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| **Motion title:** (*Should be concise and comprehensible, fun names are great but clarity of what your motion is and what you want to achieve is better)* |
| **Proposer:** *(Full name and title of the member of the Union proposing the paper)* **Seconder:** *(Full name and title of the member of the Union supporting the paper)* |
| **Summary:** *(A clear and quick summary of the resolves explaining why you are bringing this motion to council and it’s aims. No more than 100 words)* |
| **Union Notes:** *(The facts establishing factual information on the topic)* |
| **Union Believes:** *(What you believe consider to be true. This is where debate will come in. What you believe may not be what other councillors hold true.)* |
| **Union Resolves:** *(What do you want to happen. Tell the Union what actions you would like to be taken by the organisation. Such as mandate officers to speak to college/external or what resources (time or physical) allocated.)* |