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MAYOR & DEPUTY MAYOR PROTOCOL

(Includes Roles, Precedence & Civic Ceremonial)

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1. Introduction and Background

- 1.1 The Local Government Act 1972 gives parish councils the power to give themselves the title Town Council and the Chairman of such a town council is entitled to be called Town Mayor. The Mayor is the official representative of the Crown in the town, and consequentially takes precedence over everyone except the Queen (or the Lord Lieutenant) and the Chairman of the District Council.
- 1.2 The Mayor, as the First Citizen of the town is the first person (after the Lord Lieutenant, if present) to speak to Royalty when they visit the town. They are then entitled to request leave to present other civic notabilities to the member of the Royal family.
- 1.3 In general, the Mayor should be prepared to take the lead in all matters of concern in the life of the town – e.g. an appeal, a welcome to a returning regiment etc. as well as leading civic events.
- 1.4 The Mayor should consider with care the acceptance of office for any local organisation during the year of office, although the acceptance of traditional posts (e.g. President, Vice-Chairmanship of long-standing organisations) is generally acceptable. The Mayor should seek the Town Clerk's advice if invited to take up such a role during their term of office.

2. Election of Mayor and Deputy Mayor

- 2.1 In a non-election year (3 out of every 4 years), the last ordinary meeting of the Full Town Council in the civic year will usually receive a nomination or nominations for the office of Mayor elect.
- 2.2 Election of the Mayor for the forthcoming civic year must be the first item at the Annual Town Council meeting as per Standing Orders. This meeting is often referred to as "Mayor Making". The retiring Mayor, or in their absence the retiring Deputy Mayor, presides over the election. If neither is present, the Council must appoint some other Councillor to preside. The person presiding may vote and must give a casting vote if necessary. The exception to voting rights is if the person presiding is a retiring Mayor who is about to cease as a Councillor, in which case they have only a casting vote, which they must use if voting is equal. When a new Mayor accepts office, the previous Mayor and Deputy Mayor automatically retire.
- 2.3 The Mayor and Deputy Mayor must be Councillors.
- 2.4 The term of office of the Mayor and Deputy Mayor is from their acceptance of office at the Annual Town Council Meeting until the successor Mayor is elected (unless they resign or are persistently absent or cease to be qualified or become disqualified).
- 2.5 The Deputy Mayor may be appointed at any time and holds office (unless they resign or become disqualified) until immediately after the appointment of the successor Mayor. The Deputy Mayor is usually appointed at the Annual Town Meeting after the Mayor has accepted office and the retiring Mayor has been thanked.

3. Role of the Mayor

- 3.1 The primary legal function of the Mayor is to act as Chairman of the Council and preside over meetings of the Council; if he/she is present at a meeting of the Full Town Council he/she must preside.
- 3.2 When present at The Annual Town Meeting the Mayor must preside. If the Mayor is not present and the Deputy Mayor is present then the Deputy Mayor must preside.
- 3.3 As the person presiding at meetings of the Council they have a second or casting vote in the event of an equality of votes. Where a casting vote is necessary it is generally regarded that it should be exercised to preserve the status quo.
- 3.4 The Mayor is normally an ex officio member of Committees. In accordance with Standing Orders, the Mayor may propose or second a motion where he/she is not a Committee member in his or her own right.
- 3.5 The Mayor, as a matter of course, will receive guests and preside at the town's civic functions.
- 3.6 The Mayor is the proper person to represent the town on ceremonial occasions elsewhere.
- 3.7 Where the Mayor is invited to dine at functions by organisations in the town, they should be placed at table on the right hand of the Chairman of the organisation (assuming Royalty or the Lord Lieutenant is not present). If they are to speak their toast should appear early in the toast list, usually the first toast after the Loyal Toast.
- 3.8 The Mayor should not accept an invitation to attend, in his official capacity, a function in another town or parish, district or borough without the consent of the Chairman of the relevant Town or Parish Council and/or District/Borough Council. The Mayor should not, even when such consent has been obtained, wear the Mayor's Chain without approval from the Mayor/Chairman of the town being visited (it is acceptable to wear the Mayor's Badge and ribbon necklet). There is an agreement (renewable each year) with adjoining town & parish councils that the Mayor may wear the Mayor's Chain if the Town Clerk notifies the Clerk of the relevant council.
- 3.9 The Mayor receives an allowance from the Council to offset the costs arising from the Office for use at his/her sole discretion. The Council agrees the amount of the allowance annually. Payment for tickets etc for functions being attended by the Mayor will be made from the allowance when the Mayor's Secretary accepts the invitations. The Finance Manager arranges payments of the allowance to the Mayor.

