

Motion Submission

Guidance and Procedure Document

2026-27



Power and Purpose

This guidance document will provide clarity to students and proposers on what is within the powers of the Union's policy-making bodies, and what is able to be done following the approval of a motion by students. This process ensures our democratic processes do not approve motions that may not be enacted by the Union for a variety of reasons – including the law.

Cardiff Students' Union's AGM is a formal decision-making body of the Union that any student can attend, prescribed by the Union's governing documents which include the Union's 'Memorandum and Articles of Association' and 'Bye-Laws'. These documents set out the powers of AGM and the way in which the decision-making of the Union is required to take place.

Cardiff Students' Union's Student Senate is regular policy-making body of the Union, made up of elected student representatives, and the way in which it operates is also defined by the Union's governing documents.

The Union's policy-making bodies fulfil some of the duties of students' unions, defined by the Education Act 1994 and overseen by the University. This means that sometimes, the Union is required to make decisions regarding AGM and Student Senate, the items discussed, and the way decisions are made to comply with requirements, rather than the way that allows for the greatest amount of debate. Additionally, as a registered charity, it is vitally important that the Union's actions align with our charitable purpose and objectives. As outlined in the Memorandum and Articles of Association:

"The objects of the Union are the advancement of education of Students at Cardiff University for the public benefit by:

- 4.1. promoting the interests and welfare of Students at Cardiff University during their course of study and representing, supporting and advising Students;*
- 4.2. being the recognised representative channel between Students and Cardiff University and any other external bodies; and*
- 4.3. providing social, cultural, sporting and recreational activities and forums for discussions and debate for the personal development of its Students."*

This guidance and procedure document is an official document of Cardiff Students' Union, outlining the required motion submission process for the 2026-27 academic year. Any motion submitted must align with the requirements set out in this document, and any motion which fails to meet these requirements will not be considered.



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Timeline for Motion Submission

Monday 14th September, 10am	The motion submission portal opens and members can submit motions they wish to put forward for discussion this academic year. The first opportunity to debate motions will be at the Union's AGM.
Thursday 22nd October, 6pm	The motion submission portal closes .
Between Friday 23rd October and Wednesday 28th October	The Students' Union's Democratic Oversight Group will review the motions submitted .
Monday 2nd November, 10am	The priority ballot opens and members are able to vote for the 4 motions they wish to be debated at this year's AGM. Any motion that does not make the top four but receives more than 25 votes will be added to a future Student Senate agenda.
Thursday 5th November, 6pm	The priority ballot closes .
Friday 6th November	Final AGM agenda published .
Thursday 19th November	Annual General Meeting 2026 , The Great Hall (Cardiff Students' Union), 6-9pm.



Motion Review Process

As noted above, between Friday 23rd October and Wednesday 28th October, the Students' Union's Democratic Oversight Group will review the motions submitted and inform proposers of decisions regarding whether their motion is able to progress. Where the changes required are not substantial, the Democratic Oversight Group may offer a proposer the opportunity to amend their motion to allow it to be considered. The Democratic Oversight Group may also require a proposer seeks to engage and speak to student stakeholders regarding their motion to ensure those impacted by such a motion have been considered – where such engagement is not evident, the progression of such motion may be halted.

Where a proposer has been encouraged or offered the opportunity to make changes, the proposer must submit their updated motion via email to agm@cardiff.ac.uk no later than 4pm on Thursday 29th October. The Democratic Oversight Group will then communicate any final decisions regarding the progression of a motion to the priority ballot by midday on Friday 30th October. Where a proposer of a motion wishes to challenge a decision made by the Democratic Oversight Group, they should follow the process as outlined in the 'Challenging a Decision' section of this document.



Motion Format

Motions should be formatted in the standardised motion format. This is three sections: Notes, Believes and Resolves. Each section plays an important role in outlining a motion and informing students on the actions that would be taken by the Union's elected officers if passed.

Notes

This section, at the start of a motion, states the situation as it currently stands. It needs to be written in a clear and concise way, providing relevant contextual information that you believe students should know prior to considering the motions or actions being proposed.

Believes

This section should further develop on the Notes section of the motion and provide the principles of why such a motion is important to students, and why change should occur.

