

**GOVERNANCE 1 – Protocol: Recognition of Dignitaries and Trustees at School or Public Events**

Date: June 18, 2008

Revised: Mar 25, 2015

Responsible Administrator: Superintendent

1.0 Board Regulation “Protocol: Recognition of Dignitaries and Trustees at School or Public Events” shall be administered in compliance with Policy D/II/20.

2.0 RATIONALE

Clear and specific protocols facilitate the appropriate recognition of trustees and other dignitaries at school and public events.

3.0 GUIDELINES

3.1 As elected public officials, trustees shall be introduced at all division or school organized events when they are present and may be introduced at other public events.

3.2 Recognition: Events Organized by Sturgeon School Division or its Schools

At events organized or sponsored by the school board or its schools, it is appropriate to introduce and recognize school trustees before introducing and recognizing other elected officials or dignitaries who may be present. The following is the proper order of introduction of trustees and other dignitaries:

3.2.1 Board chair

3.2.2 Vice-chair

3.2.3 Local Trustee

3.2.4 Trustees in attendance

3.2.5 “Greetings/regrets” from trustees not in attendance

3.2.6 Other elected officials and dignitaries attending (highest to lowest rank):

3.2.6.1 Members of the Senate representing Alberta

3.2.6.2 Members of Parliament (Cabinet ministers first)

3.2.6.3 Members of the Legislative Assembly of Alberta (Cabinet ministers first)

3.2.6.4 Mayors, reeves

3.2.6.5 Other municipal councilors

References: *Board Policy: D/II/17 – Protocol: Recognition of Dignitaries and Trustees at School or Public Events*



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3.2.6.6 School Council Chairs or designate

3.2.6.7 Other dignitaries

3.2.7 Superintendent, deputy and/or associate superintendents

3.2.8 School principal, vice-principal(s) (if school is hosting event)

3.2.9 Special guests from the community (if invited and in attendance)

3.3 Greetings

At all events, the most appropriate order of speakers will vary based on the type of event, number and nature of speakers, the keynote speaker or the ceremony to be performed (if any). However, 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:

3.3.1 Introductory remarks by Master/Mistress of Ceremonies, including recognition of trustees and other dignitaries in attendance

3.3.2 Blessing or grace (if appropriate)

3.3.3 Remarks from board chair, vice-chair or trustee representing school board

3.3.4 Greetings from representative of:

3.3.4.1 Federal government

3.3.4.2 Provincial government

3.3.4.3 Municipal government

3.3.4.4 Superintendent, principal (if appropriate)

3.3.4.5 Event organizer representative.* (This person may be the superintendent, principal, school council president, student council president, etc.)

3.3.4.6 Keynote speaker

3.3.4.7 Closing remarks, Master of Ceremonies

3.4 Recognition: Events Not Organized by Sturgeon School Board or its Schools

Attending public events strengthens ties with stakeholders and the community-at-large. Being part of the speaking program also provides trustees with an important opportunity to deliver key information and messages to a broad community audience. Therefore, school board trustees (with the assistance of staff) will make every effort to seek invitations to

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and/or attend significant community, organization, or public events. This may include annual meetings, open houses, business luncheons, trade or agricultural shows, fundraising events, holiday celebrations, etc. The school board's interest in attending such events will be communicated to community, social and business groups and organizations, municipalities, local Members of the Legislature Assembly and Members of Parliament.

Trustees are to be introduced in accordance with the policies and/or practices of the hosting organization.

3.5 Royal and Other Special Visits

While 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.

In these circumstances, it is expected local event organizers will ensure local trustees are properly recognized and included in the event as is appropriate to their positions as local politicians.

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