



**NORTHAM TOWN COUNCIL  
CIVIC REGALIA PROTOCOL**

Adopted by Northam Town Council on **20<sup>th</sup> November 2024**

## **NORTHAM TOWN COUNCIL CIVIC REGALIA PROTOCOL**

This Protocol describes the wearing of Civic Regalia, including the Mayor's and Deputy Mayor's Chains of office.

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# **NORTHAM TOWN COUNCIL CIVIC REGALIA PROTOCOL**

## **1. INTRODUCTION**

1.1 The Mayor's chain and badge of office are the outward signs of the Civic Office held and should be worn at all civic functions and events to which the Mayor (as the Mayor) has been invited, unless specifically requested chains are not required.

## **2. PRESENTATIONS OF CHAINS OF OFFICE**

2.1 At the Annual Meeting of the Council, the Mayor is elected and presented with their Chain of Office.

2.2 At the Annual Meeting of the Council, the Deputy Mayor is elected and presented with their Chain of Office.

2.3 This presentation of the Chains of Office is repeated ceremonially at the Mayor's Introduction Ceremony later in the same year, thus reinforcing the reason for presentation of each Chain of Office to the holder of that Office.

## **3. WEARING and DISPLAYING CIVIC REGALIA**

3.1 The public has an expectation to see the regalia being worn, so the chain must be worn over the clothes so that it is conspicuous.

3.2 The Mayor should not wear the civic insignia or regalia in another capacity or in another Council area without express permission of the Council for that area.

3.3 The Chains of Office are to be worn by individuals as described in section 3.6 below.

3.4 Civic chains should not be worn over a military uniform. A Mayor who is a member of the clergy, minister of religion or other spiritual or religious leader may wear the chain over their formal vestments. Similarly, the chain may be worn over academic gowns.

3.5 Chains of Office, Former Mayor Badges and Honorary Freeman badges should not be displayed on election literature.

3.6 In accordance with their presentation at the Annual Council meeting, Chains of Office are to be worn as follows:

- The Mayor wears the Mayor's Chain of Office
  - The Mayor's Mayoress/Consort/Escort wears a Northam Town Council emblem on a ribbon (a 'Day Chain').
- The Deputy Mayor wears the Deputy Mayor's Chain of Office
  - The Deputy Mayor's Mayoress/Consort/Escort wears a Northam Town Council emblem on a ribbon (a 'Day Chain').
- Any other Councillor attending an event as the Council's representative (in place of the Mayor or Deputy Mayor) wears a Northam Town Council emblem on a ribbon (a 'Day Chain').

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3.7 Should the Mayor's Chain be unavailable (for example being repaired), the Mayor would wear the Deputy Mayor's Chain and the Deputy Mayor a 'day chain', if both were present at an event.

### **4. CIVIC EVENTS**

4.1 During the Civic year, the Mayor will support and attend a variety of events throughout the communities of Northam and will be invited to attend events held by other Councils and organisations outside the Parish.

4.2 All invitations are sent for consideration of the Mayor. If the Mayor cannot attend it may be appropriate to pass the invitation to their Deputy Mayor.

4.3 The Mayor's Mayoress/Consort/Escort does not take precedence over the Deputy Mayor and cannot represent the Town in their own right.

4.4 Unless they have received a specific invitation in their own right, the Deputy Mayor should not attend functions unless deputising for the Mayor.

4.5 Should neither the Mayor nor Deputy Mayor be able to attend an event to which the Mayor has been invited, with the permission of the Council or organisation making the invitation, another elected member may be asked to represent the Council.

### **Death of a serving Member of the Town Council or serving Town Clerk**

4.6 Subject to the family's wishes, Town Councillors, led by The Mayor, should meet the family and mourners at the Church/ceremonial building and follow behind them into the service.

4.7 The Mayor should graciously waive their precedence on such an occasion and the Mayoral Chain should not be worn unless the family express a wish to the contrary.

### **Other Funerals**

4.8 If the Mayor is invited to a funeral which is not ceremonial, they should not wear their Chain or Badge but attend purely as a mourner unless the family express a wish to the contrary.