Resolves

This section should take the exact action that the Students' Union's Elected Officers would be required to take in the event the motion is passed. It should list all the expected outcomes and actions.

The motion submission portal is pre-formatted in the above way so members would not be required to take any further action to ensure their motion is submitted correctly.

Motions must not exceed 600 words in length. This is strictly limited to a maximum of 200 words for each section noted above.

Motions should call for action on one single topic and avoid covering a breadth of issues. This is to ensure consistency and accessibility for students and enable focused and meaningful work to action resolves.

If any member wishing to propose a motion requires support in the formatting of a motion or wishes to seek guidance, they are encouraged to speak to a member of the Democracy Team by emailing agm@cardiff.ac.uk.



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Motion Requirements

When submitting a motion, the proposer must ensure it is in line with the requirements set out below. When considering a motion, it is these requirements that the Democratic Oversight Group will be reviewing against. Where a motion does not fulfil all the requirements below, it will either be rejected, or where the changes required are not substantial, the proposer will be required to make edits to their motion.

Any motion submitted to the Union's AGM must comply with the following in order to be considered:

- Motions must be relevant to students as students and be able to clearly demonstrate how the issue is of relevance to Cardiff University students. This means the actions called upon by motions must also be specific to the University environment and students as students.
- Motions cannot determine the organisation's corporate position on matters. This means motions cannot call for Cardiff Students' Union to make a statement outlining a position as an organisation (i.e. a statement which states 'Cardiff Students' Union believes...').
- Motions must be within the law and not call for or encourage any behaviour which may be considered unlawful.
- Motions cannot call for any actions which limit, restrict or reduce a student's right to free speech.
- Motion titles must be an accurate reflection of the motion resolves.
- Motions must not make or resolve to make any commercial or operational decisions for the Union or outline proposed commercial or operational activity. This includes both the introducing of and restricting of commercial and/or operational activity.
- Motions cannot make financial decisions of the Union, including the detailing of actions that require a financial commitment of the Union.
- Motions must not contradict or conflict with the Union's governing documents, or seek to use powers reserved for another body, committee, or group of the Students' Union.



It is also requirement that motions are submitted in the format as noted above.

The Students' Union reserves the right to reject a motion or suspend the progression of a motion if it is the Union's belief that the debate of such a motion may put students in danger, at risk of unlawful behaviour, or may result in democratic meetings being unsafe or unable to conduct their essential business.

Where two or more motions are considered to be substantially similar or cover overlapping matters or topics, the Democratic Oversight Group (in discussion with the Chair of AGM and Student Senate) have the right to require them to be merged or combined. This will ensure as many topics are covered as possible within the given limits.



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Challenging a Decision

If a proposer of a motion does not agree with the decision of the Democratic Oversight Group to reject their motion or require edits to their motion, they may challenge the decision.

The proposer must make their challenge by emailing agm@cardiff.ac.uk within 24 hours of them being sent the decision by the Democratic Oversight Group. The email should make clear they are challenging the decision and outline why they believe their motion is in-line with the requirements set out in this document.

The request for a review will then be sent to the independent AGM Reviews Officer alongside the original decision by the Democratic Oversight Group. The AGM Reviews Officer will then consider the request and review it against the requirements as set out in this document, as well as the Union's governing documents.

The AGM Reviews Officer will not consider their decision against previous motion decisions, what has been debated at previous Union AGMs prior to the creation of this document, or the actions or decisions of other organisations and/or students' unions.

The decision of the AGM Reviews Officer will be communicated to the proposer of the motion as soon as possible. Their decision shall be final and cannot be challenged further.

Decisions made by the Union's Board of Trustees are not subject to this challenge process.



Priority Ballot

From 10am on Monday 2nd November to 6pm on Thursday 5th November 2026, members of Cardiff Students' Union will be able to vote for the motions they wish to see debated at this year's AGM. Proposers of motions can campaign and appeal to students to vote for their motion but must ensure their actions remain lawful and within the Union and University's rules and regulations.

At the end of the voting period, the four motions with the highest number of votes will be added to the AGM agenda, appearing in the order they were voted. Any motion that does not make the top four but receives more than 25 votes will be added to a future Student Senate agenda.



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