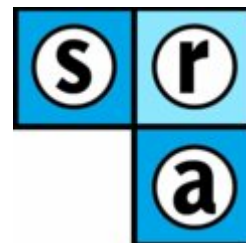


STUDENT RADIO ASSOCIATION AGM 2008 GUIDANCE NOTES



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Date & Location

The 2008 Annual General Meeting of the Student Radio Association Ltd. will be held at the University of Bath on Wednesday 19th March. The time will be confirmed via the SRA website as soon as possible. Admittance is free, but please inform the Secretary & Finance Officer (Heather Davies – secretary@studentradio.org.uk) if you are planning on attending the AGM but not the conference (as arrangements will need to be made to sign you in)

AGM Timetable:

Motions / Proposals / Reports Deadline – Friday 7th March

Agenda Published – Monday 10th March

Annual General Meeting – Wednesday 19th March

Elections:

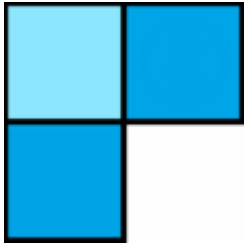
Elections for the 3 following positions will be held at this year's AGM. For more information please see the separate documentation.

- Chair (Exec) (Starting ASAP!)
- Development Officer (Exec) (Starting July)
- Events Officer (Exec) (Starting July)
- Marketing Officer (Exec) (Starting July)
- Secretary (Exec) (Starting July)
- Treasurer (Exec) (Starting July)
- Music Officer (Administrative) (Starting April)
- Technical Officer (Web) (Administrative) (Starting April)
- Publicity & PR Officer (Administrative) (Starting ASAP)

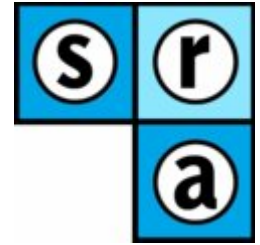
- 7 x Regional Officer Positions (Starting April)

AGM Regulations

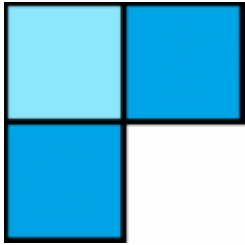
- 1 All General Meetings will be chaired by the Chair of the Student Radio Association except in their absence in which case they will appoint another member of the Executive to take on the role of acting chair.
- 2 The business of all General Meetings will be recorded by the Secretary and Finance Officer.
- 3 At the beginning of a meeting, the chair should appoint a deputy chair and a teller.
- 4 The chair may not speak or make any comment other than on the conduct of business while in the chair.



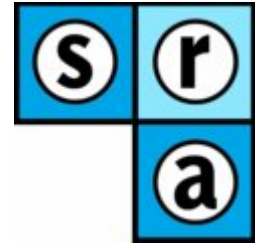
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- 5 The chair shall not normally vote except that (s)he must give a casting vote where voting is tied.
- 6 A motion challenging a ruling of the chair can be made at any point by any member indicating orally that they wish to make such a challenge. The procedure for debating such a challenge is as per point 7. Where the challenge is successful, the ruling of the chair shall be reversed.
- 7 The procedure for challenging a ruling of the chair shall be as follows:
 - a) Speech by the Challenger – 2mins
 - b) Speech by the Chair – 2mins
 - c) Voting
- 8 The Chair will hand over to the deputy chair if:
 - a) A motion of censure against him / her is being moved
 - b) A motion challenging his / her ruling is being moved
 - c) He / she wishes to participate in the debate
- 9 Where the chair has been surrendered temporarily to the elected deputy, the deputy will take on the role of chair and act in accordance with points 4 and 5 above.
- 10 Only Station and Individual members are entitled to vote at a General Meeting. It is the responsibility of the appointed teller to issue valid voting cards to legitimate voting members.
- 11 The quorum for a General Meeting shall be one half of all fully paid up station members.
- 12 The following majorities are required to secure a decision of a General Meeting:
 - a) Ordinary Motion – 50% + 1 of voters.
 - b) Recall Motion – Two-thirds of voters.
 - c) Ratification of Decisions – 50% + 1 of voters.
 - d) Policy Lapse – 50% + 1 of voters.
- 13 It is the responsibility of the teller to count and record the result of votes, which will be passed to the Chair and recorded by the Secretary & Finance Officer in the minutes of the meeting.
- 14 The order of business at a General Meeting shall be as follows:
 - a) Apologies for Absence
 - b) Appointment of a Deputy Chair
 - c) Minutes of the Previous Meeting
 - d) Correspondence
 - e) Officers' Reports and Questions
 - f) Presentation of Accounts
 - g) Elections
 - h) Project Proposals
 - i) Recall Motions
 - j) Ordinary Motions (discussed in the order in which they were submitted)
 - k) Policy Lapse
 - l) Any Other Business
- 15 Ordinary Motions and Motions of Recall must be submitted to the Chair at least 7 days prior to the date of the General Meeting.
- 16 The procedure for discussing ordinary motions shall be as follows:
 - a) Speech by the Proposer – 4mins
 - b) Speech in opposition – 4mins
 - c) Questions (made through the chair) – 4mins
 - d) Additional speech for / against the motion – 4mins each.
(These will be at the discretion of the chair)



