

Writing a motion or an amendment to a motion

In order for AGM to make a decision a proposal must be put to it in the form of a written motion.

The structure of a motion falls into three parts:

AGM notes – this should be a list of facts relevant to the motion which are not subject to interpretation.

e.g.

AGM notes:

- 1. The library opening hours are decreased over the summer.*
- 2. Some students must take resit examinations during this time.*

AGM believes – this section should be the arguments and opinion of those writing the motion and need not necessarily be absolute fact.

e.g.

AGM believes:

- 1. This is unfair to those students sitting exams at this time.*
- 2. This disadvantages those students compared to students sitting exams in May/June.*
- 3. This seriously undermines the quality of the student experience at Strathclyde.*

AGM instructs – this section should be used to mandate an action to be taken.

e.g.

AGM instructs:

- 1. The President to lobby the University to extend the library opening hours over the summer.*
- 2. The Executive to organise a petition in favour of extended opening hours.*

In each section all lists should be numbered rather than bulleted and each motion should have a clear set of outcomes.

All motions must be proposed by one student and seconded by another and the names of these students should be listed at the bottom of the motion.

e.g.

Proposed: Joe Smith

Seconded Melanie McKay

Lastly, all motions should be given a name to which they can be referred which should be at the top of the motion.

e.g.

Extend summer opening hours at the library

All motions must be submitted to the Deputy President by 12 noon on Tuesday 13th November at deputypresident@theunion.strath.ac.uk.

Writing an amendment to a motion

When a motion has been sent to AGM, other students may submit amendments to the motion if they believe that part of the motion is incorrect or could in some way be approved. Using the above motion an example might be:

Amendment to motion “Extend summer opening hours at the library”

CHANGE

AGM Instructs 1 from “President” to “Academic Affairs Officer”

DELETE

AGM Believes 3

ADD

AGM Instructs 3 – “The Academic Affairs Officer to report back to council at the next meeting”

Amendments to motions should be emailed to the Deputy President by 12 noon on Friday 16th November at deputypresident@theunion.strath.ac.uk.