**RESOLUTION SUBMISSION FORM**

The **deadline** for submitting a resolution is **23:59 on 23 February 2024.** Only Emergency Resolutions may be accepted after this date (by using this form).

**PROPOSER’S CONTACT DETAILS**

**Note:** *You must be contactable via the details provided (or provide an alternative contact) between 23-28 February 2024 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 *as soon as possible.*

|  |  |
| --- | --- |
| Full Name |  |
| Address |  |
| Town |  |
| Postcode |  |
| Telephone Number |  |
| Email |  |
| Membership Type |  |
| Membership Number |  |
| Affiliate/Group Name |  |

**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 |  |

|  |  |
| --- | --- |
| Full Name of Supporter (2) |  |
| Address |  |
| Town |  |
| Postcode |  |
| Telephone Number |  |
| Email |  |
| Membership Number |  |

|  |  |
| --- | --- |
| Full Name of Supporter (3) |  |
| Address |  |
| Town |  |
| Postcode |  |
| Telephone Number |  |
| Email |  |
| Membership Number |  |

|  |  |
| --- | --- |
| Full Name of Supporter (4) |  |
| Address |  |
| Town |  |
| Postcode |  |
| Telephone Number |  |
| Email |  |
| Membership Number |  |

|  |  |
| --- | --- |
| Full Name of Supporter (5) |  |
| Address |  |
| Town |  |
| Postcode |  |
| Telephone Number |  |
| Email |  |
| Membership Number |  |

**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☐

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Submission Date:

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|  |

Meeting date when the resolution was passed:[[1]](#footnote-1)

**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.**

*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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| --- |
| This AGM resolves that |

**BACKGROUND NOTES TEXT**

Write or type your Background Notes text below. Maximum 400 words.

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**SUBMITTING THE RESOLUTION**

Send the completed form using one of the methods below:

**By Post:**

Tim Hancock

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.

**A resolution MUST**:

* Ask the Amnesty International United Kingdom Section to take action on an issue relevant to either the:
	+ Wider international movement (e.g. developing policy on homelessness) or
	+ UK Section (e.g. creating an AGM decision-reporting mechanism).
* Be brief and to the point.
* Be specific, if a timescale forms part of the resolution e.g. ‘by the 2025 AGM’.

**A resolution MUST NOT:**

* Instruct the Amnesty International United Kingdom Section to undertake action outside its power and remit. If in doubt, consult the Standing Orders Committee before submitting your resolution.[[2]](#footnote-2)
* 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 Global Assembly 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 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 Global Assembly resolutions. It is better to reference them by name (e.g. ‘The 2013 ICM Decision 2: Restricted Giving’).
* Must, where a proposer wishes to refer to a document, provide a hard copy reference, not a digital link.
* 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.
* Must not contain criticism of a named or identifiable individual who is not in a position to respond.
* 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.[[3]](#footnote-3)

**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. 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. It may also help to establish whether your resolution fits with UK Section or IS plans for that country, although it may not always be possible to check this in the time available.

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.

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

Amnesty will confirm receipt of your email or letter 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. The SOC takes no position on the merits of a resolution but will check that it meets the Standing Orders, rules and guidelines, including removing non-factual information. The SOC may also suggest minor amendments for the purpose of clarification. Once accepted, your resolution is placed on the AGM’s agenda and is debated in a plenary session.

A member of the Board will probably contact you to discuss your resolution and indicate the Board’s initial/provisional response. It may be that an amendment would make a resolution acceptable to the Board. However, it is your decision whether or not to agree to any such amendment.

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

Ordinary resolutions require a simple majority. 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, at its first meeting after the AGM, the Board will appoint one of its members to follow the progress of the resolution as it is implemented and to communicate with the resolution’s proposer. A formal report is issued prior to the next AGM detailing the progress of its implementation and updates on progress are usually posted on the AGM page of the website after each Board meeting.

The Board will try to implement a resolution to the best of its ability. However, whilst the Board can inform the International Secretariat that a resolution has passed, it does not have the power to cause the IS to change its plans or policies. Where a resolution calls for AIUK to take action on another country or on an international issue, the agreement of the International Secretariat will normally be required before action can proceed. Please bear this in mind when submitting a resolution. As it seeks to implement a resolution, the Board will also need to take account of AIUK’s strategic plan (the most recent of which was agreed by the 2021 AGM).

**Are AGM resolutions the only way to raise issues?**

No, in fact, in some instances, they may not be the most appropriate. Other opportunities for discussion exist throughout the year and at the AGM (e.g., workshops and meetings). Additionally, members of AIUK’s staff and governance bodies (i.e. the Board and its Sub-Committees) attend the AGM and are clearly visible and available for informally discussion.

If you are thinking about submitting a resolution, please consider raising the matter with the Section Board first. This is not a requirement but many issues can be addressed or resolved without the formality of an AGM resolution. If you would like to have an informal discussion with a Board member, please contact agm@amnesty.org.uk.

1. . [↑](#footnote-ref-1)
2. Contact the Standing Orders Committee on soc@amnesty.org.uk. [↑](#footnote-ref-2)
3. Contact the Community Organising Team (activism@amnesty.org.uk) to get details of the relevant Country Coordinator. [↑](#footnote-ref-3)