

#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 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
2. When the Superintendent is not available, remarks should be given by the designated Assistant Superintendent.

Former OP 14006

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