

LONDON BOROUGH OF HARROW

ORDER OF PROCEEDINGS

AT

**ANNUAL MEETING OF THE COUNCIL OF THE
LONDON BOROUGH OF HARROW, TO BE HELD
ON THURSDAY 13 MAY 2004 AT 7.30 P.M.
IN THE COUNCIL CHAMBER
AT THE CIVIC CENTRE, STATION ROAD, HARROW**

OPENING OF THE ANNUAL MEETING

By approximately 7.25 pm Members' guests will have occupied the seats reserved for them in the Council Chamber or Public Gallery. By no later than 7.28 pm the Councillors of the London Borough of Harrow will have assumed their places in the Council Chamber seats assigned to them.

The Mayoress will have taken her place near the dais in the Council Chamber.

AT 7.30 P.M. THE PROCESSION OF THE MAYOR will enter the Council Chamber in the following order:-

The Mayor (robed and wearing the Mayoral Chain and Medallion of Office), preceded by the Mace;

The Mayor's Chaplain.

The Deputy Mayor (robed and wearing Medallion of Office);

THE MACE-BEARER will then announce: "Members of the Council of the London Borough of Harrow, pray silence for the Worshipful the Mayor"

[ALL STAND]

THE MAYOR, **the Deputy Mayor and the Mayor's Chaplain** will then proceed to their chairs on the dais where they will take up standing positions. (Meanwhile the Mace will be placed horizontally in repose in front of the Mayor).

THE CHAPLAIN will open the meeting with prayers.

The Chaplain will then either withdraw or occupy a seat alongside the dais.

THE MAYOR will then invite Members to be seated.

[ALL SIT]

**ITEM 1
OF
SUMMONS**

ELECTION OF MAYOR

THE MAYOR will call for **nominations for the Office of Mayor** for the Municipal Year 2004/2005.

COUNCILLOR MRS CHAMPAGNIE will be nominated by Councillor MRS BATH and seconded by Councillor JOHN NICKOLAY.

PROPOSERS AND SECONDEES may make speeches in putting forward nominations, and any other Members may speak in support thereof.

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

NOTE: In the case of an equality of votes, the Mayor (or if the Mayor is not present, the person presiding at the meeting) is required by law to give a 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 RETIRING MAYOR will ask the Council to stand and thereupon vacate the Chair.

[ALL STAND]

PRECEDED by the Mace the retiring Mayor, the newly-elected Mayor, the retiring Deputy Mayor (if not the newly-elected Mayor), the Proposer and Seconder 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), preceded by the Mace;

The retiring Mayor;

The retiring Deputy Mayor (if not the newly-elected Mayor); and

The Proposer and Seconder.

THE MACE-BEARER will announce: "Members of the Council of the London Borough of Harrow, pray silence for the Worshipful the Mayor".

[ALL STAND]

MEMBERS of the Council and others present will stand in their places and so remain until the Mayor has taken the declaration of Acceptance of Office before the Borough Solicitor.

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 retiring Deputy Mayor (if not the newly-elected Mayor) will take their seat in the Chamber.

(In the meantime, the Mace will be placed horizontally in repose in front of the Mayor).

The Proposer and Seconder will, after bowing to the Mayor, return to their places.

THE BOROUGH SOLICITOR will then administer the **Declaration of Acceptance of Office by the Mayor**, who will sign the same.

THE MAYOR will invite Members to be seated.

[ALL SIT]

THE RETIRING MAYOR will officially hand to the new Mayor the Keys of the Corporate Seal.

[(PRESENTATION of Bouquet to a Lady Mayor)]

THE RETIRING MAYORESS (Mrs S Dharmarajah) will invest the incoming Mayoress/Mayor's Consort with her/his Medallion of Office.

[PRESENTATION of Bouquet to the Mayoress/Button-hole flower to the Consort].

THE ELECTED MAYOR will then return thanks.

VOTE OF THANKS TO RETIRING MAYOR

TO BE MOVED BY **COUNCILLOR TOMS**

Seconded by **COUNCILLOR CURRIE**

THE RETIRING MAYOR will return thanks.

THE MAYOR will present a replica of the Mayor's Medallion to the **RETIRING MAYOR (COUNCILLOR MANOHARAN DHARMARAJAH)** in commemoration of his Mayoralty of the Borough 2003/2004.

THE RETIRING MAYOR will then take his seat in the Chamber.

THE MAYORESS/ MAYOR'S CONSORT will present a Medallion to the **PAST MAYORESS (Mrs S. Dharmarajah)** in commemoration of her year as Mayoress, 2003/2004.

PRESENTATION of Bouquet to the past Mayoress.

**ITEM 2
OF
SUMMONS**

APPOINTMENT AND INVESTITURE OF DEPUTY MAYOR

THE MAYOR will give written intimation (which the Borough Solicitor will read) of the appointment by the Mayor of a **COUNCILLOR** as the **DEPUTY MAYOR** for the ensuing Municipal Year.

THE NEWLY APPOINTED DEPUTY MAYOR will proceed to the side of the dais, 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 him/her with the Deputy Mayor's Medallion of Office.

(Members of the Council will remain seated throughout these proceedings.)

[PRESENTATION of Bouquet or Button-hole flower to Deputy Mayor]

THE MAYORESS will invest the **DEPUTY MAYORESS / DEPUTY MAYOR'S CONSORT** with her/his Medallion of Office.

[PRESENTATION of Bouquet to the Deputy Mayoress/Button-hole flower to Deputy Mayor's Consort].

THE DEPUTY MAYOR will return thanks for his/her appointment.

PRESENTATION To 'Flower-Children': The Mayor will present a gift to each of the children who has assisted in the above proceedings at this Annual Council.

**ITEM 3
OF
SUMMONS**

APPOINTMENT OF MAYOR'S CHAPLAIN

THE MAYOR will inform the Council of the appointee to be Chaplain and/or the arrangements for the Chaplaincy for the ensuing Municipal Year.
(As appropriate the Mayor's Chaplain will take his/her seat on the dais.)

REMAINING BUSINESS

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