



# **A Guide to Making Amendments**

How to make them and what they are

To make Union Parliament a little clearer, and to create smoother running meetings, here is a guide to making amendments to proposals.

## **What is an Amendment?**

An amendment is an adjustment or altering of a Union Parliament proposal. It can take two forms, either an “add amendment” or a “delete amendment”, although knowing these terms is not important.

- An “add amendment” is one that adds an additional point, or points, to an amendment. For instance, if you feel that a proposal that is put to Union Parliament could go further with its actions or needs some additional points enhance it; you may want to create an amendment that adds something to the proposal.
- A “delete amendment” is the opposite. This is where you may wish to remove one or more of the points within a proposal. For instance, you may agree with the entire principle of the proposal, but have issue with one of the *resolves* or *believes* points.

An amendment need to be made two hours before the start of Union Parliament, so that they can be discussed at Steering Group.

## **How to Make an Amendment**

### **Before the Meeting**

Making an amendment is simple. For an example we shall use the *resolves* section of the No Platform Policy that was sent to Union Parliament in October 2010.

### **This Union Resolves**

1. Not to allow any individual who is known to hold racist or fascist views from entering Union premises.
2. Not to allow any individual who is known to hold racist or fascist views to speak at a Union event.
3. Not to allow any individual who is known to hold racist or fascist views from distributing any written or recorded material in the Union which expresses those views
4. That no elected officer of the Union will speak on a platform with an individual who is known to hold racist or fascist views.
5. That resolutions 1-4 shall be known as the Union's "No Platform Policy"
6. To incorporate the No Platform Policy into the Union's disciplinary procedure and use accordingly.

The Officers at the time took issue with point 1 of the proposal and wished to have it removed, a "delete amendment". To do this all one needs to do is highlight the point they wish remove, or even better use the "track changes" function on Word.

### **This Union Resolves**

- ~~1. Not to allow any individual who is known to hold racist or fascist views from entering Union premises.~~
- 2.1. Not to allow any individual who is known to hold racist or fascist views to speak at a Union event.
- 3.2. Not to allow any individual who is known to hold racist or fascist views from distributing any written or recorded material in the Union which expresses those views
- 4.3. That no elected officer of the Union will speak on a platform with an individual who is known to hold racist or fascist views.
- 5.4. That resolutions 1-4 shall be known as the Union's "No Platform Policy"
- 6.5. To incorporate the No Platform Policy into the Union's disciplinary procedure and use accordingly.

Then all you need to do is send your adjusted document to the Executive Secretary, Pat Newberry, two hours before the start of Union Parliament. It's that simple!

### **At the Meeting**

Before the proposal is presented to Parliament; the meeting will be presented with your amendment. The Union Speaker will then ask you to explain why the

amendment is needed and then a debate may take place before the amendment being put to the vote.

Once your amendment, or any others, has been voted on, the meeting will then carry on as usual.

If you are unable to attend the meeting in person, distance learner students being the most common example, then please feel free to send in your reasons for the amendment and the Union Speaker shall read them out on your behalf.

If you have any questions regarding amendments please do feel free to get in contact with the Campaigns & Involvement Officer:

[Campaign.involvement@le.ac.uk](mailto:Campaign.involvement@le.ac.uk)

0116 223 1125