

## **POLICY #2.40**

# **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 CONSISTENTL**

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:

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.