYP election.

3.2. For this purpose, a constituency is defined as the 73 areas used as the constituencies for the Scottish Parliament, or the organisation as registered with SYP. The names, descriptions and maps of the constituencies are available from the Boundary Commission for Scotland’s website at [http://www.bcomm-scotland.independent.gov.uk/publications/](http://www.bcomm-scotland.independent.gov.uk/publications/).

3.3. Use of any other boundaries, including those previously in use for Scottish Parliament and SYP elections is not permitted.

3.4. For the purposes of organising elections and subsequent local support for MSYPs, constituencies are allocated to Local Authority areas. No Local Authority area is permitted to elect more MSYPs than its total allocation. Details of this allocation can be found on page 29.

3.5. In the instance of both MSYPs for a constituency being allocated to the same Local Authority, the Local Authority shall be responsible for organising SYP elections and subsequent local support for both MSYPs. Elections should be held for both MSYPs concurrently, in accordance with the procedures outlined in this document.

3.6. In the instance of MSYPs for a constituency being allocated to different Local Authorities, each Local Authority shall be responsible for organising SYP elections and subsequent local support for one MSYP. Separate elections should be held for each MSYP, in accordance with the procedures outlined in this document.

3.7. Following the election, the structure of local support of MSYPs is at the discretion of the Local Authority. MSYPs from the same constituency are permitted to be allocated to different Youth Groups, Youth Forums, Community Planning Partnerships etc. to suit local structures and circumstances. However, no variance to the constituency boundaries is permitted for electoral purposes.
4. Candidates

The Scottish Youth Parliament is keen to ensure that as many young people as possible are able to stand as candidates for the election. Rules governing candidacy are as follows:

4.1. Any young person habitually living within the constituency, or involved in a registered national voluntary organisation may apply to be a candidate, through the process agreed between SYP and the Local Authority or National Voluntary Organisation.

4.2. For this purpose, a young person is defined as being no younger than 14 and no older than 25 on the day the polls close.

4.3. ‘Habitually living within the constituency’ is defined as permanently or regularly resident within the constituency boundaries. This does not preclude a young person whose parents or guardians live in the constituency, but live outwith the boundaries during the course of academic study, from applying to be a candidate or remaining as an MSYP during their term in office.

4.4. In line with the Scottish Youth Parliament’s non-partisan status, candidates are only permitted to stand as individuals, with no party labels. Candidate materials which include any reference to the individual’s links to specific political parties or campaigning groups should not be permitted.

4.5. Applicants will only be permitted to stand as a candidate in their constituency in an election upon successful completion of the pre-candidacy process agreed between SYP and the relevant Local Authority/NVO.

4.6. Incumbent MSYPs will step down as the election period opens; during the elections only SYP Trustees and Conveners will remain in their roles. From the announcement of the results until the first meeting of SYP (June 2017 AGM), successful candidates will technically be considered MSYPs-elect.

5. Election Practice

In line with National Election Outcomes, elections to the Scottish Youth Parliament should be open and democratic.

5.2. Elections will be conducted using the Single Transferable Vote system, using constituencies based on Local Authority areas unless there are only two candidates. In this case, majority voting can be used.

5.3. STV uses preferential voting in multi-member constituencies. Each voter gets one vote, which can transfer from their first-preference to their second-preference and so on, as necessary. Candidates don’t need a majority of votes to be elected, just a known ‘quota’, or share of the votes, determined by the size of the electorate and the number of positions to be filled. If the voter’s preferred candidate has no chance of being elected or has enough votes already, the vote is transferred to another candidate in accordance with their instructions. More information on STV can be found at http://www.electoral-reform.org.uk/votingsystems/stvrules.htm.

5.4. SYP elections are permitted to be held online or offline, or in a combination of the two, subject to compliance with the National Election Outcomes and agreement with SYP.

5.5. In the event of an uncontested SYP election, the candidate(s) will be elected without a ballot.

5.6. By-Elections

i. In the event of a vacancy due to an MSYP failing to complete their term in office, or in the event of no candidate presenting themselves for election, a by-election should be held at the earliest practicable opportunity.

ii. Local Authorities should do their best to inform SYP as soon as possible if this situation arises. This is to ensure SYP staff can support you and the candidates with voting (offline or online), promotion and local engagement activity.

iii. Local Authorities should work with the Youth Engagement and the Public Affairs teams at SYP to ensure the timely planning and implementation of the by-election strategy. This includes co-ordinating outreach and communications activity.

iv. There are a number of options available to a Local Authority in terms of filling a vacant position. Whilst the most preferable option is for a full by-election similar to that of National Elections, we appreciate that this is not always possible given the available resources and
timescales. However, it is important that the successor carries some form of democratic mandate.

