

## **THE PROTOCOL FOR THE NOMINATION OF HONORARY ALDERMEN/WOMEN**

### Application

1. This Protocol applies to the nomination of Honorary Aldermen/women.

### Criteria<sup>1</sup>

2. Any person nominated for the honorary role of Alderman/woman should:
  - No longer hold the position of Councillor;
  - Have served a minimum of 8 years on the Council or have held the role of either Leader of Council or Lord Mayor;
  - Have, in the opinion of the Council, rendered eminent services by way of exceptional contribution to the City and its Council.

### The Nomination Process

3. Following elections, the Head of Democratic Services will seek political agreement as to the number of Honorary Aldermen/women, if any, to be admitted.
4. The Head of Democratic Services will liaise with their Group Leaders and Group Whips to identify any nominations.
5. Each Group Leader will write to their nominees inviting them to accept the nomination and will notify the Head of Democratic Services of nominees accepting the nomination.

### The Ceremonial Process

6. The Head of Democratic Services will liaise with the Lord Mayor and Group Whips as to the date of the meeting of Full Council at which the ceremony will take place<sup>2</sup>.
7. The Lord Mayor will write to each nominee inviting them, with up to three guests, to the conferment of status of Honorary Alderman / Alderwoman on the agreed date.
8. The Lord Mayor's Office will inform the Head of Democratic Services of the name of each nominee accepting the invitation not less than 7 working days before the agreed ceremony date. These names shall then be included in the Summons for the meeting.

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<sup>1</sup> Where a group wishes to nominate an individual with exceptional service to the City who does not fully meet these criteria, the onus is on that group's whip to seek and secure in principle support from all group leaders in advance of the nominee being approached and confirmed to the Head of Democratic Services. Where that support has not been sought or secured, those nominees will not be put to a Special Council meeting for consideration

<sup>2</sup> The presumption being that this will be on the next appropriate ordinary Council meeting day

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9. The Head of Democratic Services will arrange for the Roll of Honour to be updated to include the conferment of status of Honorary Alderman / Alderwoman including details of the service of each of the nominees together with the date upon which they first came onto the Council.