

PUTTING FORWARD A MOTION

It is **strongly** recommended that before contacting the General Secretary (Ben Yates) with a motion to put forward at an Student Representative Council, Ordinary General Meeting or the Annual General Meeting, you should consider following the approach set out below.

This outline aims to ensure that motions put forward at meetings have been put through an appropriate consultative process so that they can best serve our student community and keep ANUSA meetings both productive and positive. In particular, we'd love to ensure we are best supporting marginalised communities on campus in participating in great conversation about issues affecting all students.

However, this outline is by no means compulsory and your motion can still be placed on the agenda if this approach is not adhered to.

1. **Draft your motion.**

There are plenty of examples of motions in old agenda and minutes that you can find here on the ANUSA website: <https://anusa.com.au/about/meetings/>. At this stage, it certainly doesn't need to be perfect – you'll just need some idea of what you want to achieve with the motion and who it might affect.

2. **Flag your motion with the General Secretary via email.**

You should attach a draft including a preamble and the substantive motion. **Try to do this at least 5 days before the relevant meeting!** Your motion may otherwise be shifted to a later meeting.

If you'd like to consult or work with the General Secretary on the development of your motion, this could also be a great approach.

3. **Engage in a consultative process.**

You can also commence this step prior to Step 2. The table provided below should give you an idea about who you might need to speak to about your motion and how they would prefer to be contacted. When you contact those listed below you should attach, at minimum, a draft of your proposed motion.

You **do not** need the approval of those you consult with in order to have your motion put on the agenda for a meeting. However, it is **strongly** recommended that you engage in consultation in good faith with the intention of taking on constructive feedback. At the very least, this process will serve as a means of letting relevant parties know about your motion in advance of a meeting.

We also note that if you identify as a member of any of the relevant Departments, your own experience and identity may mean that you do not wish to speak with many of the people set out below before putting forward your motion. This is completely okay!

Note: Please be mindful of the way in which you consult the relevant parties. Do your best to make contact respectfully and be patient! Try not to approach those you are consulting with vague ideas but rather drafts or specific questions; they are there for feedback not to write your motion for you!

<u>Who they are/ where they're from</u>	<u>Preferred contact method</u>
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International Students' Department Officer	Slack (for SRC members) [sa.international@anu.edu.au for other students]
Queer* Students' Department Officer	Slack (for SRC members) or sa.queer@anu.edu.au
BIPOC (Ethnocultural) Students' Department Officer	sa.ethnocultural@anu.edu.au
Indigenous Students' Department Officer	sa.indigenous@anu.edu.au [Slack (for SRC members)]
Environment Collective Officer	sa.environment@anu.edu.au
Womens' Department Officer	sa.women@anu.edu.au
Disabilities Department	sa.disabilities@anu.edu.au

Other groups you might consider consulting are groups that may have particular expertise or interests in the topic such as clubs, residential hall community leaders, off-campus activist organisations and ANUSA representatives who have done relevant work in the past.

4. **Redraft!**

If you feel that you've received some feedback you'd like to take on, you can redraft your motion. If this is the case, you should pass on the updated version to the General Secretary.

5. **Await feedback from the General Secretary.**

Sometimes your motion may require legal advice or some redrafting in order to be legally or operationally sound. If this is the case, the General Secretary will keep you in the loop of any suggested revisions!

To shorten this process, here is a list of things you might like to think about:

- Defamation – are you making claims about people or organisations which cannot necessarily be substantiated with fact?
- Consistency with the ANUSA Constitution, regulations and policies – have you considered how your motion might interact with ANUSA's existing frameworks? You should particularly note this if your motion commits ANUSA to long term action.
- General law – does your motion commit ANUSA to anything which might break ACT or federal law?
- Structure and cohesiveness – do you express yourself in a clear, and concise way? Is there a way that your motion could be read which is perhaps not what you intended?

6. **Once you and the General Secretary are happy with the motion, it can be published on the agenda for the meeting.**

If there's something you'd like to change about your motion after it's been put on the agenda, that's okay! During the meeting, amendments can be moved so that you can be as happy as possible with the version of the motion put forward.