

ARTICLE 5 - THE LORD MAYOR OF YORK, THE SHERIFF OF YORK AND CHAIRING THE COUNCIL

1 Role and Function of the Lord Mayor

The Lord Mayor will be elected by the Council at its Annual Meeting, from amongst serving Councillors. The Lord Mayor must have 4 years service as a City of York elected Councillor and have been elected to serve a further 4 year term. Upon election, the Lord Mayor will have the following responsibilities:

To act as an ambassador for the City locally, nationally and internationally, as its elected First Citizen, by;

- i) upholding the historical and ceremonial traditions of the Office of Lord Mayor;
- ii) attending and supporting civic events and community activities which demonstrate the First Citizen's commitment to the Council Plan;
- iii) actively promoting and supporting local business and economic activity in the City;
- iv) actively promoting and supporting local tourism;
- v) carry out any duties in support of the specific objectives set for the year of office;
- vi) becoming patron/president to local organisations;
- vii) being the ceremonial host to official visitors and dignitaries to the City;
- viii) representing the City at ceremonial events;
- ix) respecting the privilege of residency in the Mansion House and access to the civic collection, whilst holding office ;
- x) actively promoting and supporting the Mansion House as a cultural, business and community venue for the City

- xi) representing the City on other occasions as determined by Council;
- xii) chairing and presiding over meetings of Full Council, upholding, promoting and interpreting the Constitution as necessary, in accordance with the Standing Orders for Council meetings;
- xiii) carrying out all duties in a manner appropriate to the status and traditions of the Office.

2 Role and Function of the Sheriff of York

The Sheriff of York will be elected by the Council at its Annual Meeting. [\[The Sheriff may appoint a Deputy.\]](#) The Sheriff of York will have the following responsibilities, acting as an ambassador for the City locally, nationally and internationally, supporting its elected First Citizen, the Lord Mayor;

- i) to support the Lord Mayor in his/her duties and activities;
- ii) to undertake ceremonial activities as required;
- iii) to act as patron/president to local organisations;
- iv) to maintain the historical and ceremonial traditions of Sheriff;
- v) to carry out other duties as deemed appropriate by the Council, consistent with the traditions of the office; and
- vi) to carry out all duties in a manner appropriate to the traditions and status of the office.

3. Role and function of the Deputy Lord Mayor

The Deputy Lord Mayor will be elected by the Council at its Annual Meeting. **The Deputy Lord Mayor is normally the outgoing Lord Mayor** *(do we still want it to be this way)* and fulfils the following duties, as required by the absence of the Lord Mayor or Sheriff, on occasion:

- i) to support the Lord Mayor in attending civic functions when the Lord Mayor or Sheriff are unable to attend;

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ii) to chair full council meetings in the absence of the Lord Mayor

~~iii) to chair the pre-council seminar;~~

~~iv)~~iii) to carry out all duties in a manner appropriate to the traditions and status of the office.

More ~~detailed examples of day to day~~information on the operational duties of the Lord Mayor and Civic Party, based on these constitutional roles, ~~are is contained within set out in~~ the 'Civic Guide', ~~copies of which are received given to by~~ the Civic Party every year.