

# STUDENT ASSEMBLY HANDBOOK

## INTRODUCTION TO STUDENT ASSEMBLY

Student Assembly is the forum for Goldsmiths students to suggest and influence key policies that shape the Union and our work. Held regularly throughout the year, the Assembly is attended by all Full-Time and Part-Time Officers who give updates on their current projects, allowing students to monitor and hold to account the Officers that they elected.

This meeting is also the home of change, where any student can bring forward a motion (an agenda of action for the Union to act upon) to be discussed, debated and voted on by every student at the meeting. If passed, motions become policies: [see our list of existing policy.](#)

If you want to see change in the Union this is the place to make it happen.

## STRUCTURE OF STUDENT ASSEMBLY:

1. Welcome and Introductions
2. Full-time officer reports (90 seconds each)
3. Questions from the floor to all elected officers
4. Motions
5. Solidarity motions
6. Any other business
7. Close

## WHAT IS A MOTION?

Motions are policy proposals that are considered at Student Assembly. Any Goldsmiths student can propose or second motions. You can help to shape Students' Union policy by submitting a motion, discussing and debating it at Student Assembly. If passed it will be passed over to the Officer Executive (the monthly meeting of all elected officers - full-time and part-time) to build a taskforce to work on its resolutions, alongside SU staff.

There are some limitations on what a motion can mandate the Union to do: all policy must be legal, especially noting charity and education laws, and take into account the powers and responsibilities of Goldsmiths SU as laid out in our Articles of Association and Bylaws.

## HOW TO WRITE A MOTION

There is no specific way we'd like you to write a motion but if you are unsure on how to do so and for a clear set out motion, here is an example method:

1. Give your motion a title.  
*The title should provide a concise summary of what the motion is about.*
2. Section one: 'This Union notes...'.  
*This section includes facts and information that can independently be seen to be true.*
3. Section two: 'This Union believes...'.  
*This section contains opinions and things that you consider to be true. Other people may disagree with this section, which can then be discussed and debated at the meeting.*
4. Section three: 'This Union resolves...'.  
*This section outlines what you want Goldsmiths Students' Union to do as a result of the motion.*
5. Optional section four: 'This Union mandates...'.  
*You can also include things that you would like specific elected officers to work on, for example calling on a specific full-time officer to work on a specific action.*

## HOW TO SUBMIT A MOTION

Motions can be submitted by [filling out this form](#) or by emailing them to [democracy@goldsmithssu.org](mailto:democracy@goldsmithssu.org). All motions must be supported by a second Goldsmiths student: your seconder.

The proposer of a motion will be expected to give a speech in support of the motion at Student Assembly where the motion will be discussed. This speech is to provide context and information for students, persuading them to support your motion. Seconders may also give speeches in support or make points from the floor.

The deadline for submitting a motion is one week before the next Student Assembly.

If you miss the deadline your motion can be submitted as an Emergency Motion six hours before the start of Student Assembly, and the Union Chair will make the decision as to whether it will be brought to the Assembly.

## HOW TO AMEND A MOTION

Motions are published before Student Assembly. If you disagree with all or part of the motion there are two things you can do: you can attend Student Assembly and speak and/or vote against it, or you can submit an amendment to change part of it.

Amendments to motions can only be submitted via [this form](#).

Any student may propose an amendment and will be given time at the Assembly to outline why they think it is necessary to make the amendment. The Union Chair will then take a vote from attendees at the Assembly to see if the amendment is accepted or not.

## WHAT HAPPENS WHEN A MOTION IS PASSED

When a motion is passed the Union must work on implementing it. The motion will also be sent to the Officer Executive for a task force of officers to be created with a full-time officer lead to ensure it is being worked on with students at the forefront.

## SOLIDARITY MOTIONS

Campaign solidarity is the part of Student Assembly where students propose and vote on causes they want the SU to show solidarity with on behalf of the student body.

A solidarity motion can include anything from supporting a strike or protest, towards a group of people or an individual, or even a particular social movement.

Campaign solidarity is proposed at every Student Assembly and gets voted on by all the students who attend. If you want to propose solidarity to a particular group or cause, email [democracy@goldsmithssu.org](mailto:democracy@goldsmithssu.org) beforehand and come to the meeting with a short speech on why it should be supported.

A list of our past solidarity motions can be found [here](#).

## MINUTES

Minutes for every Student Assembly are uploaded onto our website and can be found [here](#).