Civic Protocol and Guidance
Adopted Full Council 10 July 2024

It is protocol that the Town Mayor of Morley should be afforded the same courtesy and deserves the same dignity shown to a Mayor or even a Lord Mayor of a major town or city such as Leeds, London or Wakefield.

He or She, is after all the first citizen of Morley, elected by you the members of the council and would therefore be representing you as well as the citizens of Morley.

It also goes without saying that the Mayor themselves should at all time behave in a fit and proper manner.

The Mayor is and should remain a 'NON-POLITICAL' position and the Mayor should always try to avoid engaging with the public in conversations regarding political matters, including speeches at functions.

There are publications, such as ' Millward Civic Hand Book' which should be made available to all incoming Mayors to help guide them through their year in office.

MORLEY TOWN COUNCIL ROLE OF THE TOWN MAYOR

The Town Mayor (also referred to as Mayor) is elected by the full Council at the Annual Town Council Meeting held in May each year.

The new Town Mayor makes a declaration of Acceptance of Office when accepting the Term of Office at the Annual Town Council Meeting and should prior to being voted into office have accepted they will adhere to this policy and protocol document

The Town Mayor's term of office is for one year and during this time the Town Mayor will continue to be a member of the Council and presides over meetings of the Council.

The role of Mayor is essentially ambassadorial and will represent the Town Council over a range of events and activities. Invitations and acceptances to any function or event must be via the Clerk's Office on the approved proforma

The role of Mayor does not confer any powers to be exercised other than those at a Town Council meeting as set out below. During the civic year the Mayor supports a wide variety of events throughout the Town Council area.

The Mayor receives invitations to a range of events and every invitation is considered equally. If the Mayor cannot attend a function, the Deputy Mayor may attend on behalf of the Mayor.

No invitation should be sought, sent or accepted by a Deputy Mayor in the first instance.

The Mayor may choose a Consort. This can either be a partner, fellow councillor, a family member or friend. The consort has no status and is not subject to protocol. A Female Consort is usually referred to as The Mayoress, Madam Mayoress.

Duties which the Mayor may carry out include:-

- Acting as host on behalf of the Town Council at civic functions
- Attending functions by invitation within the Town Council area, the District Council area or the County and at times outside of the County area.
- Undertaking official openings or presentations at places throughout MORLEY and on occasion in the District Council area or the County, and at times outside the County area.

When representing the Town Council the Mayor will wear the badge of office either on the Mayoral Chain or if at an evening function may be affixed to a ribbon.

When the official chain of office is worn the wearer should be addressed as “Town Mayor, or Mr Mayor/Madam Mayor”.

The chain would only be worn at functions outside of the Town Council area when invited in an official capacity.

Permission is required from the Mayor or Chairman of a principal authority or Parish/Town Council to wear the chain in that Council area.

There are some exceptions to this, which usually specify that this is to be the case in an official invitation. It is the responsibility of the Mayor to undertake the safe keeping of the mayoral chain.

The Mayor also has a number of statutory functions to undertake as set out below:-

- If present at Town Council meetings, must chair the meeting. (Local Government Act 1972, Schedule 12, paragraph 5 (1).
- Has a casting vote in the event of a tie in any voting at a Town Council meeting.
- Should ensure together with the Town Clerk that the Council makes legal decisions.
- Has a duty to ensure that the items in the Agenda are properly followed.
- If the Mayor is not present at a Council meeting, the Deputy Mayor has to preside.

Each year the Town Mayor may select suitable charities for which the Mayor will support and endeavour to raise funds.

The Mayor is responsible for the fundraising together with assistance from fellow Councillors.

The Town Council has certain expectations of the Mayor during the civic year.

- That the Mayor is appointed to serve the people of Morley
- That the Mayor is the figurehead and public face of the Town Council in Morley

Accordingly the Mayor should undertake the following duties in order of priority as set out below:-

- Attending and chairing Town Council meeting. The Town Mayor can attend all other meetings of the Town Council and is exofficio.
- To be the figurehead at Town Council organised events.
- Attending events and functions within Morley organised by other organisations etc.
- Attending events and functions outside of the Town Council area organised by other organisations and bodies.

The Mayor shall give an oral report on their activities during each period to a meeting of the Town Council.

The Town Council organises the following events throughout the year at which the Mayor and or the Deputy is expected to attend:

- Remembrance Day Parade
- Civic Service

ROLE OF THE DEPUTY TOWN MAYOR

The Deputy Town Mayor is there to support the Town Mayor throughout the Mayoral year by representing them when they are not available.

Invitations for Civic attendance are addressed to the Mayor and a Deputy should not seek or solicit any invitations

The Deputy will also attend certain Town Council civic functions in support of the Mayor when requested by the Mayor .

These would normally be the Civic Service, main Charity Function, Festival Receptions, Remembrance Day Parade and Carols Concerts

The Clerk will liaise and coordinate with both the Mayor and the Deputy whenever necessary and taking into account the Town Council priorities for the year.



It helps if the chains are pinned to the shoulders so that the drop is balanced in the centre of the body.