These options include:

- Offering the position to the next unsuccessful candidate from the National Elections in 2017;
- Co-option (selection without a vote) of a successor through existing youth structures where the local youth structure is elected;
- Election through existing youth structures, such as an internal vote at a local youth council; and,
- A full by-election akin to that of the National Elections.

v. MSYPs elected in a by-election shall serve for the remainder of the two year term, until the next national SYP election or until they resign or are removed by SYP as a result of disciplinary proceedings.

6. Election Communications and Promotion

6.1. The Scottish Youth Parliament will manage all national publicity for the elections and will work with Local Authorities to try and secure local coverage. Local Authorities are urged to assist the SYP in achieving publicity by enabling access to young people involved in the process for national purposes and by promoting the elections through local channels.

6.2. The Scottish Youth Parliament will provide Local Authorities with template elections materials for their local use. Elections materials must reflect the branding of the SYP and where the SYP logo or name is to be used on non-standard communications, the permission of the SYP must be sought.

6.3. No financial limit has been set nationally for the production of literature by candidates, but we ask Election Coordinators to monitor this for fairness; Election Coordinators may wish to consider setting a limit locally.

6.4. Election Coordinators must make every effort to ensure equality of access for voters across the SYP’s age range and in facilitating the participation of all candidates in campaign activity. As part of the post-election reporting, Coordinators will be asked to feedback on their progress in widening access and promotion beyond schools, particularly in relation to other institutions such as colleges, universities and work places.
7. **Voters and Voting**

All young people living within a constituency should be given the opportunity to vote in the election of their MSYPs.

7.1. The Scottish Youth Parliament defines ‘young people’ as those aged 12-25. Though it should not affect a great number of young people, where voting takes place in schools, all pupils (including those yet to turn 12) should be permitted to vote.

7.2. Due to their age, many of the young people eligible to vote in SYP elections are not registered on the electoral roll and therefore the SYP does not recommend pre-registration of voters.

7.3. Local Authorities should strive to ensure that there are significant numbers of polling stations throughout constituencies. Particularly important is ensuring that voting is possible for those who are not at school. Traditionally, polling stations tend to be located in buildings such as schools, village halls and community centres, however, there is no reason why they could not be located in alternative buildings or mobile units, which have good access and have a suitable space that allows electors to vote in private.

7.4. Attention must be paid to ensuring voting is accessible. For paper ballot elections, guidance notes should be available at each polling station and on ballot papers that explain clearly how to vote. At least one version of a ballot paper in large print should be displayed at each polling station and another one or two should be available for voters to take into the polling booth to compare with their ballot paper. The Electoral Commission has produced good practice guidelines for further improving accessibility around elections, available at: [http://www.electoralcommission.org.uk/document-summary?assetid=14092](http://www.electoralcommission.org.uk/document-summary?assetid=14092).

7.5. SYP does not advise voting by proxy or by postal votes etc although voters with disabilities and other support needs are entitled to be accompanied by a companion when voting.

7.6. If a voter accidentally spoils their ballot paper, the polling staff can issue a replacement. The voter must not be allowed to put their spoilt paper in the ballot box as if they do, another paper cannot be issued. A new ballot
paper should be issued in the normal way to the voter and the spoilt paper should be marked cancelled and placed in the appropriate envelope.

7.7. Every voter is entitled to cast their vote without being seen by anyone else, in both online and offline elections. Elections Coordinators should take appropriate measures to ensure secrecy of the ballot.

7.8. No voter should be required to state for whom they voted and, in offline elections, each voter should secretly mark their ballot paper and fold it so as to conceal the vote.

8. Election Results

8.1. In SYP elections the primary role of the Returning Officer is to announce the result of the election and to satisfy themselves that the election has been fair. For reasons of objectivity, the Returning Officer should be someone from the Local Authority who does not have day-to-day contact with candidates/MSYPs and, for reasons of profile, should ideally hold a senior position, such as Head of Service or Chief Executive.

8.2. If the Returning Officer is able to attend the count then he/she oversees the process. If not, this responsibility should fall to the Elections Coordinator. For elections using the Young Scot online voting system a member of SYP staff will take this responsibility, liaising with the relevant Elections Coordinator.

