

**PROTOCOL – APPOINTMENT OF MAYOR/DEPUTY MAYOR ELECT**

- i) The Office of Deputy Mayor and Vice - Chair of the Council/Mayor elect shall be offered each year to the Member of the Council having the longest continuous service as defined below who has not previously held the Office. In the event of that Member declining it will be offered to the next longest serving Member willing and able to accept the Office, provided that a Member who declines an invitation to serve in the Office of Deputy Mayor and the Chairman of the Council shall be invited to serve in the following year and, in the event of that person again declining, shall be invited for a third time in the next following year, after which for the purposes of determining longest service they shall be deemed to have served.
- ii) “Continuous Service” shall relate to service with the Borough Council, subject to the provision that broken periods of service separated by a break not exceeding four years and one month shall be aggregated for the purposes of calculating “continuous service”;
- iii) Where two or more Members have identical service, precedence shall be given to the Member having no or the least number of years break in service;
- iv) Where the matter is not determinable under paragraphs ii) or iii), regard shall be had to previous service, if any, discounted by reason of paragraph ii) and otherwise to alphabetical order by surname.

The Head of Legal and Democratic Services shall have delegated authority to deal with invitations for the appointment of the Deputy Mayor/Mayor elect each year in accordance with the Council’s normal policy and report the outcome at a future meeting of the Council.