



HASLEMERE TOWN COUNCIL

MAYOR MAKING PROCESS

REVIEWED JANUARY 2022

The incumbent Mayor opens the meeting. The first items on the Agenda are the election of Mayor and Deputy.

ELECTION OF MAYOR

1. Incumbent Mayor asks for nominations / seconders for Mayor.
2. If more than one nomination is received, the Town Clerk will call the names of each councillor present in alphabetical order and ask which nominee they wish to vote for. The Clerk will count the votes cast for each nominee and give the result to the incumbent Mayor who will declare the person with the most votes duly elected Town Mayor.
3. If only one nomination is received, the incumbent Mayor asks for a vote and declares the nominated councillor duly elected Town Mayor.
4. The new Mayor puts on the Chain of Office and swaps seats with the outgoing Mayor.
5. The new Mayor makes the Declaration of Acceptance of Office.
6. The new Mayor makes a short thank you speech.
7. The new Mayor presents the outgoing Mayor with:
 - Past Mayor's Badge
 - Present photo album
 - Small gift
8. New Mayor presents outgoing Consort / Mayoress with small gift.
9. The new Mayor presents Consort / Mayoress with Mayor's consort badge.

ELECTION OF DEPUTY MAYOR

1. The new Mayor asks for nominations / seconders for Deputy Mayor.
2. If more than one nomination is received, the Town Clerk will call the names of each councillor present in alphabetical order and ask which nominee they wish to vote for. The Clerk will count the votes cast for each nominee and give the result to the Mayor who will declare the person with the most votes duly elected Deputy Mayor.
3. If only one nomination is received, the incumbent Mayor asks for a vote and declares the nominated councillor duly elected Deputy Mayor.
4. The new Deputy Mayor puts on the Deputy Mayor's badge and moves to the seat to the left of the Mayor.
5. The new Mayor continues to chair the rest of the meeting.