8.3. The count must be fair and transparent and carried out by impartial individuals; though candidates should be permitted to observe, they must take no part in the counting process.

8.4. Additional conditions, weighting or other criteria should not be applied to the results obtained from the system; to preserve the integrity of the ballot, no adjustments will be permitted.

8.5. Further guidance on counting Single Transferable Vote ballots can be found at [http://www.electoral-reform.org.uk/votingsystems/stvrules.htm](http://www.electoral-reform.org.uk/votingsystems/stvrules.htm). Due to the nature of the system, SYP recommends the use of electronic counting software, such as OpenSTV, available at [http://www.openstv.org/](http://www.openstv.org/).

8.6. Election results should be announced in March 2017. We encourage Local Authorities to host a local elections announcement during this time period. SYP will seek to promote each result and create an ‘election night’ feel as results come in across the country, utilising social and new media along
with traditional outlets. Local Authorities must not announce the result prior to this time. The Named Elections Coordinator should liaise with SYP to facilitate this process.

8.7. Once a result has been declared and public notice of the result given, the Returning Officer/Elections Coordinator has no power to amend the result, even if uncounted ballots are subsequently found.

8.8. After the count, all ballot papers and other election documentation should be held in a secure environment for a year. Following this, these papers can then be destroyed in a secure manner.

8.9. Documents relating to the election, which do not include ballot papers or personal information about the young people standing for election should be open to public inspection.

8.10. Election Coordinators should produce a short report detailing the elections process, including details of turnout figures and other key statistics about voter participation, and send this to the Scottish Youth Parliament for monitoring purposes, as soon as possible after the conclusion of the election. A template will be provided by the Scottish Youth Parliament for this purpose.

9. Further Information

Whilst this document is intended to provide the parameters for the 2017 election, we understand that there may be additional questions which may arise; for further information and guidance, please contact the Scottish Youth Parliament using the details below:

Jamie Dunlop
Deputy CEO
Scottish Youth Parliament
Gordon Lamb House
3 Jackson's Entry
Edinburgh
EH8 8PJ

T: 0131 557 0452
E: Jamie.d@syp.org.uk
www.syp.org.uk
SYP Election Constituencies

The names, descriptions and maps of the constituencies are available from the Boundary Commission for Scotland’s website at http://www.bcomm-scotland.independent.gov.uk/publications/

By Constituency

<table>
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<th>Constituency</th>
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<th>MSYPs</th>
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By Local Authority or Organisation

Aberdeen City (6 MSYPs)

Aberdeen Central (2)
Aberdeen Donside (2)
Aberdeen South and North Kincardine (2)

Aberdeenshire (7 MSYPs)

Aberdeenshire East (2)
Aberdeenshire West (2)
Angus North and Mearns (1 - shared with Angus)
Banffshire and Buchan Coast (2)

Angus (3 MSYPs)

Angus North and Mearns (1 - shared with Aberdeenshire)
Angus South (2)

Argyll and Bute (3 MSYPs)

Argyll and Bute (2)
Dumbarton (1 - shared with West Dunbartonshire)

City of Edinburgh (12 MSYPs)

Edinburgh Central (2)
Edinburgh Eastern (2)
Edinburgh Northern and Leith (2)
Edinburgh Pentlands (2)
Edinburgh Southern (2)
Edinburgh Western (2)

Clackmannanshire (2 MSYPs)

Clackmannanshire and Dunblane (2)
Dumfries and Galloway (4 MSYPs)

Dumfriesshire (2)
Galloway and West Dumfries (2)

Dundee City (4 MSYPs)

Dundee City East (2)
Dundee City West (2)

East Ayrshire (3 MSYPs)

Carrick, Cumnock and Doon Valley (1 - shared with East Ayrshire)
Kilmarnock and Irvine Valley (2)

East Dunbartonshire (3 MSYPs)

Clydebank and Milngavie (1 - shared with West Dunbartonshire)
Strathkelvin and Bearsden (2)

East Lothian (3 MSYPs)

East Lothian (2)
Midlothian North and Musselburgh (1 - shared with Midlothian)

East Renfrewshire (3 MSYPs)

Eastwood (2)
Renfrewshire South (1 - shared with Renfrewshire)

Eilean Siar/Western Isles (2 MSYPs)

Na h-Eileanan an Iar (2)

Falkirk (4 MSYPs)

Falkirk East (2)
Falkirk West (2)
Fife (10 MSYPs)