4. Mayor's Ex Officio appointments to outside bodies

- 4.1 The Mayor is appointed as ex-officio representative to some town-based organisations and charities. The mayoral role varies for each organisation or charity. They are:
- Hertford Council for Voluntary Services
 - Ancient Charities of Hertford
 - Friends of Evron

- Friends of Wildeshausen
- Hertford Music Festival
- Hertford District Scouts

5. Role of Deputy Mayor

- 5.1 The primary role of the Deputy Mayor is to discharge all the functions of the Mayor if for any reason the Mayor is unable to act or the office of the Mayor is vacant.
- 5.2 In the absence of the Mayor the Deputy is entitled to the Mayor's right of precedence but he/she does not wear the Mayor's chain and robes, or adopt the title of 'Mayor'.
- 5.3 Official invitations to represent the Council are to be sent to the Mayor's Secretary at the Town Council offices. They will invariably be for the Mayor to attend but the Mayor may ask the Deputy to attend if s/he is available. No invitation may be entertained if it is a direct invitation to the Deputy Mayor in that capacity. Mayor and Deputy can never both attend in an official capacity. Should a Deputy Mayor be present in another capacity at an event at which the Mayor is present, care should be taken to ensure that the Mayor as "First Citizen" is afforded clear and full precedence.
- 5.4 The Deputy Mayor chairs meetings of the Council in the Mayor's absence.
- 5.5 The Deputy Mayor has full legal status as a Vice-Chairman and should be given precedence immediately after the Mayor, High Steward and Sheriff.

6. Precedence

- 6.1 In the town the Mayor takes precedence over everyone except the Queen (or the Lord Lieutenant) and the Chairmen of District Councils and the County Council. This includes precedence over such dignitaries as Bishops or Archbishops of the Established Church.
- 6.2 The Town Clerk advises the Mayor on matters of precedence and the order of procession for those attending a particular function or civic event.
- 6.3 The Local Government Act 1972 gives precedence to the Chairman of the District Council throughout the district. Local practice is that the Mayor of Hertford is given precedence over the Chairman of the District Council at town events and functions organised by the Town Council.
- 6.4 When the Lord Lieutenant is visiting in his/her official capacity representing the Queen he/she has precedence over the Mayor. In procession, if the Lord Lieutenant is present he/she must be accompanied by the Mayor and at a civic service he/she would normally sit with the Mayoral Party. If the particular church service is not solely civic, he/she may prefer to be given a special seat and arrive last in the Church after the civic procession, and leave at the end of the service before the Mayor. If a Deputy Lieutenant is requested by the Lord Lieutenant to attend the function in his place, he/she should be accorded the precedence due to the Lord Lieutenant himself. On other occasions, the Deputy Lieutenants have no status as such, but they may be included in the Mayoral Party, placing them next after the Members of Parliament.
- 6.5 The Town Clerk should accompany the Mayor at his right hand (or immediately behind if the Mayor is accompanied by the Lord Lieutenant or other guest accorded

special precedence) on all ceremonial occasions. Whenever the Mayor is robed, the Town Clerk should also be robed.

6.6 The High Steward of Hertford is usually accorded precedence immediately after the Mayor and Town Clerk.

7. Robes, Mace, Sword, Honour, Chain of Office, Badge of Office, Past Mayors' Badges and Chaplain's Badge of Office

7.1 Robes are not normally worn by the Mayor or Councillors outside the town. The Town Clerk will advise if it is appropriate, should such an occasion arise, and will obtain any necessary permission.

7.2 Robes should only be worn if the Mayor is accompanied by the Mace, and the Mace Bearer. The Mace will either be carried by the Mace Bearer or placed in front of the Mayor. The Mace is always carried immediately in front of the Mayor.

7.3 If the Mayor is also accompanied by the Sword, the Sword Bearer walks either in front of the Mace Bearer or in front of the person accompanying the Mayor. The Sword may also be placed in front of the Mayor. The Honor is always carried in front of the Sword and Mace, or placed near to, but to one side of the Mayor.

7.4 The Mayor's Chain consists of three parts. The main chain - made of heavy links, the badge of office and a smaller chain and jewel that are worn inside the heavy chain to help support the Badge. The Badge may be removed from the chain and worn on a ribbon necklet.

