



ATTENDANCE OF MAYOR/MAYORESS AT FUNCTIONS

Please complete the enclosed questionnaire and return it to me at the address shown.

1. Arrival

The Mayor and Mayoress should be met immediately upon arrival by some responsible person and escorted to their proper position.

2. Precedence

- (a) The Mayor should have precedence in all places within Ballymena Borough, provided nothing in that shall affect the Royal prerogative.
- (b) The place reserved for the Mayor should be on the immediate right of the Chairman or other person presiding. The Mayoress should be seated on the immediate right of the Mayor or on the left of the Chairman. (The Mayor cannot accept the vice-presidency of any Association or Club during his period of office)

3. Speeches

It is normal to ask the Mayor to speak at any dinner or similar function.

4. Time of Reception

Except in cases where the Mayor and Mayoress are asked to take part in the reception, the time given should be such as will ensure their arrival 10/15 minutes only before the commencement of the dinner or other function. This arrangement will avoid unnecessary waiting on their part, and permit preceding direct with Chairmen to the place reserved for them.

5. Toast list, or Order of Procedure

If the function is a dinner, supper or public meeting, a copy of the toast list or agenda showing the order of proceedings should, if possible, be returned with the questionnaire.

Where there are a number of speeches, it is recommended that the agenda should state at the side the time allocated for the various items, and that the speakers and artists be informed thereof.

6. Prize Distributions

If the Mayor is not presiding, his seat should be on the Chairman's right.

7. Mayoress

When the Mayoress accompanies the Mayor, her seat should be on the Mayor's right, except when the Mayor sits on the Chairman's left, and in this case the Mayoress should sit on the Mayor's left.

When the Mayoress is attending unaccompanied by the Mayor, her seat should be in the position indicated above for the Mayor.

I trust organisers will find these notes helpful. If you wish further discussion, please do not hesitate to contact me.

Please note that this advice should be read in the context that if a female is Mayor then her husband or partner would replace the Mayoress in precedent matters.

M G Rankin
Town Clerk & Chief Executive

BALLYMENA BOROUGH COUNCIL

REQUEST FOR ATTENDANCE OF MAYOR AT NON-CIVIC FUNCTIONS

1. **Name of Organisation/
Person making request:** _____

Address: _____

Telephone No: Daytime: _____

After Hours: _____
2. **Please state:**

Evening dress: Yes/No: _____ Dinner dress: Yes/No: _____

Lounge suit: Yes/No: _____ Smart Casual. Yes/No: _____

Decorations to be worn: Yes/No: _____
3. **Name of Function:** _____

4. **Venue (full address):** _____

5. **Date & Time of Function:** _____
6. **Who will preside?** _____
7. **Time Mayor and Mayoress
should arrive for function:** _____
8. **Duration of function:** _____
(Approximately)
9. **Name of toast or subject
of speech (if any):** _____

**10. State whether it is desired
Mayoress should attend:** _____

**11. Particulars or Details in Short Paragraph which would assist in preparation of
Speech.** *(please use separate sheet, if necessary)*

**12. Name of person to whom it is wished that reference should be made and nature
of their involvement:**

13. Any other Information thought relevant:

Date: _____ **Signed:** _____

Return to: Chief Executive's Department
Council Offices, "Ardeevin"
80 Galgorm Road
BALLYMENA
BT42 1AB