



502.4AP EVENTS PROTOCOLS

ESTABLISHED: 2021.09.15

UPDATED:

REVIEWED:

LEGAL REFERENCE:

- Education Act 33,52,53,197,222

PROCEDURES:

1. It is appropriate to invite members of the Board of Trustees and the Office of the Superintendent to public events organized by the schools. Invitations should be sent to the Board Chair and the Superintendent of Schools allowing for a reasonable amount of time to respond and schedule. Typically, this is at least 30 days prior to the event. Schools will be notified of the Trustee(s) or Division Office Executive(s) that will attend.
2. 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. Introduce the most senior dignitaries first, for example,
 - 2.1 Members of the Senate representing Alberta
 - 2.2 MPs (cabinet members first)
 - 2.3 Ranking Members of Canada's Armed Forces
 - 2.4 MLAs (cabinet members first)
 - 2.5 First Nations, Metis, and Inuit Representatives
 - 2.6 Municipal Leaders (Mayors or Reeves)
 - 2.7 Board Chair
 - 2.8 Other civic councillors and trustees
 - 2.9 Senior bureaucrats and heads of other organizations (including division executive staff, municipal CAO's, military officials etc.)
 - 2.10 Prominent community members
3. When organizing an event within the schools the introductions will take place in the following order:
 - 3.1 Board Chair

- 3.2 Vice Chair
- 3.3 Trustees in attendance
- 3.4 First Nations, Metis, and Inuit Representatives
- 3.5 Superintendent, Deputy Superintendent, Assistant Superintendent
- 3.6 Principal and Assistant Principal(s)

4. When organizing the order of speakers, protocols dictate that the most senior dignitary speaks last. (Note that it is in the reverse order of introductions.)
5. Seating should be arranged so that the most senior dignitary is closest to the podium at all times.
6. Trustees should be introduced at all times whether they are speaking or not.
7. Provision should be made for Trustees and other important guests to be greeted by staff or students at the entry and escorted to reserve seating.
8. As audience members, dignitaries should also be provided with reserved seating in the front row.
9. Invitations to Trustees should be issued through a letter of invitation to the Chair of the Board of Trustees and the Superintendent of Schools. The role and expectation should be defined in the invitation and address such matters as to whether the representative will be expected to speak, be invited to follow-up events and whether or not the representative may bring a guest such as a spouse.
10. Provisions for parking should be made for dignitaries and Trustees.
11. Trustees and the Office of the Superintendent should be notified at least 30 days prior to the event.
12. The Trustee invitation and Division Office notice should 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. When no member of the Office of the Superintendent is available to attend, the MC will be advised to express regrets on behalf of the Superintendent.
15. If a dignitary is expected to read a list of names, special care shall be taken to ensure a correct pronunciation is available.
16. Ensure that members of Canada's military are identified by their correct rank and last name. Verify as necessary. Note that the pronunciation of Lieutenant follows the British model.
17. Letters of invitation, thank you notes, and programs must have the BTPS approved logo displayed.

18. If students are included in a public event, such as a graduation ceremony or awards night, they shall be advised of proper protocols and etiquette for such occasions. This may include a standard of dress. Awareness of protocols is part of good education.
19. Facilities should be adequate for the size of the event planned. Do not exceed the occupancy regulations. Before formal ceremonies begin, it is appropriate to point out emergency exits, washroom facilities and any behavioral expectations for the audience. (i.e. silencing cell phones, photography or recording limitations, areas to remain clear etc.)
20. In some circumstances, it may be appropriate to provide a dignitary or guest speaker with a gift or other token of appreciation. The gift should be symbolic and provided at the end of the speech or presentation. The gift may be presented by the Master of Ceremonies or designated to another senior official as appropriate. When an Elder, Knowledge Keeper or Cultural Advisor speaks or we are receiving shared teachings, we follow the protocol offering by asking the Elder, Knowledge Keeper or Cultural Advisor about their preferred protocol.
21. The Canadian flag shall be displayed at the ceremony.
22. O Canada shall be played, sung or performed at the outset of the ceremony.
23. A Treaty Acknowledgement must be included at the beginning of the event.
24. For further advice or assistance on matters of protocol, contact the Office of the Superintendent.