

#114250

BCC

SPEAKERS' ORDER AT SCHOOL AND DIVISIONAL SPONSORED EVENTS

When special events are being held at a school in which the organizers feel it would be appropriate for either division senior administration and/or St. James-Assiniboia school trustees to bring remarks, the following protocol should be observed:

Requests

All requests for speakers at school and divisional special events should be made through the Superintendent. Requests will be forwarded from the Superintendent/CEO to the Board.

Order of Speakers

A. Trustees (if present)

1. Chair of the Board
2. Trustees

When possible, the school-based administrator should request the master of ceremonies to identify division trustees present in the audience if they are known to him/her. If the administrator is not aware of trustees attending, the Chair of the Board or trustee making the remarks will endeavour to identify the school division trustees.

B. Senior Administration Staff (if present)

1. Superintendent/CEO
2. When the Superintendent/CEO is not available, remarks should be given by the Assistant Superintendent.

Former OP 14006

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