- Cowdenbeath (2)
- Dunfermline (2)
- Kirkcaldy (2)
- Mid Fife and Glenrothes (2)
- North East Fife (2)

Glasgow City (16 MSYPs)

- Glasgow Anniesland (2)
- Glasgow Cathcart (2)
- Glasgow Kelvin (2)
- Glasgow Maryhill and Springburn (2)
- Glasgow Pollok (2)
- Glasgow Provan (2)
- Glasgow Shettleston (2)
- Glasgow Southside (2)

Highland (6 MSYPs)

- Caithness, Sutherland and Ross (2)
- Inverness and Nairn (2)
- Skye, Lochaber and Badenoch (2)

Inverclyde (2 MSYPs)

- Greenock and Inverclyde (2)

Midlothian (2 MSYPs)

- Midlothian North and Musselburgh (1 - shared with East Lothian)
- Midlothian South, Tweeddale and Lauderdale (1 - shared with Scottish Borders)

Moray (2 MSYPs)

- Moray (2)
North Ayrshire (4 MSYPs)

- Cunninghame North (2)
- Cunninghame South (2)

North Lanarkshire (9 MSYPs)

- Airdrie and Shotts (2)
- Coatbridge and Chryston (2)
- Cumbernauld and Kilsyth (2)
- Motherwell and Wishaw (2)
- Uddingston and Bellshill (1 - shared with South Lanarkshire)

Orkney (2 MSYPs)

- Orkney Islands (2)

Perth and Kinross (4 MSYPs)

- Perthshire North (2)
- Perthshire South and Kinross-shire (2)

Renfrewshire (5 MSYPs)

- Paisley (2)
- Renfrewshire North and West (2)
- Renfrewshire South (1 - shared with East Renfrewshire)

Scottish Borders (3 MSYPs)

- Ettrick, Roxburgh and Berwickshire (2)
- Midlothian South, Tweeddale and Lauderdale (1 - shared with Midlothian)

Shetland (2 MSYPs)

- Shetland Islands (2)

South Ayrshire (3 MSYPs)

- Ayr (2)
Carrick, Cumnock and Doon Valley (1 - shared with East Ayrshire)

**South Lanarkshire (9 MSYPs)**

- Clydesdale (2)
- East Kilbride (2)
- Hamilton, Larkhall and Stonehouse (2)
- Rutherglen (2)
- Uddingston and Bellshill (1 - shared with North Lanarkshire)

**Stirling (2 MSYPs)**

- Stirling (2)

**West Dunbartonshire (2 MSYPs)**

- Clydebank and Milngavie (1 - shared with East Dunbartonshire)
- Dumbarton (1 - shared with Argyll and Bute)

**West Lothian (4 MSYPs)**

- Almond Valley (2)
- Linlithgow (2)

**LGBT Youth Scotland (2 MSYPs)**

**Carers Trust Scotland (2 MSYPs)**

**Girl Guiding Scotland (2 MSYPs)**

**Scouts Scotland (2 MSYPs)**

**Federation of Islamic Students Society (2 MSYPs)**

**YMCA Scotland (2 MSYPs)**

**Scripture Union Scotland (2 MSYPs)**

**Church of Scotland (2 MSYPs)**
Appendix C - Named Election Coordinator Form

<table>
<thead>
<tr>
<th>Name</th>
<th>Job Title</th>
<th>Email Address</th>
<th>Contact Number</th>
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**Candidate Registration**

Please describe how you intend to conduct your candidate registration process

**Candidate Training**

Please describe the training you intend to offer your candidates

**Campaign Month**

Please describe your outline plans for campaign activity e.g. hustings events

**Elections**

- Intend to use online system
- Intend to use offline system
Please outline your plans for the election system, paying particular attention to how you will ensure access for those outwith schools.

Please outline any other information you feel would be relevant to SYP

Declaration
I confirm that the information above represents an accurate reflection of my Local Authority’s plan for the 2017 SYP elections and that we are committed to working in partnership with SYP to deliver on the national election outcomes.

Signed (on behalf of) ___________________________

Local Authority): ___________________________

Date: ___________________________
Appendix D - Candidate Expression of Interest Form

Between x March and x March next year, young people across Scotland will head to the ballot box to cast their vote for the next set of Members of the Scottish Youth Parliament for your chance to be one of those MSYPs. It all starts with registering your interest here.

This short form is the first stage of a simple process to register as a candidate in your area. Your youth worker, teachers, parents, guardians and the team at the Scottish Youth Parliament are available to assist you in completing this form.