A Civic Chain should ALWAYS be pinned,
or it hangs in an undignified and uneven manner.

Morley Town Council
Guidance for Civic Invitations

Guidance for your Mayoral event
The Town Mayor, as your guest is there to celebrate and recognise your own organisation's achievements and milestones.

Below are tips to ensure your event is enjoyable and memorable for everyone involved.

Before the event
Please complete the official Civic Event Questionnaire for your event Please be aware that the Mayor is unable to accept any directly received invitations without the engagement form being completed.

When you submit your request please provide as much background information as possible on your organisation and the event. It would be really helpful if you could attach any leaflets or any other information which would be useful for the Mayor.

If you have asked the Mayor to make a speech please send key information you wish to be included such as key dates or details of names you wish to be mentioned.

It is only on very rare occasions that the Deputy Mayor is invited to events in their own right.

Please reserve a parking space for the Mayor as they normally drive themselves to events/engagements, especially if your function begins or ends after dark.

The Mayor will not be accompanied by a photographer so you will need to make your own arrangements for someone to take photographs during the event.

At the event
Please ensure that the Mayor or Deputy Mayor is met on arrival by the member of your organisation indicated on the engagement form and it is helpful if the Mayor can be accompanied when being introduced to key personnel.

The Mayor's Consort has no civic standing but may accompany the Mayor throughout the event if attending.

The Mayor should be introduced first to your other guests unless a member of the Royal Family or a representative of the Monarch is present.

The seat reserved for the Mayor should be on the immediate right of the person presiding at your event and the seat reserved for the Mayor's Consort should be on the immediate left of the person presiding.

The Mayor will be happy for you to take photographs at appropriate times throughout the

event, for example presenting prizes, cutting a ribbon, meeting members of your organisation.

Addressing the Mayor/Deputy Mayor
To introduce the Mayoral party at your event and for invitations, written correspondence and publicity purposes:

- The Town Mayor of Morley, Councillor *(Full Name)*
- The Mayoress /Consort of Morley, Mrs /Mr (*Full Name)*
- The Deputy Town Mayor of Morley, Councillor (Full Name)

During your event:

- Mr Mayor, Councillor *(Full Name)*, or if agreed, *(First Name).*

After the event
We would be grateful if you would send copies of any photos you take to town.clerk@morley.gov.uk

Contact information **Town.clerk@morley.gov.uk**

Protocol for the Town Mayor
The Town Mayor is the first citizen of Morley and therefore certain protocol is followed: The office of Town Mayor is apolitical and represents the borough at all Civic and Ceremonial occasions. The Mayor is by charter “The first citizen” and takes precedence over all other dignitaries in Morley except for the Monarch, members of the Royal family and the Lord-Lieutenant, or The Lord Mayor of Leeds

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The Mayor’s Role - Speeches
The role of the Mayor is to assist you in celebrating and recognising achievements and milestones. As the first Citizen the Mayor is often asked to formally open an event or welcome guests or maybe present awards. Given the numerous and varied events each year we appreciate that every function is unique. Please feel free to contact the Clerk if you need to discuss arrangements. If the Mayor is asked to speak then background information is always welcome.

Timing of functions
To help plan the Mayor's diary we ask that you give some consideration to the most suitable arrival time and the departure time for the Mayor. It may be important for the Mayor to arrive just before a formal opening to allow time to get everyone into position or for the Mayor to arrive at a specific point during a function.

Arriving at a function
The Mayor should be met by someone from your organisation and escorted to the event, seat or hall as appropriate. We ask that you arrange for the Mayor to be introduced to those at the function and briefed about the order of the proceedings. If you would like a CV or background on the Mayor please contact the office.

THE ROLE OF
MORLEY'S TOWN MAYOR

The Mayor is elected by the full Council at the Annual Town Council Meeting held in May each year.. A new Deputy Mayor is also elected at this meeting.

The new Mayor makes a declaration of Acceptance of Office when accepting the Term of Office at the Annual Town Council Meeting.

The Mayor's term of office is for one year and during this time the Mayor will continue to be a member of the Council and presides over meetings of the Council.

The role of Mayor is essentially ambassadorial and will represent the Town Council over a range of events and activities. The role of Mayor does not confer any powers to be exercised other than those at a Town Council meeting as set out below. During the civic year the Mayor supports a wide variety of events throughout the Town Council area. The Mayor receives invitations to a range of events and every invitation is considered equally. If the Mayor cannot attend a function, the Deputy Mayor may attend on behalf of the Mayor.

The Mayor may choose a Consort. This can either be a partner, fellow councillor, a family member or friend. The consort has no status and is not subject to protocol. A Female Consort is usually referred to as The Mayoress and addressed as Madam Mayoress.

Duties which the Mayor may carry out include:- Acting as host on behalf of the Town Council at civic functions. Attending functions by invitation within the Town Council area, the District Council area or the County and at times outside of the County area. Undertaking official openings or presentations at places throughout Morley and on occasion in the District Council area or the County, and at times outside the County area.

