



Mayoral Protocol

These guidance notes also apply to the Deputy Mayor

A few simple guidelines may be helpful for those hosting or accompanying the Mayor at events and engagements.

Organisers are welcome to contact the Mayoral Events Coordinator for advice or support when planning an event involving the Mayor or Deputy Mayor.

Telephone: 01256 845487

Email: mayoralcoordinator@basingstoke.gov.uk

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Order of preference

The Local Government Act 1972 states that the Mayor:

“shall have precedence in all places in the borough, except over HM The King, members of the Royal Family and the Lord-Lieutenant”.

This means that the Mayor will normally be the highest-ranking person attending an event and takes precedence over Members of Parliament, councillors and other civic representatives.

During their year of office, the Mayor cannot accept the position of Vice-President or Vice-Chair of any association or club within Basingstoke and Deane. However, if the Mayor already holds such a position before being elected, they may choose to continue in that role during their mayoral year, provided they are not referred to in that capacity as *The Mayor of Basingstoke and Deane*.

Arrival of the Mayor

- The Mayor will usually arrive at the event by car at the agreed time. As the Mayor may be driving themselves, organisers are kindly asked to reserve a suitable parking space where possible and provide details in advance.
- The host, or a nominated representative, should meet the Mayor on arrival at the designated entrance and accompany them throughout the visit.
- Please clearly indicate the arrival point, for example the main entrance, and provide a map of the venue or local area where possible.
- If guests are seated, although this does not normally apply to theatre or concert audiences, it is customary for the Mayor to be formally announced upon entering the venue so that attendees may stand to acknowledge the office of the Mayor.
- A suggested form of announcement is “Ladies and gentlemen, please be upstanding to receive The Worshipful the Mayor and Mayoress/guest.”
- For a female Mayor, the announcement may refer to the Mayor’s Consort or guest, as appropriate.

How to address the Mayor

Written correspondence:

When writing: The Worshipful the Mayor of Basingstoke and Deane

Starting a letter: Dear Mr Mayor or Dear Madam Mayor

On invitations and programmes:

When the Mayor is alone:

The Worshipful the Mayor of Basingstoke and Deane Cllr [Name]

When the Mayor is accompanied, either:

1. The Worshipful the Mayor and Mayoress/Consort of Basingstoke and Deane Cllr [Name] and [Name]
 2. The Worshipful the Mayor of Basingstoke and Deane, Cllr [Name] and guest
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Addressing the Mayor:

For a male Mayor, the correct form of address is:

- Mr **Mayor**
 - or, more formally, **Your Worship**
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Addressing the Mayor:

For a female Mayor, the correct form of address is:

- Mr **Madam Mayor**
- or, more formally, **Your Worship**

when there is a male Mayor and the Mayoress accompanies him, she is addressed as **Madam Mayoress**

when there is no Mayoress present and a guest accompanies the Mayor, then the guest is addressed by name

This also applies to the guest or consort of a female Mayor

when referring to the Mayor in a speech, the correct form is **The Worshipful the Mayor**, for example 'We are delighted to have the Worshipful The Mayor and [Name] with us this evening'

should the Mayor be mentioned more than once in a speech then, after the first time **The Worshipful the Mayor** may be shortened to **The Mayor**

when a formal speech is made by the person presiding over the event, he/she begins, **Mr Mayor/Madam Mayor, distinguished guests, ladies and gentlemen'**

if a speech is made by a person other than the person presiding, the form should be **Mr President/Chairman (or Madam President/Chairman), Mr Mayor/Madam Mayor distinguished guests, ladies and gentlemen**

in public, the Mayor should not be called by their first name

Table seating

- Regardless of whether there is a guest speaker, the Mayor should normally be seated immediately to the right of the host or chairperson, unless a member of the Royal Family or the Lord-Lieutenant is present.
- The Mayoress, Consort, Escort or guest should usually be seated immediately to the left of the chairperson or person presiding over the event.
- If a member of the Royal Family or the Lord-Lieutenant is present, they would be seated immediately to the right of the host, with the Mayor seated immediately to the left.

Toasts and speeches

If you would like the Mayor to propose or respond to a toast, or to make a speech, advance notice should be given wherever possible. Relevant details should be included on the booking form, together with:

- the order of proceedings
- a list of VIPs attending, particularly if the Lord-Lieutenant will be present
- the subject matter and any useful background information
- the length of time available for the speech

The Mayor should normally be given the privilege of being the first speaker. If the Mayor is due to speak, details of the subject matter, background information and the time allowed should be provided in advance on the booking form.

If the Mayor is not speaking at the event, it is customary for the speaker or chairperson to acknowledge the Mayor's presence.

Where a toast is made to the Borough of Basingstoke and Deane, to which the Mayor will respond, this should immediately follow the Loyal Toast.

At the end of an event

It is customary for the Mayor to be escorted from the event before other guests depart. This allows the Mayor's formal role and civic status to be appropriately recognised at the close of the occasion.

Press releases

The local press are notified of the Mayor's engagements on the Thursday of the preceding week. However, notification does not guarantee that the press will attend or provide coverage of every engagement.

Church services

At church services, the Mayor and Mayoress, Consort or Escort should be met at the entrance to the church and escorted to their seats, usually in the front right-hand pew.

At funeral services, it is customary for family mourners to occupy the front right-hand pew, with the Mayoral party seated in the front left-hand pew.

It is also customary for the congregation to stand as the Mayor enters and leaves the church.

School visits and meetings

During visits to schools and attendance at meetings, the Mayor should be formally welcomed by the host or organiser.

Where appropriate, those attending, such as a school assembly or meeting audience, should stand on the Mayor's arrival and again when the Mayor departs, as a mark of respect for the office of Mayor.

The Deputy Mayor

When the Deputy Mayor attends an event on behalf of the Mayor, they are accorded the same status, precedence and protocol as the Mayor.

The Deputy Mayor should be addressed as:

- **Mr Deputy Mayor** or **Madam Deputy Mayor**
- or **Councillor [Surname]**

The Deputy Mayoress should be addressed as:

- **Madam Deputy Mayoress**

Any other person accompanying the Deputy Mayor should be addressed by their name and title, where appropriate.

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