

THE YOUTH PARLIAMENT GHANA

OPERATION MANUAL



BY NATIONAL YOUTH AUTHORITY GHANA

**PROGRAMMES AND OPERATIONS
DEPARTMENT**

MOTTO: YOUTH PARLIAMENT; DEMOCRACY FROM THE YOUTH LENS!!!!

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PART ONE

PRELIMINARY

Short Title

1. These Orders are the Standing Orders of the Youth Parliament of Ghana and shall be so called.

No implied restrictions

2. Except otherwise provided in these Orders or the Constitution of the Republic of Ghana, the NYA ACT 2016, (ACT 939) , the Standing Orders of the Parliament and the National Youth Policy of Ghana, these Orders shall not restrict the mode in which Parliament exercises and upholds its powers and privileges.

Suspension of Standing Orders

3. (1) Notwithstanding anything in these Orders, any order or part of an order may be suspended without notice with the consent of Mr. Speaker and the majority of Members present.

(2) The Order or part of the order proposed to be suspended and the reason for the proposed suspension shall be distinctly stated.

Amendments

4. These Standing Orders may be amended as provided for in Order 108

Interpretation of Orders

5. These Orders shall be interpreted by Mr. Speaker as he deems fit.

Supplemental Provisions or Procedure in cases not provided for

6. In all cases not provided for in this Orders Mr. Speaker shall make provisions as he deems fit.

References

7. The Standing Orders of the Parliament of Ghana and the Constitution of the Republic of Ghana are acknowledged as sources of reference.

Interpretation

8. In these Orders, unless the context otherwise requires—

“*At all levels*” means members of Youth Parliament at 2nd Cycle Institutions, Tertiary Institutions, Districts/Municipal/Metropolitan, Regional and National Houses.

“*Ad hoc Committee*” means a select committee appointed to enquire into and report on a particular matter referred to it and thereafter to cease to exist;

“*The Clerk*” means the Clerk to Youth Parliament or any other officer authorized by Mr. Speaker to act for the Clerk;

“*Chamber*” means a place officially designated by Mr. Speaker as such for a Sitting of Youth Parliament

“*Committee*” means a Committee of the whole, Committee of Selection, a Standing, Select, Special or Ad hoc Committee;

“*Committee of the whole*” means a Committee composed of the whole body of Members of Youth Parliament;

“*Constitution*” means the Constitution of Ghana, 1992;

“*Duty Bearer*” means a public or private office holder whose activities directly or indirectly affect the youth

“*Functions*” include powers and duties;

“**House**” means *Youth Parliament House; Leave of Youth Parliament or the House* or any expression of like import means permission or agreement given by the majority of the Members of the House;

“**Table**” means the Table Office or the Clerk’s table.

“**Lobby**” means the covered corridor immediately adjoining the Chamber and *contiguous* to it;

“**Majority Leader**” means a Member of Youth Parliament designated by the caucus and/or *Members* holding majority of the seats in the House as their recognized Leader in the House;

“**Meeting**” means any sitting or sittings of Youth Parliament commencing when Youth Parliament first meets after being summoned at any time and ending when Youth Parliament is adjourned sine die;

“**Member**” means a Member of Parliament;

“**Minority Leader**” means a Member of Youth Parliament designated by the Caucus and/or Members forming the Minority as their recognized Leader in the House.

“**Motion**” means a proposal made by a Member of the Youth Parliament or a Committee thereof do something, order something to be done, or express an opinion concerning some matter;

“**Orders**” means these Youth Parliament Standing Orders;

“**Officer**” means the Clerk or any person acting within the precincts of Youth Parliament under the order of Mr. Speaker;

“**Official Publication**” means any publication produced by or under the authority or with the sanction of Mr. Speaker, any *organ of the State*, Ministry, department, organization, agency, association, society or club;

“**One day’s notice**” means a notice given on any sitting day for a motion or enquiry to be made on the next succeeding sitting day;

“**Ordered by Youth Parliament or the House**” or any expression of like import means ordered by a majority decision of the House;

“**Petition**” means a written prayer or plea presented to Youth Parliament, and includes all such submissions whether relating to public or private matters, matters of general policy, or to redress local or personal grievances;

“**Precincts of the House or Parliament**” means and includes the Chamber, the Lobbies, the Galleries and the grounds of Youth Parliament House and such other places as the Speaker may from time to time specify;

“**Question**”, except in respect of the question time or period and a question of privileges, means a proposal presented to Youth Parliament or a Committee thereof by the Speaker or Chairman *of a Committee* for consideration and decision or disposal in some manner;

“**Ranking Member**” means the leader of a group on a Committee of Youth Parliament

“**Resolution**” *unless the contrary intention appears, shall have the same meaning as a Motion;*

“**Session**” means a series of meetings of the Youth Parliament within a term, semester, trimester, quarter of academic and Youth Parliamentary year.

“**Sitting**” includes a period during which Youth Parliament is sitting continuously without adjournment and a period during which it is in Committee;

“**Select Committee**” means a committee of enquiry composed of a number of Members of Youth Parliament specifically named or selected which proceeds by the taking of evidence, deliberation, and the making of reports to the House on its findings;

“Standing Committee” means a select committee appointed by the House to enquire into and report on such matters as may be referred to it from time to time or on a continuous basis for the duration of Youth Parliament;

“Stranger” means any person other than Members of the House, a Member or an Officer of the House or those specially invited into the House;

“Substantive motion” means an independent motion of which notice is duly given but which is neither incidental nor relating to a proceeding or order of the day already before the House;

“Table” means the Table Office or the Clerk’s Table.

9. Order of Precedence in Parliament

i. The Speaker of Youth Parliament shall take precedence over all other persons in Parliament; and in descending order, the order of precedence in Youth Parliament after the Speaker shall be:

ii. First Deputy Speaker

iii. Second Deputy Speaker

iv. Majority Leader

v. Minority Leader

vi. Deputy Majority Leader

vii. Deputy Minority Leader

viii. Majority Chief Whip

ix. Minority Chief Whip

x. Majority Whip

xi. Minority Whip

xii. Deputy Majority Whip

xiii. Deputy Minority Whip

PART TWO

ELECTION OF SPEAKER, DEPUTY SPEAKERS AND OATHS

ELECTION OF THE SPEAKERS OF THE YOUTH PARLIAMENTS IN THE COUNTRY

10. There shall be a Speaker to each of the Youth Parliaments who shall be nominated by the Majority Caucus and approved by the House from among persons who are Members of the Youth Parliament at all levels.

PROCEDURE OF ELECTION

11. (1) Whenever a *new Youth Parliament meets for the first time*, it shall proceed to the election of a Speaker as soon as a quorum is present and before Members have been sworn *in*.

(2) Prior to the election, the Clerk shall act as Chairman to the House.

(3) No person shall be proposed as Speaker unless the person has given his consent to be nominated.

Election of Speaker and procedure

12. (1) A Member, addressing himself to the Clerk, shall propose such person to the House as its Speaker and shall move that such person “do take the Chair of this House as Speaker,” which motion must be seconded without debate or remarks.

(2) If one person only is proposed, he shall be declared elected and conducted to the Chair without any Question being put.

(3) Where more than one person is proposed a motion shall be made and seconded in respect of each person and the House shall proceed to elect a Speaker by secret ballot in accordance with the provisions of this Order.

(4) When nominations have been received, the Clerk shall announce that the ballot will now be taken, and unless a Member rises to speak, no fresh nominations shall be taken.

(5) An Officer of Youth Parliament shall give to each Member present a ballot paper on which the Member may record his vote by writing the name of the person for whom he wishes to vote.

(6) A Member can only vote for someone who has been duly nominated and seconded.

(7) Each ballot paper shall be folded so that the name written on it may not be seen. The ballot papers shall then be collected by an Officer of Parliament and counted at the Table by the Clerk who shall then declare the result.

(8) Where two persons are proposed and seconded for the Office of Speaker, the person who receives the greater number of votes shall be declared elected as Speaker.

(9) Where at any ballot between two candidates the votes are equal, another ballot shall be held

(10) At any ballot between more than two persons who have been proposed and seconded the candidate who receives the greatest number of votes shall be declared elected as Speaker, provided he has received a majority of the votes of Members present; but if no candidate has received such majority the name of the candidate who has received the smallest number of votes shall be withdrawn, the candidate obtaining the smallest number of votes at each ballot being excluded until one candidate obtains a majority.

(11) Where there is equality of votes between candidates who receive the smallest number of votes and one of them has to be excluded from the election under paragraph (10) of this order there shall be a ballot to determine which of them shall be excluded.

Oaths of Youth Parliament Speaker

13. (1) As soon as possible after his election the Speaker-elect shall be conducted to the House and he shall immediately take the Oath of Allegiance and the Speaker's Oath as set out in Appendix B to these Standing Orders. The Oaths shall be administered by the Clerk.

(2) The Speaker-elect may, instead of taking the Oath, make and subscribe a solemn affirmation as set out in Appendix B to these Standing Orders

Election of new Youth Parliament Speaker when *the Office of Mr. Speaker becomes vacant*

14. (1) whenever it is necessary to elect a new Youth Parliament Speaker because *the office of* Mr. Speaker has *become vacant* for any reason, the Chair shall be taken by the First Deputy Speaker; and in the absence of the latter, by the Second Deputy Speaker. If both officers are absent the House may by motion elect a member to preside over the election of a new Youth Parliament Speaker.

(2) Whenever it is necessary to proceed to elect a new Youth Parliament Speaker because of notification by Mr. Speaker of his intention to relinquish that office, then Mr. Speaker shall continue to take the Chair until a new Youth Parliament Speaker has been elected, whereupon he shall leave the Chair and shall cease to perform those duties and to exercise that authority and the Youth Parliament Speaker-elect shall take the Chair accordingly.

