

# Standing Orders Checklist



**Purpose:** To assist School Representative Body Members to operate and conduct meetings effectively and efficiently.

Additional information can be found in the NT COGSO Guide to Governance, Section 8, page 65

NT COGSO School Representative Body templates can be downloaded from [www.ntcogso.org.au](http://www.ntcogso.org.au)

School Name \_\_\_\_\_

| School Representative Body Standing Orders Checklist                                                                                                                                       |     |    |               |
|--------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------------|-----|----|---------------|
|                                                                                                                                                                                            | Yes | No | Date/Comments |
| Standing Orders are developed by the School Representative Body or nominated Members<br><i>(NT COGSO template available)</i>                                                               |     |    |               |
| A draft copy is presented to all Members for consideration                                                                                                                                 |     |    |               |
| Standing Orders are ratified (approved) at a General Meeting                                                                                                                               |     |    |               |
| Standing Orders are adopted as an approved document of the School Representative Body                                                                                                      |     |    |               |
| A copy has been distributed to all Members of the School Representative Body                                                                                                               |     |    |               |
| A copy is held by the Secretary                                                                                                                                                            |     |    |               |
| A copy is available in the school office and is available by request to members of the school community                                                                                    |     |    |               |
| A copy is made available upon request at each Meeting for reference                                                                                                                        |     |    |               |
| Standing Orders are referenced in your school Constitution as an approved document under Duties of Members 2.0 Model Constitution<br><i>(See School Constitution Amendments Checklist)</i> |     |    |               |
| Standing Orders are reviewed annually at the first meeting after the Annual General Meeting (AGM)                                                                                          |     |    |               |