

APPENDIX H

PROTOCOL GUIDELINES FOR PROGRAM INTRODUCTIONS OF SCHOOL BOARD MEMBERS AND BOARD ADMINISTRATIVE ASSISTANTS

To ensure uniformity and propriety in district protocol procedures involving the introduction of Board Members and their administrative assistants, as a part of planned programs, staff members are directed to adhere to the following guidelines:

1. Any time a member of The School Board of Miami-Dade County, Florida, is in attendance at a school system function, the Board Member should be introduced publicly toward the beginning of the program, unless the Board Member has a published role within the printed agenda. School Board Members are very busy and may only be able to attend the opening part of a program before leaving for another commitment, therefore, introductions should be done expeditiously.
2. You are encouraged to invite an attending Board Member to speak, depending on the nature of the occasion. Do not, however, surprise a Board Member by publicly inviting them to speak if you have not previously expressed an intention to do so.
3. In instances where the Chair, Vice Chair, or another Board Member has a welcoming or similar role in a program opening, he/she should be provided an opportunity to introduce any of his/her peers on the Board who are present, and/or any administrative assistants who may be in attendance.
4. Any time a Board Member and the administrative assistant are in attendance, the protocol is to only introduce the Board Member. In accordance with the District's Protocol Guide for Official School Board Events, School Board Members should be introduced in order of precedence. The order shall be: School Board Chair, School Board Vice-Chair, School Board Members (in alphabetical order).
5. In the event a School Board Member is not present but the administrative assistant is, the administrative assistant should be introduced as representing the Board Member. Introduce all School Board Members first and then the administrative assistants representing School Board Members.
6. The names of School Board Members and the Superintendent should be listed on all school system programs, pamphlets, brochures, booklets, and other printed documents. Do not list a School Board Member's name on a printed program for a specific role on the program unless it has been discussed with the Board Member or his/her administrative assistant first. Then, when he/she is listed, call a day or two in advance of the event to confirm his/her attendance and participation. If at all possible, it is best to provide the Board Member with an advance copy of the printed program.

7. If a School Board Member has a part on a printed program and is not in attendance and his/her administrative assistant is, the administrative assistant will assume responsibility for the Board Member, unless the Board Member has previously indicated otherwise.
8. Introductions of Board Members and/or administrative assistants should be done in the following order: Chair, Vice Chair, and Board Members in alphabetical order. Following the introduction of present Board Members, the introduction of administrative assistants representing School Board Members should be completed in the order of their respective Board Members: i.e., the administrative assistant to the Chair first, then the Vice Chair's administrative assistant, then the remaining administrative assistants according to their Board Member's alphabetical ranking.

Please distribute this information to appropriate staff at your school who may be involved in special program activities. For more detailed information, please consult the District's Protocol Guidelines for Official School Board Events.