Election of Deputy Speakers

15. (1) At the commencement of every Parliament, or as may be necessary, the House shall elect two Deputy Speakers who shall be known as the First and Second Deputy Speakers.

(2) The Deputy Speakers shall be elected from among the Members of Youth Parliament and both of them shall not be members of the same caucus.

(3) The rules prescribed for the election of Speaker shall be observed in respect of the election of Deputy Speakers except that Mr. Speaker shall be in the Chair.

16. Absence of Mr. Speaker

(1) Either of the Deputy Speakers shall take the Chair whenever requested to do so by Mr. Speaker during a Sitting of the House without any formal communication to the House.

(2) Whenever the House is informed by the Clerk at the Table of the unavoidable absence of Mr. Speaker, the First Deputy Speaker shall perform the duties and exercise the authority of Mr. Speaker in relation to all proceedings of the house until Mr. Speaker resumes the Chair, without any further communication to the House.

(3) Whenever the House is informed by the Clerk at the Table of the unavoidable absence of both Mr. Speaker and the First Deputy Speaker, the Second Deputy Speaker shall perform the duties and exercise the authority of the Speaker in accordance with paragraph (2) of this Order.

(4) Whenever the House is informed by the Clerk-at-the-Table of the absence of Mr. Speaker and his two Deputies, the House shall stand adjourned to the next Sitting day.

Oaths by Members of Youth Parliament

17. (1) Every Member shall before taking his seat formally in Parliament, take and subscribe before the Youth Parliament Speaker, in the House and in the presence of other Members of Youth Parliament, the Oath of Allegiance and the Oath of a Member of Youth Parliament as set out in Appendix B (1) and (3) to these Standing Orders.

(2) A Member may, before taking the Oath referred to in paragraph (1) of this Order, take part in the election of the Youth Parliament Speaker.

Leave of absence

18. (1) Every Member shall attend the service of the House unless leave of absence has been given him by Mr. Speaker.

(2) Leave of absence may be given by Mr. Speaker to any Member who shows sufficient cause justifying his absence or who is away on official or Youth Parliamentary duties.

19. Absence without leave

(1) A Member shall not absent himself during a meeting for more than three (3) sittings without the permission in writing of the Youth Parliament Speaker. Any member infringing this Order shall have his conduct referred to the Privileges Committee.

(2) A Member shall be excused from service on the House or on any Committee, so long as he has leave of absence.

20. Resignation of Seat

A Member who desires to resign his seat in the House shall notify Mr. Speaker in writing under his hand of his intention to resign his seat and Mr. Speaker shall inform the House as soon as practicable.

PART THREE

THE ROLES/FUNCTIONS/POWERS OF VARIOUS OFFICES OF PARLIAMENT

THE SPEAKER'S:

21. (1) The Speaker of the Youth Parliament at all levels shall be the first officer of the House.
- (2) He or she shall preside over all sittings and in his/her absence, one of the Deputy Speakers.
- (3) He/she shall be impartial and does not vote or contribute to debates in the House.
- (4) He/she shall conduct voting (voice count or headcount) during debates to arrive at resolutions by parliament.
- (5) He/she exercises unquestionable powers and discretion on issues that come into deadlocks **or** for the order of the house.
- (6) He/she shall be the Chairperson for Parliamentary Service Board.
- (7) He/she shall deliver ceremonial speeches on behalf of the House.
- (8) Mr. Speaker may issue a statement on any matter he/she deems worthwhile for the House to discuss.

FIRST/SECOND DEPUTY SPEAKER:

22. (1) He/she may preside over sittings in the absence of the Speaker as stated in these orders.
- (2) He/she is Chairperson for Leadership Meetings.
- (3) In the absence of the First Deputy Speaker, the Second Deputy will discharge those duties

CO-ORDINATOR OF YOUTH PARLIAMENT

- 23 (1) There shall be coordinator(s) of Youth Parliament(s) at all levels of Youth Parliament appointed by the National Youth Authority.
- (2) The Coordinator of Youth Parliament shall be the chairperson of the Internal and External Affairs Committee and function in like manner.
- (3) At the school level, a teacher shall be appointed as a patron to coordinate the activities, at the District level; it shall be the NYA District Director or a Representative, at the Regional Level; it shall be the NYA Regional Director or a Representative and at the National Level; that shall be the Director in charge of Programmes and Operations or a Representative.

MAJORITY LEADER

24. (1) The House shall have a Leader of the Majority Caucus of Youth Parliament to be known as the Majority Leader.
- (2) He/she shall lead his/her caucus in debate and deliberations in the house during sittings and at other fora.
- (3) He/she may undertake any other function as required of him/her by Youth Parliament or the Speaker.

MINORITY LEADER

25.(1) The House shall have a Leader of the Minority Caucus of Youth Parliament to be known as the Minority Leader.

(2) He/she shall lead his/her caucus in debate and deliberations in the House during sittings and at other fora.

(3) He/she may undertake any other function as required of him/her by Youth Parliament or the Speaker.

WHIPS

26. (1) There shall be Whips in each caucus which shall be obliged to keep order as well as influence the voting pattern of their members in their respective caucuses

PART FOUR

COMPOSITION OF PARLIAMENTS (MEMBERSHIP)

27 (1) The membership of the Youth Parliament shall be as much as practicable opened to both in-school and out of school youth in the country base on the level he/she falls under

(2) The Youth Parliament shall have various compositions in the parliament at each levels as follows:

2nd Cycle Institutions Youth Parliament

28. (1) The minimum number of members in the each 2nd Cycle Institution Youth Parliament shall be 50 and a maximum of 150

(2) Interested students of each school or institutions (public and private) shall form the Youth Parliament in the various schools.

(3) Each of the Student Clubs/Associations in every school shall have two (2) of its leaders (preferably the President and Secretary) as members representing them in the Youth Parliament.

(4) All female Class Prefects or Course Representatives in each school shall serve as automatic members to the Youth Parliament in the school.

Tertiary Institutions Youth Parliament

29 (1) The minimum number of members in each Tertiary Institution Youth Parliament shall be 50 and a maximum of 150

(2) Interested students of each school or institutions (public and private) shall form the Youth Parliament in the various schools.

(3) Each of the Student Clubs/Associations in every school shall have three (3) of its leaders (preferably the President, Secretary and Women Commissioner) as members representing them in the Youth Parliament.

District/ Municipal/Metropolitan (MMDAs) Youth Parliament

(1) The minimum number of members in each District, Municipal and Metropolitan Youth Parliament shall be 30 and a maximum of 150

(2) 7 District leaders of Ghana Youth Federation formed by NYA

(3) 10 other members of Active Youth focused or Youth Led groups registered as District Based groups with NYA in the district shall be part of the House at this level. **These members shall 5 males and 5 females. Unless otherwise provided, Active Youth**

groups shall mean groups that submit Quarterly, Bi-quarterly, Mid-year and End of Year reports of activities carried out and meetings organized for members involving NYA.

- (3) Every Assembly shall have ten (10) of its Elected Assembly members aged 18-35 years as members of the House.
- (4) The Social Services Sub-Committee Chairperson if aged 18-35 years from the District shall be part of the House as a member.
- (5) A youth representative (aged 15-35) from the Persons with Disabilities Association at the district level shall be part of the house as a member. For the sake of hearing and oral presentations in the house, the representative shall be any other person than from the hearing impaired group.
- (6) 7 Leaders (thus Speaker, Majority and Minority Leaders, Chief Whips of both Caucuses) of each of the Tertiary Institutions Youth Parliaments in the district shall be members of the Youth Parliament at the District level.
- (7) Each SRC of Tertiary Institutions Women Commissioners in the District shall be members.
- (8) Any other interested pass leader of the Youth Parliament who is still aged 15-35 and finds him/herself in any District Capital of Ghana and can prove pass good standing.
- (8) Other interested young person that are ready to go through a vetting process after completing an application form and resides within the district.

Regional Youth Parliament

- 31. (1) The minimum number of members in each Regional Youth Parliament shall be 50 and a maximum of 200
- (2) 5 Leaders of all District/Municipal/Metropolitan Youth Parliaments (thus Speaker, Majority and Minority Leaders and Chief Whips of both caucuses) in the region shall be members of each Regional Youth Parliament.
- (3) 7 Regional Leaders of Ghana Youth Federation formed by NYA.
- (4) 10 other members of Active Youth focused or Youth Led groups registered as Regional Based groups with NYA in the region shall be part of the Regional Youth Parliament. **These members shall 5 males and 5 females. Unless otherwise provided, Active Youth groups shall mean groups that submit Quarterly, Bi-quarterly, Mid-year and End of Year reports of activities carried out and meetings organized for members involving NYA.**
- (4) The Social Services Sub-Committee Chairperson if aged 18-35 years from the region shall be part of the Regional House as a member.
- (5) A youth representative (aged 15-35) from the Persons with Disabilities Association at the Regional level shall be part of the house as a member. For the sake of hearing and oral presentations in the house, the representative shall be any other person than from the hearing impaired group.
- (6) Any other interested pass leader of the Youth Parliament who is still aged 15-35 and finds him/herself in any Regional Capital of Ghana and can prove pass good standing.
- (7) Other interested young person that is ready to go through a vetting process after completing an application form and resides within the Regional capital

National Youth Parliament

- 32. (1) The National Youth Parliament shall have a minimum of 200 and 276 maximum as members.

(2) The members of Youth Parliamentarians representing their various District, Municipal or Metropolitan Youth Parliaments in their respective Regional Youth Parliaments shall build a consensus to nominate one or two persons to represent them depending on the number of constituencies in the district for any particular given sitting of the house at the National level taking *into consideration persons with disability and female representation*.

(3) The District, Municipal or Metropolitan Youth Parliament members shall be changing their representatives to the National Youth Parliament to give an opportunity to others to have a feel of the house.

Observation of Youth Parliamentary Sittings

33. (1) Any member from the Youth Parliament at any level can always borne his/her cost to come and observe sittings at the public gallery when interested at any of the levels.

