

## Administrative Procedure 155 - Event Protocol

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### Background

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

### Procedures

1. At events organized or sponsored by the Division 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. Board vice-chair
  - 1.3. Trustees in attendance
  - 1.4. Greetings and regrets from trustees not in attendance
  - 1.5. Clergy (if appropriate)
  - 1.6. Superintendent, Assistant Superintendent of Learning Services, Assistant Superintendent of Human Services, and directors.
  - 1.7. Principals, assistant principals (if school is hosting the event)
  - 1.8. Other elected officials and dignitaries attending using the correct styles of address and order of precedence
    - 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 and reeves
    - 1.8.5. Municipal councillor.
    - 1.8.6. Other dignitaries (senior bureaucrats, heads of other organizations, prominent community members)
    - 1.8.7. Members of the media (when in attendance as a special guest rather than reporting the event)

<https://www.canada.ca/en/canadian-heritage/services/protocol-guidelines-special-event/styles-address.html>

<https://www.canada.ca/en/canadian-heritage/services/protocol-guidelines-special-event/table-precedence-canada.html>

2. At events organized or sponsored by the Division or its schools, the following is the proper speaking order for trustees and other dignitaries:
  - 2.1. Introductory remarks by the master of ceremonies (MC), including recognition of trustees and other dignitaries in attendance
  - 2.2. *O Canada*
  - 2.3. Land Acknowledgement
  - 2.4. Blessing or grace (if appropriate)
  - 2.5. Remarks from the Board Chair, Board Vice-Chair, or trustee representing the Board
  - 2.6. Greetings from representatives of:
    - 2.6.1. Federal government
    - 2.6.2. Provincial government
    - 2.6.3. Municipal government
  - 2.7. Superintendent, Principal (if appropriate).
  - 2.8. Event organizer—Superintendent, Principal, school council chair, student council chair. Unnecessary if the Board is hosting the event.
  - 2.9. Keynote speaker or ceremony
  - 2.10. Closing remarks by the MC
3. Trustees are to be introduced at all times.
4. As audience members, dignitaries are to be provided with reserved seating.
5. Invitations to trustees and Division personnel must be submitted three weeks prior to the event. The role and expectation is to be defined in the invitation. For example, indicate whether trustees or central office personnel are expected to bring greetings.
6. When no trustee is available to attend, the MC will be advised to express regrets on behalf of the Board.

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Reference: Section 33, 52, 53, 197, 222 Education Act

Effective: 2018-05-30

Amended: 2022-01-01