

**ASHFORD BOROUGH COUNCIL  
ANNUAL MEETING 17<sup>TH</sup> MAY 2012  
ORDER OF PROCEEDINGS**

**1. Election of Mayor**

- (a) The Retiring Mayor enters the Council Chamber wearing robes and Chain and takes the Chair.
- (b) Prayer.
- (c) Retiring Mayor calls for nominations.
- (d) Nomination moved by Councillor \_\_\_\_\_
- (e) Nomination seconded by Councillor \_\_\_\_\_
- (f) Retiring Mayor declares the result of the election (where one nomination only it must be put to the vote).

**2. Declaration of Acceptance of Office by the Mayor**

- (a) The Chief Executive will read out the Declaration of Acceptance of Office and the new Mayor signs the Declaration after signifying acceptance.
- (b) The Robing Party then retires from the Council Chamber in the following order:-

Mace Bearer  
Retiring Mayor  
Chief Executive  
New Mayor  
Chaplain

**NOTE:** It is essential that the Retiring Mayoress and the new Mayoress are present in the Council Chamber from the commencement of the Annual Meeting, and in order that the new Mayoress may receive her Chain of Office both the Retiring Mayoress and the new Mayoress should leave the Council Chamber at the rear of the Robing Party. On return, in advance of the return of the newly elected Mayor, they should be escorted along with the retiring Mayor, into the Council Chamber and take their respective seats.

- (c) The Robing Party then returns to the Council Chamber in the following order:-

Mace Bearer  
Mayor  
Chief Executive  
Chaplain

- (d) Prayer.

**3. Appointment of Mayor's Chaplain**

**4. Vote of thanks by the Mayor for his Election**

5. **Vote of thanks to the Retiring Mayor and Mayoress**
  - (a) Moved by Councillor \_\_\_\_\_
  - (b) Seconded by Councillor \_\_\_\_\_
  - (c) Presentation of Badges by the Mayor to the Retiring Mayor and Mayoress.
  - (d) Presentation of a gift by the new Mayoress to the Retiring Mayoress.
6. **Response by the Retiring Mayor**
  - (a) Presentation of floral gift by the Retiring Mayoress to the new Mayoress.
7. **Election and Appointment of Deputy Mayor**
  - (a) Mayor calls for nominations.
  - (b) Proposed by Councillor \_\_\_\_\_
  - (c) Seconded by Councillor \_\_\_\_\_
  - (d) Following election, Mayor declares result of the vote.
8. **Declaration of Acceptance of Office by the Deputy Mayor**
  - (a) The Chief Executive will read out the Declaration of Acceptance of Office and the Deputy Mayor signs Declaration after signifying acceptance.
  - (b) Deputy Mayor invested with Chain of Office by the Mayor.
  - (c) Deputy Mayoress invested with Chain of Office by the Mayor.
9. **Apologies for Absence**
10. **Declarations of Interest**
11. **Minutes**

To consider the Minutes of the meeting of the Council held on the 19<sup>th</sup> April 2012.
12. **Announcements**

To receive any announcements from the Mayor.
13. **Confirmation of Cabinet Arrangements for 2012/13 by the Leader of the Council**
14. To consider the Minutes of the Selection and Constitutional Review Committee held on the 10<sup>th</sup> May 2012.
15. To consider the Minutes of the Meeting of the Cabinet held on the 10<sup>th</sup> May 2012