

# Section 41

## Protocol for Conferring Honorary Titles

### 1. Honorary Aldermen / Alderwomen

#### Criteria for Conferment

- 1.1 The title of Honorary Alderman / Alderwoman is to only be awarded following retirement of a Councillor, either by choice or at the will of the electorate.
- 1.2 To be considered for the title of Honorary Alderman / Alderwoman, a retired Councillor must have served at least twelve years (three terms in office) on Cannock Chase District Council (though the terms do not need to be consecutive) and be considered to have rendered eminent services to the District.

#### Process for Conferment

- 1.3 Nominations for this award must be made in writing to the Chief Executive and should be received no later than two weeks prior to the Council's Annual General Meeting (AGM) in May.
- 1.4 Consideration to confer the title of Honorary Alderman / Alderwoman on retired Councillors will only be determined once per year, at a special meeting of the Council to be convened on the day of the Council's AGM in May (where necessary).
- 1.5 Nominations must be made by a serving Councillor on Cannock Chase District Council.
- 1.6 Following approval to confer the title, an address confirming the title of Honorary Alderman / Alderwoman will be presented by the Chair of the Council at a subsequent meeting of the Council.
- 1.7 Names of Honorary Aldermen / Alderwomen will be inscribed on an Honours Board located in the Civic Suite.

### 2. Freedom of the District / Freedom of Entry

#### Criteria for Conferment

- 2.1 The person nominated to receive Freedom of the District would normally be resident in the District and should not be an existing Member of the Council.

- 2.2 Service to the community should be evidenced, and not merely, for example, just service to the Council.
- 2.3 There should be some personal sacrifice of time and energy generally involved beyond mere association with a particular service or employment.
- 2.4 There should be some personal or official connection with the District, or they should have rendered eminent services in connection with the District or from which the District has benefited to a greater extent than other boroughs or districts.
- 2.5 The uniformed organisation nominated to receive the Freedom of Entry should be connected with the District either through being based in the District or having a large number of recruits from the District.

### **Process for Conferment**

- 2.6 Nominations to award the titles of Freedom of the District / Freedom on Entry must be made in writing to the Chief Executive. Nominations can be submitted at any time during the year, provided that the Member making the nomination is confident that the relevant criteria have been met. It is however expected that no more than one such award would be granted in any one municipal year.
- 2.7 The nominee shall need to be approached prior to the consideration of a nomination by Council, in order to confirm their acceptance.
- 2.8 It is usual practice that the report recommending that Freedom of the District / Freedom of Entry be awarded is inclusive of a citation, together with a proposed resolution, should Council determine that the award be bestowed.
- 2.9 A velum scroll which is hand decorated, inscribed with the transcription and then sealed with the Council's Seal and freedom casket is commissioned for presentation to the individual or uniformed organisation by the Chair on behalf of the Council.
- 2.10 Names of those persons / uniformed organisations awarded the title of Freedom of the District / Freedom of Entry will be inscribed on an Honours Board located in the Civic Suite.