

**CODE:** IBD.AR

**EFFECTIVE DATE:** (29-01-2020)

**TOPIC:** Protocol for Trustee Recognition at School  
or Public Events

**ISSUE DATE:** (29-01-2020)

**REVIEW YEAR:** (2016)

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## REGULATION

### A. FOR EVENTS ORGANIZED BY EDMONTON PUBLIC SCHOOL DIVISION

It is expected that event organizers will extend an invitation to the Board Chair, the Ward Trustee or to all Trustees as appropriate to attend such events.

#### 1. Protocol for school board invitations is as follows:

- a. All requests for the Board Chair and, or a Board of Trustee(s) to attend a Division or school organized event shall be made through the Board Office. The contact person is the Board Executive Assistant.
- b. The principal or event organizer shall notify the Trustees' Board Executive Assistant of event details once they are finalized: purpose, date, time, location, audience and other key details. If a Board of Trustee is requested to bring greetings or make a presentation, the event organizer should provide information on the desired presentation topic, other speakers and the time allotted for the presentation.
- c. The Board of Trustees' Board Executive Assistant will notify the appropriate Trustees with a request for RSVP.
- d. The Board of Trustees' Board Executive Assistant will confirm trustee attendance with the event organizer, providing names (phonetic spelling if necessary), and titles of attendees and biographical information for trustee speaker(s).
- e. The event organizer should provide details of the finalized event program and any subsequent changes to the program to the Board of Trustees' Board Executive Assistant for confirmed attendees/speakers.

#### 2. Recognition

At events organized or sponsored by the Division or a school, it is appropriate to introduce and recognize Trustees before introducing and recognizing other elected officials or dignitaries who may be present. The Master of Ceremonies should use the following order of introduction of Trustees and other dignitaries:

- a. Board Chair
- b. Vice-Chair
- c. Trustees in attendance
- d. "Greetings/regrets" from Trustees not in attendance
- e. Other elected officials and dignitaries attending (highest to lowest rank):
  - i. Members of the Senate representing Alberta
  - ii. Members of Parliament (Cabinet Ministers first)
  - iii. Members of the Legislative Assembly of Alberta (Cabinet Ministers first)
  - iv. Mayor
  - v. Other Municipal Councillors
- f. Other dignitaries (Board of Trustees from other jurisdictions, special guests)

- g. Superintendent of Schools
- h. (if school is hosting event) - School Principal, Assistant Principal(s).

3. Greetings and Speaking Order

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 Trustee is asked to bring greetings to an event sponsored by the Board of Trustees or one of its schools:

- a. Introductory remarks by Master of Ceremonies, including recognition of Trustees and other dignitaries in attendance (see A.2.)
- b. Blessing or grace (if appropriate)
- c. Remarks from Board Chair, Vice-Chair or Trustee representing the Board
- d. Greetings from representative of:
  - i. Federal government
  - ii. Provincial government
  - iii. Municipal government
- e. Superintendent of Schools or principal (as appropriate)
- f. Event organizer representative (as appropriate)
- g. Keynote speaker or ceremony
- h. Closing remarks, Master of Ceremonies.

4. Royal and other Special Visits

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; ambassadors; or other prominent dignitaries.

- a. 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 Protocol Office.
- b. It is expected that local event organizers will ensure Trustees are invited and properly recognized and included in the event whenever possible.

5. Other Considerations

- a. Seating should be arranged so that the most senior dignitary is closest to the podium.
- b. Provision should be made for Trustees and other important guests to be greeted by staff or students.
- c. As audience members, dignitaries should be provided with reserved seating in the front row.
- d. Provision for parking should be made for Trustees and other dignitaries.
- e. For further information, or advice or assistance in organizing a school event, contact the Director of Communications.

B. FOR EVENTS NOT ORGANIZED BY THE DIVISION

Once an invitation is extended by an external organization and accepted by the Board Chair or board representative, the Trustees' Board Executive Assistant will determine if elected officials will be recognized at the event and provide the following suggested order for introducing guests based on provincial, municipal and school board protocol:

- a. Members of the Senate representing Alberta
- b. Members of Parliament (Cabinet Ministers first)

- c. Members of the Legislative Assembly of Alberta (Cabinet Ministers first)
- d. Mayor
- e. Board Chair
- f. Councillors and Trustees
- g. Other dignitaries (i.e., senior government officials, heads of other organizations - e.g., Chamber of Commerce president)

If a Trustee is asked to bring greetings at the event, the following speaking order will be suggested:

- a. Introductory remarks by Master of Ceremonies, including recognition of Trustees and other dignitaries in attendance
- b. Blessing or grace (if appropriate)
- c. Greetings from representative of:
  - i. Board of Trustees
  - ii. Municipal government
  - iii. Provincial government
  - iv. Federal government
- d. Keynote speaker or ceremony
- e. Closing remarks, Master of Ceremonies

## **REFERENCES**

IBD.BP - Protocol for Trustee Recognition at School or Public Events