

Annual General Meeting 2025

Motion Submission

Guidance and Procedure Document



Power and Purpose

Phase 2 of the Union's Democracy Review explored the policy-making process of the Students' Union, including the way in which policy is created by the Union's Annual General Meeting (AGM). Following this, Student Senate and the Board of Trustees approved a set of recommendations, which included the creation of a guidance document providing clarity on how and what students can submit for debate at AGM.

This guidance document will provide greater clarity to students and proposers on what is allowed within the powers of AGM and what is able to be done following the approval of a motion by students. This process aims to improve the transparency of the Union overall, and ensure students are no longer voting or debating motions which may not be enacted by the Union for a variety of reasons – including the law.

Cardiff Students' Union's Annual General Meeting (AGM) is a formal decision-making body of the Union, which is prescribed by the Union's governing documents including 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.

The Union's AGM fulfils some of the duties of students' unions, defined within the 1994 Education Act and overseen by the University. This means that sometimes the Union is required to make decisions regarding AGM, the items discussed, and the way decisions are made to comply with our requirements rather than in a way which allows for the greatest amount of debate. Moreover, as a registered charity it is vitally important that the actions undertaken by the Union align with our charitable purpose and objects. As outlined in the Union's 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."*



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This guidance and procedure document is an official document of Cardiff Students' Union, outlining the required motion submission process for the Union's Annual General Meeting 2025 and is therefore a formal extension of the Notice of AGM. Any motion submitted must be in-line with the requirements set out in this document, and any motion which fails to meet the requirements as set out in this document will not be considered.

Timeline for Motion Submission

Thursday 16th October, 10am: The **motion submission portal opens** and members are able to submit the motions they wish to propose for this year's AGM.

Friday 31st October, 4pm: The **motion submission portal closes**.

Between Monday 3rd November and Wednesday 5th November: The Students' Union AGM team 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 AGM team may offer a proposer the opportunity to amend their motion to allow it to be considered. The AGM team 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 6th November. The AGM team will then communicate any final decisions regarding the progression of a motion to the priority ballot by midday on Friday 7th November. Where a proposer of a motion wishes to challenge a decision made by the AGM team, they should follow the process as outlined in the 'Challenging a Decision' section of this document.

Monday 10th 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.

Thursday 13th November, 4pm: The **priority ballot closes**.

Friday 14th November: Final **AGM agenda published**.

Thursday 20th November: **Annual General Meeting 2025**, The Great Hall (Cardiff Students' Union), 6-9pm.



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Motion Format

Motions submitted should be formatted in the standardised AGM motion format. This format focuses on three sections – AGM Notes, AGM Believes, AGM 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 it was passed. Below you can see more information regarding each section.

AGM 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.

AGM 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.

AGM Resolves

This section should take the exact action that the Students' Union 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.

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 Student Voice team by emailing agm@cardiff.ac.uk.

Motion Requirements

When submitting a motion, a proposer must ensure that the motion is in-line with the requirements set out below. When considering a motion, it is the requirements as set out which the AGM team will be reviewing a motion against. Where a motion does not fulfil all of the requirements below then it will either be rejected, or where the changes required are not substantial, the proposer will be required to make edits to their motion.



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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 any motion must also be specific to the University environment and students as students.
- Motions cannot determine the organisation's corporate positions 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 believe).
- Motions must be within the law and not call for or encourage any behaviour which may be considered unlawful.
- Motions cannot call for the restriction of any other member's rights as a member of Cardiff Students' Union.
- 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 commercial decisions for the Union or outline proposed commercial activity. This includes both the introducing of and restricting of commercial 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.

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 the Annual General Meeting being unsafe or unable to conduct its essential business.



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Where two or more motions are considered to be substantially similar or covering substantially similar matters or topics, the AGM team (in discussion with the Chair of AGM) have the right to require any set of motions to be merged or combined in order to ensure AGM is able to cover as many topics as possible within the given limits.

Challenging a Decision

If a proposer of a motion does not agree with the decision of the AGM team to reject their motion or require edits to their motion, then the proposer may challenge the decision.

The proposer must make their challenge via emailing agm@cardiff.ac.uk within 24 hours of them being sent the decision by the AGM team. The email should make clear that 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 AGM team. 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, or 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 10th November to 4pm on Thursday 13th November 2025, 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's and University's regulations.



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The top 4 motions with the most votes at the end of the voting period will be added to the agenda for the meeting and will appear on the agenda in the order in which they were voted. Any motion which does not end up in the top 4 but receives more than 25 votes will be added to a future Student Senate agenda subject to agreement from the proposer of the motion.



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