

# AUSA Annual General Meeting (AGM) Motion Guide

## ➤ What are motions?

Motions are proposals by students discussed during Student Council meetings, General Meetings and the Annual General Meeting. Motions are submitted in written form (word or pdf document) and debated by students. Once a motion passes, it becomes AUSA policy. To see our current active policies, please visit the [Policy Hub](#). Each active policy is assigned to a Sabbatical Officer who will work on the motion's aims and report on the progress during Student Council meetings.

Motions can be used to pass policy, create new campaigns and amend existing policy or byelaws. Motions can be used to mandate AUSA and/or specific Sabbatical Officers. Motions at the Annual General Meeting can also seek to amend the [AUSA Constitution](#), the association's governing document.

**Please note:** Motions cannot be used to mandate AUSA staff, volunteers, Student Council members or the University. As AUSA and University are separate institutions, motions can only mandate AUSA and/or Sabbatical Officers to lobby the University. To write a motion to lobby University, the 'resolves' section in a motion needs to read "For AUSA to lobby the University to...". If you are unsure of this aspect, please contact any of the Sabbatical Officers, the Chair of Student Council or the AUSA Reps Team.

## ➤ How do I write a motion for the AGM?

Each motion must have a title and the three section headings that are called '*notes*', '*believes*' and '*resolves*'. The three sections are distinct from one another and have a different purpose. Different points within each section should be numbered. Every motion also needs a proposer and a seconder. The format all AGM motions need to be submitted in is the following;

### **AGM notes**

This section is for background information; it can include explanation of used terminology or data to demonstrate that an introduced issue is pertinent to and within the student community. It can also refer to national decisions or existing AUSA or University policies. Any reference to documents (e.g. surveys, research papers, polls) need to be referenced in footnotes.

### **AGM believes**

This section outlines your opinion on a matter and explains to the reader why you think this motion should become a policy. Whilst the first section should seek to present information neutrally, this section is for your opinion, allowing you to present your views on the information you provided in the previous section.

### **AGM resolves**

This section should concisely explain actions that the policy will mandate. We encourage this section to be as short and specific as possible.

Please see an example motion below passed in Student Council in February 2019.

### **Postgraduate Welfare**

*Proposer: Julie Claustre (Welfare Committee), Max Donaldson (Postgraduate Students' Forum Convener)*

*Seconders: Harry Chalklin (Welfare Officer), Carmen Ensminger (Welfare Committee)*

### **Council notes**

- 1. There were over 4,000 postgraduate students enrolled at the University in 2017-2018;*
- 2. Taught and research postgraduate students may face different welfare and mental health challenges than undergraduate students and at different times.*

### **Council believes**

- 1. A postgraduate welfare campaign is needed to support postgraduate students' integration into the wider university community;*
- 2. Belonging to a community is important for postgraduate students' welfare.*

### **Council resolves**

- 1. AUSA to lobby the University to target information about welfare services to postgraduate students;*
- 2. AUSA to lobby the University to ensure that support is available for postgraduate students throughout the year and especially summer;*
- 3. AUSA to lobby the University to ensure that all courses have Class Reps or Degree Reps and that postgraduate students are assigned a personal tutor should they wish;*
- 4. AUSA to pressure the university to understand that UG and PG are different, and should have tailored supported services at all levels of student support.*

➤ **Who can submit motions for the AGM?**

Any student can submit a motion for the Annual General Meeting! All motions need to be submitted to the Chair of Student Council, Lea Rattei, who will also chair the AGM. Please email all motions in either word or pdf form to [sa.chair@abdn.ac.uk](mailto:sa.chair@abdn.ac.uk). The deadline for submissions is 5pm on the 30<sup>th</sup> of January 2020.

➤ **What are byelaw amendments?**

Byelaw amendments are motions that seek to amend [AUSA byelaws](#). Byelaws are a list of procedures AUSA operates by and covers areas, such as Student Council, different committee remits and elections. Motions seeking to amend byelaws need to follow the exact same format as regular motions. Byelaw amendments to be discussed at the AGM need to be submitted in word or pdf form to the Chair of Student Council at [sa.chair@abdn.ac.uk](mailto:sa.chair@abdn.ac.uk) by 5pm on the 30<sup>th</sup> of January 2020.

Please see below an example byelaw amendment passed in Student Council in March 2019.

**Emergency motion to remove the time specification of the NUS referendum**

*Proposer: Harry Chalklin – Welfare Officer*

*Seconder: Julie Claustre, Carmen Ensminger, Donna Connelly, Lawson Ogubie, Lina Nass, Niamh Barrie, Alex Estabrook, Derek Gardiner, Cecilia Wallback, Magnus Robertson*

**Council Notes**

1. *Byelaw 2 “Referenda”, Section 4 “National Union of Students”, Subsection 4.2.*
2. *This currently reads “This referendum shall normally be held concurrently with the elections for Students’ Association Officers”.*

**Council Believes**

1. *To remove this byelaw would allow more flexibility with the timing. This flexibility would allow for the referendum to be held at any point within the year and to diversify the current democratic calendar.*

**Council Resolves**

1. *To remove subsection 4.2 of Byelaw 2.*

➤ **How many people do I need to support my motion?**

Motions need a simple majority to pass, which is over 50% of the attendees. Byelaw amendments need 2/3 of the attendees to support the motion to pass.

➤ **I have an idea for a motion but I am not sure how to write it. Who can help?**

If you need help writing a motion, please contact either the Student Council Chair at [sa.chair@abdn.ac.uk](mailto:sa.chair@abdn.ac.uk), the AUSA Reps Team at [ausareps@abdn.ac.uk](mailto:ausareps@abdn.ac.uk) or any of the Sabbatical Officers, whose contact details you can find [here](#).

➤ **How do I know if there is already a policy similar to my motion idea?**

You can find all of our current active policies on the [Policy Hub page](#).

➤ **What happens when I submit my motion and if it passes at the AGM?**

The Chair of Student Council will review all motions after the submission deadline to make sure they are all competent. The Chair might contact you if further information or clarifications are needed. Once all motions have been reviewed, they will be made available on the [AGM page](#) alongside other reading materials, such as the agenda, annual accounts and minutes of the previous AGM.

Once a motion passes, it becomes AUSA policy and it will be uploaded on the AUSA Policy Hub page. Byelaw amendments follow the same process but once passed, they also need to be ratified by the Trustee Board.