

How to Submit a Business Item (Motion)

Annual General Meeting (AGM) 2026-2027

November 18, 2026



How to Submit a Business Item (Motion) for the 2026-2027 AGM

Do you have an idea that could help the CSA achieve its mandate? Or improve our services to undergraduate students? Or strengthen the CSA as an organization?

If so, you should consider submitting a business item, in the form of a motion, to the CSA's 2026-2027 AGM for members to consider and vote on!

Meet Our Mandate & Be Clear!

Start by making sure your topic is something that could be of interest to all undergraduate students and is within the authority of the CSA to carry out. The [CSA's Mandate & Approach](#) and our [Articles of Incorporation \(Letters Patent\)](#) can assist you in determining whether your proposed motion fits our mandate.

Try to be clear in your motion, so that others do not have to make amendments at the meeting to clarify the meaning. If your motion requires funding, include how your initiative will be funded. Also include a timeframe if applicable.

Questions? Need Support?

Feel free to contact the Policy & Transition Coordinator for support in writing your motion: csaptc@uoguelph.ca.

Process of Motions During the AGM

All business, which is presented to the membership in the form of motions, must be received by the CSA Board of Directors prior to being added to the AGM agenda. Based on this requirement, which is outlined in [Bylaw 1 – Organizational, Section 9.0, Members' Meetings](#), the 2026-2027 AGM Business Item timetable is as follows:

President's Notice: Call for AGM Business Items	September 23, 2026 (CSA Board Meeting)
Deadline to submit AGM Business Items (motions)	October 30, 2026 at 5pm

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AGM Agenda to be received by the CSA Board of Directors	November 11, 2026 (CSA Board Meeting)
AGM Agenda Package available to public	November 12, 2026
AGM date	November 18, 2026

All member motions received by the Board according to the timetable above will be added as Business Items to the AGM agenda. When your prepared motion (business item) comes up on the agenda, your motion will be projected on the screen by the Policy & Transition Coordinator for all members to see. Your name will already be on the prepared motion as the “mover” and the Chair will read the motion verbatim to members.

After reading your motion, the Chair will verify if you would like to move the motion. After you confirm to the Chair that you would like to move the motion, the Chair will ask for a seconder. It's always best to have someone that is informed on your motion, and that you spoke to before the AGM, to act as the ‘seconder’ to your motion. If your motion does not receive a seconder, then the motion fails, and the Chair will move onto the next item of business, without discussion.

Once your motion has been moved and seconded, the Chair will ask you if you would like to ‘motivate’ your motion. This is your opportunity to explain to members why your motion is important, how it fits the mandate of the CSA and/or the interests of all undergraduates at the University of Guelph, and why members should vote to approve it.

The Chair will then open discussion of the motion to all members. Members then have an opportunity to discuss your motion and can ask questions or propose amendments to it.

Once all members are satisfied with the wording of the motion, a vote is taken. If a more than 50% of members vote to approve your motion, then it is approved (“carried”).

Please note that the Chair will rule if any motion is out of order by using Robert’s Rules of Order and the [CSA’s Rules of Order](#). For example, a motion is out of order if it conflicts with the [CSA bylaws or policies](#), its’ requested action falls outside of the CSA’s authority, or if it presents the same question (topic) already dealt with earlier in the AGM.

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How To Submit a Motion for the Annual General Meeting:

Please send electronically in Word format to the Policy and Transition Coordinator:

csaptc@uoquelfh.ca

Deadline for Motions

Submit your Business Item (motion) for the 2026 AGM by:

Friday, October 30, 2026 by 5:00 pm

Drafting Motions

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. Whenever appropriate, add references to data or research that supports your statement of need in the Whereas statements.

Example Whereas Statement:

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

Motion

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 a **"FURTHER** that..." statement.

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Please note that the CSA Policy & Transition Coordinator (PTC) reserves the right to make minor edits to your submission and ensure it's in the proper format. All edits will be sent back for final approval before publishing.

Additional Resources

Please use the **2026 AGM Motion Formatting & Examples** document to help you craft your motion.