



Guidance Notes & Template

How do I Create a Proposal to Student Parliament?

May 2010

Contents

- 1) Introduction
- 2) The Process
 - a. White Papers
 - b. Proposal
- 3) Templates
- 4) Examples of Previous Motions

Introduction

Creating a proposal to Student Parliament is your chance to implement policy for the Students' Union. These can be anything from mandating a Sabbatical Officer to push the University regarding a particular issue to proposing the Union has a particular stance on a national issue.

This guide hopes to explain and simplify the process to make it more accessible.

The Process – White Papers and Motions

This year reforms were implemented that slightly changed the method by which proposals are presented to Parliament. Under the new system a White Paper¹ is presented to Parliament the meeting prior to the motion being debated. This allows a consultation period for people to mull over and consider the issue allowing for more effective and efficient debate when the final motion is presented to Parliament.

The White Paper

A White Paper is your chance to set out the key reasons and motivation behind the motion. When presenting the White Paper to Parliament you are granted a two minute speech, which is not debated on to introduce the idea and the main points contained within the paper.

¹ A white paper is an authoritative report or guide that often addresses issues and how to solve them. White papers are used to educate readers and help people make decisions

White Paper have no set format, but there is a template available towards the latter half of this guidance document to aid presentation and contents. The most common lay out is as follows

Introduction and Background

Brief outline of the idea and policy

Context

How the issue(s) relate to the University of Leicester and/or the members of the Union

Proposed Action and Summary

What the Union needs to do about the issue

The Motion

For this example we will consider the issue:

"The Union should push the University for better facilities for economics students"

Then all you need to do is have a few facts giving some background to your motion. You then place these under heading of *"This Union Notes"*.

For example;

This Union Notes

- Economics students have to buy four books costing £30 each per term
- The University of Leicester has a commitment to widening participation in higher education

The second part of the motion you state certain beliefs that the Union should hold. For instance:

This Union Believes

- Many of these books bought will never been used again once the module is over.
- This process creates inequality across the year group as the poorer students who cannot afford to spend £120 per term get left behind.

Finally, you write what action you wish the Union to take, under a heading of *"This Union resolves"* as follows:

This Union Resolves

- That we should push the University and the Economics Department to offer a far greater amount of economics textbooks to be in the David Wilson Library.
- The Academic Affairs Officer and the President of the Economics Society should be mandated to achieve this.
- The two named officers to present a report at the next council on progress on this issue, and every council thereafter until the motion is achieved.

DONE!

Just make sure that your motion gets to the executive secretary (Pat Newberry pnm2@le.ac.uk) one week before the date of the council meeting you want the issue debated at.

You'll also be given the opportunity to give a 2 minute speech to propose your motion before the debates starts - it is a great time to gain some votes.

Still unsure? Contact the Campaigns & Involvement Officer, Owen Jones. He'll explain it all to you; it's his job!! Remember - you don't have to be elected to put a proposal to council.



[Insert Motion Title Here]
White Paper

[Your Name Here, and position if applicable]

[Date, Month and Year]

Motion – [Insert Title Here]

This Union Notes

(Facts about the policy)

This Union Believes

(Beliefs the Union should hold over the matter)

This Union Resolves

(Action to be taken)

Proposed by

[Your name, and title if applicable]

Seconded by (optional)