

## **Part Three – The Mayor and Full Council Meetings**

### **Section One – The Role and Functions of the Mayor**

#### **3.01 The Mayor**

A Mayor shall be appointed annually by the Council from amongst the Councillors who are not members of the Executive. The Mayor shall, unless they resign or become disqualified, continue in office until their successor becomes entitled to act as Mayor.

#### **3.02 Deputy Mayor**

- (a) The Mayor may appoint a Councillor to be Deputy Mayor and they shall, unless they resign or become disqualified, hold office until a newly elected Mayor becomes entitled to act as Mayor (whether or not they continue until that time to be a Councillor).
- (b) The appointment of a Deputy Mayor shall be signified to the Council and be recorded in the minutes of the Council.
- (c) If the Deputy Mayor is a member of the executive they will be known as Deputy Mayor (ceremonial). A Deputy Mayor who is not a member of the executive will be known as Deputy Mayor (Vice-Chair of Council).
- (d) The Deputy Mayor (Vice-Chair) may, if for any reason the Mayor is unable to act or the office of Mayor is vacant, discharge all functions which the Mayor as such might discharge.
- (e) If the Mayor appoints as Deputy Mayor (ceremonial) a Councillor who is a member of the executive, the Mayor may also appoint another Councillor who is not a member of the executive to act as Deputy Mayor (Vice-Chair of the Council), and they shall deputise for the Mayor in respect of all their roles and functions other than the ceremonial role outlined in paragraph 3.03(a) below.
- (f) If the Mayor does not formally appoint a Deputy Mayor (Vice-Chair of Council) but only appoints a Deputy Mayor (ceremonial), in the Mayor's absence at a Council meeting, in accordance with Standing Order 2.03 another member of Council chosen by members present at the meeting shall chair the meeting.

#### **3.03 Roles and Functions of the Mayor**

The Mayor serves for one year and is elected annually by the full Council. The Mayor is the civic and ceremonial head of the Council. The Mayor will have the following roles and functions:

##### **(a) Ceremonial Role**

The Mayor's duty is to represent and promote the interests and welfare of the Borough and all who live in, work in or visit the Borough. The Mayor will attend such civic and ceremonial functions as they or the Council decides are appropriate. The Mayor gives recognition, appreciation and encouragement to all those groups and individuals who contribute to the life of the Borough.

**(b) Chairing the Council Meeting**

In their capacity as chairman of the Council Meeting, the Mayor (or other person presiding at the meeting) will have, during the meeting, the following responsibilities:

1. to uphold and promote the purposes of the Constitution, and to interpret the Constitution when necessary;
2. to ensure that Council business can be carried out efficiently and with regard to the rights of Councillors and the interests of the community;
3. in the case of an equality of votes, as Chair, the Mayor has a second or deciding vote.

In the absence of the Mayor, the Deputy Mayor (ceremonial) will carry out the ceremonial role in 3.03(a).

In the absence of the Mayor, the Deputy Mayor (vice-chair) will carry out the function of chairing Council meetings in accordance with 3.03(b).

**(c) Parliamentary election**

To be the Returning Officer for the Parliamentary constituency.