(2) The various levels of Youth Parliament can also mobilize resources to enable some selected members of their house to travel and observe only when prior notice is given to the Coordinators (from NYA) to plan well to be able to accommodate members in the gallery.

PART FIVE

ORGANISATION AND COORDINATION OF YOUTH PARLIAMENTS

34. (1) NYA shall lead the formation and coordination of Youth Parliaments in SHS/Technical Institutions and Tertiary Institutions with the help of GES, Heads of Tertiary Institutions and SRCs, MMDAs, Regional Coordinating Councils, Parliament of Ghana, House of Chiefs and other relevant bodies to be identified.

(2) The NYA as the Government mandated body to coordinate and facilitate youth development shall take appropriate steps to assist in strengthening the existing Tertiary Institutions Students Parliament established by the Parliament of Ghana.

(3) The Tertiary Institutions Student Parliaments structures shall still function as was established by the Parliament of Ghana and be inconsonance with these Standing Orders.

(4) The maximum membership allowed for each House shall be as **defined in the Composition of Parliaments** Order 27 to 32 of which **Fifty-Five percent (55%)** shall be allotted to the **Majority Caucus** and the rest of the **Forty-Five (45%)** to the **Minority Caucus**.

(5) It is preferable that Youth Parliaments of mixed-schools have **Fifty percent (50%) female** and **Fifty percent (50%) male** or a composition close to that. Below are the modalities when followed, makes membership legal and authorized:

(a) First, the selected or interested youth must pick up a registration form from the school or NYA Secretariats, complete it and submit to the same source with an attached passport size photograph

(b) An appointment letter shall be issued to each Youth Parliamentarian. Applicant after being served an appointment letter has secured a slot to become an honourable member of the Youth Parliament for a year which is subject to yearly renewal.

(c) An oath of Allegiance shall be sworn in an organized session for that matter and thereafter, the applicant becomes a legal member after undergoing the necessary selection process.

(d) Every member shall be provided with an **Identification Card (ID card)** that is renewable in **One (1) Year** and a copy of the **Youth Parliament Standing Orders**. However, members of the schools shall remain members till their completion or resignation so long as they still believe in the vision of the house and committed to its activities.

(e) An honourable member shall retain his or her membership when reselected from his/her group upon which he/she became a member of the Youth Parliament and or is still committed to the activities of District, Municipal or Metropolitan and Regional Youth Parliaments and falls within the age brackets as stipulated in the National Youth Policy of Ghana.

PART SIX

WHEN TO REVOKE THE MEMBERSHIP STATUS OF A MEMBER

35. (1) The membership status of a member of Youth Parliament shall be revoked or withdrawn if the member by his/her offense/conduct/circumstance does not fit to be associated with the house.

(2) Mr. Speaker shall set a committee of inquiry (Privileges Committee) into the alleged offence and report to the house within two weeks on its findings and recommendations.

(3) Mr. Speaker in consultation with his/her deputies as well as the Majority and Minority Leaders shall order the Clerk to serve the member a letter of outright withdrawal from the house or otherwise, depending on the magnitude of the offense per the committee's report and recommendation.

(4) Below are some offenses that shall attract the withdrawal of a member from the house:

(a) When a member indulges in stealing or any social misconduct/vice.

(b) When a member misconducts him/herself in the house.

(c) When a member absents himself/ herself from sitting for **three (3)** consecutive times without written permit from Mr. Speaker.

(d) When a member indulges in any act that undermines the integrity of Youth Parliament or making secret moves to sabotage the progress of the house (found culpable of committing contempt of parliament).

(e) When a member is not physically or mentally fit on the basis of a medical report.

(f) Any issue of a member showing danger of bringing the image of the house into disrepute.

(g) A member's membership to the Youth Parliament shall be denounced outright if there is adequate evidence to prove that he/she is making any covert or conspicuous moves to politicize Youth Parliament along partisan lines.

PART SEVEN

DIVISION INTO CAUCUSES AND DIRECTORATES

36 (1) Each house shall be divided into Majority and Minority caucuses.

(2) Division shall be done randomly and conducted by the Clerk.

(3) Each Youth Parliament shall have three directorates namely Speakers', Leaderships' and Clerks'

(a) The Speaker's: Directorate shall be made up of Mr. Speaker with First Deputy Speaker and Second Deputy Speaker.

(b) The leadership directorate shall be made up of the MAJORITY and MINORITY LEADERS with their deputies, one each and the Chief Whips for both caucuses with two deputies each, first deputy and second deputy whips

(c) The Clerk's Directorate for each Youth Parliament house shall comprise the Chief Clerk and two deputies.

PART EIGHT

CONTEMPT OF PARLIAMENT OR BREACH OF PRIVILEGE

General Contempt of Youth Parliament

37. (1) An act or omission which obstructs or impedes Youth Parliament in the performance of its functions or which obstructs or impedes a Member or officer of Youth Parliament in the discharge of his duties or affronts the dignity of Youth Parliament or which tends either directly or indirectly to produce such a result shall be contempt of Parliament.

38. Acts which constitute breach of privilege or contempt of Parliament

The following acts or conduct shall constitute a breach of privilege or contempt of Parliament:

(a) disorderly conduct on the part of strangers such as riotous or disorderly action by strangers to hinder or promote the proceedings or motion or any other matter pending before the House;

(b) misbehavior on the part of witnesses appearing before Youth Parliament or any of its Committees;

(c) flagrant or persistent disobedience of the general rules or orders of the House including its committees designed to prevent, delay, obstruct or interfere with the execution of the orders of the House or of its Committees;

(d) presenting to Youth Parliament frivolous, false, scandalous, groundless or fabricated documents or such allegations in a petition;

(e) any act or conduct calculated or intended to deceive Youth Parliament or any of its Committees;

(f) deliberate misleading of Youth Parliament or any of its Committees;

(g) misconduct or corruption in the execution of official duties by Members or Officers of Youth Parliament;

(h) publication of false, perverted, misleading, distorted, fabricated or scandalous reports, books or libels reflecting on the proceedings in Youth Parliament;

(i) causing or effecting the arrest of a Member or Officer of Youth Parliament during the proceedings of Youth Parliament or in the course of his duties;

(j) molestation of Members or Officers in connection with the performance of their duties in or out of Youth Parliament;

(k) attempts by improper or corrupt means to influence Members or Officers in their Youth Parliamentary duties;

(l) attempted intimidation by threats of members in the conduct of their duties;

(m) obstructing or deterring by arrest or molestation, persons summoned to attend Parliament as witnesses; or

- (n) molestation of witnesses on account of their performance in Youth Parliament *or before any of its Committees*;
- (o) any act or omission which affronts the dignity of Youth Parliament or which tends either directly, or indirectly to bring the name of Youth Parliament into disrepute.

Complaint of Contempt of Youth Parliament

39 (1) A Member may at the time appointed for Complaints of Contempt of Youth Parliament under the provisions of Order 65 (Order of Business) bring to the notice of the House any complaint of contempt of Youth Parliament, provided he has previously notified Mr. Speaker.

(2) In urgent circumstances such complaints may, with Mr. Speaker's prior permission, be made at a time other than that appointed for it.

Reference of questions and breaches of privilege or contempt to Committee of Privileges

40. (1) In all cases of proceedings where complaints is made of a breach of privilege or contempt of Youth Parliament, Mr. Speaker may direct that the matter be referred to the Committee of Privileges.

(2) Notwithstanding anything contained in these Orders Mr. Speaker may refer any questions of privilege to the committee of Privileges for examination, investigation and report.

PART NINE

THE CLERK AND THE MARSHAL

41. There shall be a Clerk with three deputies and a Marshall who shall be appointed under the authority of the National Youth Authority and approval of the house.

Nonpartisanship of the Clerk

42. The Clerk shall be the administrator of the house and for that matter shall be nonpartisan. The clerk and his/her deputies are not members of parliament and do not have the right under any circumstance to partake in debate or vote in the house.

Functions of Clerk

43. As the head of administration for the business of the house, the Clerk shall in collaboration and support of his/her deputies, perform the following functions:

Agenda, Order Paper and Order Book

44 (1) The Clerk shall send to each Member a copy of the Agenda for each Meeting, if possible, fourteen days before the Meeting, and shall, whenever the circumstances require, circulate a Supplementary Agenda.

(2) Before the commencement of each Sitting, the Clerk shall not less than 48 hours send to each Member a copy of a paper to be called the "Order Paper" stating the businesses of the day, accompanied by a "Provisional Order Paper" for the next scheduled Sitting, which shall be subject to alteration.

(3) The Clerk shall keep a book called the Order Book in which he shall enter and number in succession all matters intended for discussion at each Meeting.

Votes and proceedings, official report of Parliamentary Debates

45. (1) The minutes of the proceedings of Youth Parliament called Votes and Proceedings shall be a record of the attendance of Members at each sitting and all decisions of Parliament and shall be kept by the Clerk. The Votes and Proceedings shall be printed and shall be the Journal of the House.

(2) An Official Report, entitled “Parliamentary Debates”, containing the debates of each Sitting of the House which shall be as nearly as possible verbatim, shall be prepared under the authority of Mr. Speaker. The Report shall be published in such form as Mr. Speaker may direct, and a copy of it shall be sent to each member as soon as practicable after the conclusion of each Sitting.

Custody of Records

46. The Clerk shall have custody of all records and other documents belonging or presented to Parliament, which shall be open to inspection by Members under such arrangements as may be made by Mr. Speaker.

Accounts of Youth Parliament

47. (1) Each of the Youth Parliaments shall operate bank Account(s) with a well-recognized and financially stabled bank in Ghana

(2) The Clerk and Speaker of each of the house shall serve as signatories to the Accounts

(3) Before any money is withdrawn from the Accounts, the NYA Director at the respective level thus, the District, Municipal and Metropolitan Youth Parliament - the NYA District, Municipal or Metropolitan Director, Regional Youth Parliament- the NYA Regional Director and the National Youth Parliament- the NYA Director of Programmes and Operations shall authorize the withdrawal. However, no substantial sum of money/resources cannot be spent without the consent of the house.

