**STANDING ORDERS**

**CHECKLIST**

# YOUR SCHOOL COUNCIL | BOARD NAME

[ ]  Standing Orders are developed by the School Representative Body (SRB)

or nominated members. NTCOGSO template available.

Comment

[ ]  A draft copy is presented to all members for consideration.

Comment

[ ]  Standing Orders are ratified (approved) at a General Meeting or Special General Meeting.

Comment

[ ]  Standing Orders are adopted as an approved document.

Comment

[ ]  A copy has been distributed to all members.

Comment

[ ]  A copy is held by the Secretary.

Comment

[ ]  A copy is available in the school office and is available by request to members of the school community.

Comment

[ ]  A copy is made available upon request at each meeting for reference.

Comment

[ ]  Standing Orders are referenced in your school Constitution as an approved document under Duties of Members 2.0 Model Constitution (see Amending the Constitution Checklist).

Comment

[ ]  Standing Orders are reviewed annually at the first meeting after the Annual General Meeting (AGM).

Comment