



msvusu

MOTION WRITING: AGM

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MOTIONS FOR THE 2020-2021 AGM

- Any student may submit a motion.
 - Email to sucomm@msvu.ca
 - Due January 25th, 2021.
- Motions can be put forward to;
 - *Address a current issue or event*
 - *Direct an action*
 - *Form a committee*
 - *Create a campaign*
 - *Create or change an operation*
 - *Change a policy, by-law, or the constitution*



WHAT IS A MOTION?

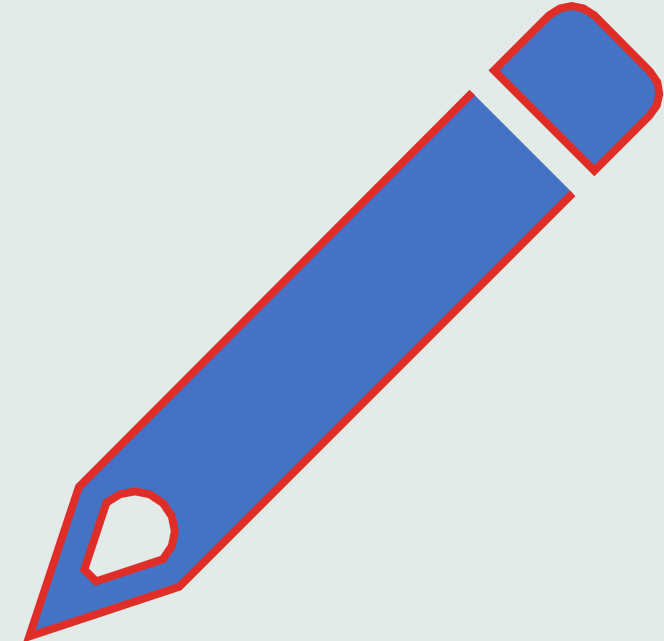
- Motions are a way to formally propose an action
- There are multiple types of motions
 - Procedural Motions
 - Main Motions
 - Amendments
- Procedural Motions are used to conduct the meeting smoothly. They are specific and address issues with the meeting itself. You will learn more about procedural motions during the Robert's Rules workshop during the AGM.
- Today, we will learn how to write and amend Main Motions

COMPONENTS OF A MOTION

- A main motion consists of two clauses
 - **Whereas** clauses provide context to your motion.
 - Provide information on why the motion is necessary
 - Avoid using jargon or acronyms when possible
 - These should be easily understood by the student body
 - These are non-binding
 - **Be it resolved** clauses
 - Direct a specific action
 - Must be clear and complete
 - Are binding

SAMPLE MOTION

- Whereas it is essential that MSVUSU members be able to write effective motions for the Annual General Meeting; and
- Whereas a workshop may be an effective way to introduce motion writing to MSVUSU members; therefore
- Be it resolved that the MSVUSU hold a motion writing workshop; and
- Be it further resolved that this workshop cover motions to Direct an action, Form a committee, Create a campaign, Create or change an operation, and Change a policy, by-law, or the constitution at a minimum; and
- Be it further resolved that this workshop be held on Friday January 22th, 2021.



CLEAR AND COMPLETE

- A motion's 'Be It Resolved' clauses need to contain all the information required to direct the action you are looking for
 - What needs to be done?
 - Who should do it?
 - When is it due?
- There are a few key reasons you may write a main motion.
 - *Address a current issue or event*
 - *Direct an action*
 - *Form a committee or working group*
 - *Create a campaign*
 - *Create or change an operation*
 - *Change a policy, by-law, or the constitution*

COMPARING CLAUSES

Vague

- Be it resolved that the MSVUSU hold events to improve mental health on campus.

Clear

- Be it resolved that the MSVUSU hold online social events to improve mental health on campus; and
- Be it further resolved that these events occur at least once a month for the remainder of the 2020-2021 academic year; and
- Be it further resolved that the VP Student life will plan these events in consultation with the President, Chief Financial Officer, General Manager and the director of counselling services; and
- Be it further resolved that the VP Student life will report to council each month on this initiative; and
- Be it further resolved that the \$2000 from the general campaigns budget line be allocated to this initiative; and
- Be it further resolved that the first event be held no later than January 15th, 2021.