(4) Financial reports shall be submitted to the house at the end of every parliamentary year.

Publicity of Youth Parliamentary activities

48. The clerk shall be in charge of ensuring that the publicity committee publicizes any communiqué or state/petition issued or any relevant information the house may deem fit for public consumption.

Elections and Voting

49. (1) The Clerk shall and with support from NYA conduct and supervise the elections of a new Youth Parliament.

(2.) The clerk shall on the orders of the Mr. Speaker, conduct and supervise voting on an issue that cannot be resolved through debating in a sitting of the house

The Marshal

50. (1) There shall be an Officer of Youth Parliament to be called the Marshal.

(2) It shall be the duty of the Marshal –

(a) to bear the Mace before Mr. Speaker when entering and leaving the House;

(b) to attend upon Mr. Speaker in the House ;

(c) to carry out Mr. Speaker ‘s directions for maintenance of order in the House and its precincts.

(d) to ensure the safety and security of all Members and Officers of the House and the property and precincts of Youth Parliament

PART TEN

SITTINGS, ADJOURNMENT, QUORUM AND DISSOLUTION

Sittings and Sessions

National Youth Parliament

51. (1) The National Youth Parliament shall have two (2) sittings in every parliamentary year at the Chamber of the Parliament of Ghana or any other place found convenient determined by the Clerk and Organizing Committee with approval of Mr. Speaker.

(2) The sittings shall be conducted when the National Parliament of Ghana is on recess preferably on January 7, (Constitution Day) and September 21 (Founders Day) at appropriate time

(3) The Business Committee shall determine the business to be transacted in each sitting.

Regional Youth Parliament

52 (1) Each Regional Youth Parliaments shall have four (4) sittings each, one in every quarter as a session in every Youth Parliamentary Year at the Regional House of Chiefs Conference Hall or any other found convenient and determined by the Clerk and Organizing Committee with approval of Mr. Speaker.

(2) The sittings shall be conducted on selected days determined convenient by each house at an appropriate time

(3) The Business Committee shall determine the business to be transacted in each sitting.

Metropolitan, Municipal and District (MMD) Youth Parliament

53. (1) Each Metropolitan, Municipal and District Youth Parliaments shall have eight (8) sittings each, one in every quarter as a session in every Youth Parliamentary Year at the Assemblies' Conference Hall or any other found convenient and determined by the Clerk and Organizing Committee with approval of Mr. Speaker.

(2) The sittings shall be conducted on selected days determined convenient by each house at an appropriate time

(3) The Business Committee shall determine the business to be transacted in each sitting.

Tertiary Institutions Parliament

(54) (1) Each Tertiary Institutions Youth Parliaments shall determine the appropriate number of sittings, session in every Youth Parliamentary Year.

(2) The academic year of the school shall be used as the Parliamentary Year

(3) The sittings shall be conducted on selected days by every house at appropriate times and venues determined by the house.

(4) The Business Committee shall determine the business to be transacted in each sitting.

2nd Cycle Institutions Parliament

55. (1) Each 2nd Cycle Institution Youth Parliaments shall determine the appropriate number of sittings, session in every Youth Parliamentary Year.

- (2) The academic year of the school shall be used as the Parliamentary Year
- (3) The sittings shall be conducted on selected days by every house at appropriate times and venues determined by the house.
- (4) The Business Committee shall determine the business to be transacted in each sitting.

Adjournment of Sittings

56. Each Youth Parliament shall be adjourned by the Speaker's order preceded by a motion moved by a member to that effect to a particular date or sine die

Meeting by Special Request

57 (1) The Speaker shall upon a request of fifteen per cent of Members of Parliament, summon a meeting of Youth Parliament within seven days after the receipt of the request, except that the meeting shall commence not later than seven days after the issue of the summons.

Dissolution

58. (1) Youth Parliament shall stand dissolved one year from the date of its first sitting except as otherwise provided.

(2) Further explanation to section (a) of this order, the last sitting of the last session of Youth Parliament shall see to the dissolution of parliament to mark the end of the parliamentary year. By dissolution, it shall mean that all honorable members seize to members of the house until they are reelected and sworn-in by the clerk in a new Youth Parliament.

Interruption of business proceedings

59 (1) At any time prior to three minutes before the stated time for concluding a Sitting a Member may –

(a) move for the adjournment of the House; or

(b) move for the extension of the Sitting to a definite time later than the stated time of concluding a Sitting

(2) Except as otherwise provided in these orders, Mr. Speaker may, three minutes before the stated time of concluding a Sitting or at any time thereafter, interrupt the business proceedings and adjourn the House.

(3) Where the Sitting is extended to a definite time under paragraph (1) (b) of this Order, Mr. Speaker shall, at that time, adjourn the House.

(4) Where there has not been an extension of the Sitting, a Member may at any time after the time stated for the closing move for the adjournment of the House.

Suspension of Sitting and recall of House from adjournment

60. (1) Mr. Speaker may at any time suspend a Sitting of the House.

(2) Mr. Speaker shall be responsible after consultation with the House, for fixing the time when a Sitting of the House should be adjourned sine die or to a particular day, or to an hour or part of the same day.

(3) Mr. Speaker may, if he thinks fit, call a Sitting of the House before the date or time to which it has been adjourned or at any time after the House has been adjourned sine die.

Close Sitting of the House

61. (1) Mr. Speaker may in consultation with the House and having regard to the general interest of the youth and members move into Close Sitting to discuss a particular subject or for the remainder of the Sitting.

(2) When the House is in Close Sitting no stranger shall be permitted to be present in the Chamber, side lobbies or galleries.

(3) Mr. Speaker may cause the proceedings and decisions of a Close Sitting to be recorded or issued in such manner as he thinks proper.

(4) No person other than a Member or a person acting under the authority of Mr. Speaker shall keep a record or note of any proceedings or decision of a Close Sitting whether in part or in full.

(5) No person other than a person acting under the authority of Mr. Speaker shall issue any report of, or purport to describe the proceedings or any decision of a Close Sitting.

Disclosure of proceedings or decisions of close sitting as breach of privilege of House

62. Disclosure of proceedings or decisions of a Close Sitting by any person in any manner shall be treated as a gross breach of the privileges of the House.

Mace

63. (1) During the existence of Parliament, the Mace shall be the symbol of the powers, privileges and authority of Parliament entrusted by it to Mr. Speaker.

(2) The Mace shall stand upright before the Table during all Sittings of the House except during Committees of the whole House when it shall stand tilted. The Mace shall not be removed from the Table when the Sitting of the House is suspended.

(3) When Parliament is dissolved the Mace shall be kept in the custody of the National Youth Authority.

Language of proceedings

64. The proceedings of Parliament shall ordinarily be conducted in the English Language, except that a Member may exercise the option to address the House *in any local Ghanaian language provided facilities exist in the House for its interpretation.*

Quorum in Youth Parliament

65. (1) The presence of at least one-third of all the Members of Parliament besides the person presiding shall be necessary to constitute a quorum of the House.

(2) A sitting shall however not commence unless the following are present: The Speaker or his Deputy. The Majority and Minority Leaders or their Deputies.

(3) *If at any time during a Sitting of the House a Member draws attention to the fact that there are present in the House, besides the person presiding, less than one-third of the number of all the Members of Youth Parliament, and after an interval of ten minutes a quorum is not present, the person presiding shall suspend the Sitting of the House for a period not exceeding one hour and if upon resumption there is still no quorum the House shall stand adjourned till the next Sitting day without Question put.*

PART ELEVEN

ORDER OF BUSINESS

Order of Business

66. (1) The business for each Sitting day, *as discussed by the Business Committee shall be* set out in the Order Paper, and shall whenever possible be transacted in the following order—

a. *Prayers*

b. *Oaths*

- c. *Address by the Patron or Headmaster, Dean of Students , NYA Director or NYA CEO or External Dignitary*
- d. *Formal communication by the Speaker*
- e. *Elections of Deputy Speakers*
- f. *Ceremonial speeches*
- g. *Official reports and correction of votes or proceedings*
- h. *Question time*
- i. *Statements*
- j. *Complains of contempt of parliament*
- k. *Messages from the Board of Advisors*
- l. *Presentation of petitions*
- m. *Presentation of papers*
- n. *Presentation of Public Business*
- o. *Motion for the introduction of motions*
- p. *Motions on specific matters of urgent public importance*
- q. *Bills and substantive motions*

(2) By leave of Mr. Speaker the Order of Business set out in the Order Paper may be altered on any particular day.

Precedence of Business, urgent or priority motions

67. (1) Motions to be moved under the pertinent Standing Orders shall be placed on the Order Paper in the order of priority determined by the Business Committee.

(2) Motions for which priority is claimed may, at Mr. Speaker's discretion, be placed on the Order Paper for the next available sitting.

All other business

68. Any item of business standing on the Order Paper on any particular day which has not been completed or reached on the interruption of business under the pertinent provisions of these Standing Orders shall be placed on the Order Paper for such other Sitting day as the Business Committee may determine.

Prayers

69. Mr. Speaker shall read prayers at every Sitting before any business is entered upon.

Invited Guest addresses and messages

70. Whenever an Invited Guest delivers an address to the House Mr. Speaker may convey to the Guest the gratitude of the House for the address.

Correction of Votes and Proceedings

71. Complaints concerning the Votes and Proceeding or the Official Report may be raised at the time appointed under Standing Order 65-(Order of Business).

PART ELEVEN

STATEMENTS, CEREMONIAL SPEECHES

Statements by Mr. Speaker

72. (1) Mr. Speaker may make statements on any matter of youth interest to youth development in the House.

