



**WOKINGHAM
BOROUGH COUNCIL**

Protocol for the Appointment of Honorary Aldermen

Protocol for the Appointment of Honorary Aldermen of Wokingham Borough Council

1. Background

1.1 Section 249 of the Local Government Act 1972 provides that the title of Honorary Alderman can be conferred on “persons who have, in the opinion of the Council rendered eminent services to the Council, but who are no longer Councillors of the Council”.

1.2 In order to confer the title of Honorary Alderman on an ex-Councillor a meeting of the whole Council needs to be convened specifically for this purpose and the resolution passed by not less than two thirds of the voting Members present at that meeting.

2. Role of Honorary Alderman

2.1 An Honorary Alderman may attend and take part in civic events organised by Wokingham Borough Council and is entitled to wear the badge of ‘Honorary Alderman’ at such events. An Honorary Alderman will receive invitations to all civic and social events to which Members of the Council are also invited.

2.2 The badge of Honorary Alderman must only be worn at civic events outside the Borough at the specific request of the organisers of the event.

2.3 Those elected to the roll of Honorary Alderman are entitled to use the title ‘Honorary Alderman of the Borough of Wokingham’.

2.4 An Honorary Alderman does not carry any right to attend meetings of the Council or its committees or to claim any allowances payable under the Members’ Allowances Scheme.

3. Criteria for Appointment

3.1 Any Member of Council may nominate an ex-Councillor for the role of Honorary Alderman. A nomination form, as set out in Appendix A to the Protocol, must be completed and sent to the Mayor.

3.2 The appointment of Honorary Alderman is to confer recognition on previous Councillors who, over a period of time, have made a significant contribution to the Council in particular and public service.

3.3 Any person nominated must meet the following criteria:

- a) No longer holds the position of Councillor;
- b) Must have served for a minimum of 20 years on the District/Borough Council;
- c) Must have rendered eminent services during their time on the District/Borough Council;
- d) Must have made a significant contribution to the Council and the people it represents.

4. Presentation Ceremony

4.1 The award of Honorary Alderman shall take place during an extraordinary meeting of the Council, called for this specific purpose. The Mayor shall preside at this meeting.

4.2 During the meeting a Notice of Motion will be put forward to confer the title of Honorary Alderman on the Nominee(s) to recognise their services to the Council and the community.

4.3 The Motion shall be seconded, and Members will then have the opportunity to speak to the Motion in accordance with the speaking rights set out in the Constitution.

4.4 The resolution needs to be passed by not less than two thirds of the Members present at the meeting.

4.5 If the resolution is passed, the person being awarded the title of Honorary Alderman will be presented with:

- a) A 'Certificate of Conferral of the Status of Honorary Alderman' which will carry the Council's Coat of Arms and the Common Seal of the Council and be witnessed by the Mayor and the Chief Executive;
- b) A frame in which the Certificate will be placed;
- b) A Badge of Office including the title 'Honorary Alderman'.

4.6 Following the presentation the person appointed Honorary Alderman will be asked to sign the "Book of Honorary Aldermen" and will be afforded the opportunity to address the Council meeting.

5.0 The Roll of Honorary Aldermen

5.1 The Roll of Honorary Aldermen, which will include date of election to the Roll, will be held and maintained by Democratic Services.

**NOMINATION FORM
FOR THE ROLE OF HONORARY ALDERMAN OF WOKINGHAM BOROUGH COUNCIL**

Please complete the following using either black ink or type (and/or continue on separate A4 sheet, if necessary):-

Name of Person being nominated:
Address:
Tel No:

Please explain how the nominee meets the following criteria for appointment:

1	How long has the nominee served on the District/Borough Council? <i>The person being nominated must have served for a minimum of 20 years on the District/ Borough Council.</i>
2	What eminent services has the nominee rendered during their time on the District/Borough Council?
3	What significant contribution has the nominee made to the Council and its residents?

4	Why do you believe that this person should be conferred the appointment of Honorary Alderman?

Signed
Print name
Date

Please return this form to:

Anne Hunter
 Service Manager Democratic Services
 Wokingham Borough Council
 Shute End
 Wokingham
 RG40 1WQ

who will forward the nomination to the Mayor for his/her consideration.

This page is intentionally left blank