

STANDING ORDERS DEVELOPMENT AND ENDORSEMENT



Standing Orders provide a clear framework for how the School Representative Body conducts its meetings and business.

They support consistent, transparent, and efficient decision-making by outlining procedures for meetings, roles and responsibilities, and member conduct. Standing Orders help ensure all members understand and follow agreed processes in line with the Education Act, the Constitution, and good governance practices.

The Education Regulations outline specific requirements for meetings that must be followed and cannot be overridden by Standing Orders.

ESTABLISH A COMMITTEE

Form a working group (e.g. “Standing Orders Committee”) responsible for drafting the Standing Orders. A template is available from NTCOGSO to assist.

SET A TIMELINE | PROVIDE REGULAR UPDATES

Agree on a clear timeline for the Committee to prepare a draft for review and feedback by members. Include a standing item in meeting agendas under General Business titled Standing Orders Committee Report. The Committee Chair should provide regular updates on progress.

CIRCULATE THE DRAFT | DISCUSS AND AMEND

Once complete, the draft should be sent to the Secretary for distribution to all members at least one week prior to the meeting where it will be discussed. Discuss the draft at the meeting. Members may suggest changes, which should be considered and voted on during the same meeting.

UPDATE THE DRAFT | APPROVE THE FINAL VERSION

Incorporate all endorsed changes into the revised version. Present the updated draft for formal approval through a recorded motion.

REFER TO STANDING ORDERS IN THE CONSTITUTION

Once endorsed, update the Constitution, if required, to include a reference to the Standing Orders under meeting procedures or related sections. Ensure all relevant steps for amending the Constitution are followed in accordance with current guidelines and regulations.

STANDING ORDERS TYPICALLY INCLUDE:

Meeting procedures, such as:

- Agenda preparation and distribution.
- Effective decision-making processes.
- Extensions of meeting time.
- Meeting etiquette.
- Meeting format and arrangements (in-person | remote).
- Meeting length.
- Member absences and apologies.
- Minute-taking and record keeping.
- Open and closed meeting protocols.
- Out of Session Decision making.
- Quorum requirements.