

LONDON BOROUGH OF HARROW

# ORDER OF PROCEEDINGS

ANNUAL MEETING OF THE COUNCIL OF THE  
LONDON BOROUGH OF HARROW TO BE HELD

ON 16<sup>th</sup> MAY 2024 AT 6.30 PM

AT HARROW ARTS CENTRE, 171 UXBRIDGE ROAD, PINNER, HA5 4EA

## *OPENING OF THE ANNUAL MEETING*

By approximately 6.25 pm Members' guests will have occupied the seats reserved for them in the meeting room or Public Gallery. By no later than 6.28 pm the Councillors of the London Borough of Harrow will have assumed their places in the seats assigned to them.

### ITEM 1 OF SUMMONS

#### ELECTION OF MAYOR

#### THE MAYOR

will call for **nominations for the Office of Mayor** for the Municipal Year 2024/25

#### THE MAYOR

will ask if there are any further nominations. If so the

**Proposer and Seconder** may make speeches supporting the nominations, and any other Members may speak in support thereof. Any other Members who have previously indicated a wish to speak may do so.

#### THE MAYOR

will put the nominations, in the order in which they are made, to the meeting. (the vote on each nomination will be by the show of hands)

**(Note:** In the case of an equality of votes, the Mayor is required by law to exercise his casting vote)

#### THE MAYOR

will declare the successful candidate to be duly elected Mayor of the London Borough of Harrow for the ensuing Municipal year.

**The newly elected Mayor** to accept congratulations on the dais.

#### THE RETIRING MAYOR (Councillor Ramji Chauhan)

will ask the Council to stand and will then vacate the Chair.

## **(All stand)**

The Retiring Mayor, the newly elected Mayor, the Proposer and Secunder of the Mayor's nomination will leave the Council Chamber.

## **(All sit)**

After a short interval, **the Mayor's procession** will return to the Council Chamber in the following order:

**The newly-elected Mayor**

(Robed and wearing Mayoral Chain and Medallion of Office)

**The Retiring Mayor**

**The Proposer**

**The Secunder**

**THE MACE-BEARER**

"Members of the Council, pray silence for the Worshipful the Mayor".

## **(All stand)**

Members of the Council and others present will stand in their places and remain standing.

**THE MAYOR**

will mount the dais and remain standing by the Mayoral Chair, and the **Retiring Mayor** will also mount the dais and remain standing by the Deputy Mayor's Chair.

The Proposer and Secunder will pause in the well of the Chamber, bow and then return to his/her place.

**THE MAYOR**

**will then sign the Declaration of Acceptance of office.**

**THE MAYOR  
(to remain  
standing)**

will invite Members to be seated. The Retiring Mayor to sit in the Deputy Mayor's seat.

(All sit)

**THE RETIRING  
MAYORESS  
(Mrs Meena  
Chauhan)**

will invest the incoming **Mayoress** with her Chain. The Retiring Mayoress will return to her seat beside the dais.

**Flower children**

Will walk forward and make a presentation of a Bouquet to the Mayoress.

**THE ELECTED  
MAYOR**

will return thanks.

## VOTE OF THANKS TO RETIRING MAYOR

### THE MAYOR

will call upon a proposer and seconder to move and second a vote of thanks to the Retiring Mayor and any other Members who have previously indicated a wish to speak in support may do so.

### THE RETIRING MAYOR

will return thanks

### THE MAYOR

will present a replica of the Mayor's medallion to the **Retiring Mayor (Councillor Ramji Chauhan) in commemoration of his Mayoralty of the Borough 2023/24).**

### THE RETIRING MAYOR

Will proceed to the well of the Chamber

### THE MAYORESS

will present a medallion to the **Retiring Mayor's Mayoress (Mrs Meena Chauhan)** in commemoration of her year as Mayoress of the Borough 2023/24. The Retiring Mayoress will make her way to the well of the Chamber.

### Flower children

Will walk forward and make a presentation of a Bouquet to the Retiring Mayor's Mayoress.

**The Retiring Mayor (Councillor Ramji Chauhan) will then take a seat in the Chamber.** Mrs Meena Chauhan will then return to her seat on the dais.

**ITEM 2  
OF SUMMONS**

**APPOINTMENT OF DEPUTY MAYOR**

**THE MAYOR**

will announce his/her Deputy Mayor.

**THE MAYOR**

**The newly appointed Deputy Mayor** will proceed to the well of the chamber where the Mace-Bearer will invest him/her with the Deputy Mayor's robe. The newly appointed Deputy Mayor will then mount the dais.

**THE MAYOR**

will invest the newly appointed **Deputy Mayor** with the Deputy Mayor's Medallion of Office.

*(Members of Council will remain seated throughout these proceedings)*

**Flower children**

will walk forward and make a Presentation of a Bouquet.

**THE DEPUTY  
MAYOR**

will return thanks for his/her appointment and take seat on dais.

**THE MAYOR**

will invest the **Deputy Mayoress** with the Medallion.

**Flower children**

will walk forward and make a Presentation of a Bouquet.

**ITEM 3  
OF SUMMONS**

**APPOINTMENT OF CHAPLAIN**

**THE MAYOR**

will announce his appointment of Mayor's Chaplain.

**REMAINING BUSINESS**

The remaining business of the Council will then proceed in accordance with the Summons.