



## **Cambridge City Council**

### **Information for organisers of functions and events to be attended by the Mayor or Deputy Mayor**

In order that proper arrangements may be made for the visit of the Mayor and/or Mayoress/Consort, or where applicable the Deputy Mayor, the following might be of assistance.

#### **Arrival**

The organiser should ensure that somebody is responsible for meeting the Mayor or Deputy Mayor on arrival and for making the introductions to the host or assembled company.

#### **Mode of Address**

- The description for the purpose of printed matter or announcement is "The Right Worshipful the Mayor of the City of Cambridge, Councillor" followed by his/her name. In practice, the more simple description of The Mayor, or The Mayor of Cambridge, is used.
- The correct address in person is "Mr/Madam Mayor".
- In speeches, one would say, for example, "We are pleased to have with us The (Right Worshipful the) Mayor of (the City of) Cambridge, Councillor first name / surname. In the preamble to a speech being made in the City one would say "Mr Mayor". If it is the host who is making the speech he would refer to the Mayor first in the preamble unless a member of the Royal Family is present when he would start for example: Your Royal Highness, Mr Mayor, My Lords, etc. If it is not the host speaking then he should be referred to by his title, e.g. President, Mr Chairman, immediately before "Mr Mayor."

#### **Precedence**

- The Mayor is accorded precedence everywhere in the City of Cambridge, with the exception of the Lord Lieutenant of Cambridgeshire. The place reserved for the Mayor should be on the immediate right of the Chairman or person presiding.
- The Mayoress or Consort should be seated on the immediate right of the Mayor or on the left of the Chairman.

- If the Lord Lieutenant of the County is present they would be seated on the immediate right of the Chairman and the Mayor should be on the left of the Chairman. In this case the Mayoress/Consort should be seated on the Mayor's left.
- Where the Deputy Mayor is present instead of the Mayor, the above order of precedence is applicable for him/her.

### **Charity Functions**

The Mayor and Mayoress are willing, whenever possible, to open Bazaars, Sales of Work and other events in aid of charity. They should be asked to attend the first day of the function, unless the Bazaar or Sale is to be opened by a Member of the Royal Family, or the Lord Lieutenant.

### **Deputy Mayor**

When the Deputy Mayor is attending a function in place of the Mayor, he/she should be accorded the full precedence due to the Mayor and arrangements similar to those mentioned above should be made for his/her convenience.

The correct title is "The Deputy Mayor", and he/she is addressed as "Mr/Madam Deputy Mayor".

### **Details required by Mayor's Office**

In order to make the necessary arrangements the attached form should be received by the Mayor's Office at least fourteen days before the date of the function.

Basic details of the organisation concerned would also be appreciated especially if the Mayor is requested to make a speech.

If you require further information about protocol, please contact:

Mayor's Office

Cambridge City Council

The Guildhall

Cambridge

CB2 3QJ

Tel: 01223 457021

Email: [mayor@cambridge.gov.uk](mailto:mayor@cambridge.gov.uk)