

# Annual Student Meeting Guide

## What is a motion?

Motions are policy proposals which have been submitted for consideration. Each student has one vote. You vote on motions by putting your hand up. 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. If you disagree with a motion or wish to change it you can by submitting an amendment to a motion during the meeting. Amendments must be written on the form below and handed to the Chair. Agreed motions will be acted on by the Students' Union and valid for two years.

## How motions are debated

<b>Step 1</b>	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
<b>Step 2 (If there is an amendment)</b>	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.
<b>Step 3</b>	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.

## Amendment Form

Title of Amendment \_\_\_\_\_

Proposer Name, Course and Year \_\_\_\_\_

Delete/Add/Replace (Please Specify Which Lines and Which Action)

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## Voting at the AMM

Voting is by show of hands and requires a simple majority for a motion to pass. The Chair will decide whether a clear majority has been achieved. A full count will be held at the request of any member. The Chair can choose to make it an anonymous vote if there are compelling reasons.

## Points of Order

This is something you can use if you think that the meeting is not following the Students' Union's rules. There are four 'points' that you can raise:

- **To ask the Chair to check that we have enough people in the room.** This is known as a 'quorum count', The Annual Student Meeting requires 120 students to be present
- **To change a decision that the Chair has made.** Sometimes, the Chair will make decisions about whether policies can be debated, who can speak or something else completely. If you think their decision was wrong, you can ask the meeting to change it. 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 clarification, not an opinion or proposal

## Procedural motions

The other way you can change what is happening in a meeting is through a 'procedural motion'. This is when you ask to change a specific thing about the meeting, such as the order of the agenda or whether we discuss something.

To propose a procedural motion, let the chair know. 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. Council will then vote to decide whether to accept or reject your idea. 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 have a vote right away.
- **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 that all students get to vote in.
- **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 or Zone of your choice for examination.
- **That the meeting shouldn't vote on the issue at all.**
- **That the meeting hold a temporary break**
- **That the meeting should end**

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. A procedural motion requires the approval of a simple majority of members.