**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