



THE MAYOR'S OFFICE
IPSWICH

INTRODUCTION OF THE MAYOR - GUIDANCE ON PROTOCOL

1. The Mayor of Ipswich is the First Citizen of the town of Ipswich and, in all normal circumstances, he/she ranks above everyone else when attending functions within the Borough.
2. An exception to this is when the Lord Lieutenant of Suffolk is representing the Sovereign within the Borough. In such circumstances the introduction should be My Lord Lieutenant, Mr/Madam Mayor, etc. Special protocol operates during visits by members of the Royal Family.
3. The correct form of address is 'The Worshipful The Mayor of Ipswich' which applies whether the Mayor is male or female and can be followed by the title Councillor and then the name.
4. In conversation the Mayor is addressed as Mr Mayor for a man, or Madam Mayor if the Mayor is a woman.
5. Your Worship is archaic and is not used now in Ipswich.
6. When the Mayor is accompanied by a Mayoress, the correct form of address is simply 'Mayoress.'
7. A female Mayor's Husband, Consort or Escort should be addressed by name.
8. Unless in the Chair, the Mayor should be seated on the immediate right of the Chairman or host at any function in the Borough.
9. When attending functions within the Borough the Mayor normally wears the Chain of Office.
10. If appropriate, for functions held outside the Borough Boundary, permission will be sought by this office from the appropriate District Council for Chains to be worn.
11. The Mayor's right to precedence is explicit and must always be observed.

If you have any doubts please seek the advice of the Mayor's Secretary, before the event on 01473 432641.