

## Motions

Business comes before the Councils in the form of motions.<sup>1</sup>

For motions proposed by members of Councils (Sabbatical Officers, Student Representative Council and/or the Student Services Council) each motion requires a proposer to be introduced and 3 seconders before the question on the motion can be stated to the Councils.

For motions proposed by members of the Association (all matriculated students who have not opted out of membership), agenda items/motions can be submitted by petition. These motions must have the signature, name and matriculation number of 25 currently matriculated students. More details can be found later in the document.

## Notice

Ordinarily, a motion must be submitted to the Chair no later than 72 hours prior to the time specified for the convention of a regular meeting. Unless otherwise stated, all business should be submitted to the Association Chair ([sachair@st-andrews.ac.uk](mailto:sachair@st-andrews.ac.uk)) by 5:00pm on the Friday of the week before the Tuesday meeting. The Councils agenda is compiled and distributed on the Saturday preceding the meeting.

The notice deadline is not an example of procedure obstructing efficiency; instead, it protects the rights of Councils members, Association constituents, and the media to review business before it is discussed and to have the opportunity to respond to the business. When late business is accepted, it dilutes that right, and must accordingly have a suitably important justification.

## Structure

Motions should contain both a statement of how the Council will act in addition to a sufficient statement of the facts and rationale that underlie such action.

Every motion must have a title. This title should represent what the motion aims to do.

The standard format in the Councils is to list the 'notes', 'beliefs', and 'resolutions'. In that format:

- 'Notes' are statements of uncontested fact
  - This is the section in which the motion owner includes undisputed evidence that supports their motion.
  - This section is for facts and figures that council members cannot disprove.
  - When making a point in this section make sure it is 100% factual.
  - Examples of facts:

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<sup>1</sup> For the purposes of this section, a motion refers exclusively to substantive motions and excludes procedural motions.

- Scotland is a place.
    - Sally Mapstone is the Principal.
    - You can eat cake with a fork.
  - This section is the backbone of the motion’s argument and will help the owner during debate.
  - Always source facts so that the points made in the motion can be supported. Sources and resources can be cited in an attached appendix to the motion.
- Beliefs are statements of rationale or contested fact
  - This is the section in which you state your beliefs.
  - You want to tie in your beliefs to the point you are trying to make.
  - Don’t just throw in ‘This SRC believes Skyfall is a good movie if you are talking about Green Week’.
  - But you can pretty much say whatever you want if you believe that as a result of actions taken something will happen.
  - Examples:
    - This SRC believes that putting puppies in the library would make people happy.
    - This SSC believes that free champagne on Tuesdays would make people happy.
    - This SSC and SRC believe that Dragons are the coolest mythical creature.
- Resolutions are actions to be taken.
  - This is the section in which you write what you actually want the motion to do.
  - It needs to be a definitive action, otherwise people will get confused.
  - Examples:
    - This SRC mandates the Director of Wellbeing to buy a puppy.
    - This SSC mandates the Director of Events and Services to buy a hot tub for the Main Bar.
  - This is the most important section because it will determine what actions are taken, should the motion pass.

Motions must include a review date, an in-effect date and an owner: a person or subcommittee who is responsible for its implementation.<sup>2</sup>

## Series

Since April 2013, motions have been divided into three sequentially numbered series:

- J-series motions concern joint business, which must be considered by both Councils. These are primarily amendments to the Laws and Standing Orders; however, other items of joint competency must be submitted as J-series motions as well. (NB motions which may, but are not required to be, considered by both Councils may be submitted as either J-series motions

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<sup>2</sup> Standing Orders § 7.

or S-/R-series motions). A J-series motion is considered introduced in both Councils simultaneously in its introduced form. Accordingly, a J-series motion is considered first in whatever Council is meeting next following its introduction. Additionally, any amendments adopted to a J-series motion must be either adopted by the other Council (or SAEC, *See infra*, Executive Committee). Finally, a J-series motion must be adopted by both Councils (or by one Council and SAEC, *See infra*, Executive Committee).

- R-series motions concern business in the remit of the SRC. They set Association policy on representational questions. They cannot concern matters within the SSC's remit (except where they lobby the SSC to take action thereon).
- S-series motions concern business in the remit of the SRC. They either set Association policy on matters related to facilities or services, or set policy for SSC Subcommittees. They cannot concern matters within the SSC's remit (except where they lobby the SSC to take action thereon).
- The current calendar year will always follow the series letter, followed by the number corresponding with how many motions have been presented that year. E.g. if it's 2018 and it's the first motion passed by the SRC the motion would have R. 18-1 at the very top.

The Association Chair can provide support in formulating, writing and categorising motions to put before Councils.

## Petitions

Since April 2012, 25 Members of the Association have had the right to propose motions by petition. Since April 2013, the first signatory of the petition has been entitled to full speaking rights on the motion. The first signatory does not have the right to make procedural motions related to the motion (cannot propose amendments, or move to vote) or to otherwise exercise the rights of a non-voting member.

There are no rules or conventions on the requirements of a petition (i.e. the information it must contain, electronic vs. print, etc.). It should, however, be sufficiently evident from the petition that at least 25 Members of the Association actually support the consideration of the proposed motion. It is highly recommended that the petitions follow the motions procedure detailed in this document for ease of debate in Councils.

Any additional questions can be directed to the Association Chair ([sachair@st-andrews.ac.uk](mailto:sachair@st-andrews.ac.uk)) or to relevant Councillors whose role and remit related to the topic of the petition at hand. A list of current SRC councillors is available [here](#), and a list of current SSC councillors can be found [here](#).