

Annual Council Friday 17th May, 2024

Inauguration of Chair and Vice Chair of Council - Procedure

1. The Annual Council will be in two parts. Part 1, held at the Mansion House, covers the inauguration of the Chair and Vice-Chair of Council (also known as the Civic Mayor and Deputy Civic Mayor when not in the Council Chamber) for the forthcoming municipal year. The election to the positions appears as items 2 and 3 on the agenda. Part 2, to be held in the Council Chamber in the Civic Office, covers the remaining reports and agenda items to be presented to Council.
2. The inauguration will take place in the Ballroom of the Mansion House, commencing at 11.30 a.m. Elected Members will be seated in the front two sections of seating. Officers, invited guests and members of the public will be seated to the rear of the Ballroom.
3. There will be reserved seating on the stage for the retiring Chair of Council, Councillor Duncan Anderson and his Mayoress Ms Fiona Anderson, the retiring Vice-Chair of Council, Councillor Julie Grace and her Consort, Bishop Sophie and the Chief Executive, Damian Allen. The Macebearer will be seated adjacent to the stage. (In addition, there will be reserved seating for the Junior Civic Mayor on the front row of seats in the Ballroom)
4. The Governance Officers will be temporarily relocated to the right side of the Ballroom.
5. The Macebearer will lead the Chair and Vice-Chair of Council (and their respective partners) into the Ballroom together with Bishop Sophie, Chief Executive and Junior Civic Mayor who (with the exception of the JCM) will then be seated at the table on the stage.
6. Chair of Council, Councillor Duncan Anderson, will invite Bishop Sophie to say prayers. He will then formally open the meeting.

Agenda Item 2

7. Chair of Council, Councillor Duncan Anderson, will invite nominations for the post of Chair of Council for 2024/2025. Nominations will be seconded and votes taken. In the event of more than one nomination being received, nominations will be voted on in alphabetical order, with a show of hands and the vote will be recorded by Governance Officers.
8. Chair of Council, Councillor Duncan Anderson, will declare the result and the Macebearer will transfer the Chain of Office to the newly elected Chair of Council. The Chief Executive will invite the new Chair to take the Declaration and sign the register. The Chief Executive will countersign the register.
9. The newly elected Chair of Council's first duty is to ask for nominations for the Vice-Chair of Council. Nominations will be seconded and votes taken. In the event of more than one nomination being received, nominations will be voted on in alphabetical order, with a show of hands and the vote will be recorded by Governance Officers and the result declared.

10. In the event of the existing Vice-Chair not being elected to either position, they will temporarily take a seat within the reserved seating for Members for the remainder of Part 1.
11. A short adjournment of ten minutes will be declared while the platform party retire to the Civic Mayor's Parlour for the transfer of ceremonial robes.
12. At this point of the meeting, there will be an opportunity for the local Press to take photographs.

Presentations and Vote of Thanks

13. The Macebearer will lead the new Chair, their consort and Vice-Chair of Council into the Ballroom together with Bishop Sophie and the Chief Executive, who will then be seated on the stage.
14. The Chair of Council will invite Councillor Duncan Anderson, former Chair of Council and his Mayoress Ms Fiona Anderson to the front of the stage for the Chief Executive to present them with their commemorative badges (and the junior civic mayor to present the out-going Civic Mayoress with flowers).
15. The newly elected Chair of Council will address the Council.
16. The Chief Executive will present flowers to the new Chair of Council and their Consort.
17. Members will have the opportunity to give a Vote of Thanks to Councillor Duncan Anderson, former Chair of Council. Councillor Anderson may wish to respond.
18. The Chair of Council will declare Part 1 of the meeting closed and call for an adjournment until 2.00 p.m. Invited guests will be escorted to the Drawing Room and served a buffet lunch.
19. At 2.00 p.m. the meeting will recommence in the Council Chamber in the Civic Office. The Chair and Vice-Chair of Council will return without the ceremonial robes, accompanied by the Chief Executive and the Civic Party (if attending) to take their seats in the Chamber for Part 2.