

A Guide to All Student Meetings

What is an All Student Meeting and why should I attend?

All Student Meetings are the highest decision making body of the Students' Union. Any member may attend and have their say, vote and get involved with the decision making and running of our Students' Union. All students have equal rights to speak and vote we would encourage you to do so. This is your best opportunity to set direction of the Students' Union and put forward your ideas to make student life better at Royal Holloway.

Procedure

There is a standing agenda for All Student Meetings here are the main ones you should know about:

1. Apologies – This is where we acknowledge those mandated students whom are unable to attend
2. Approval of the Minutes – If there is something from the minutes from the previous meeting which has been recorded incorrectly, then this is where it is brought up
3. Matters arising from the minutes – if there is anything that isn't on the agenda arising from the last meeting, but you feel should be brought up, then this is the time to do it
4. Communications and Statements – Anyone can make an announcement about any events that are being put on, or anything else they may want to communicate to the meeting
5. Sabbatical Update – Each sabbatical will highlight what they have done since the last meeting
6. Ask an Officer Anything – As it says, ask any of the elected officers anything
7. Motions – Any student can bring a motion to the meeting and this is when they are discussed and voted on. Motions can be to do with anything that the Students' Union should be working on or anything you would like to see changed at Royal Holloway. (there is a guide below to writing a motion)
8. Any Other Business – Anything else which has not been brought up in the meeting that you may wish to be discussed or noted.

How to Write a Motion

Title and Type (Executive, Holding, Creation of Policy, Amendment to Policy, Censure, No Confidence, Emergency) of Motion

This Union notes:

Put here in bullet points what the initial observation(s) you have made and believe need changing.

E.g.

- 1) There is a patch of grass outside the Students' Union
- 2) Sheep thrive in a grassy environment
- 3) The Students' Union currently owns no sheep

This Union believes:

Put here the reasons why you think this needs changing.

E.g.

- 7) That sheep would be an asset to the Students' Union in terms of wool supply and the boosting of student morale
- 8) That better use could be made of the grassy patch outside the Students' Union

This Union Resolves:

Put here what you wish to do in order to solve this problem

E.g.

1. For the Students' Union to buy two sheep to be installed on the grassy patch outside the Students' Union Main Building

This Union mandates:

Put here who is mandated to do what

E.g.

1. The President to buy two sheep and to install a sheep pen on the grassy patch outside the Students' Union
2. The Vice President (Education and Welfare) to look after the welfare of the sheep and ensure that their needs are catered for

Proposed: This is you

Seconded: You will need another person to second your motion before submitting it, or it can be submitted to the Executive Committee to be seconded by them (this will mean that the motion is not discussed in the General Meeting and will automatically pass, unless someone wishes it to be discussed)

Please email the final motion to Voice@su.rhul.ac.uk