**

*The who, what, when, where and how of Motions* ***– Anything that is in italic are guidelines, delete and hey-presto, you have the template of a motion****. Before putting your motion together, be sure to talk to the full-time officer team about what they’re up to, as well as looking at our* [*governing documents*](https://www.cardiffstudents.com/about-cusu/governance/mem-arts/) *to see if what you wish to achieve is in-line with our charitable objects and values as an organisation. If what you want to achieve is outside of those charitable objects, feel free to contact* *democracy@cardiff.ac.uk* *for advice.*

***Title your motion****: Tell us what the motion is about-make it snappy!*

**The Student Senate Notes**

* *What is the current situation?
Tell Student Senate and most importantly, those who don't know, what is actually happening.*

**The Student Senate Believes**

* *What is wrong?
This is your business case. Make your point. WHY should action be taken?*

**The Student Senate Resolves**

* *What action should actually be taken?
How should the situation be resolved and who should be responsible for it? When should action be taken? Tell us!*

**Proposer:** *That’s you!*

**Seconder:** *Someone who supports your motion*

*If you would like spelling and grammar checked or your motion translated from Welsh to English, please ensure it is submitted three clear days before motion deadline to* *democracy@cardiff.ac.uk**. Please find dates and deadlines below…*

|  |  |  |
| --- | --- | --- |
| **Meeting** | **Time/venue** | **Agenda/Motion Deadline** |
| Tuesday 15 November | 6pm, Room 4J | Tuesday 25 October, Midday (12pm) |
| Tuesday 6 December | TBA (Heath Park) | Tuesday 15 November, Midday (12pm) |
| Tuesday 24 January | 6pm, Room 4J | Tuesday 3 January, Midday (12pm) |
| Tuesday 14 March | 6pm, Room 4J | Tuesday 21 February, Midday (12pm) |
| Tuesday 2 May | 6pm, Room 4J | Tuesday 21 March, Midday (12pm) |