

Annual Student Meeting Guide

What is a motion?

Motions are policy proposals which Members have submitted for consideration. Agreed motions become the policy of the Students' Union and are valid for two years. Each student has one vote. Decisions to be taken at this meeting require a 'simple majority' to pass (defined as 'half the number of votes cast plus one'). If there are an equal number of votes both for and against a motion, the Chair will have the casting vote.

How motions are debated

Step 1	The student who proposed the motion speaks for two minutes FOR the motion. If there is an amendment move to step 2, if not move to step 3
Step 2 (If there is an amendment)	The student who proposed the amendment speaks for two minutes FOR the amendment. The proposer of the motion can choose whether or not to accept the amendment. If they accept the amendment, move to step 3
	Students can take turns to speak FOR and AGAINST the amendment for one minute until the chair decided the debate should end
	There is then a vote. 'FOR' or 'AGAINST' the amendment, or you can choose not to vote (ABSTAIN). If the amendment passes the motion is changed.
Step 3	Any Student attending the meeting can speak for two minutes AGAINST the motion
	Students can take turns to speak FOR and AGAINST the motion for one minute until the chair decided the debate should end
	The proposer of the motion gives a summary speech for one minute
	There is a vote 'FOR' or 'AGAINST' on the motion. If the motion passes it becomes Union Policy.

Amendments

If you disagree with part of a motion and wish to change it, you can submit an amendment.

If you wish to submit an amendment you will need to provide the following information:

- **Title of the motion you wish to amend**
- **Your Name Course and Year**
- **What you wish to amend - you can delete text, add text, or replace text. You will need to specify what you want to do e.g.**

delete *'text you want to delete'*

add *'text you want to add'*

replace *'text you want to remove' with 'text you want to replace'.*

Instructions on how to propose an amendment during the meeting will be given at the start.

Voting at the AMM

Voting is by online poll which will appear on your screen at the appropriate point in the meeting. You can choose to vote 'in favour' if you agree with what is being proposed; vote 'against' if you disagree with what is being proposed; or 'abstain' if you are unsure and do not want to vote either way. Results are calculated automatically and will be declared by the Chair after each vote.

Points of Order

If you think that the meeting is not following the Students' Union's rules, there are three 'points' that you can raise:

- **To ask the Chair to check that there are enough people in the room.** This is known as a 'quorum count', The Annual Student Meeting requires 120 students to be present for the meeting to be quorate.
- **To change a decision that the Chair has made.** The Chair will make decisions about whether policies can be debated, who can speak and other matters. If you think their decision was wrong, you can ask the meeting to change it by challenging the Chair's decision. You can challenge a ruling that goes against the Students' Union's Articles of Association, By Laws or Policy.
- **To ask for clarification on something.** You can ask the Chair to explain something for you if you're unclear about it. Clarifications can only be about issues raised by the speaker and must be a request for clarification, **not** an opinion or proposal.

Procedural motions

You can also influence what is happening in the meeting by proposing a 'procedural motion'. This is when you ask to change a specific thing about what is being debated, or the meeting itself.

Tell the Chair if you want to propose a procedural motion. You will get a chance to explain what you want to change and why, and anyone who disagrees will get the chance to speak too. When a procedural motion is called, the proposer of the procedural motion and an opposer have up to one minute to state their case. Further rounds of speeches may be granted. Council will then vote to decide whether to accept or reject your idea. A procedural motion requires the approval of a simple majority of members.

There are ten 'procedural' motions you can propose:

- **To move straight to a vote on something that is being discussed.** If you think a debate is going on too long, or that enough has been said, you can ask the Chair to end the debate and take a vote.
- **To split up the issue being discussed into different 'parts' and talk about a sentence, paragraph or issue separately.**
- **To hold a campus-wide referendum of all students on the issue that is being discussed.** If you propose this, and a majority of people at the meeting vote for it, the SU will have to hold a campus-wide vote on the issue.
- **To discuss the issue at a later meeting.** If you think something should be discussed later in the year, rather than at that time, you can propose to "refer it to a later meeting".
- **That somebody else should look at the issue first.** If you think something needs to be studied/researched more before it is voted on, you can ask that it be "referred" to a relevant SU committee for further consideration.
- **That the meeting shouldn't vote on the issue at all.**
- **That the meeting hold a temporary break**
- **That the meeting should end**