7.5 If the Mayor's Chain is to be worn outside the town, the Town Clerk must be advised and permission of the relevant Council obtained.

7.6 The Mace is not carried before the Deputy Mayor even when they are standing in for the Mayor. The exception is in the case of a formal procession of the Council when the Mayor is unable to attend when the Mace, Sword and Honor form part of the procession (e.g. Remembrance Sunday).

7.7 Past Mayors are given a badge in recognition of their service to the town. The cost of this is included in the Council's budgets. Past Mayors wear their Past Mayor's Badge at civic occasions. Past Mayor's consorts are entitled to be given a brooch or badge bearing the same emblem; this is given to them by, and at the expense of, the Past Mayor. Past Mayors' consorts wear their brooch or badge at civic occasions.

7.8 Councillors wear black robes and Past Mayors wear blue robes. Male Councillors wear bicorn hats and female Councillors wear tricorn hats. Male Councillors remove their hats when inside or in salute, female Councillors do not remove their hats. Hats and robes are allocated to individual Councillors and maintained by the Sergeants at Mace.

7.9 The general rules for wearing robes, chains and badges are:

- 7.9.1 Special and public functions organised by or directly connected with the business of the Council
- Mayor and Councillors robed and Mayor wears Mayor's Chain, Deputy Mayor wears Deputy Mayor's chain.

- 7.9.2 Civic Services
- Mayor and Councillors robed and Mayor wears Mayor's Chain, Deputy Mayor wears Deputy Mayor's chain (unless the church has asked that robes are not worn in which case Mayor wears Mayor's Chain)
- 7.9.3 Non-Civic functions in the town at which Royalty is present
- Mayor wears Mayor's Chain; Deputy Mayor wears Deputy Mayor's Chain (Robes worn and Mace, Sword and Honour carried before Mayor if so desired by the organisers)
- 7.9.4 Civic Dinners organised by the Council
- Receiving guests – Mayor may be robed if he/she chooses and Mayor wears Mayor's Chain, Deputy Mayor wears Deputy Mayor's chain, Councillors robed if requested by the Mayor.
 - During dinner – Mayor wears Mayor's Chain; Deputy Mayor wears Deputy Mayor's Chain.
- 7.9.5 Other Civic functions in the town e.g. organised by other councils
- Mayor wears Mayor's Chain (Deputy Mayor wears Deputy Mayor's Chain if attending instead of the Mayor)
- 7.9.6 Non-Civic functions in the town
- Mayor wears Mayor's Chain (Deputy Mayor wears Deputy Mayor's Chain if attending instead of the Mayor)
- 7.9.7 Charity meetings Chaired by the Mayor
- Mayor wears Mayor's Chain (Deputy Mayor wears Deputy Mayor's Chain if attending instead of the Mayor)
- 7.9.8 Local organisation meetings in the town, fetes, etc
- at his/her sole discretion, the Mayor may wear the Mayor's Chain (if requested by organisation) or may wear the Mayor's Badge on the ribbon necklet. If the Mayor is unsure they should seek the Town Clerk's advice, (Deputy Mayor wears Deputy Mayor's Chain if attending instead of the Mayor).
- 7.9.9 Any functions outside the town
- Mayor wears Mayor's Chain or wears Mayor's Badge on ribbon necklet at his or her discretion and provided it is agreed with the Chairman of the town or parish where the function is held. If the Mayor is unsure, the Town Clerk's advice should be sought.
- 7.10 The Mayor's Chain or Mayor's Badge or Deputy Mayor's Chain or Past Mayor's Badge should not be worn with service or other uniform except academic dress or the canonicals of a clergyman. Civic robes must not be worn with any other form of ceremonial dress. Medals may be worn with civic robes on appropriate occasions as advised by the Town Clerk.
- 7.11 In the interest of security chains and badges of office should not be visible in public areas except when worn on pre-arranged civic duties. A suitable over garment should be worn or the chain or badge carried in some secure manner.
- 7.12 The Mayor's Chain and Badge are normally kept in the Council's secure storage. The Mayor can collect them from the Council offices at any time during office hours and at other times by arrangement. The Mayor is asked to ensure the Chain and Badge are kept securely while they are in their possession and to return them to

the Council offices as soon as possible. The Mayor's Chain and Badge are insured under the Council's insurance. If they are to be taken outside the town or immediate locality, the Town Clerk must be informed so that appropriate insurance can be arranged. If the Mayor's Chain and other regalia are to be taken abroad, the Town Clerk will arrange appropriate insurance and clearances.

