



SCHEME OF ENROLMENT FOR HONORARY ALDERMEN AND ALDERWOMEN OF DOVER DISTRICT COUNCIL

Qualifications Required for Enrolment

- 1.1 A former elected member of Dover District Council shall be eligible for consideration to be nominated to the position of Honorary Alderman or Alderwoman in accordance with the provisions of Section 249 of the Local Government Act 1972 if he or she has rendered:
- (i) A total of 20 years' service as a Member of Dover District Council which is calculated on a cumulative basis. In exceptional circumstances less than 20 years' service may be considered; and
 - (ii) 'Eminent services' to the council as past members of that council.
- 1.2 This will generally be in the form of, but not limited to, service as the Chairman of the Council, Leader of the Council, Leader of a Political Group, Chairman of a major Council Committee or by holding one or more senior positions on the council.

Method of Enrolment

- 2.1 Applications for nomination as an Honorary Alderman or Alderwoman shall be made by 2 serving Members of the Council and submitted in writing to the Director of Governance on the approved form. The Director of Governance will then submit a report
- 2.2 Prior to the submission of any application for nomination the person nominated shall be asked by the Members nominating him or her if he or she is willing to accept nomination for enrolment as an Honorary Alderman or Alderwoman and he or she shall have indicated a willingness to accept the nomination.
- 2.3 The Director of Governance will screen the nominations for eligibility (as per the qualification provisions of this scheme) and submit a report with all qualifying nominations to the General Purposes Committee for consideration and, if it so decides, onwards recommendation to a meeting of the full Council.
- 2.4 Election to the position of Honorary Alderman or Alderwoman shall be by a resolution of the Council by not less than two-thirds of the Members voting thereon at a meeting of the Council specially convened for that purpose with notice of the object.
- 2.5 Following the election of a person to the position of Honorary Alderman or Alderwoman, the Director of Governance will arrange:
- (i) For the name of the person to be admitted to the Roll of Honorary Aldermen and Alderwomen, which shall be established for such purpose.

- (ii) For the title of Honorary Alderman or Alderwoman to be conferred on the persons nominated at a meeting of the Council together with the presentation of a scroll.

Rights and Privileges

3.1 Subject to 3.2, an Honorary Alderman shall be entitled to the following rights and privileges:

- (i) To enjoy the courtesy title of “Honorary Alderman” or “Honorary Alderwoman” and to be addressed as such.
- (ii) To attend as an observer at meetings of the Council or any other meetings to which the press and public are admitted and to have a seat reserved for this purpose.
- (iii) To receive invitations to all civic events to which Members of the Council are invited.
- (iv) To walk in any civic processions in a position immediately senior to serving Members.
- (v) To receive a copy of the Council’s Year Book on request.
- (vi) On death, to have the Civic flag flown at the Council Offices, Whitfield at half-mast.

3.2 The Council may decide to alter, amend, supplement or withdraw the rights and privileges set out in 3.1 above either generally or, in the case of an individual Honorary Alderman or Alderwoman.

3.3 In the event of an Honorary Alderman or Alderwoman resuming membership of the Council, he or she shall cease to be entitled to be addressed as Honorary Alderman or Honorary Alderwoman or to attend or take part in any civic ceremonies of the Council as an Honorary Alderman or Honorary Alderwoman.