

Protocol – Helpful hints

The Mayor is the First Citizen of the London Borough of Camden. During their term of office, the Mayor has a specific role to play for the local authority. The Mayor's office is apolitical and represents the Council at many civic and ceremonial events in Camden and in other boroughs.

The Mayor can add weight to special events such as the opening of new establishments and give valuable support to local groups. The Mayor changes every year and is elected by fellow councillors at the Annual General Meeting of the Council in May.

At civic events, the Mayor wears robes of office and should have precedence within the borough unless a member of the Royal family or the Lord Lieutenant is present.

At non-civic events, the Mayor wears a chain of office and should be accorded precedence as far as is practicable.



Mayor of Camden



The Consort and Mayor's Escorts

When attending an official engagement the Mayoress/ Consort or an escort will sometimes accompany the Mayor.

The Deputy Mayor

If the Mayor's engagements clash, the Mayor may sometimes send the Deputy Mayor in their place.

Mayoral Robes and Chains – The Mayor

Chain of Office – the Mayor wears this at functions in Camden.

Badge of Office – the Mayor wears this at functions in other boroughs, unless the host Mayor gives permission to wear the chain of office.

The robes of office – these are mainly worn at civic events when the mace bearer carries the mace in front of the Mayor. The Mayor then leads councillors and dignitaries in procession. The robes are also worn for some graduation ceremonies and on school visits.

The Mayoress/Consort, Mayor's Escort, the Deputy Mayor and the Deputy Mayoress have a badge of office.

Arrival and departure

When the Mayor arrives at your event they should be escorted and introduced to the person receiving guests. It is usual, on formal occasions, for people to stand when the Mayor enters and leaves the hall or room.

Precedence

The precedence due to the Mayor is part of the general law of the UK. The place reserved for the Mayor should be on the immediate right of the Chair, President or other person presiding. If the Lord Lieutenant is present, the Mayor should be on the immediate left. The Mayor's guest should be seated on the immediate left of the Chair, except when the Mayor sits on the Chair's left, in which case the Mayor's guest should sit on the Mayor's left.

The organiser is requested to arrange for someone to meet the Mayor and their guest on arrival and to escort the Mayor and make the remaining introductions throughout the engagement.

Arrival time

As a general rule, it is sensible for the Mayor to arrive about five or ten minutes before the start of your event. It avoids any unnecessary waiting and allows the Mayor to proceed to their position and to discuss any last minute changes.

Speeches

If the Mayor has accepted an invitation to speak, let us know the following:

- how long you would like it to be
- whether you wish the Mayor to propose or respond to a toast
- details about the people referred to in the speech.

If possible, it would be helpful if you could provide a brief outline of all the points you would like the Mayor to cover in the speech.

Toast List/Order of Proceedings

If your event is a dinner, supper or public meeting, please return the toast list with this form, or as soon as possible.

How to address the Mayor

If you are either producing a publication for your event or the Mayor is to be announced at the event, the correct form of address is 'The Mayor of Camden, Councillor (name)'. After the formal introductions, the Mayor can be addressed as 'The Mayor'. The Mayoress should be addressed as 'The Mayoress'. The Consort or escort should be addressed by their name and you will be notified in advance if the Mayor is going to be accompanied by an escort.

Deputy Mayor

When the Deputy Mayor is attending a function in place of the Mayor, they should be accorded the same precedence due to the Mayor, and all relevant advice in the above text should be granted to them.

Their correct title is 'Deputy Mayor' and they should be addressed in these words after formal introductions.