(2) A Member of Youth Parliament may make an announcement or a statement of government policy that affects youth development. Any such announcement or statement should be limited to facts which it is deemed necessary to make known to the House and should not be designed to provoke debate at this stage. Any Member may comment briefly, subject to the same limitation.

Ceremonial Speeches

73. Ceremonial speeches may be confined to commemorating special events or occasions of death of distinguished persons.

Statements by Members

74. (1) By the indulgence of the House and leave of Mr. Speaker, a Member may, at the time appointed for statements under Order 66 (Order of Business) explain a matter of a personal nature or make a statement on a matter of urgent public importance.

(2) Any statement, other than a statement of a personal nature, may be commented upon by other Members for a limited duration of time not exceeding one hour. The terms of such proposed statement should first be submitted to Mr. Speaker.

Five Minutes Statements

75. (1) *Subject to these Orders, a Member may make a statement lasting not more than five (5) minutes on any subject of his choice.*

(2) *Not more than three (3) Members may make such statements on any Sitting day and not more than one such statement may be made by any Member in any one Meeting of the House*

(3) *A five-minute Statement made by a Member may not be commented upon by any other Member.*

(4) *Notwithstanding paragraph (2), Mr. Speaker may allow a Member to make more than one five-minute Statements in any one Meeting*

PART TWELVE

DEBATE ON MOTIONS PRESENTED AT THE COMMENCEMENT OF PUBLIC AN PRIVATE BUSINESSES

76. Members of Youth Parliament shall proceed to debate a presentation on a business made by an Invited Guest, Duty Bearer or a member shortly after the presentation in the House.

Motion to amend Standing Orders

77. The notice of any motion for the amendment of any of these Orders shall be accompanied by a draft of the proposed amendment. When the motion has been proposed and seconded it shall stand referred to the Standing Orders Committee, and no further proceedings shall be taken on it until the Standing Orders Committee has reported on it.

PART THIRTEEN

RULES OF DEBATE

78. (1) The Speaker or Deputy Speakers and Leaders of the House shall be referred to by the names of the offices held by them. All other Members shall be referred to as “Honourable” together with the name of the of the person, that is “Honorable (Name of Member)”; where an Honourable Member has already been so described in a speech he may be further referred to as “My Honourable Friend” or “The Honourable Gentleman, Lady or Member”.

(2) No raising of hands, clapping of hands; whistling, yelling or any form of noise in the house when sitting is in progress.

(3) No honourable member shall make submission in the house along his or her partisan inclinations.

(4) No conjecture, speculations or any form of forgery information is accepted in the house during debates.

(5) No member is permitted to move into the house with any harmful object or substance.

(6) No member is allowed to deviate from the order paper or the order of proceedings in the house (during sitting/debates)

(7) No Member shall be allowed to use verbal or physical assaults in the house. Thus, no member shall have the audacity to pass cynical comments or any language interpreted by a member or the Speaker to be indecent.

A member could rise on the point of order to ask that member in question to retrieve such words immediately and if the need be, apologize accordingly.

(8) No Member shall speak more than once to any business before the floor or for debate except—

(a) in the case of the mover of a substantive motion wishing to reply, except that any Member may second a motion or amendment by rising in his place and saying “ Mr. Speaker, I beg to second the motion (or amendment) “without prejudice to his right to speak at a later period of debate.

(b) A member who has spoken may again be heard for the purpose of explaining some material part of his speech, which has been misunderstood, or vindicating his character or conduct if it has been impugned, but he must not introduce new matter.

(c) A mover of a motion or amendment may speak in support of it but subject to the provisions of these Orders, no further debate shall be allowed until the motion or amendment has been seconded.

(9) Any member who rises up to speak shall have the floor to speak only when he/she catches the eye of the speaker and the speaker gives him/her the floor to speak.

(10) It shall be forbidden for a member to move from one caucus to another or move in front of the Speaker or to the Speaker’s desk when sitting is in progress. Such member shall be deemed to have cross-carpeted.

(11) Any member who defies rules of debate or deviates from the order paper shall be called to order by the Speaker or a member of the house.

(12) Mr. Speaker has the reserved right to ask an honourable member making his/her delivery during debate to pause or resume his/her seat without the least resistance or hesitation to do so.

(13) Any member who introduces foreign information or quotes figures to support/build his/her speech/delivery, must (upon request by a member) furnish the house with the source of his/her information or data for purposes of verification or otherwise retract on the basis that such a member is misleading the house with fabricated information.

(14) By the special indulgence of Mr. Speaker, a Member unable conveniently to stand by reason of sickness or infirmity, may be permitted to speak sitting.

Close of debate

78. No Member may speak on any Question after the same has been put by Mr. Speaker, that is, after the voices of Ayes and Noes have been given on it.

Newspapers or periodicals and books not to be read in the House

79. Members shall not read newspapers or periodicals and books in the Chamber of the House save where this is done for the purpose of debate.

Reading of Speeches by Members

80. A Member shall not read his speech, but may read extracts from written or printed documents in support of his argument and may refresh his memory by reference to notes.

Mr. Speaker not to participate in debate

81. Mr. Speaker shall not take part in any debate before the House.

Interruptions of debate

82. Debates may be interrupted—

- (a) by a point of order being raised;
- (b) by a matter of privilege suddenly arising;
- (c) by attention being called to the absence of a quorum;
- (d) by attention being called to the presence of strangers.

Interruptions when Member is speaking

83. (1) No Member shall interrupt any other Member except: -

- (a) by rising to a point of order, that is, where any of these Orders is alleged to have been infringed, whereupon the Member speaking shall resume his seat and the Member interrupting shall simply direct attention to the point which he/she desires to bring to notice and submit it to Mr. Speaker for decision ; or
- (b) to elucidate some matter raised by the Member speaking in the course of his speech, provided that the Member speaking is willing to give way and resume his seat ,and that the Member wishing to interrupt is called by Mr. Speaker.

(2) When a point of order has been stated the Member interrupting shall resume his seat and except by leave of Mr. Speaker no other Member shall rise until Mr. Speaker has decided the matter. When effect has been given to the decision, where necessary, the Member who was speaking shall be entitled to proceed with his speech unless the decision prevents him.

Content of speeches

84. (1) Reference shall not be made to any matter on which judicial decision is pending in such a way as may, in the opinion of Mr. Speaker, prejudice the interest of parties to the action.

- (2) It shall be out of order to use offensive, abusive, insulting, blasphemous or unbecoming words or to impute improper motives to any other Member or to make personal allusions.
- (3) It shall be out of order to attempt to reconsider any specific Question upon which the House has come to a conclusion during the current Session, except upon a substantive motion for rescission.
- (4) The speech of a Member must have reference to the subject-matter under discussion.
- (5) The conduct of Mr. Speaker shall not be raised, except upon a substantive motion, and in any amendment, Question to a Member or remarks in a debate on a motion dealing with any other subject, any reference to the conduct of the persons mentioned shall be out of order.

Motion that a Member be no longer heard

84. If a Member uses objectionable words and on being called to order fails to retract or explain the words and offer an apology to the satisfaction of Mr. Speaker, any Member may, with the consent of Mr. Speaker, move that the Member using the objectionable words be no longer heard, and the Question on that motion shall be put forthwith without amendment or debate.

Anticipation

86. (1) It shall be out of order to anticipate a business by discussion of a motion dealing with the subject-matter of the business on a day prior to that appointed for the consideration of that business.

(2) It shall be out of order to anticipate a Bill or motion by discussion of an amendment to it.

(3) In determining whether a discussion is out of order on the ground of anticipation regard shall be had by Mr. Speaker to the probability of the matter in anticipation being brought before the House within a reasonable time.

Closure of debate

87. (1) After a question has been proposed and debated, a Member may claim to move “That the Question be now put,” and, unless it appears to Mr. Speaker that the motion is an abuse of the rules of the House or an infringement of the right of the minority, the Question “That the Question be now put “shall be put forthwith and decided without amendment or debate.

(2) If the question of closure is agreed to by a majority, the motion which was being discussed when the closure motion was moved shall be put forthwith without further discussion.

Dressing

88. Dressing to a sitting shall expressly be :

(1)MALES: a shirt , material trouser and tie OR a decent African wear

(2)FEMALES- a preferably non-provocative and official attire made of material

(3) Where the dressing style of an honorable member is deemed intimidating or arousing undue attention to honourable members(s), the attention of the Speaker shall be drawn to the situation and shall in like manner make a decision to that effect.

(4)Jeans or slippers of any kind shall not be tolerated at sittings: unless such is in conformity to generally accepted norm/practice /ethics of the Ghanaian society OR an express permission is sort from the Speaker and read to the house.

(5)When an honourable member faults in the above dress code, the Speaker shall reserve the absolute right to in a reasonable time span excuse the member in question to cover-up his/her nakedness and RETURN

(6)Failure on the part of the hounourable member to comply with (d) above, he/she shall be referred to the Privileges Committee for appropriate sanctions.

LATENESS AND ATTENDANCE

89. (1) A member (s) of the House shall be deemed late if he/she arrives thirty clear minutes after the announcement time for commencement of the sitting

(2)A member(s) that fault (a) above shall be subjected to the payment of a reasonable fin e as determined by the Privileges Committee.

(3)An honorable member shall however be exempted from the punitive (b) above, if he/she prior to the sitting by the Privileges Committee.

(4)A member(s) who absents him/herself for three consecutive sittings without due notice to his/her leadership shall by default assume the status of a non-member of the House

(5) A member(s) that absents him/herself for a period not up to three consecutive sittings but more than once shall as well be subjected to the dictate of (b).

PART FOURTEEN

ORDER IN THE HOUSE

Chair to be heard in silence

90. *Whenever Mr. Speaker rises or addresses* the House any Member then standing shall immediately resume his seat, and Mr. Speaker shall be heard in silence.

