

# Amendments process – Annual Student Meeting

## What is an amendment?

An amendment is a change to a motion that is on the agenda for the ASM. The suggested changes should be substantive, and the Chair is unlikely to accept amendments that relate to spelling, grammar or style, unless the amendment would change the meaning of the motion.

## How do I submit an amendment?

To ensure all amendments are clear, please follow this process:

1. Find the motion you want to amend (see links below) and **download** a copy. You may need to use your QMUL student login to get access to the motion.
  - a. <https://www.qmsu.org/studentmeeting/>
2. Open **your** copy of the motion and enable Track Changes (if you use MS Word, this function is available under 'Review').
3. Make the changes you want (make sure Track Changes is enabled, so your changes are recorded).
4. Save your document with the changes you have made.
5. Email your amendment to [su-representation@qmul.ac.uk](mailto:su-representation@qmul.ac.uk). Please state your full name and student ID in the email.

## Will my amendment automatically get discussed?

No. When you submit your amendment, the Chair will decide whether your amendment will be included in the meeting. If we receive many similar amendments, the Chair may select one of these to be included. The Chair may also reject amendments that are submitted incorrectly and amendments that only change spelling, grammar or style. The Chair may also need to set a limit of the total number of amendments that can be included if a very high number of amendments is received.

## What happens if my amendment is discussed at the meeting?

The Chair will begin by asking the original proposer of the motion (that's the person that wrote the motion you have suggested amendments for) if they accept your amendment. If the proposer agrees with your amendment, they can choose to accept it without discussion.

If the proposer doesn't accept your amendment, the Chair will ask you to explain why you want your amendment. Next, the proposer of the motion can speak against your amendment. Further debates may then take place, where other students can argue for or against your amendment. At the end of the debate, all members are asked to vote on your amendment (they can vote for it, against it or abstain from voting). If members vote against your amendment, the original motion isn't changed. If members vote for your amendment, the original motion is changed, and you become the proposer of the amended version of the motion.

The debates now continue about the amended motion, and at the end of the debate, members vote on the amended motion as a whole. If members vote for the motion, it becomes policy. If members vote against the motion, it doesn't become policy.

### **When can I submit an amendment?**

You can submit amendments before the meeting or during the meeting. We recommend that amendments are submitted before the meeting, because it gives you more time to write your amendment and make sure you are happy with it before it is submitted. During the meeting, there'll be limited time to submit an amendment before the meeting moves on to the next agenda item, so you'll need to write your amendment very quickly.

### **Who can I contact if I have a question?**

Before the meeting, you can contact the Student Voice Team on [su-representation@qmul.ac.uk](mailto:su-representation@qmul.ac.uk). The team can explain the amendment process in more detail and answer any questions you have about the amendment.

During the meeting, there'll be a virtual information point (this will be signposted at the beginning of the meeting) that you can contact if you have a question.