

How to Write and Submit a Motion for the AGM

Make sure your topic is something that is of interest to all undergraduate students and something that is within the authority of the CSA. Try to use forethought in your motion so that others do not make amendments at the meeting to clarify the meaning. If your motion requires funding, include how your initiative will be funded. State a timeframe when applicable.

Whereas Statements

The optional use of Whereas statement(s) provides a preamble to your motion and offers background, context, and justification for your motion. More than one Whereas statement may be used but try to be brief and concise with your submission.

Examples:

Whereas the subject of tuition increases is of interest to all undergraduate students;

Whereas the CSA represents undergraduate students and has a representative on the University Board of Governors and Senate;

Motions

A motion is an action statement, usually worded as an infinitive (“To” do something) or “That” someone does something.

Examples:

Motion: To petition the Provincial Government to ...

Motion: That the CSA form a delegation to Queens Park, with participation from...

If your motion involves more than one action, the second clause will be headed as “Be It Resolved That...” (BIRT) statement. If your motion includes more than two actions, each statement after the second will be headed “Be It Further Resolved That...”. The CSA PTM will make minor edits to your submission to ensure proper format.

You are the “mover”. Please ensure you have someone to “second” your motion.

Note: Using Robert’s Rules of Order, the Chair will rule if any motion is out of order. For example, no motion is in order if it conflicts with the CSA bylaws. Also, no motion is in order if it presents that same question as dealt with earlier in the AGM.

To Submit a Motion for the Annual General Meeting:

Please send electronically in Word format to the Policy and Transition Manager:
csaptm@uoguelph.ca

Deadline: Submit your motion for the 2019 AGM by:

Wednesday, January 23, 2019 at 12 noon.