Ruling of the Chair not subject to appeal except by substantive motion

91. Mr. Speaker shall be responsible for the observance of order in the House and of the rules of debate, and his decision upon any point of order shall not be open to appeal and shall not be reviewed by the House, except upon a substantive motion made after notice.

Disorderly conduct

92. (1) Any Member deviating from these Orders may be immediately called to order by Mr. Speaker or by any other Member rising to a point of order in accordance with Order No. 83

(2) Mr. Speaker having called the attention of the House to the conduct of a Member who persists in irrelevance or tedious repetition either of his own arguments or of the arguments used by other Members in debate, may direct the Member to discontinue his speech.

Member to withdraw from the House; enforcement of Speaker's order

93. (1) Mr. Speaker may order a Member whose conduct is grossly disorderly to withdraw immediately from the House during the remainder of the day's sitting, and the Marshal shall act on such order as he may receive from the Chair in pursuance of the provisions of this paragraph. But if on any occasion Mr. Speaker deems that his powers under the provisions of this paragraph are inadequate, he may name such Member or Members, in which event the same procedure shall be followed as is prescribed in Order 93 and Order 94

(2) Mr. Speaker may name any Member who disregards the authority of the Chair.

(3) Whenever a Member is named by Mr. Speaker immediately after the commission of the offence of disregarding the authority of the Chair, or of persistently and willfully obstructing the business of the House by abusing the rules of the House or otherwise, a motion shall immediately be proposed by the Majority Leader or failing that, by a Member, "that such Member is guilty of contempt of Parliament". Mr. Speaker shall *call upon the Member to show cause why he should not be dealt with by the House for having committed contempt of Parliament and upon hearing the explanation that the Member may offer, Mr. Speaker may declare whether in his opinion the Member is guilty of contempt of the House, whereupon unless the House shall otherwise decide, the House shall proceed in accordance with Standing Order 99.*

Suspension of Member

94. (1) Where a Member is found guilty of contempt of Parliament under paragraph (3) of Order 93, he shall be deemed to be suspended forthwith from the service of the House, and unless the House otherwise orders, his suspension shall continue on the first occasion in any

Session for five sitting days, on the second occasion in any Session for ten sitting days, and on the third or subsequent occasion in any Session for fourteen sitting days:

Provided that —

(a) in calculating the period of suspension of a Member under this paragraph the day on which he was suspended shall be included, and

(b) unless the House otherwise orders, the period of suspension shall not extend beyond the end of the session.

(2) Where a Member who has been suspended under this Order from the service of the House refuses to obey the direction of Mr. Speaker when summoned under Mr. Speaker's orders by the Marshal to obey such direction, Mr. Speaker shall call the attention of the House to the fact that recourse to force is necessary in order to compel obedience to his direction; and the Member shall accordingly be forcibly ejected from the House.

(3) Nothing in this Order shall be deemed to prevent the House from proceeding against any Member for any of the offences specified herein in any way the House thinks fit, or from proceeding against him for any offence not specified herein.

Defamatory statements to be investigated by Committee of Privileges

95. (1) Whenever in the opinion of the person presiding a statement made by a Member is prima facie defamatory of any person, the person presiding shall refer the matter for inquiry to the Committee of Privileges which shall report its findings to the House through the Clerk to the Speaker not later than thirty days of the matter being so referred.

(2) Where the Committee of Privileges reports to the House that the statement made by the Member is defamatory of any person, the Member who made the statement shall, within seven days after that report, render an apology at the bar of the House, the terms of which shall be approved by the Committee of Privileges and communicated to the person who has been defamed.

(3) Where a Member refuses to render an apology in accordance with the provisions of paragraph (2) of this Order, Mr. Speaker shall suspend that Member for the duration of the Session and a Member so suspended shall lose his Parliamentary privileges, and remunerations which shall be restored to him if at any time before the end of the Session he renders the apology as required under paragraph (2) of this order.

Members suspended, etc. to withdraw from precincts

96. A Member who is ordered to withdraw under paragraph (1) of Order 93 or who is suspended from the service of the House by virtue of paragraph (3) of Order 98 or paragraph (1) of Order 94 shall immediately withdraw *from the House*.

Power of Mr. Speaker to adjourn House or suspend sitting

97. In the case of grave disorder arising in the House Mr. Speaker may, if he thinks it necessary to do so, adjourn the House without Question put, or suspend the Sitting till a time to be named by him.

Votes of Censure and Removal

98. The House may pass a resolution to remove Mr. Speaker or a Deputy Speaker and a vote of censure on a Member. The House may consider such resolution and come to a decision or refer it to a Committee on a motion made by any Member.

Removal of Mr. Speaker or Deputy Speaker

99. (1) A motion for the resolution to remove from office Mr. Speaker or a Deputy Speaker shall be moved in the following manner:

(a) seven days' notice, signed by one-third of all Members of Parliament, shall be given;

(b) the motion shall be debated in Parliament within fourteen days of its receipt by Mr. Speaker and shall be supported by the votes, in secret ballot, of not less than three-quarters of all the Members of Parliament;

(c) prior proceedings shall be taken in a Committee appointed in that behalf. The Speaker or the Deputy Speaker shall be entitled to be heard in his defense either by himself or a representative.

(2) Neither Mr. Speaker nor a Deputy Speaker in respect of whom proceedings for removal have commenced shall preside over such proceedings.

Vote of censure on Members

100. A motion for a vote of censure on a Member shall be moved in the following manner:

(a) seven days' notice, signed by not less than one-third of all Members of Parliament, shall be given;

(b) The motion shall be debated in Parliament within thirty days of its receipt by Mr. Speaker and shall be supported by the votes, in secret ballot, of not less than two-thirds of all the members of Parliament;

(c) During the proceedings on the motion the Member shall be entitled to be heard in his defense.

PART FIFTEEN

VOTING IN THE HOUSE

Voting in Parliament

101. (1) No Question for decision in the House shall be proposed for determination unless there are present in the House not less than one-half of all the Members of the House, and, except otherwise provided in the Constitution, the Question proposed shall be determined by the majority of votes of the Members present and voting.

(2) Mr. Speaker shall have neither an original nor a casting vote and if upon any Question before the House the votes are equally divided the motion shall be taken to be lost.

(3) A Deputy Speaker or any other member presiding shall not retain his original vote while presiding.

Secret voting

102. There shall be secret voting in the House in respect of election or removal of a person holding office of Youth Parliament.

Unqualified person sitting or voting

103. Any person who sits or votes in the House knowing or having reasonable grounds for knowing that he is not entitled to do so commits an offence and shall be liable on conviction to such penalty as shall be prescribed Mr. Speaker with consultation from the Committee of Privileges.

DIVISION

Voting by Members

104. (1) When the Question has been put by Mr. Speaker at the conclusion of the debate, the votes shall be taken by voices "Aye" and "No", provided that Mr. Speaker may in his discretion instead of declaring the result on the voice votes call for a headcount.

(2) A Member may call for headcount or division if the opinion of Mr. Speaker on the voice vote is challenged.

(3) In the case of a headcount Mr. Speaker shall take the vote of the House by calling upon Members who support or oppose his decision successively to rise in their places.

(4) A Member may vote in a division even if he did not hear the Question put.

(5) A Member is not obliged to vote.

Procedure on Divisions

105. (1) In the case of a division, Mr. Speaker shall direct that the lobbies be cleared, and upon such direction being given the division bells shall be rung for one minute. After a lapse of two minutes from this direction, he shall put the Question, and Mr.

Speaker shall declare whether in his opinion the Ayes or Noes have it. If his opinion is again opposed he shall announce the names of two Tellers for the Ayes and two for the Noes and shall direct that a division be held.

(2) The names of Members voting in the division in the House shall be recorded by Division Clerks immediately before Members pass out from the Ayes and Noes lobbies. They shall be counted by the Tellers as they pass out of the lobby doors.

(3) The Tellers shall, at the conclusion of voting, come to the Table and give the figures to the Clerk who shall write them on the appropriate form. The Clerk shall then report these numbers to Mr. Speaker who shall announce them to the House and declare the result of the division. If the Tellers disagree the Clerk shall report the fact to Mr. Speaker who shall thereupon direct that another division be held.

(4) Members who are incapacitated by some physical infirmity from passing through the lobbies shall, upon reporting their incapacity to Mr. Speaker through the Clerk, be counted and recorded accordingly in the House.

(5) If a Member states that he voted in error or that his vote was counted wrongly, he may, immediately after the *votes have been counted and before Mr. Speaker has announced the figures, claim to have his vote correctly recorded.*

(6) If the numbers in a division are equal the motion shall be considered lost.

Division unnecessarily claimed

106 Notwithstanding paragraph (1) of Order No. 105 ,Mr. Speaker may, after the lapse of two minutes from the claiming of a division, where in his opinion a division has been unnecessarily claimed, take the vote of the House by calling upon the Members who support or who oppose his decision successively to rise in their places. He shall thereupon either declare the determination of the House or direct that a division be held.

PART SIXTEEN

PARLIAMENTARY COMMITTEES

ESTABLISHMENT OF COMMITTEES AND THEIR FUNCTIONS IN THE HOUSE

COMMITTEES

107. At the first sitting of first the session of every new parliament at all levels shall constitute a **Committee of Selection of Seven (7) Members** with the **Speaker as Chairperson** for the House. The committee of selection shall appoint committee heads/chairpersons and vice chairpersons of the following committees of parliament:

- a. *Standing Orders Committee*
 - b. *A business committee*
 - c. *Publicity committee*
 - d. *Organizing Committee*
 - e. *Programmes Committee*
 - f. *Research committee*
 - g. *Committee on Internal and External Affairs*
 - h. *Sponsorship Committee*
 - i. *Privileges Committee*
 - j. *Health Committee*
 - k. *Education Committee*
-

- l. Environmental Protection Committee*
- m. Human Rights Advocacy Committee*
- n. Road Safety and Transport committee*
- o. Youth Development Policy Advocacy Committee*
- p. Government Projects' Monitoring Committee*
- q. Election Monitoring Committee*
- r. Democracy and Good Governance Advocacy Committee*
- s. Peace Building and Conflict Resolution Advocacy Committee*
- t. Gender Advocacy Committee*
- u. Sports and Entertainment Committee*
- v. Welfare Committee*
- w. Chieftaincy and Culture Committee*

Parliament shall constitute the above mentioned committees by at most, **two (2) weeks** after general elections.

