



*Heriot-Watt University Student Union*

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# ***WRITING A MOTION***

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

*January 2020*



[hwunion.com](http://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.*