

AP 155 – EVENT PROTOCOL

Background

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

Protocols will vary from one situation to another, depending on who is involved in the particular event. Accordingly, in the planning for an event, the order of introductions and speakers must be given special attention.

Procedures

1. When organizing a public event at which dignitaries are present, introduce the most senior dignitaries first:
 - 1.1 Members of the Senate representing Saskatchewan/Alberta
 - 1.2 MPs (cabinet members first)
 - 1.3 MLAs (cabinet members first)
 - 1.4 Parish Priest
 - 1.5 Board Chair and trustees
 - 1.6 Mayors and councilors
 - 1.7 Elders and Tribal Council members
 - 1.8 Senior bureaucrats and heads of other organizations
 - 1.9 Prominent community members
2. When organizing an internal event within the schools of Division, the introductions will take place in the following order:
 - 2.1 Parish Priest
 - 2.2 Board Chair
 - 2.3 Vice Chair
 - 2.4 Trustees in attendance
 - 2.5 Director, Deputy Director
 - 2.6 Principal, Vice Principal
3. At a public event we sing the National Anthem, followed by the acknowledgement of Territory, and then prayer.
4. When organizing the order of speakers, protocols dictate that the most senior dignitary speaks last.

5. Seating is to be arranged so that the most senior dignitary is closest to the lectern at all times.
6. As audience members, dignitaries are to be provided with reserved seating in the front row.
7. Invitations to trustees are to be issued by an individual invitation through the Division Office. The role and expectation is to be defined in the invitation.
8. Provisions for parking are to be made for trustees and other dignitaries.
9. Where possible, trustees are to be notified at least two (2) weeks prior to the event.
10. The Director is to be contacted if a speaker is required at the Board or Division level.
11. The Aboriginal Coordinator should be contacted if Elders, Chief and Council or Metis Nation are being invited. The Aboriginal Coordinator will support protocol and proper reception of these dignitaries.
12. The Trustee invitation and Division Office notice is to indicate who will serve as the Master of Ceremonies.
13. When no Trustee is available to attend, the MC will be advised to express regrets on behalf of the Board.
14. For assistance, contact the Director.

Acknowledging First Nations and Metis Territory

1. The importance of acknowledging First Nations and Metis Territory within school events is specified in Board Policy 18.
2. Schools are expected to make an acknowledgement of territory where the public is invited at school assemblies, awards nights, graduation ceremonies, or any other public meeting that is deemed to be of importance.
3. In the event that any of the community events previously described occurs outside of the Division, the school will make its best effort to seek out the name of the territory specific to the meeting place and incorporate that territory into the acknowledgment.
4. The generally accepted acknowledgement for meetings will be as follows:

“I (the speaker) would like to acknowledge we are meeting today on Treaty 6 land located within the ancestral and traditional territory of the Indigenous peoples of this area. This land has been and will continue to be home to the Cree and Metis people within the boundaries of Treaty 6. We also wish to acknowledge the traditional Knowledge Keepers and Elders who are still with us today and those who have gone before us.”

It should be noted that an Elder or Knowledge Keeper giving thanks and Acknowledging Territory supercedes the need of the Trustee or School representative to do so.

5. For early primary grades, the wording of this acknowledgement may be modified to further student understanding of the spirit of the acknowledgement.
6. An acknowledgement will take place immediately following the gathering prayer and when appropriate, people will be asked to stand.

Reference: Sections 85, 87, 108, 109 Education Act