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- e) Summary against the motion by the 1st opposition speaker. – 2mins
 - f) Summary for the motion 2mins
 - g) Voting
- 17 The procedure for discussing a motion of recall shall be as follows:
- a) Speech by the Proposer – 6mins
 - b) Speech by the subject – 6mins
 - c) Voting
- 18 All motions and amendments must have a proposer. This can be any member station or individual member of the Student Radio Association.
- 19 Amendments to any motion must be submitted in writing to the chair prior to the commencement of summarisation for / against a motion.
- 20 An amendment may alter any point in the original motion, providing it does not result in a motion which directly contradicts the intention of the original motion.
- 21 The proposer of the original motion may agree to accept any amendment. In this case the amendment will be incorporated into the original motion. If the amendment is not accepted by the proposer of the original motion, it will be discussed as per point 22. If a vote to accept the amendment is successful it will be incorporated into the original motion.
- 22 The procedure for discussing an amendment shall be as follows:
- a) Speech by the Proposer – 2mins
 - b) Speech by the Original Motion Proposer – 2mins
 - c) Voting
- 23 A motion should be structured as follows:

Section 1 – The SRA Notes:

In this section the proposer will highlight factual information relevant to the policy being proposed.

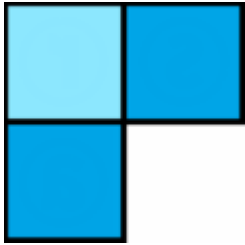
Section 2 – The SRA Believes:

In this section the proposer will highlight the stance that they believe the SRA should take on an issue, in relation to the facts presented in section 1 of the motion.

Section 3 – The SRA Resolves:

The final section will highlight the steps that the proposer believe the organisation needs to take to meet the beliefs presented in section 2 of the motion. Any resolutions listed in this section will become policy of the Student Radio Association.

- 24 All present at a General Meeting are expected to maintain good order. No person should interrupt any other when they are speaking with the exception of the chair. The chair will invite individuals to speak at his / her discretion.
- 25 The chair may eject from the meeting any person who acts in a way which is detrimental to the conduct of the meeting.



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Writing A Motion

A motion is a written statement of policy which becomes appended to the Association's Constitution once passed at a General Meeting. Officers of the Association must abide by any such policies for the duration that they are active, and must achieve any tasks for which they have been mandated within a specified time frame.

A motion is laid out in three parts as shown in point 23 above. A motion should always commence with a section sub-headed 'The SRA Notes', which will include factual information relating to the specific issue being tackled by the motion. E.g.

The SRA Notes:

- 1) That 56% of Student Radio Stations broadcast online without obtaining a license from PPL.
- 2) That Student Radio Stations are increasingly looking to broadcast online as a preference over other platforms.

The next section of a motion, 'The SRA Believes' highlights the position which the proposer feels the SRA should take as a result of the statements laid out in section 1. E.g.

The SRA Believes

- 1) That Student Radio Stations need to be better informed about licensing requirements.
- 2) That the licensing organisations have a role to play in ensuring stations are aware of the required licenses, and understand fully the license conditions.

Finally, the third section of the motion brings together the first two sections and details the actions which the proposer feels the SRA should take to address the items previously highlighted. E.g.

The SRA Resolves

- 1) That the Chair be mandated to arrange regular meetings with the relevant licensing organisations in order to better enable effective communication.
- 2) That the Development Officer be mandated to organise and promote a licensing workshop for Station Managers.

The Resolves section can contain pretty much anything, but should be realistic and achievable if the motion is to have value. A motion can mandate an Officer of the Association to undertake a certain activity, it can instruct the Exec as a whole to carry out their official business in a certain way and it can even suggest changes to the constitution (note that any constitution changes would be referred back to the Exec to be drafted before being formally implemented).

If you are considering writing a motion and require any help or guidance, please contact Matt via development@studentradio.org.uk.