

PROTOCOL

Background

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

Procedures

1. Recognition

At events organized or sponsored by the 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:

- 1.1. Board chair
- 1.2. Vice-chair
- 1.3. Trustees in attendance
- 1.4. "Greetings/regrets" from trustees not in attendance
- 1.5. Clergy (if appropriate)
- 1.6. Superintendent or Deputy Superintendent, assistant superintendents, supervisors, and directors
- 1.7. School principal, vice-principal(s) (if school is hosting event)
- 1.8. Other elected officials and dignitaries attending (highest to lowest rank):
 - 1.8.1. Members of the Senate representing Alberta
 - 1.8.2. Members of Parliament (Cabinet ministers first)
 - 1.8.3. Members of the Legislative Assembly of Alberta (Cabinet ministers first)
 - 1.8.4. Mayors, reeves
 - 1.8.5. Other municipal councilors
 - 1.8.6. Other dignitaries

2. Greetings

As at community events, the most appropriate order to 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 or one of its schools:

- 2.1. Introductory remarks by Master of Ceremonies, including recognition of trustees and other dignitaries in attendance.
- 2.2. Acknowledgement of Indigenous Territory as per Policy 7.
- 2.3. Blessing or grace (if appropriate).
- 2.4. Remarks from Board chair, vice-chair or trustee representing the Board.
- 2.5. Greetings from representative of:
 - 2.5.1. Federal government.
 - 2.5.2. Provincial government.
 - 2.5.3. Municipal government.
- 2.6. Superintendent, principal (if appropriate).
- 2.7. Event organizer representative** (this person may be the superintendent, principal, school council president, student council president, etc.).
- 2.8. Keynote speaker or ceremony.
- 2.9. Closing remarks, Master of Ceremonies.

3. Royal and Other Special Visits

- 3.1. While extremely rare, school boards or school 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.

- 3.2. In these circumstances, it is expected local event organizers will ensure local trustees are properly recognized and included in the event whenever possible.
- 3.2.1. It is expected that trustees be given at least two weeks notification prior to an event.

References

[*Government of Alberta, Protocol and Ceremony*](#)

[*Government of Canada, Protocol for Events and Ceremonies*](#)

Cross References

[*Policy 7*](#)