

**Subject: Notification of Vote of No Confidence Motion**

Dear [Member's Name],

I hope this message finds you well.

I am writing to inform you that a **Vote of No Confidence (VONC)** has been proposed regarding your position as [Role] within [Society Name]. This motion has been submitted by a committee member and seconded by another, in accordance with The Students' Union governance procedures.

The motion is based on the following concerns:

- [Brief, factual summary of the evidence or issues raised]

An **Extraordinary General Meeting (EGM)** has been scheduled to discuss and vote on this motion:

- **Date:** [Insert date]
- **Time:** [Insert time]
- **Location:** [Insert location or online meeting link]

You are invited to attend the meeting and may respond to the motion either **in person** or **in writing**, which will be read aloud during the meeting. Please submit any written response to [Insert email/contact] by [Insert deadline, ideally 1–2 days before the meeting].

This notice is being provided at least **five working days in advance**, in line with SU procedures. If you have any questions or would like support, you may contact the Opportunities Team or your relevant coordinator.

Kind regards,

[Your Name]

[Your Role]

[Society Name] Committee

[Contact Email]