

**ANNUAL COUNCIL MEETING – 15 MAY 2019**  
**PROCEDURE FOR THE INVESTITURE OF MAYOR AND DEPUTY MAYOR**

**1.0 INVESTITURE OF MAYOR**

- 1.1 After the Mayor's Chaplain has led the Council in prayer, the Mayor, Councillor Delaney will invite the submission of apologies for absence from the meeting.

The Mayor will then take the opportunity of thanking those who have helped him during his term of office.

The Mayor will then invite his Mayoress, Mrs Ann Stubbert, to the dais to receive her Past Mayoress' Shield.

- 1.2 The Mayor will invite nominations for the office of Mayor.

A motion will then be moved and seconded in the following terms:

*"That Councillor Gaynar Owen be elected Mayor for the ensuing Municipal Year."*

- 1.3 The Mayor will then ask if there are any other nominations and, provided there are none, the motion will be put to the meeting and having been duly carried, the retiring Mayor will request Councillor Gaynar Owen signify her assent to the resolution.

If there are any further nominations an election will take place.

- 1.4 The Member Services/Civic Officer will escort Councillor Gaynar Owen from her seat in the body of the Chamber, to the dais via the doors behind the Mayor's seat, during which time the retiring Mayor, Councillor Delaney will move to a position in front of the Deputy Mayor's chair, immediately to the right of the Mayor. The Mayor's Attendant will remove the Mayor's Badge of Office from the Mayor's Chain and pass it to the Chief Executive, who will place it on the appropriate pouch on the dais.

The Attendant will then take from Councillor Delaney the Chain of Office and pass it to the Chief Executive. The Attendant will then remove the robes from Councillor Delaney and place them on the newly elected Mayor.

The Attendant will then take the Chain of Office from the Chief Executive and place it on the shoulders of the newly elected Mayor. He will then hand to Councillor Delaney the Mayor's Badge of Office (*which will be in its place on the dais*) and Councillor Delaney will affix it to the Chain of Office on the newly elected Mayor.

**2.0 PRESENTATION TO PAST MAYOR**

The newly elected Mayor will then present Councillor Delaney with his Past Mayor's Shield. Councillor Delaney will then take his seat in the body of the Chamber.

**3.0 DECLARATION OF ACCEPTANCE OF OFFICE - MAYOR**

The newly elected Mayor will make the Declaration of Acceptance of Office.

#### **4.0 MAYOR'S MAYORESS TO DAIS**

The Mayor will announce who her Mayoress will be for the year and she will invite the Ms. Lisa Packer to come up to the dais, escorted by the Member Services/Civic Officer. The Mayor's Attendant will then take the Mayoress's Chain (*which will already be on the dais*) and place it on her shoulders, she will then assume the seat to the right of the Mayor.

#### **5.0 MAYOR'S SPEECH AND VOTE OF THANKS**

The newly elected Mayor will make a short speech thanking the Council for electing her and will propose a vote of thanks to the retiring Mayor.

#### **6.0 INVESTITURE OF DEPUTY MAYOR**

**6.1** The newly elected Mayor will then invite nominations for the appointment of Deputy Mayor.

**6.2** A motion will then be moved and seconded in the following terms:

"That Councillor \_\_\_\_\_ be appointed Deputy Mayor of the Council for the ensuing Municipal Year."

The Mayor will ask Councillor \_\_\_\_\_ whether he/she accepts the nomination.

**6.3** The Mayor will ask if there are any amendments and providing there are no other nominations, the motion will be put to the meeting and, having been duly carried, the Mayor will request Councillor \_\_\_\_\_ to signify his/her acceptance of the office.

If there is an amendment, then the Mayor will first put the amendment to the vote.

**6.4** If there are no amendments and the motion is carried the Member Services/Civic Officer will escort the newly appointed Deputy Mayor from the body of the Chamber to the dais. At this time the Mayoress will move to the chair on the right. The newly elected Deputy Mayor will stand in front of the chair to the immediate right of the Mayor. The Mayor's Attendant will then place the Deputy Mayor's Chain of Office (*which will already be on the dais*) on the shoulders of the newly appointed Deputy Mayor. He will then hand to the Mayor, the Deputy Mayor's Badge of Office, which the Mayor will affix to the Deputy Mayor's Chain of Office.

#### **7.0 DECLARATION OF ACCEPTANCE OF OFFICE – DEPUTY MAYOR**

**7.1** The newly appointed Deputy Mayor will occupy the chair to the right of the Mayor; make the Declaration of Acceptance of Office and a short speech of thanks.

**7.2** The Mayor will then invite the Deputy Mayoress/Consort, \_\_\_\_\_ to the dais so that she/he can receive her/his Chain and Badge of Office. The Deputy Mayoress/Consort will then return to her/his seat in the Chamber.

**PLEASE ALL STAND FOR THE NATIONAL ANTHEM**

#### **8.0 REMAINING ITEMS OF BUSINESS**

The Council will then proceed to the remaining items of business on the agenda.

**Note:** The Member and Executive Services Manager will complete the Declaration of Acceptance of Office Book and hand it to the Mayor and Deputy Mayor respectively for items 3 and 7.1.