FUNCTIONS OF COMMITTEES

Standing Orders Committee

108. (1) The Standing Orders Committee shall be under the Chairmanship of Mr. Speaker. It shall consist of the two Deputy Speakers and not more four other Members appointed by the Committee of Selection.

(2) It shall be the duty of the Committee to draft and codify the rules relating to the procedure of the House and the general conduct of business which shall be observed in the House and in all its Committees. It shall also consider from time to time and report to the House any proposals for amendment that may be referred to it.

Business Committee

109 (1) There shall be a business committee consisting of **seven (7) members** and composed of **Majority Leader as chairperson, the Chief Whips of both caucuses, chairperson of Publicity and Organizing Committees**, and three other members.

(2) The business committee shall compile the order business for every sitting which shall be forwarded to the clerk five days ahead of the impending sitting, to set out the order paper for onward dissemination to members.

(3) The chairman of business of committee (Majority Leader) shall introduce the business of the house during every sitting as a matter of duty after which he/she shall appeal to the speaker to open the business for debate, discussion or consideration.

(4) Any member who wants to present a statement for purposes of debate or motion or petition must send his/her concerns to the business committee at least one week (seven days) ahead of sittings for considerations.

Publicity and Public Relations Committee

110 (1) There shall be a **Publicity Committee** (PC) consisting of **Seven (7) Members** and composed of the Deputy Chief Whips of both caucuses, and three other members. The chairperson shall be appointed by Selection Committee of Parliament.

(2) The publicity committee shall among other duties, publish any statement or new item or document issued by parliament for public consumption.

(3) Educate the public about the activities of the Youth Parliament

(4) Project the good image of the house to the public eye.

(4) Handle external and internal criticisms and praises about the activities of the house in a way that will not be counter-productive to the integrity of the house.

(5) Network the house with other media both print and electronic to propagate and re-enforce the participation of the youth at all levels of decision making.

Organizing Committee

111 (1) The **Organizing Committee (OC)** shall comprise **Seven (7) Members** with the Chairman of Publicity Committee inclusive. The chairperson and his/her vice shall be appointed by the Select Committee to perform the following functions:

(2) Arrange furniture for sitting and other programmes organized by parliament.

(3) Organize outreach programmes approved by the house.

(4) Collaborate with the programmes committee and other committees to execute programmes approved by parliament.

Programmes Committee

112 (1) The **Programmes Committee** shall comprise **Five (5) Members** appointed by Youth Parliament to carry out the following functions:

(2) Initiate outreach programmes such as excursions, seminars and campaigns on HIV/Aids, Hepatitis B, Malaria; and barbaric customary practices.

(3) Team up with Organizing Committee to execute the programmes initiated and approved by Youth Parliament in paragraph (i) above.

(4) Initiate enterprising workshops and training programmes to build the human resource capacity of members of parliament as well as both educated and uneducated youth in society.

Sponsorship Committee

113 (1) The **Sponsorship Committee (SC)** shall comprise **Five (5) Members** with Minority Leader as the chairperson. Four other members shall be chosen from the house with two each from a caucus.

(2) The Sponsorship Committee shall be in charge raising funds for the house especially during outreach programmes.

Research Committee

114 (1) There shall be a research committee consisting of **Five (5) Members** drawn from both caucuses.

(2) The research committee shall furnish the house with findings on matters of interest to the house.

(3) The research committee shall assist committees to acquire facts, data or information.

Internal and External Affairs Committee

115 (1) The internal and external committee shall comprise **Five (5) Members** with Co-ordinator of Youth Parliament as chairperson and the chairperson of Organizing Committee as an automatic member whiles the rest of the three are nominated and approved by the house.

(2) The Internal and External Committee is responsible for co-coordinating affairs between/among committees and other departments within parliament;

Privileges Committee

116. (1) The Privileges Committee shall constitute of **Five (5) Members** with the **Second Deputy Speaker As Chairman and Chairperson of Research Committee, Deputy Majority And Deputy Minority Leaders** as members and the other one **member** nominated and approved by parliament.

(2) The Privileges Committee's core function shall be to recommend to parliament names of members or leaders to be awarded privileges to or withdraw certain privileges from such leaders or members in strictly honest manner.

(2) The privileges committee shall take up all issues on allegations of breach of orders or laws in the house investigation.

(3) The committee shall present to the house any matter referred to it for investigation within two weeks. However, the committee may appeal to the house for extension beyond two weeks on the conviction that the matter to be investigated is complex and time involving.

Health Committee (HC)

117. (1) The **Health Committee (HC)** shall comprise **Five (5) Members** of Youth Parliament selected by the house to perform the following functions:

(2) Investigate into issues on quality health delivery services rendered to society by government and private hospitals as well as herbal clinics.

(3) Present statements to the house for debate on anomalous findings concerning quality health delivery services at hospitals and clinics.

(4) Identify attitudes and practices that pose present and future health risks to the health of the people in society.

Education Committee (EC)

118 (1) Youth Parliament shall appoint **Five (5) Members** with preference given to members who are teachers by profession to undertake the following functions:

(2) Critically examine both new and ongoing government policies, projects and programmes on formal education, their effectiveness as well as their present and future repercussions on the formal educational standards in the country.

(3) Prepare statements for debate by the house on contentious government policies on formal education.

Identify and present to the house (on regular bases), sensitization programmes and the target group that needs to be sensitized by parliament.

Environmental Protection Committee (EPC)

119. (1) The environmental protection committee shall be constituted by **Five (5) Members** appointed by the Selection Committee to perform the following functions:

(2) Collate and organized data into statement for debate in the house, on issues bothering on common threats to environmental safety and protection such as poor sanitation, bush burning, pollution, deforestation and bad farming practices.

(3) Lead parliament to advocate on the causes and effects of climate change on the lives of the people.

(4) Identify possible present and future environmental hazards which pose threat to the lives of the people.

Human Rights Advocacy Committee

120. (1) The **Human Rights Advocacy committee** shall be constituted by parliament of **Five (5) Members** to perform the following functions:

(2) Furnish Youth Parliament with statements for debate concerning certain public or individual conducts that amount to infringement on individual or group rights and freedoms enjoined by the 1992 Republican Constitution.

(3) Give special focus to child rights, youth rights, woman rights and rights of the disabled in society.

(4) Identify and lead Youth Parliament to campaign against certain customary practices and rituals that are dehumanizing or contravenes the rights of individuals or groups.

Road Safety and Transport Committee (RSTC)

122 (1) Five (5) members shall be appointed by parliament to constitute the Road safety and Transport committee to discharge the following functions:

(1) Examine and inform Youth Parliament about the nature of road network – highlighting certain irregularities and conducts that pose danger to travelers and other road users.

(2) Update Youth Parliament on regular bases, on the trends of road accidents and the causes as well as level of damage caused by such accidents, rate of highway robbery.

(3) Present statements to Youth Parliament for debate on findings in 1 and 2 above.

Youth Development Policy Advocacy Committee (YDPAC)

123. (1) The committee on **Youth Development Policy (YDP) Advocacy – YDPAC**; shall consist of Five (5) Members appointed by Youth Parliament to accomplish the following functions:

(2) Lead Youth Parliament on advocacy to ensure that National Youth Authority for that matter Government and other stakeholders in youth development adhere to the vision, tenets and objectives of the National Youth Policy, African Youth Charter, Africa Agenda 2063, 2030 Sustainable Development Goals and other obligations of government to promote youth development in Ghana.

(3) Present statements to the house for debate on perceived deviations or violations (on the part of executors) of the goals and objectives (1) above.

(4) Lead parliament on sensitizing the youth and the public on the core values of the National Youth Policy.

To ensure that Youth Parliament is well organized to safeguard the Youth Parliament by politicians and other predator.

Government Projects' Monitoring Committee (GPMC)

124. (1) The Government Projects' Monitoring Committee (GPMC) shall consist of **Five (5) Members** established by Youth Parliament to accomplish the followings functions:

(2) Play a watchdog role on the effectiveness, transparency and quality during the execution of key government policies, programmes and projects and report their findings to Youth Parliament periodically and systematically.

(3) Advise parliament to either praise or condemn certain outcomes of such projects.

Present statements on debatable issues to the house occasionally for deliberation.

Elections Monitoring Committee (EMC)

125. (1) **Five (5) Members** shall be appointed by Youth Parliament to constitute the **Elections Monitoring Committee** to discharge the following duties.

(1) Observe and evaluate the freeness and fairness of national elections (for flag bearers', presidential and parliamentary election), district assembly elections, constituency and regional elections for party executives, tertiary students' SRC elections, NUGS elections and any elections that is deemed worthwhile by the committee to monitor.

(2) The committee shall accordingly present a report on its findings on each occasion in (a) above to the house for deliberations and resolutions would be issued to the relevant stakeholders.

Democracy and Good Governance Advocacy Committee (DGGAC)

126. (1) The committee on **Democracy and Good Governance Advocacy** shall be a **Five (5) Member Committee** appointed by Youth Parliament to carry out the following functions:

(2) Measure the democratic and good governance credentials base on the followings standards:

(a) Government's attitude towards individual and group rights and freedoms;

(b) Government's level of tolerance for criticism from the press and pressure groups;

(c) Government's attitude towards public expenditure and the efficacy of expenditure made by government;

(d) Incumbent government's ability to organize free and fair election;

(e) Process that underpins key policy and decision making and level of the involvement of the grassroots;

(g) Commitment to minimizing poverty and conflicts;

(h) Level of adherence to the statutory provisions of the constitution; etc.

