

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

1 Role and Function of the Lord Mayor

- 1.1 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 term. Upon election, the Lord Mayor will have the following responsibilities:
- 1.2 To act as an ambassador for the City locally, nationally and internationally, as it's elected First Citizen, by;
- a. upholding the historical and ceremonial traditions of the Office of Lord Mayor;
 - b. attending and supporting civic events and community activities which demonstrate the First Citizen's commitment to the Council Plan;
 - c. actively promoting and supporting local business and economic activity in the City;
 - d. actively promoting and supporting local tourism;
 - e. carry out any duties in support of the specific objectives set for the year of office;
 - f. becoming patron/president to local organisations;
 - g. being the ceremonial host to official visitors and dignitaries to the City;
 - h. representing the City at ceremonial events;
 - i. respecting the privilege of residency in the Mansion House and access to the civic collection, whilst holding office;
 - j. actively promoting and supporting the Mansion House as a cultural, business and community venue for the City;

- k. representing the City on other occasions as determined by Council;
- l. chairing and presiding over meetings of Full Council, upholding, promoting and interpreting the Constitution as necessary, in accordance with the Council Procedure Rules (Standing Orders) for Council meetings as detailed within this Constitution;
- m. carrying out all duties in a manner appropriate to the status and traditions of the Office.

1.3 The Lord Mayor will cease to be Lord Mayor if they resign, is dismissed by a vote of Full Council, ceases to be a Member of the Council, or is unable to act as a Member of the Council. They will continue to act as Lord Mayor (whether or not remaining a Councillor) after an election until their successor has been appointed. If the Lord Mayor is no longer a Councillor they may not vote other than to exercise a casting vote.

2 Role and Function of the Sheriff of York

- 2.1 The Sheriff of York is a personal appointment of the Lord Mayor and the nominee does not have to be a City of York elected Councillor. The Sheriff of York will be elected by the Council at its Annual Meeting. If circumstances require it, 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;
- a) to support the Lord Mayor in their duties and activities;
 - b) to undertake ceremonial activities as required;
 - c) to act as patron/president to local organisations with the agreement of the Lord Mayor;
 - d) to maintain the historical and ceremonial traditions of Sheriff;
 - e) to carry out other duties as deemed appropriate by the Council, consistent with the traditions of the office; and

- f) 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

- 3.1 The Deputy Lord Mayor will be elected by the Council at its Annual Meeting. The Deputy Lord Mayor is normally the outgoing Lord Mayor and fulfils the following duties, as required by the absence of the Lord Mayor or Sheriff, on occasion:
 - a) to support the Lord Mayor in attending civic functions when the Lord Mayor or Sheriff are unable to attend;
 - b) to chair Full Council meetings in the absence of the Lord Mayor;
 - c) to carry out all duties in a manner appropriate to the traditions and status of the Office.
- 3.2 More information on the operational duties of the Lord Mayor and Civic Party, based on these constitutional roles, is contained within the 'Civic Guide', given to the Civic Party every year.