**Model Standing Orders for Governing Bodies**

These model standing orders can be used to clarify procedures in maintained schools (academies may already have many of these rules in their articles/terms of reference). I have **not** included any statutory requirements, so governing bodies can edit items as they wish within existing laws or terms of reference.

**Chair and Vice-Chair**

1. The chair and vice-chair will be elected for one calendar year.
2. The term of office for chair and vice-chair will end at the first full governors’ meeting held after this one-year term.
3. The election will specified as an agenda item.
4. Nominations can be made in advance or at the meeting. Governors can self-nominate.
5. If there is more than one candidate each candidate will be given two minutes to state why they should be elected. If a candidate cannot attend the meeting they can submit a written statement to the clerk.
6. The election will be held by ballot. If there is only one candidate a ballot will still be held with governors voting either in favour or against that candidate.
7. If the vote is tied governors will discuss the result and vote again to reach a resolution. They can also ask for another candidate to come forward.
8. If the chair and vice-chair both fail to attend a meeting the board will elect a chair for that meeting who is a) a governor, not an associate member and b) not a school employee.

**Quorum and Voting**

1. If a meeting is inquorate it will be postponed. *(You may wish to use instead: “If a meeting is inquorate it will continue and be minuted but no votes can be held.”)*
2. Unless governors are voting for the chair or vice-chair or specifically request a secret ballot all votes will be cast by verbal agreement.
3. Votes do not need to be seconded.
4. If governors wish to revoke a decision at a future meeting this proposal must be specified as an agenda item.

**Virtual Meetings**

1. Governors may attend meetings via telephone or video link.
2. Governors attending meetings virtually have the right to vote.

**Agendas**

1. The draft agenda will written by the clerk, chair and headteacher.
2. A governor can place an item on the agenda by sending it to the clerk.

**Code of Conduct**

1. All new governors and associate members must sign the code of conduct.
2. Governors and associate members will also sign the code of conduct annually.