TRY CRAFTING A MOTION TO DIRECT AN ACTION

Whereas

- What problem am I trying to solve?
- Who will benefit from my motion?
- What background information do people need to understand my motion?

Be it resolved

- What do I want done?
- What are the minimum requirements?
- Who should do it?
- Does this require consultation, if so, with who?
- Does this require money, if so, how much and from what budget line?
- When do I need this done by?

COMMITTEES & WORKING GROUPS

A committee can be created in 2 ways.

Amending By-Law III:
Committee Terms of Reference

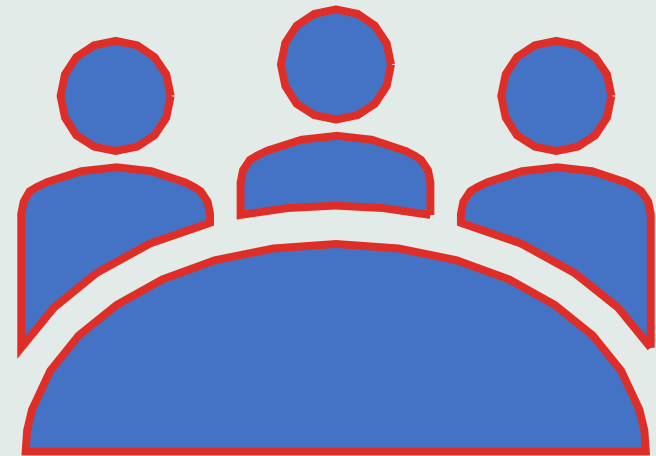
Passing a motion served with
due notice

Standing committees are ones that are permanent. These are all contained in By-Law III.

Special committees are created for a specific purpose, and only exist as long as they are needed.

COMMITTEES & WORKING GROUPS

- Special committee motions contain
 - Be it resolved that the MSVUSU form a special committee entitled “[committee name]” hereafter referred to as “the committee” to address [current issue].
 - Be it further resolved that the committee be comprised of the following positions
 - List all the positions. It is important to designate a chair.
 - Be it further resolved that the committee [add a mandate]
 - Be it further resolved that the committee chair report back to council [how and how often]





THINGS TO CONSIDER FOR COMMITTEE & WORKING GROUP MOTIONS

- Add as many mandates as you need to fully describe the scope of work you want the committee to perform.
- If the committee needs to view confidential information, it is a good idea to say that the committee will have access to this information.
- Try to make the committee membership representative. Adding members at large is a good way to do this.
- Also think about who you want to staff your committee. The default is that people are appointed either by their position (ex. President), or by a vote in council. Chairs can also appoint people, but this will need to be specified in your motion.

ADDRESS A CURRENT ISSUE OR EVENT

- Motions can be used to address current issues.
- This may include directing the MSVUSU to
 - make a public statement,
 - take a formal position on an issue,
 - engage in advocacy on an issue, or
 - take some action/actions you believe will address the issue or event.

CREATE A CAMPAIGN

- Campaigns are large scale, deliberate collective action and lobbying used to address an issue or raise awareness on something.
- When defining the campaign, you want created,
 - think about the minimum requirements for success, and
 - the position you want the campaign to come from.
 - be sure to describe the specifics in your be it resolved clauses.
- For example.
 - You may wish for the MSVUSU to create a campaign that seeks to improve online course delivery.
 - a campaign to improve online course delivery may require the MSVUSU to conduct surveys on the topic, and
 - educate students faculty and staff on the results.

CREATE OR CHANGE AN OPERATION

- Operations are services provided to you by the MSVUSU. These include the Fountain Play Center, The Food Bank, The Hub, and others.
- If there is an operation missing that you would like the MSVUSU to create and run,
 - include information on what the operation should do,
 - the goal it seeks to accomplish, and
 - any specific things you want included in the new operation.
- If there is an existing operation, and there is something about it you want changed,
 - name the operation and
 - describe the change fully in your motion.

