

**Epping Forest District Council
Honorary Alderwoman/ Alderman
Scheme**

The appointment of Honorary Alderman may be conferred by the Full Council in recognition on a previous Councillor who over a period of time, has made a significant eminent contribution to the Council and the District.

Any member of Council may nominate an ex-Councillor for the role of Honorary Alderman (or Alderwoman). A nomination form, as set out in Appendix A, must be completed and signed by two members of Council. Once completed the form should be submitted to the Chairman for consultation with the Leader of the Council.

If for any reason the nomination does not meet the criteria then a full written reply will be sent to the nominating members.

An individual will be eligible for nomination and appointment to the role of Honorary Alderman provided:

- (i) They are no longer a serving Councillor; and
- (ii) the proposed recipient must be willing to accept their nomination

AND one of the following criteria apply to the proposed recipient:

- (a) they have served at least 16 years in office; or
- (b) they have held a significant position of public responsibility with the Council, for a minimum period of one year; or
- (c) they have provided demonstrable eminent service to the Council throughout a long and distinguished period of public service;

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

An Honorary Alderman/Alderwoman does not carry any right to attend meetings of the Council or its committees or to claim any allowances payable to Members.

An Honorary Alderman/Alderwoman of the Council may attend and take part in such civic ceremonies as the Council may from time to time decide. Honorary Aldermen are entitled to wear the badge of 'Honorary Alderman' at Civic events within the district.

The badge of Honorary Alderman/Alderwoman must only be worn at civic events outside the District at the specific request of the organisation of the event.

Those elected to the Roll of Honorary Alderman/Alderwoman are entitled to use the title of 'Honorary Alderman of the District of Epping Forest'.

Following notification of the death of an Honorary Alderman/Alderwoman, the district flag will be flown at half-mast over the Civic Offices on the day after of notification of death and the date of the funeral as a mark of respect.

Presentation

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

During the meeting a Notice of Motion will be put forward to confer the title of Honorary Alderman on the Nominee(s) to recognise their services to the Council and the community.

The motion before the Council shall be proposed and seconded, and members of the Council shall be invited by the Chairman to speak.

The Chairman shall seek the agreement of those present and voting.

Should the motion not be unanimously carried, a vote shall be called by the Chairman, and a majority of two thirds of those present shall be required to carry the motion.

If the resolution is passed, the person being awarded the title of Honorary Alderman/Alderwoman will be presented with a Badge of Office and their name entered into the Roll of Honorary Alderman/Alderwoman.

The Roll of Honorary Alderman/Alderwoman, which will include the date of election to the Roll, will be maintained by the Proper Officer.

Following the presentation, the person appointed will be given the opportunity to address the Council meeting.

Removal of Award

If any person appointed Honorary Alderman/Alderwoman is subsequently elected as a member of Epping Forest District Council their appointment will be suspended for the duration of their further term(s) in office.

The Council may remove the award of Honorary Alderman/Alderwoman. A motion to remove the award of Honorary Alderman/Alderwoman must be signed by at least six current Councillors and passed by not less than two thirds of members present at the Council meeting.