



SAFFRON WALDEN TOWN COUNCIL

Mayoral and Leadership Selection

Version	Adopted Date	Minute Reference	Review Date
1	October 2017	FC 179-17	October 2022
2	January 2020	FC 008-20	October 2022
3	October 2022	FC 150-22	October 2025
4	April 2025	FC 058-25	March 2026
5	February 2026	FC 035-26 <i>No changes</i>	February 2027

The following Mayoral Selection procedure was initially agreed at the Saffron Walden Full Council meeting held on 13th February 2017. This process was agreed following the resolution of the Full Council meeting held on 11th February 2016 (as follows):

That the Council moves to a Mayoral System in which the Mayor and Deputy are both elected by those present at the appropriate Full Council meeting (Annual Meeting in May of each year), and that the qualifying period should be 1 year (ie that a Councillor must have been a Councillor for a minimum of 1 year before becoming eligible as either Mayor or Deputy Mayor)

The process was further reviewed at the March 2025 Full Council meeting, incorporating revisions and amendments to include the nomination process for the Leader and Deputy Leader.

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1. The Mayoral position will commence at the Annual Meeting (held in May of each year) from the time of election to the position of Mayor.
 2. Statutory procedures in accordance with the Local Government Act will prevail at all times and the position of Mayor is subject to the signing and delivering of the acceptance of office.
 3. The Mayor will hold office until the next annual meeting of the Council when his/her successor is elected
 4. Any nominations to the position of Mayor must be submitted to the Town Clerk for consideration at the Full Council meeting in March of each year, in advance of the Annual Meeting in May.
 5. Nominations must be made on a form to be supplied by the Town Clerk. This form must be submitted to the Town Clerk at least 1 week prior to the March Full Council meeting as referenced in (4) above. Late nominations will not be accepted and no nomination can be considered unless made in accordance with the requirements set above.
 6. No person can be considered for the Office of Mayor unless properly nominated.
 7. The qualifying period to hold the position of Mayor is 1 year, ie a Councillor must have been a Councillor for a minimum of 1 year before becoming Mayor.
 8. All eligible nominations will be taken forward to the March Full Council meeting for review and information.
 9. The Mayor will not be elected at the March Full Council meeting; it is a statutory requirement that the election of Mayor (Chair) is the first item of business at the Annual Meeting to be held in May (LGA 1972, s15(2)).
 10. At the March Full Council meeting, Council may however choose a “preferred Mayor” but this cannot be binding on the Council; the Mayor must be elected at the Annual Meeting (as noted in 9 above).

11. Election of the Mayor at the Annual Meeting will be the first item of business.
12. Election of the Mayor will be by a show of hands and the successful candidate will be the properly nominated Member with the majority of votes.
13. In an election year and in the event of there being no qualifying Councillors (as defined in (7) above), the Council will nominate and elect any Councillor amongst their number at the Annual Meeting. The Mayor will be elected by a simple majority vote.
14. No Councillor can be nominated or elected to the position of Mayor if they have already served 2 terms as Mayor or are currently serving their second term.
15. In the event of the preferred nominated Mayor being unable to fulfil the role of Mayor at the Annual Meeting (perhaps due to illness or unforeseen circumstances), an Extraordinary Full Council will be held prior to the Annual Meeting to receive new nominations.
16. Nominations to and election of Deputy Mayor, will follow the same procedure as above for the Mayor (but for the avoidance of doubt paragraph 14 does not apply to the office of Deputy Mayor).
17. The position of Deputy Mayor is to support the role of the Mayor, deputising for civic events and ceremonies in his/her absence.
18. The role of Deputy Mayor is not a "rising right of office" but it is recognised that there is significant benefit in the Deputy Mayor subsequently being elected to the position of Mayor.
19. A "Mayor Making" Ceremony will follow the Annual Meeting date and this will ordinarily be towards the end of May and within 2-3 weeks of the Annual Meeting. The "Mayor Making" Ceremony will be ceremonial only as the Mayor will already have been elected to and accepted the office of Mayor at the Annual Meeting. This will be a civic, ceremonial opportunity for the Mayor and Deputy Mayor to share with invited guests and the public. It will be a public, open ceremony and may be followed by a church (or similar) service; this will be at the discretion and request of the elected Mayor.
20. Nominations to and election of Leader and Deputy Leader will follow the same procedure as above for the Mayor (save for paragraph 9 which does not apply for the positions of Leader and Deputy Leader as these are not statutory positions).
21. Nominations for the roles of Leader and Deputy Leader must be made at the March Full Council meeting and only nominations made at the March meeting will be eligible for consideration at the Annual Meeting in May. Late submissions will not be accepted.
22. The Role of Leader and Deputy Leader is specified within the Role of Mayor and Leader policy.