



# **PROTOCOL FOR CONDUCT OF THE MAYOR OF QUEENBOROUGH**

Adopted: 29<sup>th</sup> April 2024 at Full Council

Reviewed:

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# PROTOCOL FOR CONDUCT OF THE MAYOR OF QUEENBOROUGH

In addition to the statutory role (for example presiding at meetings of the Town Council), the Mayor may act in a representative role on behalf of the Town Council and/or the Town at local and other functions.

As Town ambassador, the Mayor may undertake such additional roles as he/she may consider in the interests of the Town Council or inhabitants of the Town which may include:

- support for local charities and their fund-raising events.
- civic parades
- school visits.
- presenting flowers for memorial birthdays/anniversaries/recognition of service to the Town
- receptions for visitors
- promoting the Town and defending its interests locally and nationally
- promoting the Council's aims, objectives and vision.
- involvement with local organisations and the community.

Whilst undertaking this ambassadorial role, the Mayor shall adhere to the following guidance:

**Decorum** – to act and conduct him/herself as an ambassador of the Town Council and the Town and not bring the Town Council or Town into disrepute.

**Respect for others** – the Mayor will at all times show due respect for all individuals and organisations irrespective of any personal opinions.

**Non-political** – not to engage in any political activity or make any politically motivated statements whilst representing the Town Council or Town as Mayor

**Dress Code** – to adhere to any dress codes specified in invitations; otherwise, to dress in a formal manner commensurate with the dignity of the office. Casual dress should only be adopted if specific to the event to be attended.

**Council Policy** – to adhere to any relevant Town Council policies and not attend any function or otherwise give support to any organisation or person whose objectives are contrary to Town Council policy and/or to law.

**Personal Interests** – not to solicit engagements or visits at home or abroad or otherwise procure favours by virtue of the office.

**Precedence** – to observe due precedence when attending events in company with other dignitaries.

**Advice** – to have due regard for any advice which may be given by the Clerk.

**Civic Insignia** – to exercise due diligence and care to maintain the Mayors Regalia in a good and safe condition, and to pass it on at the election of a new Mayor.

Any breach of this protocol may constitute a breach of the Queenborough Town Council Code of Conduct.

