**Heriot-Watt University Student Union AGM**

**13 February 2018**

*For guidance on the format and rules governing the Annual General Meeting, please consult Schedule 2 of the Articles. A summary format is provided overleaf*

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| **Item** | **Matter** | **Action** |
|  | **Attendance**  A quorum count will be taken to check that there are 75 members present | Show of Matriculation Cards |
|  | **Matters Arising from Previous Minutes** Minutes of the 2017 AGM shall be discussed |  |
|  | **Adoption of Minutes** Minutes of the 2017 AGM shall be voted on as a true and accurate record of the meeting | **VOTE** |
|  | **Notice of Addition of Any Other Competent Business** Members may propose any other competent business by informing the Chair. Acceptance of AOCB is at the Chair’s discretion |  |
|  | **Challenges to the Order Paper** Members shall be entitled to challenge the order of this Agenda by informing the Chair |  |
|  | **Resignation and Elections** |  |
|  | **Affiliations to external organisations**   * + 1. Affiliation to the National Union of Students (NUS) |  |
|  | **Dates to Note**  No dates to note have been received |  |
|  | **Staff strike Action**   1. Speakers from UCU and the university have been invited 2. Q&A |  |
|  | **Reports**   1. Audited Accounts 2016-17 2. Officer Report 3. Q&A | **VOTE**  **VOTE** |
|  | **Motions**   1. Articles of Association 2. Provide restrooms suitable for everyone – able bodied or otherwise   **Policy Relapse**   1. Nestle Boycott | **VOTE**  **VOTE**  **VOTE** |
|  | **Any Other Competent Business** |  |
|  | **Date of Next Meeting** |  |

**Please make sure you collect a voucher for free pancakes**

**Served in Geordies after the AGM**

**Motion process**

Motions debate will follow this format. You can put your hand up to speak for or against a Motion and you can ask for more debate or any other Procedural Motion.

1. The Proposer of the Motion will speak in favour
2. The Chair will ask for any Member wishing to speak AGAINST the Motion
3. The Chair will ask for any Member wishing to speak FOR the Motion
4. The Chair will ask for any Member wishing to speak AGAINST the Motion
5. There will be extra rounds of speakers (for and against) as required either by request from Members or at the Chairs discretion
6. The Seconder will be asked to summate
7. Members will be asked to vote in the order of:
   * 1. For
     2. Against
     3. Abstention
8. The Motion will either be Carried or Fall depending on the vote outcome. Carried Motions become Union Policy.

**Procedural Motions**

You can ask the Chair to do any of these during the AGM

1. That the motion now be put
2. That any Standing Order or any part of one may be suspended as provided below
3. That the meeting be temporarily adjourned for a specific time
4. That the motion be remitted to the appropriate Union Committee
5. That the motion be referred back for investigation or re-examination
6. That the meeting be closed
7. That the meeting be closed at a specific time
8. That the motion be voted on in parts

**The Chair**

The Chair of the AGM is usually the President of the Student Union. If you’re not sure about something and want to ask a question, you can either raise your hand or approach the Chair to ask. They Chair is there to help Members engage with the meeting.