

# Proposing a Motion to AGM

If you wish to propose a new campaign initiative, an amendment to the constitution, adding something to the policy book or anything else that relates to the Students' Union a way of doing that is to put it forward in a motion to AGM.

Submit it to: [AGM@cardiff.ac.uk](mailto:AGM@cardiff.ac.uk) as a word document.

A motion needs to follow a certain format:

## Title of Motion

### AGM Notes

1. This section, at the start of a motion, states the situation as it currently stands.
2. It needs to be written in a clear and concise way, stating the relevant information that could relate to certain parts of the constitution/ government document/University or Union policy.

### AGM Believes

1. This section states why the AGM believes that the above information needs to support the motion.
2. At this stage any facts or figures can be used to support the motion.
3. It is also possible to split the section into two sections 'AGM Believes' and 'AGM Further Believes' if there are two slants to the motion.

### AGM Resolves

1. This section allows you to state what changes you need/want to make to a certain policy/section of the constitution/campaign.
2. It should list all of the expected outcomes and actions. It is also good to include detail if there are specific people needed to do specific things.

**Proposed by:** *Your name*

**Seconded by:** *Individuals name (this can be any student at Cardiff University)*

Please see sample motion on the next page.

### Speaking at the meeting:

As a proposer of a motion you will be asked to speak for your motion at the meeting. For a maximum of 4 minutes. After that the Chair will ask if anyone wants to speak against your proposal. If they do they will also get 4 minutes.

Once the speeches for and against are done we proceed to a general discussion about the motion which will be followed by a vote.

If you have any questions about motions, or the meeting in general please get in touch!

Email: [agm@cardiff.ac.uk](mailto:agm@cardiff.ac.uk)

# Sample motion:

## Domestic Air Travel Policy

### AGM Notes:

1. Aviation currently accounts for 13% of the UK's contribution to climate change
2. Aviation is the fastest growing cause of CO2 emissions in the UK
3. Domestic flights are much less fuel-efficient than long-haul flights.
4. Train and coach travel is more environmentally friendly
5. Point C.136 of the Sound Impact Awards handbook requires an active policy in preventing domestic air travel.

### AGM Believes

1. That the Union has a duty to act responsibly with regard to environmental issues
2. That the aviation industry has a detrimental effect on the environment
3. That we should comply with all the guidelines of the Sound Impact Awards

### AGM Resolves

1. To ban all staff and student groups from using flights to destinations within the UK.

Proposed by: Jane Doe

Seconded by: Joe Bloggs