

Protocol for the Appointment of Honorary Alderman

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1.0 Background

[Section 249 of the Local Government Act 1972](#) states that the Council “may confer the title of Honorary Alderman on any person who, in the opinion of the Council, has rendered eminent services to the Council as a past member of the Council”.

The award must be subject of a resolution passed by not less than two thirds of the Members present at a meeting specially convened for that purpose.

2.0 The Role of Honorary Alderman

An Honorary Alderman of the Council may attend and take part in such civic ceremonies as the Council may decide. Honorary Aldermen are entitled to wear the badge of ‘Honorary Alderman’ at Civic events within the District.

Those awarded the title of Honorary Alderman are entitled to use the title of ‘Honorary Alderman of the District of East Hertfordshire’.

An Honorary Alderman does not carry any right to attend meetings of the Council or its committees or to claim any allowances payable under the Members’ Allowance Scheme.

No Honorary Alderman shall, while serving as a councillor, be entitled to be addressed as an Honorary Alderman or to attend or take part in any civic ceremonies of the council as an Honorary Alderman.

3.0 Criteria for appointment

The Leader of the Council, in consultation with the Chairman will recommend to Council the award of Honorary Alderman to a previous Member of the authority who meets the criteria. Any Member may approach the Leader with a nomination for consideration.

The appointment of Honorary Alderman is to confer recognition on Members who, over a period of time, made a significant contribution to the Council in particular, and public service in general.

Any person nominated must meet the following criteria:

- a) Has made significant contribution to public life
- b) Has given notable service on behalf of the Council, which has enhanced the reputation of Councillors and the Council itself
- c) Has rendered a minimum of eight years' service/two full terms of office as a Member of East Hertfordshire District Council
- d) Is no longer an elected Member

4.0 Presentation Ceremony

The award of Honorary Alderman shall take place during an extraordinary meeting of the Council, called for this specific purpose. The Chairman shall preside.

During the meeting, the nomination to confer the title of Honorary Alderman on the nominee(s) to recognise their services to the Council and the community will be proposed and seconded. The

resolution needs to be passed by not less than two thirds of the Members present.

If the Resolution is passed, those being awarded the title of Honorary Alderman will be presented with:

- i) A 'Certificate of Conferral of the Status of Honorary Alderman' which will carry the Council's Coat of Arms and the Common Seal of the Council, witnessed by the Chairman and the Chief Executive. The Certificate will be framed for presentation.
- ii) A Badge of Office, incorporating the Coat of Arms on a blue ribbon. The badge will be presented in an official presentation box.

Following the presentation, those appointed Honorary Alderman will be asked to sign the 'Roll/Book of Honorary Alderman'.

5.0 Removing the title of Honorary Alderman

There may be occasions where, due to the past or future behaviour of individuals who have been appointed as Honorary Alderman, the Council may wish to remove the title of Honorary Alderman from an individual in order to protect the reputation of the Council.

Removal of the title of Honorary Alderman will follow the same process as appointment (proposed and seconded, and then a resolution of two thirds of those present must be passed). However, it may take place at any meeting of the Council rather than a specially convened meeting.