Minute Amendment Procedure

Amendments towards minutes can be requested within 12 hours of its publication, this is to allow time for JCR members to read the updated minutes before any online voting.

Requests for amendments will have to satisfy at least one of the following criteria to be accepted:

1. Has the potential to directly affect the voting decisions of JCR members on upcoming motions and/or elections: a) it is directly addressing the core debate of a discussion; and/or b) it is essential to an accurate understanding of a motion
2. Contains action points to be acted upon
3. Is due to an incorrect record of which member had spoken

All amendments will have to approved by at least one committee member that chaired the relevant meeting (usually one of the President, Vice President, Returning Officer, and Secretary), this decision would be made based on factual accuracy and the satisfaction of the criteria listed above.

All requests should be sent to the Secretary (currently Melody Lam [melody.lam@oriel.ox.ac.uk](mailto:melody.lam@oriel.ox.ac.uk)) to be considered. Any request(s) rejected by the Secretary will then be sent to the other JCR member(s) that had chaired the meeting, who could then approve the request if they deem the request satisfactory.

Following any successful request(s), an updated version of the minutes containing the amendment(s) will be circulated within 24 hours of the publication of the first version of the minutes.