When representing the Town Council the Mayor would normally wear the official chain of office at all official functions within the Town. When the official chain of office is worn the wearer should be addressed as "Town Mayor, or Mr Mayor/Madam Mayor". The chain would normally also be worn at functions outside of the Town Council area when invited in an official capacity. Permission is required from the Mayor or Chairman of a principal or Town Council to wear the chain in that Council area. There are some exceptions to this, which usually specify that this is to be the case in an official invitation. It is the responsibility of the Mayor to undertake the safe keeping of the mayoral chain.

The Mayor also has a number of statutory functions such as, If present at Town Council meetings, he must chair the meeting. He has a casting vote in the event of a tie in any voting at a Town Council meeting.
Should ensure together with the Town Clerk that the Council makes legal decisions. He has a duty to ensure that the items in the Agenda are properly followed. If the Mayor is not present at a Council meeting, the Deputy Mayor has to preside.

Each year the Town Mayor may select suitable charities which the Mayor will support and endeavour to raise funds.

The Mayor is responsible for the fundraising together with assistance from fellow Councillors.

The Town Council has certain expectations of the Mayor during the civic year. The Mayor is appointed to serve the people of Morley and therefore is the figurehead and public face of the Town Council in Morley. The Town Mayor should ensure that the office resources used to organise this and other charity events are reasonable to the resources available to the Town Council. The majority of the mayoral activities should be in Morley.

The Mayor should undertake the following duties in order of priority such as attending and chairing Town Council meeting. The Town Mayor can attend all other meetings of the Town Council and is exofficio. He is to be the figurehead at Town Council organised events. He should attending events and functions within Morley organised by other organisations etc. Attending events and functions outside of the Town Council area organised by other organisations and bodies.

The Mayor shall give an oral report on their activities to a meeting of the Town Council.

The Town Council organises the following events throughout the year at which the Mayor and or the Deputy is expected to attend: Remembrance Day Parade, Civic Service or similar events.

The Deputy Town Mayor is there to support the Town Mayor throughout the Mayoral year by representing them when they are not available. The Deputy will also attend certain Town Council civic functions in support of the Mayor when appropriate.

The Clerk will liaise and coordinate with both the Mayor and the Deputy whenever necessary and taking into account the Town Councils priorities for the year.

For the assembly	Notes
Band	Normally the order of parade is that, if a band is available, it would lead, followed by the Standards
Clergy and choir.	
Civic VIPs	*see Note 1 below
Union Flag	If on parade, the senior Legion Standard must give precedence to the Union Flag
Royal British Legion and Women's Section Standards	The precedence of Legion Standards follows the seniority of Legion formations, ie National, County/District, Group (where relevant), Branch (normally led by the local branch, followed by other branch Standards). Members of the Board of Trustees will march behind the Union Flag and the National Standard. Members of the County/District Committee will march behind the County/District Standard. A VIP may be invited to march alongside the parade commander. The branch President would follow with the other officers of the branch, and then the branch members. Dressing of ranks during the march past is all important to give a good impression. It is not necessary that the Women's Section Standards automatically follow The Royal British Legion. They may be integrated in or beside The Royal British Legion
Standards of other ex-service association	RNA, Army, RAFA
Regular forces	Regular forces also have an additional order of precedence, which can be found on the public encyclopaedia **Wikipedia**.
Territorial and reserve forces	Royal Navy, Army, Royal Air Force

Ex-service contingents	preferably in one group, but may be in columns by service and corps, normally with the Legion leading though there may be variations
Uniformed public services	Police, Fire Brigade, Ambulance services. St John, Red Cross etc
Youth organisations	Uniformed organisations should take precedence over non-uniformed organisations
The General public	who should be invited to participate in the public remembrance event

Wreath Laying	Notes
Civic VIPs	*see Note 1 below for more detail
Representatives of **Regular forces**	Regular forces also have an additional order of precedence, which can be found on the public encyclopaedia **Wikipedia**.
Representatives of **Territorial and reserve forces.**	
Representatives of **Ex-service associations**	Including RBL & RBLWS.
Representatives of **Uniformed public services**	Police, Fire brigade, Ambulance services
Representatives of **Uniformed voluntary services**	St John, Red Cross etc
Representatives of **Cadet forces**	
Representatives of **Youth organisations.**	
The General public	

Civic VIP	Notes
Lord Lieutenant	a Vice-Lieutenant or DL he may appoint in his place
Archbishop	Canterbury or York – special occasions
The **Prime Minister** or a **Secretary of State**	
Bishop or **Moderator**	Attending as a guest and not conducting a service.
Lord Mayor and other **Mayors and Chairmen of Councils**	
Recorder of the Borough	
High Sheriff	
Lord Chief Justice	(frequently attends in Northern Ireland).
Privy Councillors	
Senior Officers of the Military Forces	
Judges	
Head of the Civil Service/ Senior Civil Servants	
Chief Constable	
Supporting representatives including **other military officers, other Royal British Legion officers and other dignitaries** (including **MPs**)	

Precedence

The Lord Lieutenant or representative has precedence in all occasions

The Lord Mayor of Leeds or representative has precedence in any processional order

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