

## **APPENDIX 1: Policy statement and procedure - honorary freemen/freewomen**

### **Nomination Rules**

1. Herefordshire council has the power to recognise the efforts of members of the community who demonstrate outstanding commitment and render eminent service to the county.
2. The council will do this, only in very special circumstances, with a maximum limit placed on the number of honorary awards held in the county, at any one time, to four.

### **Nomination procedure**

3. Any Herefordshire councillor may make a nomination.
4. Nominations should be made by the councillor in the strictest confidence without the nominee's knowledge.
5. Nominations will be sent in the first instance to the democratic services manager (DSM).
6. On receipt of a nomination the DSM will circulate it to all councillors for confidential consideration. Responses will be compiled by the DSM and presented to the monitoring officer for verification.
7. If councillors are in agreement, by an indication of two-thirds of the members highlighting their support for the nominee to be made an honorary freeman/freewoman of the county of Hereford, the nominee will be notified. Failing to reach this voting threshold would mean the nomination would not go forward.
8. There is an expectation that where councillors have indicated their support for the nominee, that support would carry through to a formal voting stage.
9. At full Council, a formal vote will be taken, in public session that an honorary title be conferred. If the vote satisfactorily concludes that the nominee should be honoured, the nominee will then be notified and invited to accept the honour.
10. An extraordinary meeting will be called, normally the next full Council after the original vote has taken place, specifically to hold a formal vote and to make the award.
11. The decisions of the council on all nominations is final.

### **Entitlement**

13. Any person awarded the title may designate himself/herself honorary freeman/freewoman of the county of Herefordshire for life.

14. The award may be made at any time as the council see fit. A scroll or a casket containing an address, to the person on whom they have conferred the title will be presented to the recipient.

### **Withdrawal**

15. The Honorary title may be removed by way of Council resolution in light of circumstances such as imprisonable criminal conviction, or bringing the council into disrepute

16. No fewer than two-thirds of the council, at a formal vote, must agree the withdrawal.