

## Protocol for attendance of the Mayor of County Kildare at Functions and Events

The Mayor is the first citizen of County Kildare and, in that regard, is second only to the President of Ireland for the purposes of protocol.

The following arrangements apply when the Mayor is attending an event or function:

### Invitations

- ✦ For functions, events or meetings the Mayor should receive an invitation in sufficient time. Three weeks notice, or more, if possible, is desirable.
- ✦ Invitations should indicate the name of the host and should be accompanied by an indication of any other civic or community leaders likely to attend, together with any request that the Mayor make an address.

### Reception

- ✦ A convenient parking space should be reserved, where possible.
- ✦ The Mayor should be received at the entrance by the host or representative and escorted during the event or function.
- ✦ The Mayor should be introduced to the host, the principals of the organisation/group, other dignitaries and such others as considered necessary.

### Event

- ✦ The Mayor should always be given a place of prominence at an event and, where there are seating arrangements, should be accommodated beside the host.
- ✦ Where the Mayor is required to make an address he/she should be invited to speak first and should be introduced as ***the Mayor of Kildare***.
- ✦ Where the Mayor is not required to speak, the organising body shall ensure that the presence of the Mayor, as first citizen of the county, is appropriately acknowledged during any introductory address.

### Municipal Districts

- ✦ Depending upon the nature of the event or function you are organising it may be appropriate to invite the Mayor/Cathairleach of the relevant municipal district. In such circumstances the Mayor/Cathairleach of the municipal district should be invited to speak where appropriate.

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Enquiries in relation to this protocol can be made to Kildare County Council's Corporate Services Department at 045-980206/980864 or by e-mail to [customercare@kildarecoco.ie](mailto:customercare@kildarecoco.ie).