



## Protocol for the Lord Mayor and Sheriff of Canterbury

From time to time organisers of events within the District of Canterbury, to which the Lord Mayor, the Lady Mayoress and Sheriff have been invited, ask what needs to be done to ensure correct protocol is observed.

### The Office of Lord Mayor and Sheriff

The Lord Mayor and Sheriff are elected annually from among the Councillors and they preside over the meetings of the full council. Most importantly, the Lord Mayor is the 'first citizen' of the District and the official representative of the Crown.

This means that anywhere within the District the Lord Mayor of Canterbury takes precedence over all others including VIPs, Mayors and Chairmen from other authorities, County Councillors etc – except Royalty or the Lord Lieutenant of the County and the High Sheriff (if representing Her Majesty the Queen).

### Practical Considerations

**Modes of Address:** When writing direct, correspondence should be addressed to 'The Lord Mayor of Canterbury' or 'The Sheriff of Canterbury'.

Orally, the accepted greeting for the Lord Mayor is 'Lord Mayor' and for the Sheriff is 'Sheriff'.

**Parking:** Where appropriate, it would be appreciated if a car parking space be reserved for the Lord Mayor's car and details notified in advance to the Civic Office.

**Initial Reception:** The Lord Mayor and Lady Mayoress or Sheriff should be met immediately upon arrival and escorted to their correct location.

**Cloakroom Facilities:** If the Lord Mayor or Sheriff need to be robed, please ensure changing facilities are available.

**Reception Timing:** Often it is not appropriate for the Lord Mayor or Sheriff to be present for the whole of the event. Therefore, please be specific about arrival and departure times.

**Seating:** The Lord Mayor should be seated on the **immediate right** of the Chairman or person presiding. When accompanying the Lord Mayor, the Lady Mayoress should be seated to the **immediate right** of the Lord Mayor or on the **immediate left** of the Chairman. For prize giving, if the Lord Mayor or Sheriff are not presiding, they should be seated on the Chairman's right - unless the Lord Lieutenant is present and representing Her Majesty the Queen, in which case they should be seated on the Chairman's left.

**Speeches:** If the Lord Mayor or Sheriff is asked to speak at a function, it is important that prior notice and information is given.

**Church Services:** If the Lord Mayor or Sheriff is required to read a lesson, details should be sent to the Civic Officer in advance of the Service. The Lord Mayor, Lady Mayoress or Sheriff will normally arrive in advance of the start of the service and should be greeted at the entrance to the Church.

**Processions:** At the beginning or end of a service, the order of procession should be as follows:

Church Wardens, Vicar, Sword and Mace (if required), the Lord Mayor and Lady Mayoress, Chief Executive, Chaplain, Honorary Recorder, Sheriff, past Lord Mayors, past Sheriffs, Councillors. At no time should persons intervene between the Sword and Mace Bearers and the Lord Mayor.

**Remembrance Day and Wreath Laying Services:** Where arrangements provide for the laying of wreaths, protocol demands that the Lord Mayor (or his representative) should be invited to place the first wreath on the War Memorial.

If further advice is required please contact:

Civic Manager  
Lord Mayor's Office  
Canterbury City Council  
Military Road  
CT1 1YW  
Tel: 01227 862 080  
Email: [lord.mayor@canterbury.gov.uk](mailto:lord.mayor@canterbury.gov.uk)

OR

Visit our website:

**<http://www.canterbury.gov.uk/lordmayor>**