

EVENT PROTOCOL

Background

The Superintendent has been given the responsibility to ensure positive external and internal communications are developed and maintained. The Superintendent is to be informed whenever elected officials or dignitaries are involved in District or school events.

Protocols will vary from one situation to another, depending on who is involved in the particular event. The procedures outlined below are to be followed for formal events such as a Ministry funding announcement and/or school opening ceremonies. Procedures do not apply to school-leaving ceremonies as programs for these events are determined at the school level.

Procedures

Acknowledgement/Welcome

1. Indigenous Acknowledgment and/or Welcome of Traditional Territories – is done prior to introduction of dignitaries and is usually the first item on the agenda.
 - 1.1 Acknowledging territory is a way of honouring and showing respect for the Coast Salish people who have been living and working on this land from time immemorial.
 - 1.2 The only people who would do a Welcome to the territory are the First Nations people who are from the territory.
2. When organizing a public event at which dignitaries are present, introduce the most senior dignitaries first:
 - 2.1 Members of the Senate representing British Columbia;
 - 2.2 MPs (cabinet members first);
 - 2.3 MLAs (cabinet members first);
 - 2.4 Board Chair and Vice-Chair;
 - 2.5 Mayor;
 - 2.6 Other trustees and civic councilors;
 - 2.7 Senior bureaucrats and heads of other organizations;
 - 2.8 Prominent community members.
3. When organizing an event within the District 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 Senior Management Staff

3.5 Principal, Vice-Principal.

- 4 When organizing the order of speakers, protocols dictate that the most senior dignitary speaks last.
- 5 Provision is to be made for trustees and other important guests to be greeted by staff or students.
- 6 As audience members, dignitaries are to be provided with reserved seating in the front row.
- 7 Invitations to trustees to attend a school event are to be directed only to the liaison trustee(s) by the Principal. The role and expectations are to be defined in the invitation. Provisions for parking are to be made for dignitaries and trustees.
- 8 When no trustee is available to attend, the MC will be advised to express regrets on behalf of the Board.

Reference: Sections 20, 22, 65, 85 School Act
Provincial Government Protocol
Federal Government Protocol

Effective: September 24, 2018

Revised: February 6, 2019