**RESOLUTION**

**SUBMISSION FORM**

The deadline for submitting a resolution is **24:00 on 22 March 2020.**

**PROPOSER’S CONTACT DETAILS**

**Note:** *You must be contactable via the details provided (or provide an alternative contact) between 24 to 27 March 2020 in case the Standing Orders Committee needs to discuss your resolution with you. If you are not contactable you run the risk of your resolution being amended without your knowledge if it does not meet the guidelines below. If you require any help in completing this form, please contact* [soc@amnesty.org.uk](mailto:soc@amnesty.org.uk) *as soon as possible.*

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Town |  |
| Postcode |  |
| Telephone Number |  |
| Email |  |
| Membership Type |  |
| Membership Number[[1]](#footnote-1) |  |
| Affiliate/Group Name[[2]](#footnote-2) |  |

**SUPPORTER’S CONTACT DETAILS**

Only complete this section if you are submitting this resolution as an Individual or Family Member.

To submit a resolution, **Individual and Family Members** require the support of either:

* five other Individual or Family Members (or a combination thereof) or
* a Youth Group, Local Group, Student Group or Affiliate Member.

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| --- | --- |
| Full Name of Supporter (1) |  |
| Address |  |
| Town |  |
| Postcode |  |
| Telephone Number |  |
| Email |  |
| Membership Number[[3]](#footnote-3) |  |

|  |  |
| --- | --- |
| Full Name of Supporter (2) |  |
| Address |  |
| Town |  |
| Postcode |  |
| Telephone Number |  |
| Email |  |
| Membership Number[[4]](#footnote-4) |  |

|  |  |
| --- | --- |
| Full Name of Supporter (3) |  |
| Address |  |
| Town |  |
| Postcode |  |
| Telephone Number |  |
| Email |  |
| Membership Number[[5]](#footnote-5) |  |

|  |  |
| --- | --- |
| Full Name of Supporter (4) |  |
| Address |  |
| Town |  |
| Postcode |  |
| Telephone Number |  |
| Email |  |
| Membership Number[[6]](#footnote-6) |  |

|  |  |
| --- | --- |
| Full Name of Supporter (5) |  |
| Address |  |
| Town |  |
| Postcode |  |
| Telephone Number |  |
| Email |  |
| Membership Number[[7]](#footnote-7) |  |

**PRE-SUBMISSION CHECKS**

You must have read the Resolution Submission Guidelines (see the next page) before submitting your resolution. Have you done so? Yes  No

Are you happy for your telephone number and email to be passed on to members unable to attend the AGM?[[8]](#footnote-8) Yes  No

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Submission Date:

|  |
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Meeting date when the resolution was passed:[[9]](#footnote-9)

**RESOLUTION TITLE**

Maximum 20 words.

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**RESOLUTION SUMMARY**

Please provide a one sentence description of your resolution.

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**RESOLUTION TEXT**

Write or type your resolution text below. Maximum word count **200 words or fewer.**

*To help you calculate the number of words, select the text in a Word file. The number of words is displayed in the bottom left-hand corner.*

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**BACKGROUND NOTES TEXT**

Write or type your background notes below. Maximum word count **400 words or fewer.**

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|  |

**SUBMITTING THE RESOLUTION**

Send the completed form using one of the methods below:

**Post:**

Michelle O’Keeffe

Amnesty International UK Section

The Human Rights Action Centre

17-25 New Inn Yard

London EC2A 3EA

**Email:**

agm@amnesty.org.uk

**RESOLUTION SUBMISSION GUIDELINES**

We want members to have an opportunity to raise issues at the AGM and get the most from the debate. To help us, please ensure you have worded your resolution correctly. To help, here are some guidelines.

**A resolution MUST**:

* Start with an action statement (e.g. ‘This AGM instructs / decides / call on…’).
* Ask the Amnesty International United Kingdom Section to take action on either an issue relevant to the:
  + Wider international movement (e.g. developing policy on Female Genital Mutilation).
  + UK Section (e.g. creating an AGM decision reporting the mechanism).
* Be brief and to the point.
* If a timescale forms part of the resolution, it must be specific (e.g. ‘by the 2019 AGM’).

**A resolution MUST NOT:**

* Instruct the Amnesty International United Kingdom Section Board to undertake action outside its power and remit. If in doubt, consult the Standing Orders Committee before submitting your motion.[[10]](#footnote-10)
* Contain phrases like ‘This AGM notes / acknowledges / agrees / reaffirms…’. Such content is better placed in the Background Notes.
* Contain wording from previous Amnesty International United Kingdom Section or International Council Meeting resolutions. It is better to reference them by name (e.g. ‘The 2013 ICM decision 2: Restricted Giving’).
* Ask the Amnesty International United Kingdom Section board to implement something that was defeated at the previous AGM.
* State opinion as fact.

**A background note:**

* Adds context and understanding to the resolution. For example, it can include references to:
  + Previous Amnesty International decisions.
  + Facts and figures.
* Should not contain wording from the previous Amnesty International United Kingdom Section or International Council Meeting resolutions. It is better to reference them by name (e.g. ‘The 2013 ICM decision 2: Restricted Giving’).
* Must not include an argument in support of the resolution. The Standing Orders Committee has the power to delete material that in its opinion is in breach of this rule.
* Is not compulsory.

