

How to write a motion for the All Student Meeting

What is a motion?

A motion is a proposal that is put forward for discussion and decision at an All Student Meeting. For example, you might propose that the Students' Union should lobby the university to provide more scholarships to students.

Motions are discussed by students at the All Student Meetings, and at the end of the discussion, students vote on whether the Students' Union should accept your proposal or not. If your proposal is accepted, it becomes Students' Union policy, and the Executive Officers in the Students' Union will work on a plan for how your motion can be implemented.

Why do I need to submit a motion?

By submitting a motion, you put your idea into a standardised format that helps other students to understand your idea. This is important, because other students will have to decide if they support your idea or not.

Having a written motion also means that your idea can be taken forward in the way you intended. When the Executive Officers work on your motion (if it is accepted), having a clearly written motion means that it's easy for them to know exactly what your proposal is.

What should a motion include?

Motions must clearly explain the following:

- What you want
- Why you want it
- What the impact will be if your proposal is accepted

Your motion also needs a proposer and a seconder. The proposer is you (you're the person proposing the motion), and the seconder must be another Queen Mary student that is willing to publicly support your proposal. We need full names and QMUL email addresses for both you to verify that you are current students and communicate with you about your motion.

How can I write a good motion?

A well-written motion is the best starting point to get your motion approved by the All Student Meeting, so it's worth spending some time getting your wording right.

Here are some top tips to help you write a clear and actionable motion:

- Work on your motion in a word document, so you can draft it, edit it and get feedback. Only submit it through the form when you're happy with the wording.
- Your target group is the entire student body, so it's important to communicate your points in a way that is easy to understand for students that may have limited knowledge about the topic your motion covers.
- Avoid jargon and acronyms. Explain specialist concepts and terms in plain English.

- Be specific. If your proposal is to 'improve education', it's difficult for students and the Executive Officers to know what you really want. One student might feel that the biggest improvement to education would be to offer more online learning, but another student might feel that the biggest improvement to education would be to only have on-campus learning.
- Check that the things you are asking for (what you want) are things the Students' Union can actually do. For example, you can't ask the Students' Union to reduce the interest rate on student loans, because the Students' Union doesn't set the interest rate on student loans. Instead, you could ask the Students' Union to lobby the government to reduce the interest rate on student loans.
- Your motion must be factually correct. If you make any verifiable claims, make sure to say where you have the information from (just like you would for an academic assignment). For example, if you claim that 57% of all Queen Mary students have requested a new Mary the Leopard mascot, you'll need to include a source of this claim.

Where can I submit a motion?

All motions must be submitted through the ideas platform, which can be found on [our website](#). Please click on 'Submit idea' and fill in the form.

What is the deadline for submitting a motion?

Motions must be submitted 15 working days before the All Student Meeting.

For the meetings taking place in the academic year 2025/26, the deadlines are:

- Monday 27 Oct 2025 for the meeting taking place on Monday 17 Nov 2025
- Monday 12 January 2026 for the meeting taking place on Monday 2 February 2026
- Monday 9 Mar 2026 for the meeting taking place on Monday 30 Mar 2026

If you submit your motion after the deadline, it will automatically be considered for the following meeting.

What happens after I submit a motion?

When you submit a motion, it will be added to the list of motions to be considered for the agenda of the next All Student Meeting. When the agenda is decided, your motion will be reviewed to ensure it meets the criteria outlined in this document. If there's a problem or something that needs to be clarified, a staff member from the Students' Union will contact you. For example, if you don't have a seconder, you'll be asked to provide a seconder before your motion can be added to the agenda.

When your motion has been added to the agenda, a staff member will contact you to confirm that your motion is on the agenda. The staff member will also provide some information about how you join the meeting and what you need to prepare.

During the meeting, you must be present to introduce your motion and take part in the discussion about your motion. If you *and* the seconder aren't present, your motion won't be discussed or voted on.

You get three minutes to introduce your motion and explain why students should support your motion. Next, there'll be a discussion where the Chair of the All Student Meeting facilitates an equal number of people speaking for and against the motion. At the end of the discussion, there's a vote where students can vote *for* (to support your motion), *against* (to not support your motion) or *abstain* (which means that they neither support nor don't support your motion). To approve your motion, there needs to be a simple majority that votes *for* the motion (this means that at least half of the votes cast plus one (excluding abstentions) need to be for your motion).

If your motion is approved, the motion will be reviewed at the next meeting of the Students' Union Board of Trustees to ensure it doesn't pose a risk to the Students' Union and doesn't contravene any relevant legislation or rules.

After the motion has been reviewed by the Board of Trustees, the Executive Officers will begin to work on implementing your motion. Usually, the Executive Officers will contact you for further information and to see how you can get involved in the implementation process.

