***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 WILL 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.*