**In addition we strongly recommend that:**

* Your resolution has been discussed with the Country Coordinator if calling for a country-related campaign.[[11]](#footnote-11)

**FREQUENTLY ASKED QUESTIONS**

**Do the Proposer and Seconder have to attend the AGM?**

It is in your interests to attend the AGM if proposing a resolution, but you do not have to. Provided the Standing Orders Committee has been notified in advance, you can nominate another member to propose the resolution on your behalf. Remember that your motion can be amended at the AGM. Ensure you nominate someone on the same wavelength as you. Seconders do not need to attend the AGM.

**Do I need to consult with anyone before submitting my resolution?**

If your resolution is country-related, you are strongly advised to consult with the AIUK Country Coordinator. This ensures your suggested policy is not detrimental to that country’s campaigning.

In addition, it can often be useful to consult with the Standing Orders Committee. This can avoid any last-minute problems which could result in the resolution not being submitted for debate. If you need any clarification or information, contact the SOC on [soc@amnesty.org.uk](mailto:soc@amnesty.org.uk).

**What happens after I have submitted a resolution?**

Amnesty will confirm receipt of your email within five days. If there is more than one resolution on the same topic, the Standing Orders Committee has the power to ‘composite’ them into a single resolution. If your resolution is affected, the Standing Orders Committee will work with you to agree the wording. Once accepted, your resolution is placed on the AGM’s agenda and is debated in a plenary session.

The SOC will also check that your resolution meets the word limits and formatting requirements of the AGM papers and remove any non-factual information. Where minor changes to the text could better align the resolution with existing AIUK strategic direction the SOC may suggest that the proposer discuss their resolution with a Board Member. However, the proposer is under no obligation to talk to the Board or make amendments as a result of any such conversation.

**What majority is required for a motion to pass?**

All resolutions (except constitutional amendments and special resolutions) require a simple majority. Constitutional amendments and special resolutions require a three-quarters majority.

**Are there exceptions to the AGM resolution deadline?**

The only exception is for emergency resolutions. These are resolutions that relate to something that has arisen after the deadline for resolutions has passed. As such, they could not have been raised in time. The deadline to submit an emergency resolution is the start of the first plenary session at the AGM.

**What happens to my resolution at the AGM?**

Debating, amending and voting on resolutions are the means by which the AGM makes good policy decisions. This process generates informed discussion among the membership; a crucial aspect of AIUK’s democracy. Resolutions (except constitutional amendments / special resolutions which cannot be changed) may be changed by amendments submitted by the other members at the AGM, so long as the change does not materially alter the scope of the resolution. Each amendment is debated, and if passed becomes part of your resolution.

**What happens to my resolution after the AGM?**

If your resolution is passed, the AIUK Board has a duty to ensure it is acted upon. An AIUK Board Member is appointed to ensure it is, and to communicate with the resolution’s proposer. A report is issued prior to the next AGM detailing the progress of its implementation.

**Is all Amnesty International UK Section policy agreed by AGM resolutions?**

No. Resolutions are not the only means for you to raise concerns or stimulate debate. In fact, in some instances, they may not be the most appropriate. Other opportunities for discussion exist throughout the AGM (e.g. workshops and meetings). Additionally, members of the AIUK’s staff and governance bodies (i.e. the Board and its Sub-Committees) attend the AGM and are clearly visible. They are available for you to informally discuss anything you wish to raise with them.

1. Only complete this field if you are submitting the resolution as an Individual or Family Member. Contact the Supporter Care Team on (020) 7033 1777 if you don’t have your membership number. Note: you must also complete the Supporter’s Contact Details section. [↑](#footnote-ref-1)
2. Only complete this field if you are submitting the resolution as an Affiliate or Group. [↑](#footnote-ref-2)
3. Only complete this field if you are submitting the resolution as an Individual or Family Member. Please enter the Supporters membership number. The Supporter should contact the Supporter Care Team on (020) 7033 1777 if they don’t know their membership number. [↑](#footnote-ref-3)
4. Only complete this field if you are submitting the resolution as an Individual or Family Member. Please enter the Supporters membership number. The Supporter should contact the Supporter Care Team on (020) 7033 1777 if they don’t know their membership number. [↑](#footnote-ref-4)
5. Only complete this field if you are submitting the resolution as an Individual or Family Member. Please enter the Supporters membership number. The Supporter should contact the Supporter Care Team on (020) 7033 1777 if they don’t know their membership number. [↑](#footnote-ref-5)
6. Only complete this field if you are submitting the resolution as an Individual or Family Member. Please enter the Supporters membership number. The Supporter should contact the Supporter Care Team on (020) 7033 1777 if they don’t know their membership number. [↑](#footnote-ref-6)
7. Only complete this field if you are submitting the resolution as an Individual or Family Member. Please enter the Supporters membership number. The Supporter should contact the Supporter Care Team on (020) 7033 1777 if they don’t know their membership number. [↑](#footnote-ref-7)
8. Members can appoint a proxy to vote on their behalf. If a member doesn’t know anyone attending the AGM but wishes to support a resolution, we help facilitate this by putting them in touch with the proposer. [↑](#footnote-ref-8)
9. Only complete this field if you are submitting the resolution as an Affiliate or Group. [↑](#footnote-ref-9)
10. Contact the Standing Orders Committee on [soc@amnesty.org.uk](mailto:soc@amnesty.org.uk). [↑](#footnote-ref-10)
11. Contact the Activism Team ([activism@amnesty.org.uk](mailto:activism@amnesty.org.uk)) to get details of the relevant Country Coordinator. [↑](#footnote-ref-11)