



Heriot-Watt University Student Union

WRITING A MOTION

*A guide for writing a motion to be submitted
at the Union's AGM*

January 2022



hwunion.com

WRITING A MOTION

When writing a motion you should always be concise and clear, think about the impact and consider if it's achievable or aspirational and whether it should be a priority.

TITLE OF YOUR MOTION

This should tell people what your motion is about.

PROPOSER

Your name and student number

SECONDER

Name of seconder and their student number

WHAT SHOULD WE DO?

Outline what you think the Union should do about the issue. These should be specific actions the FTOs or Union as a whole can do, e.g. pressuring or lobbying bodies such as the University, publicising a stance on an issue.

This should be formatted in numbered bullet points.

WHAT IS THE BACKGROUND TO THIS?

This should hold the factual information, e.g: statistics, conversations with students, government policy, news articles etc.

This should be formatted in numbered bullet points.

WHAT BELIEFS MOTIVATE THESE ACTIONS?

This should provide reasons why we should do the above. It could be a statement drawn from the facts above or anything else that provides justification including the desired impact/effects of the actions.

This should be formatted in numbered bullet points.