



HASLEMERE TOWN COUNCIL

MAYOR MAKING PROCESS REVIEWED FEBRUARY 2022

The Mayor of Haslemere is elected at the annual meeting of Council held in May each year. The election of Mayor and Deputy Mayor, are the first items on the Agenda. The process is as follows:

ELECTION OF MAYOR

The incumbent Mayor opens the meeting. In an election year this may be the previous Mayor, even if they have not been re-elected. In this case the incumbent Mayor does not have an original vote in the election of Mayor.

1. The incumbent Mayor asks for nominations / seconders for Mayor.
2. If only one nomination is received, the incumbent Mayor asks for a vote and declares the nominated councillor duly elected Town Mayor.
3. 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.
 - Where there is a majority of votes cast for one candidate, the incumbent Mayor will declare that person Town Mayor.
 - In the case of an equality of votes the incumbent Mayor (including in an election year, one who has not been re-elected) has a casting vote.
4. The new Mayor puts on the Chain of Office and swaps seats with the outgoing Mayor.
5. The Mayor makes the Declaration of Acceptance of Office.
6. The Mayor makes a short thank you speech.
7. The 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 their Consort / Mayoress with Mayor's consort badge.

ELECTION OF DEPUTY MAYOR

1. The Mayor asks for nominations / seconders for Deputy Mayor.
10. If only one nomination is received, the Mayor asks for a vote and declares the nominated councillor duly elected Deputy Town Mayor.
11. 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.
 - Where there is a majority of votes cast for one candidate, the Mayor will declare that person Deputy Town Mayor.
 - In the case of an equality of votes the Mayor has a casting vote.
2. The new Deputy Mayor puts on the Deputy Mayor's badge and moves to the seat to the left of the Mayor.
3. The new Mayor continues to chair the rest of the meeting.