# Annual General Meeting Handbook

Welcome to Cardiff Met SU’s Annual General Meeting. In this handbook, you will find everything you need to know about attending the AGM. This is very exciting time where you get to discuss and make decisions about the SU’s future and direction, and if you have ideas you would want to see SU implementing, you can submit a motion and attend the AGM!

## How will the meeting run?

5:30pm – The registration will open for in-person attendees, where the members of staff will need to make sure only SU members are present at the meeting.

6:00pm – The meeting will commence, once quoracy is met. Quoracy is the minimum number of students needed in order for the official business to take place. If quoracy is not met, the business reverts back to the SU’s Board of Trustees. In this case, we would not proceed with the meeting.

The chair will commence the meeting. The chair this year will be the current SU President – Natalia-Mia Roach.

The Meeting Schedule:

**Section 1 – Formal Business**

1. Reports and Accounts

2. Auditors

3. Affiliations

**Section 2 - Motions**

4. Submitted motions

## What is a motion?

A Motion is an instruction submitted by a full member (students) of the SU, that seeks to change the SU policy or mandate the officers to work and campaign on issues important to students. Motions have 3 sections:

1. Background Information

These are any facts relevant to the motion.

1. Explanation

This section contains opinion/belief of the motion proposer.

1. Resolution

These are the action that the proposer wants the SU or elected officers to take.

Each motion has a proposer and a seconder. Proposer is a student who has written the motion, and a seconder is a student who supports the motion.

## How are they debated?

1. Motion is formally moved by the proposer.
2. Seconder speaks in support of the motion – or formally seconds from the floor.
3. Debate opens to students in support and opposition.
4. Right of reply by proposer – opportunity to summarise the motion based on the contributions from speakers during the debate. The proposer has the right to decline the opportunity to respond. Voting then can commence.

The motion is first introduced by the proposer, who will get the opportunity to talk the AGM through the motion, presenting the rational for why this change is needed. The chair will then invite speakers to come forward either for or against the motion, the chair will ensure that debates are balanced in terms of for and against speakers being invited to speak, and each speaker in debate will only get to contribute once. The proposer will once again get the opportunity for a summation of the proposal. Proposer will initially **get 4 minutes to move the motion**, and all other speakers including the right of reply will be provided **maximum of 2 minutes**.

## Voting

* Every student at Cardiff Met University is automatically member of the SU.
* Only members of the SU are allowed to vote.
* Each member has one vote.
* In order to vote, you need to be registered and present at the meeting.
* You can vote by holding your card up during voting in person). Should there be no clear outcome to call the vote for or against, card votes will be collected and verified by member of staff and added up.
* You can vote For, Against or Abstain.