

BOROUGH OF DACORUM

ATTENDANCE OF THE MAYOR AT PUBLIC FUNCTIONS

NOTES ON PROCEDURE

These notes are intended to assist organisers in receiving and according to the Mayor the precedence to which he is entitled in the Borough.

At any time the Mayor's Secretary will be pleased to assist organisers in the detail of proceedings when these involve the attendance of the Mayor and his consort, the Deputy Mayor and the Deputy Mayoress, or any other Representative acting for the Mayor.

ARRIVAL

As, in many instances, the Mayor may be unacquainted with those responsible for the organisation; someone should meet the Mayor at the entrance to the building when he arrives. The Mayor and his consort should then be escorted and introduced immediately to the President, Chair, or whoever acts as host, or, in certain circumstances, to the assembled company.

When the Mayor is represented by the Deputy Mayor, or by any other Representative, similar arrangements for their convenience should be made.

RECEPTION

When the Mayor enters an assembly it is customary for those present to rise. Similarly, this courtesy is extended to him when he leaves the meeting.

PRECEDENCE

The Mayor has precedence within the Borough of Dacorum over all except the Sovereign or the Lord Lieutenant.

Unless the Mayor occupies the Chair, he should be seated on the immediate right of the Chair. If the Sovereign or the Lord Lieutenant for Hertfordshire be present, however, the Mayor should be seated immediately to the left of the Chair.

At lunches and dinners, when the Toast of 'The Borough of Dacorum' is to be given (but this is not obligatory), it usually follows that of "Her Majesty the Queen'.

When the Toast is omitted but the Mayor has previously consented to speak, it is customary to accord to him the privilege of being the first to propose or respond to the Toast immediately following the Loyal Toast. Similarly, at meetings or social gatherings, the Mayor would be the first Speaker, although an introduction may appropriately be made by the Chair of the meeting. At such meetings or gatherings, it is usual for the Mayor and his consort to be seated on the platform or at the head table, unless the Mayor has previously agreed to some alternative arrangement.

Please turn over

FORM OF ADDRESS

The formal announcement when the Mayor only is present is:

**"THE WORSHIPFUL THE MAYOR OF THE BOROUGH OF DACORUM
(COUNCILLOR STEWART RIDDICK)"**

When the Mayor and his consort are both present, it is:

**"THE WORSHIPFUL THE MAYOR & MAYORESS
OF THE BOROUGH OF DACORUM
CLLR. STEWART RIDDICK AND"** **

** This year the Mayor will be accompanied by his wife;

MAYORESS VICKY RIDDICK

The correct description for printed matter is as above.

The form of address is: **"MR .MAYOR"** or, when the Mayor is represented by the Deputy Mayor is addressed as: **"MR DEPUTY MAYOR"**. Similarly, if the Mayor is represented by a Representative (generally a Member of the Borough Council), it is: **"MAYOR'S REPRESENTATIVE"**.

The correct descriptions respectively are:

"THE DEPUTY MAYOR (Cllr. John Birnie)"

**"THE MAYOR'S REPRESENTATIVE (COUNCILLOR BERT CHAPMAN or
COUNCILLOR ROSIE SUTTON)"**

Note: The Deputy Mayor is **Cllr. John Birnie**.

GENERAL

Where the organisers are preparing any formal programme, order of proceedings, or agenda, it is of considerable help to the Mayor if a copy of this, together with an approximate timetable of the function and other particulars on the attached Mayoral Function Form could be sent to the Mayor's Secretary **by return of email/post where possible.**

Invitation cards, programmes, toast lists, etc., should not describe the Mayor as 'supporting' any other person, but it is proper to describe such other person as speaking or performing a ceremony 'in the presence of the Mayor'. As the Mayor may have other engagements, it is vital to ensure that the programme keeps to time. Organisers may have other queries and the Mayor's Secretary can always be consulted on these.

It is emphasised that the Mayor & his consort, and the Deputy Mayor (or Representative) **should not be called upon to speak or to take an active part in any ceremony associated with the function they are attending, unless previous notice has been given to the Mayor's Secretary and consent obtained.**

