**University of St Andrews Students’ Association**

Union Executive Committee

EC – 25 -XX, Paper Title

*What is the motion about? (e.g. “Motion to Approve Funding for XYZ Event” or “Proposal to Endorse Policy on Environmental Impact”).*

**Author:** *Your name and role (e.g. Jane Smith, Union Affairs Officer).*

**Sponsor/Seconded by:** *Another Exec Committee member who supports this motion and/or any other members who second the paper*

**Date of Submission:** *The day you’re sending this in.*

**Meeting Date:** *When you’d like this to be discussed at Exec (if you know).*

**Status:**

For decision - We’re asking Exec Team to approve something

For discussion – We’re looking for feedback or ideas from the Exec Team For information – Just keeping the Exec Team in the loop

**Executive Summary**

*Summarise the paper in 2–4 sentences. Think of it as a mini-pitch: What is this about? Why now? What does the Committee need to do? Keep it concise but informative so someone can grasp the essentials.*

**Background and Context**

*Explain how we got here: what’s the issue, opportunity, or motivation? Have there been previous discussions, motions, or events that led to this? Include relevant data, historical info, or links to strategic priorities. This section helps set the scene for decision-making.*

**Proposal**

*Clearly describe what you want the Committee to approve, support, or note. Be specific – if you’re asking for money, give the amount; if it’s an action, explain who will do what and when. This should match what’s listed in the Recommendations section.*

**Resource and Cost Implications**

*If this motion involves a monetary, staff time, physical space, or other resources, please outline them here. Break down budgets or estimates if you can. If there are no cost/resource implications, please simply write “None.”*

**Risks and Mitigation**

*Identify any risks involved with this proposal (e.g. reputational, financial, operational). Then explain how these can/will be managed or reduced. It’s okay if risks are minimal – just show you’ve thought it through.*

**Consultation and Stakeholder Engagement**

*Have you spoken to anyone about this proposal? List any relevant groups, staff, or officers you’ve consulted. This shows the motion is grounded in student needs or collaboration.*

**Recommendations**

*What exactly do you want the Committee to do? Use bullet points for each action. These should be clear, direct, and match your “Proposal” section.*

* *Approve the advocation for an allocation of £X from Y budget*
* *Mandate the X Officer to coordinate XYZ*
* *Endorse the new policy and circulate to relevant departments*

**Appendices / Supporting Information**

*List any documents you're attaching – such as budgets, plans, visuals, or policies. These can help back up your proposal without overcrowding the main paper.*