

Protocol for Invitations to the Board of Trustees



EDMONTON CATHOLIC SCHOOLS

Administrative Regulation 404

Invitations

Invitations will be extended in writing to board members, or to the Chairperson or designate, as appropriate through the officer of the Corporate Secretary. Invitations to the Superintendent and/or designate will be extended in writing to the Superintendent through the office of the Superintendent's Administrative Assistant.

Where the Chairperson is unable to attend, the determination of who will attend will be as follows:

- a. for events outside of the district the order of who will be asked to bring greetings on behalf of the chairperson will be the vice-chairperson, followed by trustees according to their availability and suitability, as determined by the chairperson and vice chairperson
- b. for events within the district, the determination of who will attend will be on the basis of ward if the event is in a ward, and if the event is in the ward where there are two trustees, the responsibility of who brings greetings will be rotated.

Invitations will be acknowledged by the individual trustees, or through the office of the Corporate Secretary.

1. For Events Sponsored by Edmonton Catholic Schools

a. Introduction

The order of precedence in matters of introduction is determined from the highest ranking to the lowest ranking.

For introductions, the host would usually welcome the audience and provide short opening remarks. The host would then call on the platform guests to rise and their names are called. In general, visiting dignitaries are to be introduced from the federal level and go in order back to the most local level. Premiers rank above federal ministers. A full formal platform of introductions at an event hosted by the principal would go as follows:

- i. Prime Minister
- ii. Premier
- iii. Federal Minister
- iv. Member of Parliament
- v. Provincial Minister
- vi. M.L.A.'s
- vii. Mayor
- viii. Councillor
- ix. Clergy (Archbishop, Bishop, Chancellor or officials of the Archdiocese, Priest)
- x. Chairperson of the Local Board*
- xi. Vice Chairperson of the Local Board*
- xii. Trustees*
- xiii. Superintendent
- xiv. District Administrators
- xv. Principal
- xvi. School Council Chairperson/Student Council President
- xvii. Assistant Principal

*If the host wishes, it is appropriate to introduce and recognize school trustees before introducing and recognizing other elected officials or dignitaries who may be present.



b. Speeches & Greetings

The speaking order is generally the reverse of the above. In other words, start with greetings from the assistant principal and conclude with greetings from the Prime Minister.

The following order is suggested for an event sponsored by the board or one of its schools.

- a. Introductory Remarks by Master of Ceremonies including recognition of trustees and other dignitaries in attendance.
- b. Blessing or Grace
- c. Remarks from dignitaries
- d. Event organizer representative
- e. Keynote speaker
- f. Closing remarks, Master of Ceremonies

c. Other Considerations

- a. Seating should be arranged so that the most senior dignitary is closest to the podium.
- b. Provision should be made for trustees and other important guests to be greeted by staff or students.
- c. Reserved seating should be provided for dignitaries.
- d. Parking should be reserved for dignitaries.

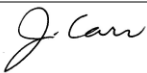
2. For Events Not Sponsored by Edmonton Schools

a. Introduction

Matters of introduction at events sponsored by external agencies would have protocol established for their organization.

3. For Events Involving Royal and Other Special Visits

While extremely rare, school boards or schools occasionally may be included in royal visits (including those of Canada’s Governor-General and/or Alberta’s Lieutenant Governor); visits by the Prime Minister or Premier; senior cabinet ministers; ambassadors; or other prominent dignitaries. In such circumstances, the formal protocol for either the Government of Canada or Province of Alberta takes precedent. Information on proper protocol in these special circumstances can be obtained from the Government of Alberta. With regard to the Lieutenant Governor, the Lieutenant Governor enters last, everyone rises until she/he is seated. The march that is played for the Lieutenant Governor is played once the Lieutenant Governor is seated.

Reference: School Act Section 20(g)	Approved: 
	Date Approved: April 3, 2000
Cross-reference: AP 314, 315	Date(s) Revised: April 17, 2002, June 12, 2002; January 14, 2005