

107 EVENT PROTOCOLS

Beliefs

The Maskwacis Education Schools Commission (MESC) follows cultural and traditional teachings of the Maskwacis Cree, in particular Wahkohtowin. Wahkohtowin is the belief that all things are related and connected, that all of existence has spirit and that living in a good way requires us to maintain good relationships with each other and other aspects of existence. We recognize that respect for mother earth, elders, youth, and the Treaties are paramount to planning ahead and making decisions for future generations.

Event protocols will vary from one situation to another, depending on who is involved in the particular event. Proper protocol is to be followed for events organized by MESC or its sites.

Guidelines

1. Board of Governors and Chief/Council attendance at formal and informal school functions is to be encouraged. To facilitate this involvement at the school level it is expected that Principals will advise the Superintendent of school functions.
2. The success of a Commission or site event depends largely on good planning, as well as having a defined agenda and purpose for the event.
3. At least one Board of Governors, and the Nation Chief/Council is to be invited to significant Commission or School events (e.g. graduation ceremonies, awards nights, community open-houses, orientation nights for parents, presentations by celebrities). It is expected that event organizers will extend an invitation to all Board of Governors and the Superintendent.
4. In planning for an event, the order of introductions and speakers must be given special attention.
5. Board of Governors are expected to advise the Principal when they will be in the school. They are to indicate the role they will be playing in the school, either parent or trustee, formal or informal.
6. Board of Governors are to be acknowledged as being in attendance at school functions when they are invited guests or have advised the Principal of their attendance.

7. At least one Board of Governor shall be invited to participate in significant Commission or site events (e.g. graduation ceremonies, awards nights, community open-houses, and orientation nights for parents).
8. An invitation to attend such events should be extended to the Superintendent or designate.

Procedures

9. Introduce the most senior dignitaries first; for example,
 - 9.1. Nation Chief
 - 9.2. Nation Council Member(s)
 - 9.3. Prime Minister
 - 9.4. Members of the Senate representing Alberta
 - 9.5. MPs (cabinet members first)
 - 9.6. Premier
 - 9.7. MLA's (cabinet members first)
 - 9.8. Civic officials (Mayor or Reeve first)
 - 9.9. MESC Board Chair
 - 9.10. MESC Board of Governors
 - 9.11. Senior bureaucrats and heads of other organizations
10. When organizing an event within the schools of the Commission the introductions will take place in the following order:
 - 10.1. Chief
 - 10.2. Prominent community members
 - 10.3. Board Chair
 - 10.4. Vice Chair
 - 10.5. Other Governors in attendance
 - 10.6. Superintendent and Associate Superintendents
 - 10.7. Directors
 - 10.8. Principal and Vice Principal
11. When organizing the order of speakers, protocols dictate that the most senior dignitary speaks last.
12. Seating should be arranged so that the most senior dignitary is closest to the podium at all times
13. Governors should be introduced at all times.
14. Provision should be made for the Board of Governors and other important guests to be greeted by staff or students.

15. As audience members, dignitaries should be provided with reserved seating in the front row.
16. Provisions for parking should be made for dignitaries, elders and Board of Governors.
17. An invitation to attend a school function must be made in sufficient time to allow the Board of Governor/s to plan for their involvement. The Board of Governors should be notified at least two weeks prior to the event.
18. For events where formal Board representation is required, such as graduations and award ceremonies, an official invitation will be extended to the MESC Board through the Superintendent. The Board will designate an official representative. Invitations to Board members should be issued by an individual invitation to the Superintendent's Office. The role and expectation should be defined in the invitation.
19. The Superintendent's Office should be contacted if a speaker is required from the Board level.
20. The Board and/or Superintendent invitation notice should indicate who will serve as the Master of Ceremonies.
21. At all events where formal Board representation is required the Board representative is to be invited to speak.
22. When no Board of Governor is available to attend, the emcee will be advised to express regrets on behalf of the Board.
23. For assistance, contact the Office of the Superintendent.

Royal and Other Special Visits

24. 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 of 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. The Superintendent's Office must be contacted in these instances.

25. In these circumstances, it is expected local event organizers will ensure local dignitaries are properly recognized and included in the event whenever possible.

Reference:

[Provincial Government Protocol](#)

[Federal Government Protocol](#)