

Felipe M. Noguera, Chief Communications Officer

**SUBJECT:           REQUEST THAT THE SCHOOL BOARD OF MIAMI-DADE COUNTY, FLORIDA, APPROVE AND ADOPT GUIDELINES FOR PROTOCOL FOR OFFICIAL SCHOOL BOARD EVENTS**

**COMMITTEE:       INNOVATION, EFFICIENCY & GOVERNMENTAL RELATIONS**

At its October 11, 2006 meeting, the School Board approved Item B-6, proffered by Ms. Perla Tabares Hantman, which directed the Superintendent to develop centralized protocol guidelines for conduct of Miami-Dade County Public Schools ceremonies, programs, dedications, receptions and other events. Item B-6 identified a need to establish consistency of protocol, including general guidelines for ceremonies and receptions etiquette, specific guidelines for planning special events and protocol for written correspondence and verbal communications.

In response to the Board action, protocol guidelines were established to ensure uniformity and propriety at official School Board of Miami-Dade County events. The information neither supersedes Board Rules nor applies to any type of School Board meeting. Protocol generally refers to customs and rules of politeness and courtesy between individuals and society. For government, nations and provinces, protocol is a system of conventions, procedures and symbols, which express their identity and facilitate relationships between them. The protocol guidelines include host responsibilities; order of precedence; invitations; programs; all aspects of planning an event; special arrangements at events; thank you letters; samples of invitations, receiving lines, stage seating, table seating and definitions.

The protocol guidelines will be transmitted to School Board members under separate cover. In addition, a copy will be placed in the Office of the School Board Recording Secretary and the Office of Citizen Information Center.

**RECOMMENDED:**       That the School Board of Miami-Dade County, Florida, approve and adopt the protocol guidelines regarding ceremonies, programs, dedications, receptions and other official School Board events.

**C-31**