

## Rough Guide to proposing a motion

### Step 1. Complete the Motion Proposal Form outlining:

- The union notes – describe the current situation use factual information, what evidence do you have?
- The union believes – Describe the ideal outcome, what would the impact be?
- The union resolves – What course of action needs to take place to make the change happen?

**[Note: FXU staff can help you with this]**



Step 2. Hand the Motion Proposal Form into FXU and request that it is added to the agenda for the next General Meeting (UGM/AGM). Attend the meeting to highlight what change you want and why.

If the motion is requested to be considered in a General Meeting or at FXU Leadership Team Meeting:

- The FXU Motion proposal form must be signed by the proposer and at least ten seconders, all of whom must be FXU members;
- The motion must be put on the agenda for an appropriate meeting with sufficient time allowed;
- The motion will be publicised at least five working days in advance;
- The meeting shall be open for attendance by all FXU members;
- The meeting must be quorate; (50 students who are members of FXU)
- The Chair of the meeting must explain why the motion has come about as provided by the proposer and outline proceedings;
- An equal amount of time must be given to allow FXU members to argue “Against” the motion, then “For” the motion, finishing on “For” the motion by the proposer;
- A vote of all FXU members attending the general meeting or all student council members in attendance needs to be undertaken to vote for or against or abstain from the motion.
- A simple majority vote is required for the final decision;
- For either outcome, the motion should be recorded and publicised;
- If passed, this is now FXU Policy as per relevant date, i.e. either the date the motion is passed or a future date set as part of the motion. NB: motions and policy cannot be back-dated.