



**THE ANNUAL MEETING OF THE COUNCIL WILL BE**  
**HELD AT GUILDHALL ON TUESDAY 14TH MAY 2024 AT 7.00 PM**  
to which you are hereby summoned to attend.

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**Bindu Arjoon**  
**Chief Executive**

**NOTE: Members are asked to sign the Attendance Register**

Office of Corporate Manager Democratic & Civic Support			
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## EXETER CITY COUNCIL

### ANNUAL MEETING OF COUNCIL - ORDER OF PROCEEDINGS

TUESDAY 14 MAY 2024

1. At the commencement of the meeting, the Civic Party will process from the Lord Mayor's Parlour, and certain members of the Party will take their seats upon the Dais.
2. Before the formal meeting commences, the Lord Mayor will call on their Chaplain to say Prayers.
3. The Lord Mayor will then announce that the first business of the Annual Meeting is to elect a Lord Mayor for the ensuing year, and will call for the nomination, and seconding, of a Member to fill that office.
4. The Lord Mayor will declare the election to the Office of Lord Mayor.
5. Lord Mayor will make a Declaration of Acceptance of Office, and return thanks
6. The Lord Mayor will then announce that the next business of the meeting is to appoint a Deputy Lord Mayor for the ensuing year and will call for the nomination, and seconding, of a Member to fill that office.
7. The Lord Mayor will declare the appointment to the Office of Deputy Lord Mayor.
8. The Deputy Lord Mayor will then retire to the Robing Room to be invested with the Chain and Robe of Office. Upon return, the Deputy Lord Mayor will make a Declaration of Acceptance of Office and return thanks.
9. A vote of thanks will be made to the Retiring Deputy Lord Mayor and Retiring Deputy Lord Mayor's Consort.
10. The Retiring Deputy Lord Mayor will return thanks.
11. Thereafter, the procedure will be in accordance with the Annual Meeting (Agenda items 4, 5 and 6).
12. The Lord Mayor will announce that the Civic Party will process to the Parlour for an informal ceremony at which the Lord Mayor's Consort and Deputy Lord Mayor's Consort will be invested with their Badges of Office.
13. The Civic Party will then process from the Dais to the Parlour in the same order in which they arrived.
14. All persons invited to attend the Annual Meeting are invited to remain in the Hall for tea and coffee.

**You are requested to vacate your seat, in order that the chairs may be cleared away.**

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