



A Guide to Motion Submission



All motions should be submitted as a document and emailed to matilda.goldman@st-hildas.ox.ac.uk by 12pm on the Saturday before fortnightly Sunday JCR meetings. Find the template document on the JCR website!

What are motions?

- Formal proposals put to the JCR to be debated in fortnightly meetings in presence of the JCR committee and members of the college JCR.
- To put forward a motion, you need someone to **second it** (back you up) and they have to be present, with you, at the JCR meeting.
- Any member of the JCR can submit a motion
- The JCR has money every term to spend on motions

An example of a motion:

Motion Title: Private suite in the anniversary building for Teabag

Proposed by: [your name]

Seconded by: [the name of the other member of the JCR who thinks your motion should pass]

This JCR notes that:

*here, you will write the reasons that led you to propose the motion, concise and factual points

1. Teabag is an essential member of St Hilda's college
2. Teabag currently only has a small cat sofa in Plodge as her living arrangements

This JCR believes that:

*here, you will write the reasons why you think the JCR should support the motion, related to the above facts, start with active verbs

1. Teabag deserves maximum luxury due to the fame and revenue she brings the college
2. Teabag deserves her privacy when she gets tired of the limelight and the exposed cat sofa doesn't offer that

This JCR resolves to:

*here, will go the desired outcome of the motion: this could be money from the motions budget or change to the JCR's policy/constitution. Remember to check the constitution beforehand to see what your motion requires to pass.

1. Give Teabag a private suite in the recently opened anniversary building

The JCR Meeting

1. During the meeting, the Vice President will read out your motion and will ask whether any member of the JCR has any **short factual questions** which you must be ready to answer:

*e.g. why a private suite
does she really need a full sized bed and room
how will she be let out (her own Bodcard of course)
Is there a spare room available (unaccounted for)
When was the cat sofa purchased*

2. Once there are no more question, or no progress is being made, they will ask whether anyone wishes to move to **general discussion**.
 - This is where questions/opinions are not short and/or factual
 - In this time, any **amendments** can be made by **any JCR member** which will be voted on
 - If the proposer (you) suggests an amendment and there is no opposition to it, it can be accepted without discussion
 - If an amendment is opposed, there will be single 1-minute speeches for and against the amendment
 - It will then require a 2/3 majority to pass
 - If it fails then unamended motion voted on

They will also ask if anyone wishes to **oppose** the motion

- No opposition → motion passes without a vote
- Opposition → proposer of motion (you) has to give a <2-minute formal speech in support of your motion

Anyone can raise points at any point

3. At any point, a member of the JCR can request a **'move to vote'** by saying it out loud
 - The VP will ask whether anyone has any opposition to this

- No opposition → move to vote
 - Opposition → single speeches, (<1 minute), in proposition and opposition of moving to vote
 - JCR vote by show of hands, must pass by 2/3 majority in order to move to vote
 - If passes → proposer (you) and one other give summary speeches and proceed to vote
 - If fails → VP must allow general discussion of motion to continue
 - If tie, VP has casting vote (on whether to move to vote)
4. At any point, any member of the JCR may call for the vote on a motion to be done by a **secret ballot**.
- call out 'secret ballot'
 - opposition → single speeches for and against
 - vote by show of hands whether to move to secret ballot
 - ¼ of room in favour → secret ballot
 - This involves lowering heads/covering eyes/paper ballot to ensure nobody is capable of seeing how others are voting
 - If fails → vote continues as usual
5. JCR members can:
- Vote for the motion
 - Vote against the motion
 - Abstain from voting
- In the event of a tied vote, the VP has the casting vote

If your motion **passes**, it will be effective immediately (unless it is a constitutional amendment)

If your motion **doesn't pass**, you can propose it again at another JCR meeting (generally with amendments), to make sure it passes.