

**SANDWELL METROPOLITAN BOROUGH COUNCIL**

**HONORARY ALDERMAN OR HONORARY ALDERWOMAN**  
**SCHEME OF ENROLMENT**

**1. Qualifications required for enrolment**

A person shall be deemed to be eligible for consideration to be nominated to the position of Honorary Alderman or Honorary Alderwoman if he or she: -

- i) has rendered a minimum of **12** years service as a Member of the Sandwell Metropolitan Borough Council;

**and/or**

- ii) has rendered eminent or notable service to the Borough of Sandwell by serving as a Chairperson of a major Council Committee or holding one or more senior positions on the Council or in any political group.

**N.B.** In the case of qualification (i) previous service before 1st April 1974 with a constituent authority will be taken into account.

**2. Method of Enrolment**

- i) Applications for nomination as an Honorary Alderman or Honorary Alderwoman shall be made by a Member of the Council and submitted in writing to the Chief Executive for consideration by the General Purposes and Arbitration Committee.
- ii) Prior to the submission of any application for nomination the person nominated shall be asked by the Member nominating him or her if he or she is willing to accept nomination for enrolment as an Honorary Alderman or Honorary Alderwoman.

- iii) Election to the position of Honorary Alderman or Honorary Alderwoman shall be by a resolution of the Council, passed on the recommendation of the General Purposes and Arbitration Committee, by not less than two-thirds of the members voting thereon at a meeting of the Council specially convened for the purpose by the Mayor with notice of the object.
- iv) Following the election of a person to the position of Honorary Alderman or Honorary Alderwoman, the Chief Executive will arrange:-
  - a) for the name of the person to be admitted to the Roll of Honorary Alderman or Honorary Alderwoman, which shall be established for such purpose in the Council Chamber at the Sandwell Council House, Oldbury.
  - b) for the title of Honorary Alderman or Honorary Alderwoman to be conferred on the persons nominated of the Council together with the presentation of a Badge of Office and a commemorative scroll.

### 3. **Rights and Privileges**

- a) An Honorary Alderman or Honorary Alderwoman shall be entitled to the following rights and privileges: -
  - i) To enjoy the courtesy title of “Honorary Alderman” or “Honorary Alderwoman” and to be addressed as such.
  - ii) To attend as an observer at meetings of the Council or any other meetings to which the press and public are admitted and to have a seat reserved for this purpose.
  - iii) On request to receive a copy of the Council Summons and Agenda and a copy of the Council’s Year Book.
  - iv) To receive invitations to all civic events to which members of the Council are invited.
  - v) To walk in Civic Processions in a position immediately senior to serving Members.

- vi) To wear the Badge of Office of Honorary Alderman or Honorary Alderwoman on civic occasions.
  - vii) On death, to have the Borough flag flown at the Sandwell Council House, at half mast.
  - viii) To enjoy such other privileges as the Council may confer upon them from time to time.
- b) In the event of an Honorary Alderman or Honorary Alderwoman resuming membership of the Council, he or she shall cease to be entitled to be addressed as "Honorary Alderman" or "Honorary Alderwoman" or to attend or take part in any civic ceremonies of the Council as an Honorary Alderman or Honorary Alderwoman.
  - c) It shall be competent for the Council in any particular case to withdraw the title of "Honorary Alderman" or "Honorary Alderwoman" and the attached rights and privileges on the recommendation of the General Purposes and Arbitration Committee. Such withdrawal of the title shall be by resolution of the Council, passed by not less than two-thirds of the Members voting thereon at a meeting of the Council, specially convened for the purpose by the Mayor. On the passing of such resolution, the Chief Executive shall delete the name of the person concerned from the Roll of Honorary Aldermen or Honorary Alderwoman and advise that person accordingly.