



## MAYOR OF GUILDFORD

### Protocol Information

We hope the questions and answers below will help you plan your visit.

#### **THE MAYORAL TEAM 2025/26**

The Worshipful The Mayor of Guildford, **Councillor Howard Smith**.

The Mayoress (Howard's wife, **Mrs Debbie Smith**) will generally accompany the Mayor.

**DIETARY/OTHER REQUIREMENTS:** Both are VEGETARIAN (but do eat fish).

The Deputy Mayor – **Councillor Jane Tyson**

The Deputy Mayor's Escort – **Mr Paul Tyson** (the Deputy Mayor's husband) will generally accompany the Deputy Mayor. She may sometimes be accompanied by a friend, or by her daughter.

**DIETARY/OTHER REQUIREMENTS:** None

#### **HOW SHOULD I INTRODUCE THE MAYOR AT A FUNCTION AND HOW SHOULD I ADDRESS HIM OR HER?**

When introducing the Mayor at a function please introduce him, or her as "The Worshipful the Mayor of Guildford, Councillor *followed by first name and last name, e.g., 'Howard Smith'...*

If a male Mayor is accompanied by the Mayoress, or an official escort just add "and the Mayoress, Mrs *Debbie Smith*...."

In the case of a female Mayor who is accompanied by her Consort/Escort, just add "and the Mayor's/Deputy Mayor's Consort/Escort, Mr....A. N. *Other*

Please introduce the Deputy Mayor as "The Deputy Mayor of Guildford, Councillor ...." as with the Mayor.

Thereafter the Mayor should be addressed as 'Mr Mayor' (or in the case of a female Mayor - Madam Mayor, and the Mayoress (where applicable) as Madam Mayoress.

The Deputy Mayor should be addressed as "Mr, *or Madam*...Deputy Mayor". The Mayor or Deputy Mayor's Consort/Escort should simply be referred to by their name.

#### **WHAT IF BOTH THE MAYOR AND DEPUTY MAYOR ARE ATTENDING OUR EVENT?**

If the Mayor is present at an event the Deputy Mayor would not attend in their capacity as Deputy Mayor but would still be able to attend as a Borough Councillor.

#### **WHEN DOES THE MAYOR ATTEND AS THE FIRST CITIZEN OF THE BOROUGH?**

The Mayor is the principal guest at any social function held within the Borough to which he, or she, has accepted an invitation as Mayor. As Mayor they attend as the First Citizen of the Borough (politically neutral and representing all the people of the borough) and not as a representative of the Council, or any section of it.

**Please be aware that for certain events it may also be appropriate to invite the Leader of the Council, the Joint Chief Executive, or another Lead Councillor or senior Council Officer. For more guidance, please contact the Civic Secretary by emailing: [CivicSecretary@guildford.gov.uk](mailto:CivicSecretary@guildford.gov.uk)**

#### **WHAT TIME SHOULD THE MAYOR ARRIVE AT A FUNCTION AND WHAT PROTOCOL SHOULD I FOLLOW?**

The Mayor would normally arrive five to ten minutes before the start of a function, unless you have requested otherwise on the bid form/information sheet. We would respectfully ask that you kindly make sure he, or she, is met by a responsible officer of your organisation who can then escort and introduce the Mayor to the host or assembled company. It is also very important that the host be in attendance for the duration of the Mayor's visit, to make the most of the Mayor's attendance and enhance the experience for everyone concerned.

#### **WHERE SHOULD WE SEAT THE MAYOR?**

At a formal dinner, luncheon etc, the Mayor traditionally sits on the immediate right of the host. The Mayor sits on the immediate right of the person presiding at a meeting, unless he, or she, is in the Chair.

**CHURCH SERVICE** - if the Mayoral party is attending a Church Service, please could you arrange for the Mayoral Party to be met at the entrance to the Church and escorted to the front pew on the right hand side of the centre aisle. The only exception to this practice would be at a funeral service, or other private service when the Mayor would give up his, or her place to the family mourners and take the front pew on the left.

#### **CAN WE TAKE A PHOTOGRAPH OF THE MAYOR?**

If you are a voluntary organisation and would like to take a photo of the Mayor during your event for the use of your organisation or club there is no problem at all.

However, if the photograph is to be used for a commercial organisation please note that no use should be made of any photograph, image of or reference to, the Mayor in any commercial publicity, advertising, promotional or public relations material for present or future use to promote your company, business, products or services, without the prior written consent of the Mayor's Office.

#### **WHAT IF A MEMBER OF THE ROYAL FAMILY, HER MAJESTY'S LORD LIEUTENANT OR HIGH SHERIFF OF SURREY IS ALSO ATTENDING OUR EVENT?**

The Clerk to the Lieutenancy will no doubt advise regarding protocol but please do contact the Mayor's office if you need any further guidance.

#### **WHAT IF THE DEPUTY MAYOR IS REPRESENTING THE MAYOR?**

All the procedures outline above also apply to the Deputy Mayor when attending an event on behalf of the Mayor, as his or her representative.

Any variation to the above guidelines should be made only with the express agreement of the Mayor, obtained through the Mayor's Office, in advance of the date of your event.

**IF YOU HAVE ANY FURTHER QUERIES OR REQUIRE ANY OTHER ASSISTANCE PLEASE CALL THE CIVIC SECRETARY, KATE FOXTON ON 01483 444031**