

**THE CHARTER TRUSTEES FOR SCARBOROUGH**

**ORDER OF PROCEDURE**

for the

**ANNUAL MEETING OF THE  
CHARTER TRUSTEES**

to be held on

**THURSDAY**

**30<sup>th</sup> day of May 2024**

**at 11.00am**

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1. The Charter Trustees will assemble in the corridor outside the entrance to the Council Chamber and enter in the following order of procession:-

Mace Bearer  
Charter Mayor Elect  
Deputy Charter Mayor Elect  
Other Charter Trustees  
Head of Legal Major Projects

2. On the entry of the Mace, the assembly will stand until the Charter Mayor, Councillor John Ritchie has taken his place on the dais.
3. The Charter Mayor, Councillor John Ritchie will call Item No 1 on the Order Paper and invite the Head of Legal Major Projects to announce any apologies received.
4. The Charter Mayor, Councillor John Ritchie will call Item No 2 on the Order Paper, namely the election of the Charter Mayor of Scarborough.  
  
"The next item of business is to elect the Charter Mayor of Scarborough for the year 2024/2025."
5. Councillor Liz Colling will then propose:-  
  
"That Councillor Janet Jefferson be and is hereby elected the Charter Mayor of Scarborough for 2024/25."
6. Councillor Rich Maw will second.
7. Councillor John Ritchie will pause briefly for further nominations and, if none, will put the motion to the meeting.
8. Councillor John Ritchie will declare the election of the new Charter Mayor, Councillor Janet Jefferson, formally congratulate her on her election and then make his valedictory address. Then Councillor Ritchie will leave the Chair and retire to the Mayor's Parlour accompanied by the Head of Legal and Councillor Janet Jefferson.
9. The Mayor's Officer will then help the new Charter Mayor to robe after which the party will return to the Council Chamber.
10. Councillor Janet Jefferson will occupy the Charter Mayor's position; Councillor John Ritchie will then take Councillor Jefferson's former position on the dais.
11. The Head of Legal will put to Councillor Janet Jefferson the Declaration of Office.

12. The Charter Mayor (Councillor Jefferson) will thank the outgoing Charter Mayor and congratulate him on his term of office and then present Councillor Ritchie with his Past Mayor's Badge.
13. The Charter Mayor will then deliver her inaugural speech.
14. The Charter Mayor will call Item No 3 on the Order Paper, namely the appointment of the Deputy Charter Mayor.
15. The Charter Mayor will propose:-  
  
"That Councillor John Ritchie be and is hereby elected the Deputy Charter Mayor of Scarborough for 2024/25."
16. Councillor Liz Colling will formally second.
17. The Charter Mayor will pause briefly for further nominations and, if none, will put the motion to the meeting.
18. The Charter Mayor will then declare the Deputy Charter Mayor duly elected.
19. The Head of Legal will put to him the Declaration of Office.
20. The Charter Mayor will then call Item No 4 on the Order Paper, namely the approval of the Calendar of Meetings 2024/25. The Charter Mayor will seek a proposer, seconder and then move to the vote.
21. The Charter Mayor will then call Item No 5 on the Order Paper, namely the appointment of one representative and a substitute to the Association of Charter Trustee Towns.
22. Councillor Liz Colling will then propose:-  
  
"That the Charter Mayor, Councillor Janet Jefferson, and the Deputy Charter Mayor, Councillor John Ritchie be appointed as the Charter Trustees' representative and substitute respectively to the Association of Charter Trustee Towns."
23. Councillor Rich Maw will second.
24. The Charter Mayor will pause briefly for further nominations and, if none, will put the motion to the meeting.
25. The Charter Mayor will then call Item No 6 on the Order Paper, namely the appointment of the external auditors. The Charter Mayor will seek a proposer, seconder and then move to the vote.
26. On the motion being carried, the business of the Council will conclude and Revd Arleen Ingham of St Mary's Church will offer prayers. The Charter Mayor will then declare the meeting closed.

27. The Assembly will rise and leave the Council Chamber in the following order:-

Mace Bearer  
Charter Mayor  
Head of Legal Major Projects  
Deputy Charter Mayor  
Charter Trustees