



For Information

Policy and Methodology for the Appointment to the Office of Mayor and Deputy Mayor - 2025

Adopted: 12 February 2025
Chair: Cllr. J. Rogerson
Minute Ref.: 250212/8

The policy is administered by the Town Clerk and will be reviewed in February 2027.

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Mission Statement

Endeavour through foresight and leadership, to enhance quality of life for residents and visitors. Working to enrich and nurture opportunity to protect and improve the built and natural environment and improve community pride.

1. EXECUTIVE SUMMARY:

This report outlines the process, requirements, and recommendations for appointing a Mayor (Chair) and Deputy Mayor (Vice-Chair) for Longridge Town Council in accordance with the Local Government Act 1972 and the Council's Standing Orders.

***Advisory note:** Longridge Town Council's custom is for the Deputy Mayor to succeed the mayor as this provides continuity in leadership. However, this progression is subject to the council's internal customs and is not a statutory requirement.*

2. LEGAL FRAMEWORK:

Under Section 15(6) of the Local Government Act 1972, Longridge Town Council has the authority to appoint a Deputy Mayor from among its elected members. The appointment must be made at the Annual Meeting of the Council (in May each year) or as soon as practicable thereafter. The Deputy Mayor/Vice-Chair shall, unless they resign or become disqualified, hold office until immediately after the election of a chair at the next annual meeting of the council.

3. ROLE AND RESPONSIBILITIES:

The Deputy Mayor of Longridge will be expected to:

- Stand in for the mayor at civic and ceremonial functions when required.
- Chair Full Council meetings in the mayor's absence.
- Support the Mayor in promoting Longridge and representing the Council.
- Maintain political neutrality in carrying out civic duties.
- Attend training as required to fulfil the role effectively.
- Participate in local community events and initiatives specific to Longridge.
- Support the Mayor in fostering relationships with neighbouring parishes, Ribble Valley Borough Council and Lancashire County Council.

4. SELECTION CRITERIA:

The following criteria should be considered when nominating a Deputy Mayor.

The nominee should:

- Be a current serving councillor with a minimum of one year experience on Longridge Town Council.
- Have demonstrated a commitment to Council duties and have a good attendance record.
- Be available to attend civic functions and Council meetings.
- Have an understanding of Council procedures and local government protocols.
- Have public speaking and interpersonal skills.
- Maintain impartiality in conducting Council business.
- Have knowledge of Longridge's community, history, and ongoing developments.

5. NOMINATION PROCESS (SUMMARY):

Advisory note: Members may consider giving preference to councillors who have never previously held the post, but this is not a statutory requirement.

- Councillors may self-nominate or be nominated by fellow councillors.
- Nominations must be submitted in writing to the Town Clerk.
- Each nomination requires a proposer and seconder from within Longridge Town Council.
- Candidates must confirm their willingness to serve.
- If multiple nominations are received, selection will be by majority vote of the Council,

6. NOMINATIONS IN NON- ELECTION YEAR:

- a. At the meeting of Full Council held in March the Chair will call for written nominations for the office of Deputy Mayor beginning the next municipal year, progressing through to the position of Mayor the following year. The Chair shall also check that the current Deputy Mayor wishes to progress through to Mayor beginning the next municipal year.
- b. Nomination will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.
- c. Completed nominations must be submitted to the Town Clerk within 7 days of the issue of the call for nominations.
- d. A special meeting of the Town Council will be held within 28 days of the issue of the call for nominations where the only item of business is to select the Deputy Mayor-Elect.
- e. At least 48 hours prior to the Special Meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors.

6.1 SELECTION:

At the Special Meeting of the Full Council and prior to a vote for the election of Deputy Mayor elect:

- a. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- b. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- c. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.

- d. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 6b above.
- e. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.
- f. Where there are more than two candidates, the successful candidate must achieve a clear majority* (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot held. This process will continue until there is a clear majority.
- g. The candidate achieving the clear majority will be nominated as Deputy Mayor at the Annual Meeting of the Council held in May.
- h. A tie in votes may be settled by the casting vote of the Chair of the meeting.

Advisory note: *All councillors present are permitted to vote for the election of Deputy Mayor, including the chair of the meeting and those standing for office.*

Definition of Majority: The definition of a majority vote is more than half of the votes cast. Abstentions are excluded in calculating a majority vote.

