



Exeter City Council

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Scheme for the Enrolment of Honorary Alderman

Policy development and Version details

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Owner	Office of Democratic & Civic Support Manager
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This policy can be made available in large print and other formats such as printed on yellow paper, taped, Braille etc. as requested.	

SCHEME FOR THE ENROLMENT OF HONORARY ALDERMAN

1. Procedure

- a) Elections to the position of Honorary Aldermen will not take place every year, and nominations will only be accepted in exceptional circumstances and in accordance with the Council's agreed scheme.
- b) Any name put forward must be proposed by a serving Member of Exeter City Council and seconded by at least one other Member of the Council.
- c) Any proposal must be submitted in writing to the Corporate Manager, Democratic & Civic Support, in order to enable informal discussion to take place with both Council Members and the proposed recipient.
- d) If, following informal consultations, it appears to the Corporate Manager, Democratic & Civic Support in consultation with the Leader of the Council, that there is majority support for the nomination he/she shall submit a report to the next Council meeting in order that the Council may indicate whether or not it wishes to offer the position of Honorary Alderman to the proposed recipient.
- e) Any election to the position of Honorary Alderman will usually take place at an Extraordinary meeting of the Council which shall be called for the purpose of enrolment of an Honorary Alderman immediately prior to any Council meeting, following the Council signifying its agreement to such an offer, and the proposed recipient signifying his consent, as set out in (c) above.

2. Qualifications Required for Enrolment

- a) The Council may, in accordance with Section 249 of the Local Government Act 1974, and the provisions of this scheme, elect a person to the position of "Honorary Alderman".
- b) An Honorary Alderman shall enjoy those rights or privileges conferred by Section 249 of the Act and this scheme.
- c) The Corporate Manager, Democratic & Civic Support shall keep a list of those who have been elected to the position of Honorary Alderman. Such a list shall be printed in the Year Book and Diary issued by the Council
- d) A person shall be deemed eligible to be enrolled as an Honorary Alderman provided that the person:
 - Is not a serving member of Exeter City Council
 - Has served as a Member of the City Council for at least 12 years in total
 - Has given exceptional service during that period

3. Method of Enrolment

- a) No person who has one or more of the above qualifications shall be enrolled automatically as an Honorary Alderman but only in accordance with the procedure set out above.
- b) Formal election to the position of Honorary Alderman shall be by a resolution of the City Council passed by not less than two thirds of the Members present and voting thereon at a meeting of the Council specially convened for the purpose.

4. Withdrawal of the title and its privileges

- a) The position of Honorary Alderman is awarded for exceptional service and is a non-political role. As such the Council considers that is inconsistent for an Honorary Alderman to be politically active. In the event of an Honorary Alderman seeking election to the City Council, or any other Council within the area, he or she shall, from the time this scheme is adopted, cease to hold the position of Honorary Alderman if he or she is still standing as a candidate immediately following the deadline for withdrawal of candidature. At that time the entitlement to such rights and privileges attached to the position of Honorary Alderman shall cease automatically.
- b) If an Honorary Alderman fails to be elected, then the rights and privileges of an Honorary Alderman shall be restored.
- c) If elected, the rights and privileges of an Honorary Alderman shall remain removed until such time as they cease to be a Councillor, when they will be restored with immediate effect.
- d) It shall be competent for the Council in any other particular case to withdraw the title of Honorary Alderman and the attached rights and privileges. Such withdrawal of the title shall be by way of formal motion to a meeting of the full Council, (the summons to which contains special notice that such withdrawal is proposed and the reason therefore) and subsequent resolution of the Council passed by not less than two thirds of the Members present and voting thereon at the meeting of the Council. On the passing of such resolution, the Corporate Manager, Democratic & Civic Support shall delete the name of the person concerned from the list of Honorary Alderman and advise that person accordingly.

5. Privileges

An Honorary Alderman shall be entitled to the following rights and privileges:

- To enjoy the courtesy title of Alderman and to be so addressed.
- In the event of the Council deciding to give some badge, robe or emblem to Honorary Alderman, to wear such badge, robe or emblem on civic occasions.
- At each meeting of the Council to have seats reserved in the public gallery for the use of Honorary Aldermen.
- To receive a copy of each Council summons and a copy of the Council Year Book and Diary.

- To received invitations to all civic and social events to which Members of the Council are invited.
- To walk in civic procession in a position immediately senior to serving Members.
- To enjoy such other privileges as the Council may confer upon them from time to time.