CHANGING POLICY, BY- LAWS OR THE CONSTITUTION

- The Constitution and Policy Planning Committee (CPP) Is responsible for writing all changes to the Constitution, By-laws and Policies
- Motions from CPP will have fully written texts that will be adopted in these documents.
- These motions will also come with an original, tracked changes, and clean version of the document being changed. (These help you see what is different in the new proposed version)
- Due Notice
 - Policy Changes require 48h notice provided the change has been approved through CPP.
 - Bi-Law changes require a first reading at an SRC meeting at least 10 days before and with public notice at least 5 days before voting on the change.
 - Constitutional amendments require two readings at an SRC meeting separated by at least 5 days, and at least 5 days public notice of the vote.
- By-law and Constitutional changes are 'Special Resolutions' and so must be voted on at a General Meeting (all members present can vote) and receive a three fourths majority to pass.
- Policy changes are voted on at SRC meetings and require 50% +1 of councilors present to pass. A policy change may also be brought to a general meeting, but this is not required.

POLICY, BI-LAW, AND CONSTITUTIONAL CHANGES

- All changes to the Constitution, By-Laws, and policy need to be reviewed by the Constitution and Policy Planning Committee (CPP) before they are finalized.
- There are two ways to direct a change to these documents;
 - By recommending a change in general terms,
 - By recommending a specific change to the text.
- If your motion passes, CPP will make all necessary changes to the documents, and bring them to a subsequent meeting for approval.

CHANGES IN GENERAL TERMS

- Think about what you want to achieve, and how you want it achieved.
- For example.
 - Be it resolved that CPP be directed to draft a new policy governing food & beverage service by the MSVUSU; and
 - Be it further resolved that all servers be certified with safe serve; and
 - Be it further resolved that the policy follows all provincial food safety guidelines.
- For example.
 - If you wanted council members to have regular online office hours, you could propose a motion requiring council members to hold office hours.
 - Be it resolved that council members be required to hold regular office hours; and
 - Be it further resolved that CPP be directed to amend or create the necessary governing documents to include this requirement.
- If you want a new By-law to address an issue, you can also use a motion of this form;
 - Be it resolved that CPP be directed to draft a By-Law addressing/requiring ...

SPECIFIC CHANGES TO THE TEXT

- You can direct the amendment or creation of a governing document by recommending a specific text for the change.
- If the motion passes, CPP would review the recommended changes and bring them to a subsequent meeting for approval.
- The Be it resolved clauses for these motions would read
 - Be it resolved that By-Law ___ be created/amended to address _____; and
 - Be it further resolved that the following text be recommended to CPP for adoption:
 - Include the full By-Law text including any changes you want made.
- It is important that the Whereas clauses for these motions
 - identify the section of the By-Law that is being changes,
 - how it is being changed, and
 - why the change is necessary.

KEEPING TRACK OF MOTIONS IN MEETINGS

- Motions are binding, and therefore, we must keep accurate records of motions.
- The binding record of a motion is in the minutes of the meeting it was passed in.
- Motions are assigned numbers, based on the date of the meeting, and the order in which the motions were passed.
- MM/DD/YYYY:01
- Amendments:
- Any time we are debating a motion you may want to amend it.
- Amendments are new motions, and so need to be written out (We will wait in a meeting if someone is writing an amendment out).
- Amendments must be German to the main motion
- Amendments are debated and voted on before debate resumes on the main motion. You will learn more about this later.
- MM/DD/YYYY:01:A1

WRITING AMENDMENTS

- Friendly amendments
 - Fix things like typos, or other small issues.
 - Can be passed by unanimous consent.
- Other amendments
 - either adjust, add or delete clauses to make a motion better.
 - They must be inline with the Main motion's original intent.
- Example.
- Amend the following motion.
- Be it resolved that the MSVUSU donate \$100 to a 2SLGBTQIA+ charity.



QUESTIONS?