7. NOMINATIONS IN AN ELECTION YEAR:

- a. In an election year the Annual Meeting must be held within 14 days of the election.
- b. As soon as possible, and in any case by the end of the fourth day after the elections, the Town Clerk will issue a call for written nominations for the office of Mayor to all councillors to allow sufficient time for the Annual Meeting of the Town Council to be held within 14 days.
- c. Nomination will be by written submission, proposed and seconded by two members of the Town Council and counter signed by the nominee. The Town Clerk will make a standard nomination form available, although its use is not compulsory provided the requisite information is supplied. Electronic signatures will be accepted.
- d. Completed nominations must be submitted to the Town Clerk by the end of the sixth day after the election.
- e. As soon as possible, and in any case at least 24 hours prior to the Annual Meeting of the Town Council the Town Clerk shall circulate the names of the nominated candidates to all councillors. The Annual Meeting of the Town Council will be held no later than fourteen days after the election where the first item of business will be the election of the mayor by a recorded vote (show of hands).

7.1 SELECTION:

Prior to the vote for election of Mayor.

- a. The proposer of each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- b. Each candidate shall be allowed to speak for up to three minutes, in alphabetical order of candidate surname.
- c. Where there is only one candidate for a post, a recorded vote shall be taken which will be by a show of hands as to whether to elect or not elect the nominated candidate.
- d. If the nominated candidate is not elected then the council will agree arrangements for a re-opening of nominations, allowing at least 48 hours for candidates to be nominated in accordance with point 7c above but still allowing for the Annual Meeting of the Town Council to be held within 14 days of the election.
- e. Where there is more than one candidate for the post, the election will be carried out by recorded vote which will be by a show of hands.
- f. Where there are more than two candidates, the successful candidate must achieve a clear majority (excluding abstentions). Where there is no clear majority, the candidate achieving the lowest number of votes will withdraw and a second ballot will be held. This process will continue until there is a clear majority.
- g. A tie in votes will be settled by the casting vote of the Chair of the meeting.
- h. The successful candidate will immediately sign a Declaration of Acceptance of Office and take the chair for the remainder of the meeting.

Advisory notes:

A. *If the retiring Chair is present then they must take the Chair at the start of the Annual Meeting of the Town Council.*

If they have been elected as a councillor for the 'new' Town Council, then in the election of the new Chair:

- *They have an original vote but are not under a duty to cast it.*
- *If there is an equality of votes the Chair has a casting vote which they must use to break the deadlock; and*
- *There is no legal requirement that a Chair should use either their original or casting vote in any particular way. There is no legal prohibition against a Chair using either their original or casting vote in their own favour.*

If the retiring councillor has not been elected as a councillor for the 'new' Town Council then they must preside the meeting until the election of the new Mayor/Chair is completed, and their successor appointed. The retiring Chair's duties include noting the members present/absent, receiving nominations and counting votes in the election of the new Chair but

- *They do not have an original vote; and*
- *If there is an equality of votes then they have a casting vote which they must use in order to break the deadlock.*

B. If the retiring Chair is not present the retiring Deputy Mayor will take the chair for the elections of the Chair. If neither is present those councillors in attendance will vote for the councillor to take the chair for the election of the Chair.

C. All councillors present are permitted to vote for the election of Mayor or Deputy Mayor, including the Chair of the meeting and those standing for office.

It is advised that candidates exercise their right to vote for themselves unless they have agreed not to do so in advance with the other candidates.

7.2 NOMINATION OF DEPUTY MAYOR:

- a. The election of the Deputy Mayor will take place as the second item of business at the Annual Meeting of the Council.
- b. The process for the nomination of the Deputy Mayor will follow the same timetable and procedure as that for the mayor.
- c. All nominations must be received in accordance with this policy.

8. NOMINATION OF A MAYOR DURING THE MUNICIPAL YEAR:

- a. Where a vacancy for the office of Mayor occurs during the municipal year, the process for the election of a new Mayor will be in accordance with Section 7 of this policy, excepting that the timetable shall run from the date of the vacancy rather than of the election.
- b. The Deputy Mayor will assume the responsibilities of the role of Mayor and chair the election of the mayor which will take place as the first item of business at the next meeting of Longridge Town Council.

9. NOMINATION OF DEPUTY MAYOR DURING THE MUNICIPAL YEAR:

Where a vacancy for the office of Deputy Mayor occurs during the municipal year, the process for the election of a new Deputy Mayor will be in accordance Section 7 of this policy excepting that the timetable shall run from the date of the vacancy rather than of the election.