

Honoured / Honorary Citizen Award

Guidelines agreed 6.1 December 2005.

1. Awards

There is one award scheme which gives one of two titles, depending where the recipient lives: a St Andrews resident can be awarded the title of *Honoured Citizen* while someone resident outwith St Andrews would become an *Honorary Citizen*.

2. Eligibility

As a guideline a candidate should have a credible connection with St Andrews, for example by residence or deeds. To award Hon. Cit. to world figures with no connection to St Andrews could be seen to be acting outwith our remit as a community council.

Some possible criteria for considering an award are that a candidate has:

1. enhanced the environment of St Andrews in some way, or
2. brought credit by some action or deed to the name of the Royal Burgh of St Andrews, or
3. initiated and/or carried out a scheme which has proved to be of benefit to the citizens or group of citizens, of St Andrews.

Note that these are not intended to be exclusive, nor are they tick-boxes for automatic awards. The final decision rests with the members of community council.

3. Procedure

A. Proposer is strongly advised to canvas opinion of the voting members of community council on the suitability of the candidate before any formal move is undertaken.

B. Proposer notifies the Secretary of the nomination for inclusion on the agenda. *Only the fact of a proposal will be included.* Any information supplied on the candidate will be circulated on a separate sheet.

C. At the meeting it is strongly advised that the Hon. Cit. item be taken in private in accordance with section 9.4 of the Fife Council's Scheme for Community Councils. (Note that this must be done by formal resolution of the meeting; it is not automatic.) The candidate must be formally proposed and seconded for an Hon. Cit. (counter proposals will not be accepted as pre-empting the agreed procedure).

D. At the following meeting, in a private session again (it is strongly advised), following any further discussion that seems necessary, a vote is taken.

E. The vote will be by a paper ("secret") ballot.

F. The decision is final. A candidate may not be reconsidered* within the session of community council, *i.e.* until after the next community council election.

(*excepting major procedural flaws in the vote, of course).

G. The simple fact that an award was not made / is to be offered (delete as appropriate) is minuted, without names.

H. It is the proposer/seconded's job to establish that the candidate will accept the award. Acceptance should be announced, with the name of the Hon. Cit., at the next full meeting. If the award is rejected the bare fact of the refusal should be notified to the next full meeting, again no names.

I. It is the proposer's/seconded's job to make the arrangements for any formal presentation, reception or whatever.

4. Voting

There is a deliberately high bar to pass for success, so that there is a clear, rather than bare, majority in favour. A candidate must receive 16 votes in favour out of the possible 23 (69.6%).

Given the high bar for success absentee votes will be accepted in sealed envelopes to be opened at the voting meeting's count. Sign the envelope, not the voting paper.

If substantial new information comes to light immediately before the scheduled vote, the vote may be suspended so that information can be communicated to the absentees in case their decision is changed. Of course the decision to suspend must be taken before the envelopes are opened.

Despite these provisions it is for the proposer to consider when to launch the process – a vote scheduled for August is hardly sensible.
