



ADMINISTRATIVE PROCEDURE 155

EVENT PROTOCOL

Background

The Superintendent has been given the responsibility to ensure positive external and internal communications are developed and maintained. In reflecting the importance GYPSD places on healthy relationships with its partners and stakeholders, it is important that appropriate protocol is followed for events organized by the division and schools.

Events organized by both individual schools and the division reflect the vision, mission, values and beliefs of Grande Yellowhead in content and presentation. This requires the professional judgement of staff members and organizers to ensure that events meet the needs of all students, present Grande Yellowhead positively, and involve the school community, as appropriate. Defining a specific agenda and purpose for the event helps to ensure that such goals are met.

It is important for Trustees to attend public events and celebrations as it strengthens the division's ties with its stakeholders and with its community members. Being part of these events also provides trustees with an important opportunity to deliver key information and messages to a larger community audience. GYPSD School Board Trustees will make every effort to attend significant community, organization and community events which may include annual meetings, open houses, business luncheons, trade or agricultural shows, fundraising events, holiday celebrations, etc. The Board's interest in attending such events and celebrations will be communicated to all of its internal and external stakeholders.

At least one trustee must be invited to participate in significant public Division and school events (e.g. graduation ceremonies, awards nights, community open-houses, and orientation nights for parents). It is also expected that event organizers will extend an invitation to the Superintendent to attend such events.

When a local organization has been involved in the project and is being recognized by an event, representatives from that group shall be formally invited by event organizers. Similarly, when local, provincial or federal politicians have been involved in a project, or their presence is desired at an event, the request is made through a formal letter, preferably signed by the Chair of the Board of Trustees.

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

Procedures

1. Extending Invitations of Attendance

- 1.1 Invitations will be extended in writing one month prior to Board members, or to the Board Chair or designate, as appropriate through the office of the Superintendent's Executive Assistant. Invitations to the Superintendent and/or designate will be extended in writing to the Superintendent through the office of the Superintendent's Executive Assistant.
- 1.2 At least one school board trustee should be in attendance at significant division or school events (i.e. graduation ceremonies, awards nights, orientation nights for parents, community open houses, etc.)
- 1.3 Where the Board Chair is unable to attend, the determination of who will attend will be as follows:
 - 1.3.1 For events outside of the division, the order of who will be asked to bring greetings on behalf of the Board Chair will be the Vice-Chair, followed by trustees according to their availability and suitability, as determined by the Board Chair and Vice-Chair.
 - 1.3.2 For events within the division, the determination of who will attend will be on the basis of the ward/zone.
- 1.4 If the school wishes for a presentation to be made, it must be clearly stated on the invitation, along with the time allotted and specific topic or theme if needed.
- 1.5 The school principal will notify the Master of Ceremonies of the Board members attending and those sending greetings and/or regrets. School principals are also responsible to ensure that the Master of Ceremonies understands the order of introduction and speaker order as stated in this administrative procedure.

2. Introductions

At events organized or sponsored by the Board of Trustees or within its schools, it is appropriate to introduce and recognize school trustees before introducing and recognizing other officials and dignitaries who are present.

- 2.1 Introduce the Board Chair and trustees first, followed by the most senior dignitaries (elected officials and dignitaries from highest to lower order):
- 2.2 Board Chair (ward/zone they represent)
- 2.3 Other trustees (Board Vice Chair first)
- 2.4 Members of the Senate representing Alberta
- 2.5 Members of Parliament (cabinet members first)

- 2.6 Members of the Legislative Assembly of Alberta (cabinet members first)
- 2.7 Civic officials (Mayor or Reeve first)
- 2.8 Other civic councillors
- 2.9 Senior bureaucrats and heads of other organizations
- 2.10 Prominent community members
- 2.11 Superintendent of Schools/Associates
- 2.12 School Principal / Assistant Principal (if school hosting)

3. Order of Speeches

When organizing the order of speakers, protocols dictate that the most senior dignitary speaks last. Trustees are to be introduced at all events.

The following speaking order is suggested if a school board trustee is asked to bring greetings to an event sponsored by the Board or one of its schools:

- 3.1 Introductory remarks by the Master of Ceremonies, including recognition of trustees and other dignitaries in attendance.
- 3.2. Greetings from:
 - a. Principal / Assistant Principal (if appropriate)
 - b. Superintendent / Associate Superintendent (if appropriate)
 - c. Local government officials (Mayor, Reeve)
 - d. GYPSD Board of Trustees (Chair, Vice-Chair, Local Trustee)
 - e. Provincial government
 - f. Federal government
 - g. Premiers
- 3.3. Closing remarks by Master of Ceremonies

4. Styles of Address

The following is protocol for addressing dignitaries:

<u>Dignitary</u>	<u>Salutations</u>	<u>Introductions</u>
Prime Minister	Prime Minister	Prime Minister, then: Dr./Mr./Mrs./Miss (name)
Premier	Honourable Premier, Premier	Premier, then: Dr./Mr./Mrs./Miss (name)
Provincial Minister	Honourable	Honourable, then: Dr./Mr./Mrs./Miss (name)

Mayor	His Worship	Mayor, then name
Councillor	Councillor	Councillor, then name
Elder (Aboriginal)	Our Elder	Our Elder, then name

5. Other Considerations

- 5.1 As audience members, dignitaries are to be provided with reserved seating in the front row.
- 5.2 Seating is to be arranged so that the most senior dignitary is closest to the podium at all times.
- 5.3 Provision is to be made for trustees and other important guests to be greeted by staff or students.
- 5.4 Provisions for parking are to be made for dignitaries and trustees.
- 5.5 Matters of introduction at events sponsored by external agencies would have protocol established by their organization.
- 5.6 For assistance contact the Manager Communication Services.

Royal and Other Special Visits

While extremely rare, school boards 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. Division Office must be contacted in these instances.

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

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