

# Guide to Writing Motions

Want to make changes around college, recognise a college society, or ask for funding for JCR projects? Any JCR member can submit a motion, to be discussed and voted on in JCR meetings, which are held every other Sunday of term.

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## What are we looking for?

(all criteria must be met for your motion to be added to the agenda)

- Individuals submitting + seconding the motion must be members of the **Somerville JCR**
- An explanation must be made how **Somerville students** will benefit from the motion - not just how the motion may benefit the University
- At least one consenting person must second the motion
- If requesting money from the JCR, the source of funding must be specified:
  - The Arts fund** (ie. for cultural projects: [a guide](#))
  - The New Motions budget** (ie. money given to the JCR by the college each year, for the purpose of funding the JCR's ordinary running expenses, funding of JCR societies and endeavours which benefit the JCR body)
  - JCR reserves** (ie. a culmination of the budgeted money that is unspent at the end of each year to supplement their running expenses, or fund large purchases) - to use this you must justify how using this money will benefit future generations of Somervillians
- There must also be a specific amount of money requested (though the JCR may negotiate to give a lower amount than you apply for)

Anyone is free to consult the treasurer on which budget would be best to apply for by contacting the email [jcrtreasurer@some.ox.ac.uk](mailto:jcrtreasurer@some.ox.ac.uk).

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Use the following template to format your motion:

## Motion to ...

### The JCR notes that:

- [Facts relating to your motion]

### The JCR believes that:

- [Beliefs relating to your motion]
- 'We should support this cause because ...'

- 'Doing this would help students to ...'
- Etc.

**The JCR resolves to:**

- [Actions you wish the JCR to take]
- 'Give £... from the New Motions budget/Reserves to ...'
- 'Mandate a JCR Officer to do ... or approach college about ...'
- 'Recognise the ... Society'
- Etc.

**Proposed by: [name]**

**Seconded by: [name of another consenting member of the JCR]**

You may have as many or as few points for each section as you need, but two or three is usually sufficient.

More examples of motions can be found in past agendas, sent to all members of the JCR on the day of each JCR open meeting.

Email your completed motion to the JCR Secretary by **midnight on the Saturday** before a JCR meeting, so that it can be added to the agenda.

A Proposer and Secunder must be present for a motion to be discussed. If the original proposer/secunder are absent, let the Returning Officer know and they can accept a substitution at their discretion.

Note:

See The JCR Constitution Art 1 Cl. 5: Required majorities

1. All matters put to a vote shall require at least fifteen votes in favour, and more votes in favour than in opposition. An abstention is not a vote in opposition.
2. In the following cases, there shall be at least twenty votes required in favour, and a two thirds majority of the voting Quorum in favour of the motion. In these cases, an abstention is not a vote in opposition but remains to be counted within the voting Quorum:
  - a) Motions of No Confidence
  - b) Emergency Motions
  - c) Motions to overturn a Ruling of the Election Tribunal
3. In the following cases, there shall be at least thirty votes in favour, and a three quarters majority of the voting Quorum in favour of the motion. In this case, an abstention is not a vote in opposition but remains to be counted within the voting Quorum:
  - a) Amendments to the Constitution
  - b) Any motion authorising expenditure of equal to or over £1000, or cumulative expenditure of equal to or over £1000 granted to one single person or group (over the course of one academic year.)

4. Any motion requiring that money be withdrawn from the reserves must pass with a majority of three quarters of those present and voting in favour.

For more detail on meeting requirements see the [constitution](#).