(3) Present statements or reports to the house for deliberations, on acts of government that amount of progression on or digression from the core values of democracy and good governance.

Peace Building and Conflict Resolution Advocacy Committee (PBCRAC)

127 (1) **Five (5) Members** shall be appointed by Youth Parliament to constitute the **Peace Building and Conflict Resolution Committee**. to discharge the following functions:

(2) Identify conflict prone areas within the region and furnish Youth Parliament with adequate information on the type and nature of such conflicts.

(3) Come out with strategies or approaches that Youth Parliament should adopt to bring the conflicting parties to smoke the peace pipe at the pre-conflict stage before such conflicts escalate into violent-conflict.

(4) Presents reports occasionally to the house on issues concerning peace building and conflict resolution.

Gender and Persons with Disability Advocacy, Committee (GPDAC)

128. (1) The **Gender and Persons with Disabilities Advocacy Committee (GAC)** shall be a **Five (5) Member Committee** of **three ladies and two gentlemen** appointed by Youth Parliament to accomplish the following functions:

- (2) Ensure that there is gender equity and all-inclusiveness in arriving at decisions both within the house and external organizations (especially in the public sector).
- (3) Lead the house to embark on massive and periodic campaigns on domestic violence and all forms of gender and disabilities discretionary tendencies;
- (4) Identify and present reports to house for deliberation occasionally on customary and traditional practices that are dehumanizing and oppressive to the development of either female or male gender
- (5) Ensure all-inclusive the participation and involvement of women and persons living with disabilities in all levels of leadership.

Sports and Entertainment Committee (SEC)

129 (1) **Five (5) Members** shall be constituted by Youth Parliament to form the Sports and Entertainment Committee (SEC). The committee's work shall be the following:

- (2) Organize sport events and entertainment programmes for parliament especially during parliamentary week celebrations
- (3) Organize intra-caucus, inter-caucus and inter-parliamentary sport events.

Welfare Committee (WC)

130. (1) The **Welfare Committee (WC)** shall comprise **Five (5) Members** appointed by Youth Parliament to render the following functions:

- (2) Ensure that Youth Parliament caters for the welfare of its members at the individual and aggregate level.
- (3) Meet to deliberate, decide and present reports occasionally on possible ways Youth Parliament can intervene on the event that a calamity befalls on a member.

Chieftaincy and Culture Committee (C3)

131 (1) The **Chieftaincy and Culture Committee (C3)** shall comprise **Five (5) Members** appointed by Youth Parliament to render the following functions:

- (2) Ensure the elimination of all inhuman cultural practices among the people in society.
- (3) Engage traditional leaders in dialogue on the need for the elimination of barbaric cultural practices and needless chieftaincy conflicts.
- (4) Together with **Conflict Resolution Committee** institute winning strategies for the prevention, mediation and resolution of chieftaincy disputes in society.
- (5) Organize art and culture fairs to instill positive cultural values among the youth.

Presents reports occasionally to the house on issues concerning culture and chieftaincy and its state in the region.

132. All committee shall meet after being constituted by parliament to elect their secretaries.

133. It is not allowable for one Member of Parliament to chair more than two committees.

PART SEVENTEEN

MOTIONS AND PETITIONS IN THE HOUSE

RULES CONCERNING MOTION

134. (1) A motion shall take the form of a verbal motion or a written motion. A written motion shall be forwarded through the Table to the Speaker. A verbal motion shall be moved by a member rising to his/her feet to attract the attention of Mr. Speaker who may give him/her to move the motion. Motions moved must be seconded before they may be considered for deliberations.

(2) The following issues may constitute the basis on which a motion could be moved by a member in the house.

(a) A motion for breach of orders that amounts to contempt of parliament.

(b) A motion for adjournment of sitting or debate.

(c) A motion for a petition to be read or referred to a committee of the house for redress.

(d) A motion to counter a previous motion.

(e) A motion to terminate the delivery of a member from further delivery during debates.

(f) A motion for reference of a bill to a committee of the house.

(g) A motion to withdraw a motion.

(3) Any motion that Mr. Speaker deems necessary to be heard shall be considered by the speaker's own discretion

RULES CONCERNING PETITIONS

135 (1) A member presenting a petition to the house must put his/her name at the beginning of it and shall give notice of his/her intention to present the petition.

(1) A petition must contain a prayer at end and the core objective of the petitioner stated.

(2) A petitioner must sign and write his/her address below the signature.

(3) A petition must be written in English Language only

(4) Co-petitioners must all write their names and sign by them.

(5) The petition must be addressed to Mr. Speaker and copied to his/her deputies as well as the Majority and Minority Leaders and the Clerk to Youth Parliament.

Composition of Petitions Committee (Ad hoc Committee)

136. There shall be a Petitions Committee (hereinafter referred to as “the Committee”) which shall consist of not more than Seven (7) Members selected by the Selection Committee with the order of Mr. Speaker as and when necessary.

Functions of Committee

137. It shall be the duty of the Committee to investigate petitions referred to it by the Speaker from youth or youth groups of the public who may be aggrieved by any mistakes, acts of negligence or other shortcomings committed by any public officer in the performance of his duties or any action taken and report to the house.

PART EIGHTEEN

OPERATION OF COMMITTEES

138. Changes in the Membership of any Committee may be effected by the Committee of Selection at the beginning of every Session in the following manner: -

(b) the Chair of the Selection Committee shall notify the Chairman of the Committee for the member to be changed stating the reasons for the change and the name of the nominee to replace the outgoing Member; and

(c) the Selection Committee Chairman shall notify the House of the change.

139. Any Committee may, if it deems fit, appoint a Sub-Committee and assign to it such of its functions as the Committee considers fit.

Standing Orders Apply Generally

140. (1) In Committees, the Standing Orders of the House shall be observed so far as may be applicable.

(2) The Chairman of a Committee shall maintain order in the Committee, deciding all questions of order, but disorder in a Committee can only be censured by the House on receiving a report of it.

Counsel

141. (1) A Committee shall have power to *seek the advice of a Counsel* to attend upon it to give such assistance in the discharge of its duties as the Chairman may direct.

(2) A person alleged to be in contempt of Parliament may be represented by counsel in proceedings in the Committee of Privileges.

(3) A witness before any other Committee may also be represented by counsel.

Commencement

143. These Standing Orders shall commence and come into force on the first day of September, 2010

APPENDIX A: OPENING PRAYERS

ALMIGHTY GOD, we humbly beseech Thee to look with favour upon this house of the (*Insert Name of Institution or level of Parliament*) Youth Parliament. Grant that it may perform its high duty as in Thy sight. Give us Divine guidance to the house, endow Members of Parliament and the youth of (*insert name of Institution, District, Region or Country*) with discernment and vision, integrity and courage that through the labours of its administration, the interest of the youth may be well and truly served and Thy good purposes for humanity be realized in our midst.

AMEN

O GOD, grant us a vision of our country, fair as it may be, a country of righteousness where non shall wrong his neighbor, a country of plenty, where evil and poverty shall be done away with; a country of brotherhood, where all successes shall be founded on service and honour shall be given to the deserving; a country of peace, where government shall rest on the people and the love for the common good. Bless the efforts of those who struggle to make this vision a living reality. Inspire and strengthen our people that they may give time, thought and sacrifice to speed the day of the coming beauty of Ghana and Africa.

AMEN

APPENDIX B

FORMS OF OATHS

1. THE OATH OF ALLEGIANCE

Standing Order 13

I do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the Youth Parliament of (Level or Name of Institution or both) House as by law established; that I will uphold the sovereignty and integrity of Ghana; and that I will preserve, protect and defend the Constitution of the Republic of the Youth Parliament of (Level or Name of Institution or both) and Ghana. (So help me God)

(To be sworn before the Speaker or such other persons as the Speaker may designate)

(2)THE SPEAKER’S OATH

I do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the Youth Parliament of (*Name of Parliament*) House as by law established; I will uphold, the integrity of the Youth Parliament of (*Name of Parliament*) House; that I will faithfully and conscientiously discharge my duties as Speaker of the Youth Parliament of (*Name of Parliament*) House, and will do right to all manner of persons in accordance with the constitution of Ghana and laws and conventions of the Youth Parliament of (*Name of Parliament*) House without fear or favor, affection or will. (So Help me God)

(To be sworn before the members of the Youth Parliament House)

Standing order 13

OATH OF A LEADER OF YOUTH PARLIAMENT

I do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the Youth Parliament of (*Name of Parliament*) House as by law established; I will uphold, the integrity of the Youth Parliament of (*Name of Parliament*) House; that I will faithfully and conscientiously discharge my duties as (*Name of Position*) of the Youth Parliament of (*Name of Parliament*) House, and will do

right to all manner of persons in accordance with the constitution of Ghana and laws and conventions of the Youth Parliament of (*Name of Parliament*) House without fear or favor, affection or will. (So help me God)

(To be sworn in before Mr. Speaker)

(3) THE OATH OF A MEMBER OF YOUTH PARLIAMENT

I do (in the name of the Almighty God swear) (solemnly affirm) that I will bear true faith and allegiance to the Standing Orders of the (*Name of Parliament*) House as by law established that I will uphold, preserve, protect and defend the Constitution of the Republic of Ghana and that I will faithfully and consciously discharge the duties of a Member of Youth Parliament (So help me God)

Standing Order 17

(To be sworn in before Mr. Speaker)

APPENDIX C

OATH OF A WITNESS BEFORE A COMMITTEE

I.....(swear by Almighty God) (solemnly affirm) that the evidence I shall give before this Committee touching the matter in issue shall be the truth, the whole truth and nothing but the truth. (So help me God).

APPENDIX D

SITTING STRUCTURE OF THE PARLIAMENT HOUSE

