

# **Union General Meeting**

Zoom Guidance

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# 1. Accessing the UGM

Union General Meetings are currently held on Zoom, and a Zoom link will be circulated in advance of the UGM via email - so please check your student email account.

- You will need to login to Zoom or sign up for free
- You will be placed in a waiting room before the meeting starts
- You will be accepted into the meeting once it begins

Please aim to arrive early as the meeting will begin promptly at the designated start time.

## 2. How to Use Zoom

When you enter the Zoom meeting your camera and microphone will both be turned off.

You are welcome to turn on your camera if you wish, however you will only be able to turn your microphone on if invited to by the UGM Chair.

You will be able to see all of the meeting attendees, however you will only be able to directly message the UGM panel.

There are a number of functions you can use on Zoom to participate in the UGM (please see next slide)

## 2. How to Use Zoom



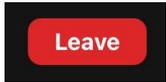
**Raise Hand:** Use this during *Motion Debates* to indicate you have a *Question, an Amendment, or an Argument*



**Chat:** Use this to direct message one of the UGM panel to raise a *Point of Information*, ask a question about the UGM, or ask for help



**Reactions:** Use these during Motion Debates to show support for students speaking



**Leave:** You can leave the meeting at any time

### 3. The UGM: Introductory Points

The UGM will begin with an Introduction from the UGM Chair where we will discuss the Agenda, the UGM Ground Rules, and the Debate process.

**You do not need to do anything at this point in the meeting.**

To submit an **Emergency UGM Motion** you will need to message the UGM Chair at the start of the meeting before they begin their Introduction. You should send them a link to your motion, and they will read through this during the Access Break to decide if your motion qualifies as an emergency and will be debated during this meeting.

## 4. The UGM: Debates

UGM motions are debated in the following format:

1. Proposer Introduction (2 minutes)
2. Questions
3. Amendments
  - a. Proposer Introduction (1 minute)
  - b. Questions
  - c. Argument Against (1 minute)
  - d. Arguments For/Against (1 minute)
  - e. Vote
4. Argument Against (1 minute)
5. Arguments For/Against (1 minute)
6. Proposers Summary (1 minute)
7. Vote (Online)

## 4. The UGM: Debates

You can interact at each stage of the UGM in the following ways:

To ask a Question, propose an Amendment, or raise an Argument, you will need to **Raise Your Hand** on Zoom during the appropriate time.

The UGM Chair will unmute your microphone to let you participate.

You can raise a Point of Information at any time by sending a message through the **Chat Box** to the UGM panel with the prefix 'POI:'. This will be noticed by the UGM Chair who will ask for your POI to be read out by another member of the UGM panel.

## 5. The UGM: Closing Points

Following all debates, the floor will be opened to discussion on the **Officer Reports** submitted by the SU Sabbatical & Executive Officers. You will have the opportunity to **Raise Your Hand** to ask any questions.

We will then ask for a student who attended the previous UGM to **Ratify the Minutes**. Please **Raise Your Hand** if you would like to volunteer.

Finally, we will open the floor to **Any Other Business**. Please **Raise Your Hand** if you would like to add anything.

## 6. Voting

Voting takes place on the SU website for 24 hours following the end of the UGM.

- A UGM Voting link will be circulated via email before and after the UGM, and will be linked on the SU UGM webpage
- On the Voting webpage you will need to find the UGM motion you'd like to vote on and choose to vote **For**, **Against**, or to **Abstain**

**Common voting problem:** *'Sorry, there was a problem'*

This error means you've been navigated to a restricted page. Simply navigate to another page on the SU website and you're okay!

**Any other problems:** Email [jd126@soas.ac.uk](mailto:jd126@soas.ac.uk) with a screenshot of the issue and your student number to have your problem resolved ASAP.

## 7. Further Information & Help

For more information on the UGM process, please refer to the [SOAS SU UGM webpage](#), where we further explain the different aspects of the UGM process, and where you can find the links to submit motions and vote.

For any further information on the UGM process, or for any help with the process, please contact [Jack Di Francesco](#).