

Heriot-Watt University Student Union AGM

12 February 2019

For guidance on the format and rules governing the Annual General Meeting, please consult Schedule 2 of the Articles. A summary format is provided overleaf

Item	Matter	Action
1.	Attendance A quorum count will be taken to check that there are 50 members present	Show of Matriculation Cards
2.	Matters Arising from Previous Minutes Minutes of the 2018 AGM shall be discussed	
3.	Adoption of Minutes Minutes of the 2018 AGM shall be voted on as a true and accurate record of the meeting	VOTE
4.	Notice of Addition of Any Other Competent Business Members may propose any other competent business by informing the Chair. Acceptance of AOCB is at the Chair's discretion	
5.	Challenges to the Order Paper Members shall be entitled to challenge the order of this Agenda by informing the Chair	
6.	Resignation and Elections	
7.	Ratification of affiliations to external organisations i. National Union of Students (NUS)	
8.	Dates to Note i. Nominations for elections open 12 th February ii. Nominations close 12pm, 27 th February iii. Voting 6 th – 8 th March	
9.	Reports i. Audited Accounts 2017-18 ii. Officer Report iii. Q&A	VOTE VOTE
10.	Motions i. Attainment Gap Policy Lapse These policies will lapse unless the AGM asks for a vote to keep them: i. Anti-Prevent Policy ii. Fair Trade Policy iii. International representation iv. Widening Access v. Zero Tolerance	VOTE
11.	Any Other Competent Business	
12.	Date of Next Meeting	

Motion process

Motions debate will follow this format. You can put your hand up to speak for or against a Motion and you can ask for more debate or any other Procedural Motion.

1. The Proposer of the Motion will speak in favour
2. The Chair will ask for any Member wishing to speak AGAINST the Motion
3. The Chair will ask for any Member wishing to speak FOR the Motion
4. The Chair will ask for any Member wishing to speak AGAINST the Motion
5. There will be extra rounds of speakers (for and against) as required either by request from Members or at the Chairs discretion
6. The Seconder will be asked to summate
7. Members will be asked to vote in the order of:
 - i. For
 - ii. Against
 - iii. Abstention
8. The Motion will either be Carried or Fall depending on the vote outcome. Carried Motions become Union Policy.

Procedural Motions

You can ask the Chair to do any of these during the AGM

1. That the motion now be put
2. That any Standing Order or any part of one may be suspended as provided below
3. That the meeting be temporarily adjourned for a specific time
4. That the motion be remitted to the appropriate Union Committee
5. That the motion be referred back for investigation or re-examination
6. That the meeting be closed
7. That the meeting be closed at a specific time
8. That the motion be voted on in parts

The Chair

The Chair of the AGM is usually the President of the Student Union. If you're not sure about something and want to ask a question, you can either raise your hand or approach the Chair to ask. The Chair is there to help Members engage with the meeting.