

**EVENT PROTOCOLS**

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**PREAMBLE**

In order to facilitate and ensure positive external and internal communications among Burnaby schools, the Board of Education and the Burnaby community, the Board will adopt appropriate protocols to events organized by schools and the district.

**POLICY**

**TO SUPPORT AND PROMOTE EFFECTIVE TWO-WAY COMMUNICATION BETWEEN MEMBERS OF THE BURNABY EDUCATIONAL COMMUNITY, THE CITIZENS OF BURNABY, AND BURNABY'S ELECTED REPRESENTATIVES, THE BOARD WILL ADOPT APPROPRIATE EVENT PROTOCOLS AND ENSURE THEY ARE COMMUNICATED AND IMPLEMENTED CONSISTENTLY WHEN SCHOOL AND DISTRICT EVENTS ARE BEING ORGANIZED.**

**ADMINISTRATIVE REGULATIONS**

1. The Superintendent or designate, along with the Manager of Communications will be given the responsibility to develop, organize and implement the protocols for each event. This will involve the preparation of the agenda, the determination of the platform party, introductions and a speakers' list. Consultation with the Board chair will occur. Consultation with the Ministry of Education will also occur in events celebrating and/or announcing Ministry funded programs such as school openings.
2. All school and/or district events will be hosted and emceed by the school or district administrator responsible for the district program and/or school.
3. All Trustees shall be invited to attend and participate in significant school or district events including new school openings, awards nights, and commencement exercises. It is also expected that event organizers also extend an invitation to the Superintendent to attend all such events.
4. Event Protocols will vary depending on the purpose, nature and involvement of individuals in the particular event. Accordingly, in the planning for the event, consultation between the school/district administrator, the Manager of Communications and the Superintendent or designate will occur to determine the order of introductions and speakers and this information will be communicated to the platform party prior to the event occurring.

5. When organizing an event within the district schools, the introductions will take place in the following order and the following order of speakers shall also be followed:
  - a. Board Chair
  - b. Board Vice-Chair
  - c. Trustees in attendance
  - d. Superintendent and or other district staff
  - e. Principal, Vice-Principal
6. Organizations wishing to present, celebrate or make an announcement at a district or school event, must inform, request approval from the district and work with district staff to plan the event including the order of speakers.
7. Seating should be arranged for the platform party so that the most senior dignitary is closest to the podium at all times. As audience members, dignitaries should be provided with reserved seating in the front row.
8. Trustees should be issued invitations to school and district events as soon as practically possible, preferably two weeks prior to the school event. Invitations to Trustees should be issued by an individual invitation and sent to the district office.
9. The Superintendent's office shall be contacted if a speaker is required at the school and/or district event.
10. In circumstances where no Trustee is able to attend, the emcee will be advised to express regrets on behalf of the Board.

## **SPECIAL EVENTS**

1. Special event planning will occur as outlined in Administrative Regulation No. 1. During special events the individuals listed will be introduced in the following order:
  - a. Board of Education Chair
  - b. Members of the Senate representing British Columbia
  - c. MP's (cabinet members first)
  - d. All MLA's in attendance (cabinet members first)
  - e. Civic Official (Mayor or designate)
  - f. Trustees and Civic Councillors
  - g. Senior bureaucrats and head of other organizations
  - h. Prominent community members

In the majority of cases, the Board of Education Chair will speak first and other speakers will follow as outlined in the speakers' list.

2. While rare, Boards of Education or schools may be included in royal visits, including visits by the Governor-General of Canada and/or British Columbia's Lieutenant Governor, the Prime Minister, Premier, senior

cabinet ministers or other prominent dignitaries. In such circumstances, the formal protocol of either the Government of Canada or Province of British Columbia takes precedent. Information on appropriate protocols in these special circumstances can be obtained from the Government of Canada and Province of British Columbia protocol offices. The Superintendent's office must be contacted in these instances. It is expected that event organizers will ensure that Trustees are properly introduced and recognized.

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Date Adopted: 2011 04  
Date(s) Revised

Cross References: