

## Administrative Procedure 155

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# EVENT PROTOCOL

### Background

The Superintendent has been given the responsibility to ensure positive external and internal communications are developed and maintained. Proper protocol is to be followed for events organized by the Board or its schools.

Protocols will vary from one situation to another, depending on who is involved in the particular event. Accordingly, in the planning for an event, the order of introductions and speakers must be given special attention.

### Procedures

1. Introduce the most senior dignitaries first; for example,
  - 1.1 The Bishop
  - 1.2 Members of the Senate representing Alberta
  - 1.3 MP's (cabinet members first)
  - 1.4 MLA's (cabinet members first)
  - 1.5 Mayor or Reeve and other civic Councilors, Board Chair and Trustees
  - 1.6 Senior bureaucrats and heads of other organizations
  - 1.7 Prominent community members
2. When organizing an event within the schools of the Division, the introductions will take place in the following order:
  - 2.1 Board Chair
  - 2.2 Vice-Chair
  - 2.3 Trustees in attendance
  - 2.4 Superintendent, Deputy Superintendent, Associate Superintendent, Secretary-Treasurer, Directors, Coordinators and Consultants
  - 2.5 Principal and vice-principal
3. When organizing the order of speakers, protocols dictate that the most senior dignitary speaks last.
4. Seating will be arranged so that the most senior dignitary is closest to the podium at all times.
5. Trustees will be introduced at all times.



6. Provision will be made for trustees and other important guests to be greeted by staff or students.
7. As audience members, dignitaries will be provided with reserved seating in the front row.
8. Invitations to trustees will be issued by an individual invitation to the Division office. The role and expectation will be defined in the invitation.
9. Provisions for parking will be made for dignitaries and trustees.
10. Trustees will be notified at least two weeks prior to the event.
11. The Office of the Superintendent will be contacted if a speaker is required at the Board or Division level.
12. The trustee invitation and Division office notice will indicate who will serve as the Master of Ceremonies.
13. When no trustee is available to attend, the MC will be advised to express regrets on behalf of the Board.
14. For assistance, contact the Office of the Superintendent.

#### Royal and Other Special Visits

While extremely rare, school jurisdictions or schools occasionally may be included in royal visits (including those of Canada's Governor-General and/or Alberta's Lieutenant Governor); visits by the Prime Minister or Premier, senior cabinet ministers, ambassadors; or other prominent dignitaries. In such circumstances, the formal protocol of either the Government of Canada or Province of Alberta takes precedent. Information on proper protocol in these special circumstances can be obtained from the Government of Alberta. The Division office must be contacted in these instances.

In these circumstances, it is expected local event organizers will ensure local trustees are properly recognized and included in the event whenever possible.

Reference: Section 60, 61, 113 School Act  
Provincial Government Protocol  
Federal Government Protocol

