

## Volunteer Policy Proposal Policy

<b>Owner</b>	PIC	<b>Approval Date</b>	December 2019
<b>Approved by</b>	Board	<b>Review Date</b>	December 2022

### 1. Purpose

The purpose of the Volunteer Policy Proposal Policy is to ensure that UN Youth members are able to make meaningful proposals to amend national policy through accessible procedures.

Section 7.4 of the UN Youth New Zealand Constitution allows for members to propose policy amendments to the Board. The Volunteer Policy Proposal Policy will seek to empower this section of the Constitution.

### 2. Principles

**Governance:** Only the Board is enabled to amend the policy and all protocol must adhere to the relevant policy. This Volunteer Policy Proposal Policy must be in accordance with Section 7.4 of the National Constitution.

**Accessibility:** It is important that all UN Youth members have the ability to propose policy amendments or new policies to the Board.

**Meaningfulness:** Members should be able to propose amendments to policies that are substantive, with minimal restrictions on what existing policies members can seek to change.

**Justification:** Where the Board decides against proceeding with a policy proposal, the Board should openly justify the reasoning for its decisions.

### 3. Definitions

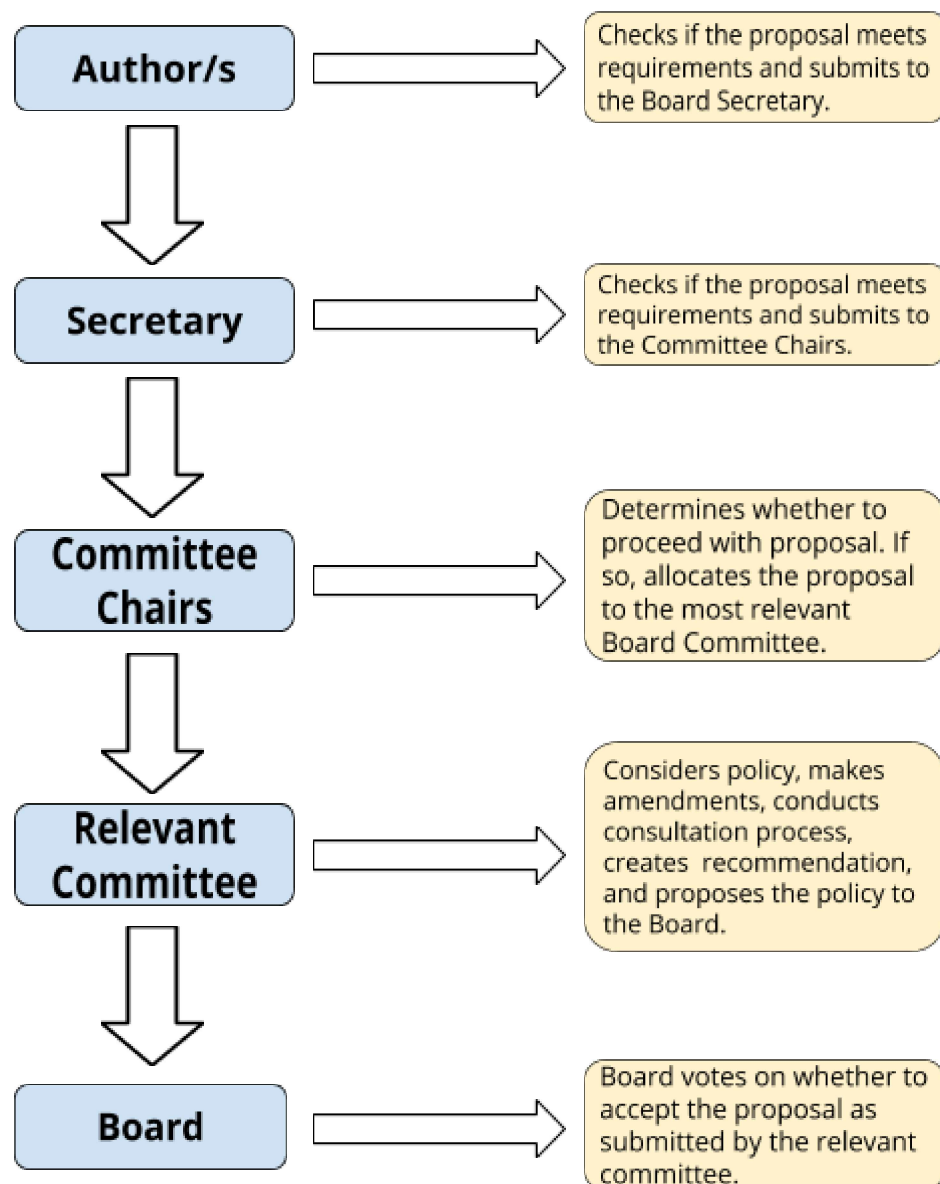
**Policy.** See [Policy Framework Document](#) for an explanation of what a “policy” is.

**Protocol.** See [Policy Framework Document](#) for an explanation of what a “protocol” is.

**Author.** An “author” is an individual or collective who has directly contributed to the creation of and research leading to the specific policy or policy amendment being proposed.

### 4. Process

The following section represents the stages of the policy proposal process as well as outlines the main points of each stage. The proposal after its proposal to the board secretary will then be sent to the committee chairs which determine which committee will consider the proposal. The committee will substantially consider the proposal and make a recommendation to the board regarding the proposal including any amendments they see fit.



## 5. Proposal pack

For details on how to submit please see the proposal guidelines below.

# How to Propose a Policy to the Board

## Proposal Process

- Proposals must be submitted as a single PDF Document to [boardsecretary@unyouth.org.nz](mailto:boardsecretary@unyouth.org.nz).
- Following this, the Board and its relevant committees will consider the application. A decision on whether to consider the proposal or not will be made within 21 days.
- Authors may be requested to appear before the board to speak to elements relevant to the proposal.
- Authors will be notified by the board secretary of the final decision of the Board.

## Requirements

- The Cover Page must contain:
  - The names of at least one and no more than 5 valid authors of the proposal.
  - The email addresses of all authors
- The proposal must contain
  - If the policy proposal is amending an existing policy; the parts of the existing policy to be amended.
  - A position statement of no more than 500 words detailing the reasoning behind the proposed constitutional amendment.
  - An explanation of no more than 250 words detailing the extent to which the authors have engaged and consulted with a diverse range of UN Youth volunteers and the nature of that consultation.

## Deadline

There is no deadline to propose however authors must be aware that proposals are considered by the board which may, at a minimum, meet once every six weeks. Hence the completion of this process could take up to 12 weeks.

## Further Information

If you have any questions relating to Policy or the proposal process, please contact the Volunteers Representative on the board at [Volunteersrep@unyouth.org.nz](mailto:Volunteersrep@unyouth.org.nz).