



Section Two: School District Administration

“Together We Learn”

205 – EVENT PROTOCOLS

Introduction

In order to facilitate and ensure positive external and internal communications among Central Okanagan Public Schools, the Board of Education and the Central Okanagan community, the Board will adopt appropriate protocols to events organized by schools and the District.

To support and promote effective two-way communication between members of the Central Okanagan Public Schools educational community, citizens of the Central Okanagan and 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.

Policy

1. The Superintendent of Schools/CEO or designate, and Principal, along with the Communications Advisor, 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 Chairperson 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 (or designate) responsible for the District program and/or school. All school and/or District public events shall begin with Acknowledgement of Territory.
3. All Trustees shall be invited to attend and participate in significant school or District events including new school openings, award nights, and commencement exercises, or community information events. It is also expected that event organizers also extend an invitation to the Superintendent of Schools/CEO, Deputy Superintendent and Assistant Superintendent responsible for the family of schools, 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 Communications Advisor and the Superintendent of Schools/CEO 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 Chairperson (in the absence of the Board Chairperson, the Trustee liaison for that school)
 - b. Superintendent of Schools/CEO and/or designate
 - c. Principal and/or Vice-Principal



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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 the 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 office of the Superintendent of Schools/CEO 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. During special events, the individuals listed will be introduced in the following order:
 - a. Queen's representative
 - b. Board of Education Chairperson
 - c. Members of the Senate representing British Columbia
 - d. MPs (cabinet members first)
 - e. All MLAs at attendance (cabinet members first)
 - f. Civic Official (Mayor or designate)
 - g. Senior staff from the Central Okanagan Public Schools
 - h. Trustees and Civic Councillors
 - i. Senior bureaucrats and head of other organizations
 - j. Prominent community members

In the majority of cases, the Board of Education Chairperson will speak first and other speakers will follow as outlined in the speaker's 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 office of the Superintendent of Schools/CEO must be contacted in these instances. It is expected that event organizers will ensure that Trustees are properly introduced and recognized.