- 7.13 The Mayoress' Jewel and necklace and Consort's badge can be worn by the Mayoress/Consort or other person officially accompanying the Mayor at civic events and functions when she/he is accompanying the Mayor. These are stored in the Council's secure store and the Mayor can collect them at the same time as they collect the Mayor's Chain.

8. Facilities for the Mayor

- 8.1 The Mayor's Parlour is available for the Mayor and other Councillors to use, subject to bookings and other functions at the Castle. If it is needed, it should be booked in advance and any specific needs (e.g. room set-up) identified. This will normally be done by the Mayor's Secretary on the Mayor's behalf.
- 8.2 The Council provides for secretarial support for the Mayor. The Mayor's Secretary will deal with the Mayor's correspondence, under the general direction of the Mayor. Civic events are organised by the Mayor's Secretary, assisted by other Council staff, under the direction of the Town Clerk.

9. Consorts

- 9.1 Although the Mayoress and Deputy Mayoress (or Mayor's Consort and Deputy Mayor's Consort), unless a Councillor, have no legal position in relation to the Council they are often placed beside the Mayor and Deputy Mayor in presentation lines as a matter of courtesy.
- 9.2 Provision is made for spouses or consorts to be seated in reserved seats in the Church or at other events before the civic procession arrives
- 9.3 In the interests of security and the dignity of the office, a Mayoress or Consort appointed by the Mayor/Deputy Mayor should over the age of entitlement to vote at Parliamentary Elections. No person below this age will be permitted to wear the Mayoress'

10. Civic List

- 10.1 The Town Clerk maintains a Civic List of guests to be invited to appropriate civic functions. This list is reviewed annually by the Finance, Policy and Administration Committee and changes other than general updates to names require Committee approval.
- 10.2 The Mayor, and other Councillors, will advise the Town Clerk of guests they wish to invite to civic events and functions. Members of the incoming Mayor's family will be given special seating for the Annual Town Council meeting.

11. Mayor's Chaplain

- 11.1 The Mayor's Chaplain is the personal appointment of the Mayor and the appointment is announced at the Annual Town Council Meeting. The Chaplain has a badge of office for the duration of the appointment.

11.2 The role of the Chaplain is usually:

- to give spiritual guidance / advice to the Mayor;
- to lead the Council in prayer at Full Council meetings and the Mayor making ceremony;
- to officiate or support the Mayor at the Civic Service on the Sunday following the Annual Town Meeting and at other civic services during the year;
- to officiate and support the Mayor as requested at other events during the Mayoral year e.g. the Garden of Remembrance, Remembrance Sunday.

11.3 Normally, the Mayor's Chaplain will already be at church but where this is not the case, his place in procession to church is near to the Mayor.

12. Mayor of Hertford's Appeal Fund

12.1 The Mayor of Hertford's Appeal Fund is a charity set up to receive donations for each Mayor's Charities.

12.2 At the Annual Town Council Meeting the Mayor must declare the specific charity or charities they wish to support during the course of the year.

12.3 All sums raised for the Mayor's charities are paid into this account (cheques should be made payable to '*Mayor of Hertford's Appeal Fund*'). The costs any specific fund-raising function organised by the Mayor (e.g. a charity civic reception) are paid from the account under the guidance of the Town Clerk, who is an ex-officio trustee.

13. Specific Events

13.1 The Mayor, Deputy Mayor and other Councillors are requested to attend several civic occasions during the year. These will normally be at least:

- Annual Town Meeting
- Annual Town Council Meeting (Mayor making)
- Annual Civic Service
- Garden of Remembrance Ceremony
- Remembrance Sunday
- White Gloves Ceremony

13.2 The order of the civic procession at civic occasions is as follows:

1. Mayor and deputy Mayor
2. Past Mayors
3. Leader of the Council
4. Committee Chairs
5. Other Councillors

13.3 The Mayor may choose to add the following civic occasions:

- **Other Civic Services**
- **Silent Ceremony**

14. Forms of Address

14.1 The formal forms of address are:

- for a man: “The Worshipful the Mayor of Hertford, Councillor X”
- for a woman: “The Worshipful, the Mayor of Hertford, Councillor Miss/Mrs/Ms Y”
- in conversation or writing: “Mr Mayor” or “Madam Mayor”

15. If a vacancy occurs

- 15.1 If the Mayor resigns, ceases to be qualified, or becomes disqualified, or dies in office the Council must elect a successor. The successor is elected at a full meeting of the Council.