**How to write a motion?**

To save time and confusion, there is a format that can be followed in order to create a motion and is divided in three sections, which go as:

Motion Title:

1. Students’ Union Council notes: (Factual)

*(For example: CCSU is a charity that works in the favour of CCCU students)*

1. Students’ Union Council believes: (Opinion)

*(For example: To provide societies/ sports opportunities so that students can make the most of their University life)*

1. Students’ Union Council Resolves : (Suggestion)

*(For example: To mandate the President to ensure that sporting/ non-sporting activities are provided to students)*

The above shows a style that can be adapted when writing a motion, however it is not compulsory in order to write in this way.