The Scottish Youth Parliament welcomes candidates from all sorts of backgrounds and abilities. You just have to be aged between 14 and 25, live in Scotland and demonstrate a commitment to raising the voice of young people.

EXPRESSION OF INTEREST FORM

<table>
<thead>
<tr>
<th>Your Name</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date of Birth</td>
</tr>
<tr>
<td>Email Address</td>
</tr>
<tr>
<td>Phone Number</td>
</tr>
<tr>
<td>Gender</td>
</tr>
<tr>
<td>Local Authority</td>
</tr>
<tr>
<td></td>
</tr>
</tbody>
</table>

Home Address:

Signed (on behalf of ______________________ ): ______________________

Date: ______________________
Appendix E - Candidate Short Exercise 1

Now that you’ve registered your details, it’s time to show us what it is that makes you tick - what is your passion?

What we’re looking for is a short submission based on the topic which makes you want to scream and shout, it can be on anything you want. Whether it’s a massive global issue like nuclear weapons or a local one like your corner shop banning school pupils, we just want you to demonstrate the passion that we want to see in MSYPs.

WHAT CAN YOU SUBMIT?

• A written report (no more than 500 words)
• A video (no more than 2 minutes long)
• An audio recording (no more than 2 minutes long)

If you’ve got another suggestion, please speak to your Named Election Coordinator.

All submissions should be submitted to your Named Election Coordinator, but contact us on 0131 557 0452 if you have any problems.

A FEW POINTS TO REMEMBER

• The Scottish Youth Parliament is non-party political, so your piece shouldn’t outline your belief in one party or another.
• We are all about changing things for young people, so you should highlight things which are issues young people face and/or propose solutions.
• Passion, commitment and determination are being assessed here, not spelling and grammar. You can seek assistance to complete this exercise.

The piece you submit isn’t your official manifesto for the election and we won’t let anyone else see it unless you give us permission. We just want to make sure that at the very beginning of the election process you’re already thinking about the key part of an MSYP’s role - taking the issues young people feel strongly about and doing something about it.

After you’ve submitted, you should then complete the final part of the registration process, “Your Role”, which is just a quick look at the role of an MSYP to make sure you understand what you’re letting yourself in for!
Appendix F - Candidate Short Exercise 2 - Your Role

This is the final stage in registration as a candidate and is designed to make sure that you have a basic understanding of what the role of an MSYP involves, should you be successfully elected to the position. Please remember that you’ll be given lots of training and support to do these things if you’re elected, so don’t panic if they seem a bit difficult right now.

THE SCOTTISH YOUTH PARLIAMENT

The Scottish Youth Parliament (SYP) represents Scotland’s young people. Democratically elected members, aged 14-25, listen to and recognise the issues that are most important to young people, ensuring their voices are heard by decision makers. Since we were established in 1999, we've been encouraging all of Scotland’s young people to play their part in achieving our vision and provide a national platform for their participation in democracy.

Our work is organised into five key areas:

- **Affecting Change**: A nation which listens to the voices of its young people.
- **Diverse Representation**: All of Scotland’s young people are able to participate.
- **Positive about Young People**: Young people are recognised as key contributors to Scottish society.
- **Developing Leaders**: Through access to opportunities and training, our young people lead the way.
- **Celebrating Democracy**: A strengthened relationship between young citizens and their political structures.

THE ROLE OF AN MSYP

MSYPs are young people aged between 14-25 who volunteer their time to ensure that the views of young people across Scotland are listened to. MSYPs do not just represent themselves as an individual but need to take into account the collective interests of young people in their community or interest group. Each MSYP is elected as a national representative of a local area or organisation, and must treat their position with the responsibility it deserves.
**Time commitment**

There is no precise time commitment which needs to be fulfilled by MSYPs - we do not keep track of your hours. We simply ask that you give as much of your time and energy as possible to your role, taking into account other commitments and responsibilities you have. We find that 5 hours a week is about average, but as an MSYP you may find there are times when things are extremely busy with local youth forum meetings, consultations etc, but that at other times there is less happening. We also have 3 weekend-long National Sittings of the SYP every year, which MSYPs are expected to attend.

