**Mayoral Protocol**

**Introduction**

The Mayor is elected annually, each May, usually for a term of one year.

**How to invite the Mayor to a function**

To invite the Mayor to a function please contact the Mayor’s Secretary

Tel: 01428 654305

Email: mayor.secretary@haslemeretc.org

Or write to:

Jo Cork

Haslemere Town Hall

High Street

Haslemere

GU27 2HG

**Protocol for the Mayor**

The role of the Mayor is to assist you in celebrating and recognising achievements and milestones. As the first Citizen, the protocol should be for the Mayor to formally open an event or welcome guests or maybe present awards.

**Precedence**

At events organised by the Town Hall, the Mayor takes precedence over all other dignitaries in the town except for Her Majesty the Queen, other members of the Royal Family and the Lord Lieutenant of Surrey.

At events organised independently of the Town Hall but held in Haslemere, The Mayor of Waverley takes precedence over the Town Mayor.

Please feel free to contact the Town Hall if you need to discuss arrangements. If the Mayor is asked to speak then background information is always welcome.

**How to address the Mayor**

The formal title “The Mayor” is given irrespective of whether the Mayor is female or male.

A female Mayor should not be referred to as 'The Mayoress'. This title is given to a male Mayor's escort/consort and is not necessarily the Mayor's wife.

When introducing a Mayor or addressing them at a function the salutation **“Dear Madam Mayor”** or in the case of a male mayor **“Dear Mr Mayor”**, should be used.

If the Deputy Mayor is attending on behalf of the Mayor, then the formal title is “Mr/Mrs/Miss Deputy Mayor”.

**Timing of functions**

To help us plan the Mayor's diary we ask that you give some consideration to the most suitable arrival time and departure time for them. It may be important for the Mayor to arrive just before a formal opening to allow time to get everyone into position, or for them 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.

**Dress code**

Please specify the dress code for the event. Are hats expected?

**Parking**

To allow the Mayor to arrive on time we ask you to consider dedicated parking close to the venue. If this is not possible, please let us know or suggest a possible alternative.

**Current Mayor of Haslemere**

The Mayor of Haslemere from May 2019 to May 2020 is Councillor John Robini. The Mayoress is Councillor Jacquie Keen

The Mayor’s Charities are The Haslewey, The Haslemere Museum and The Stroke Club.

The Deputy Mayor is Councillor Simon Dear.

NB: The correct form of address (for invitations and when writing to the Mayor) is as follows:

‘The Mayor of Haslemere, Cllr John Robini