**What does the position involve?**

- Consulting with young people in your area to find out their views and opinions on the subjects important to them
- Taking part in your local youth forum, training and other events representing your constituents
- Representing your peers at SYP National Sittings several times a year, all over Scotland, taking part in discussions and debates
- Playing an active role in SYP campaigns work, fighting to improve things for Scotland’s young people

**What do you get out of it?**

- Fantastic training and support, locally and nationally, to help you carry out your role
- Access to amazing opportunities to represent young people locally, nationally and internationally
- A platform to engage with senior politicians and other decision-makers
- Lots of great stuff for your CV
- Most importantly, the chance to change things for the better!
NOW THAT YOU’VE READ THE INFORMATION, PLEASE ANSWER THE FIVE QUESTIONS BELOW (ALL OF THE ANSWERS ARE IN THE TEXT ABOVE).

Name: 
Potential Candidate for: 
Date of completion: 

1. What is the minimum age to become an MSYP?
   - 12
   - 14
   - 16
   - 18

2. What is the average weekly time commitment of an MSYP?
   - 1 hour
   - 2 hours
   - 5 hours
   - 10 hours

3. How many National Sittings would you be expected to attend each year?
   - None
   - 1 or 2
   - 3 or 4
   - 5 or 6
4. Which of the following would definitely be part of an MSYP's role?

<table>
<thead>
<tr>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>Attending meetings of their local youth forum</td>
</tr>
<tr>
<td>Acting on behalf of a political party</td>
</tr>
<tr>
<td>Raising money for SYP</td>
</tr>
<tr>
<td>Managing the staff of the organisation</td>
</tr>
</tbody>
</table>

5. Which of the following would you be entitled to expect as part of your role?

<table>
<thead>
<tr>
<th>Option</th>
</tr>
</thead>
<tbody>
<tr>
<td>A salary</td>
</tr>
<tr>
<td>First-class travel around the world</td>
</tr>
<tr>
<td>The chance to make a difference</td>
</tr>
<tr>
<td>Your own Secretary</td>
</tr>
</tbody>
</table>

When you're happy that you've got them all right, give them to your **Named Election Coordinator**. They'll check them over and, provided you have completed the other stages, get back to you to confirm your registration as a candidate.

Good Luck!
Appendix G - SYP Youth Engagement Team Booking Form

The Scottish Youth Parliament's Youth Engagement Team is available to run sessions, workshops or training with young people aged between 12-25. More information can be found about the work that we do at www.syp.org.uk. Please fill in the information below with as much detail as you can, if you have any questions please contact Jamie Dunlop, Youth Engagement Coordinator on 0131 5570452.

Main Contact

<table>
<thead>
<tr>
<th>Name of Main Contact</th>
<th>Organisation</th>
<th>Job Title</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>Email Address</td>
<td>Phone Number</td>
</tr>
<tr>
<td></td>
<td>Postal Address</td>
<td></td>
</tr>
</tbody>
</table>

Session/Workshop

At the Scottish Youth Parliament we can deliver a range of Sessions and Training to engage young people. Our Youth Engagement Team can deliver a number of interactive and informative sessions to a variety of different audiences and sized groups.

Please let us know which of the below you would like us to deliver. Descriptions each of the sessions can be found at www.syp.org.uk/youthengagement

<table>
<thead>
<tr>
<th>Sessions or Workshops</th>
<th>Training or Events</th>
</tr>
</thead>
<tbody>
<tr>
<td>What is the Scottish Youth Parliament?</td>
<td>MSYP Training</td>
</tr>
<tr>
<td>Political Literacy</td>
<td>Support Worker Training</td>
</tr>
<tr>
<td>Rights (UNCRC)</td>
<td>V3 Pupil Council Training</td>
</tr>
<tr>
<td>Citizenship</td>
<td>Bespoke sessions and training are available on consultation. Please contact Jamie Dunlop, Youth Engagement Coordinator for more information.</td>
</tr>
<tr>
<td>Campaigning</td>
<td></td>
</tr>
<tr>
<td>Democracy Day</td>
<td></td>
</tr>
<tr>
<td>Name of Group</td>
<td></td>
</tr>
<tr>
<td>---------------------------------------------------</td>
<td>---</td>
</tr>
<tr>
<td>Number of Young People Expected</td>
<td></td>
</tr>
<tr>
<td>Address (inc postcode) of Venue</td>
<td></td>
</tr>
<tr>
<td>Date of booking</td>
<td>Time of booking</td>
</tr>
<tr>
<td>Is there any additional information we should be aware of?</td>
<td></td>
</tr>
</tbody>
</table>
Appendix H - Further Resources

Communications and Marketing

Please contact Anna Dickens at anna.d@syp.org.uk for further questions or support on communications issues.