

## PROTOCOL POLICY

Item B-CL (2a-2007) MC 15/02/2007	PROTOCOL DOCUMENT FOR THE EKURHULENI METROPOLITAN MUNICIPALITY
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### RESOLVED:

1. **That** the report regarding the proposed Protocol Document for the Ekurhuleni Metropolitan Municipality **BE NOTED**.
2. **That** the Protocol Policy as contained in **Annexure "A"** attached to the report and including the Special Events Policy, **BE APPROVED** and **ACCEPTED** as the official Protocol Document of the Ekurhuleni Metropolitan Municipality.
3. **That** the Communications and Marketing Directorate **DEVELOP** a protocol pocket booklet and ensure that a protocol and etiquette training course **BE DEVELOPED** based on Ekurhuleni Municipality needs.
4. **That** the final Protocol Policy **BE CIRCULATED** to all Councillors for information.

# **PROTOCOL DOCUMENT OF THE EKURHULENI METROPOLITAN MUNICIPALITY**

## **1. LOCAL GOVERNMENT SYSTEM**

The Ekurhuleni Metropolitan Municipality is a Category “A” municipality in terms of the Constitution and has a Metropolitan Council.

Ekurhuleni Metropolitan Municipality is a municipality with a Mayoral Executive System which allows for the exercise of executive authority through an Executive Mayor in whom the executive leadership of the municipality is vested and who is assisted by a Mayoral Committee.

## **2. STRUCTURE**

### **2.1 THE STRUCTURE OF THE COUNCIL OF EKURHULENI**

The Ekurhuleni Metropolitan Municipality has a total of 175 Councillors, made up of 88 ward Councillors and 87 Councillors elected in terms of a party list system (also known as PR Councillors).

The Ekurhuleni Metropolitan Municipality has a Mayoral Executive type system. The **Executive Mayor** appoints a **Mayoral Committee** to assist in the execution of his/her functions. The committee comprises of the Executive Mayor as chairperson and ten members appointed from the elected PR Councillors and Ward Councillors. The Members of Mayoral Committee are responsible for the following portfolios that will cover Infrastructure Services, Finance, City Development, Health, Community Safety, Housing, Sport, Recreation, Arts & Culture, Environmental Development, Economic Development and Corporate Services. In addition members of the Mayoral Committee also chair the Corporate Affairs Committee, Rules Committee and Disciplinary Committee.

### **2.2 WARD COUNCILLORS AND WARD COMMITTEES**

**Ward Committees** have been formed for each of the Council’s 88 wards to allow Councillors to stay in touch with what’s happening at a local level. Members of civil society are represented on these ward committees. **The Ward Councillors**, as chairpersons of the committees, deal with the regional managers in relation to local level issues and concerns. The Council provides administrative support to Ward Councillors to ensure that issues and concerns raised at local level are effectively addressed.

The administration of Ekurhuleni has been decentralized in 3 Regions with 11 sub-regions. Each region is operationally responsible for the delivery of health, housing, roads and infrastructure, sport and recreation, libraries, social development and other local community-based services. At the head of the administration is the City Manager. The next level is Deputy City Managers, thereafter Executive Directors heading the various Departments and General Managers responsible for certain specific issues.

### **2.3 THE COUNCIL CHAMBER**

The Council Chamber in Local Government is the equivalent of the National Assembly in the Parliament Building or the Legislature of the Province. The Speaker controls the proceedings of Council Meetings. He/she has clear responsibilities with regard to the

legislative process in the Municipal Council. These responsibilities require that he/she must protect and promote the integrity of the legislative process.

## **2.3 SEATING ALLOCATION**

The traditional allocation of seats in a parliament, legislature or municipal chamber rests on the fact that members were elected along party political lines. The Speaker, as host and presiding officer, must either face the main entrance of the chamber or the entrance should be on his/her right hand. The majority party occupies the seats on the right hand side of the Speaker. The Executive Mayor, usually the leader of the majority party in the Council, must be seated in the first bench on the right hand side of the Speaker, indicating the most important person. The opposition will take in seats on the left hand side of the Speaker.

## **3. FORMS OF ADDRESS**

### **3.1 EXECUTIVE MAYOR**

The formal address of the Executive Mayor as “His/Her Worship the Mayor” still applies. Mayors of both genders use this form of address. In the chamber the Executive Mayor must be addressed as Mr/Madam Mayor or Councillor plus Surname. Please note: Never connect the surname of the Mayor with the title “Mayor” when addressing him/her in person, as this indicates third person usage.

### **3.2 SPEAKER**

The Speaker is addressed as Mr/Madam Speaker. Please note: Never connect the surname of the Speaker with the title “Speaker” when addressing him/her in person, as this indicates third person usage.

### **3.3 COUNCILLORS**

Councillors are addressed by their surname with the title “Councillor” in place of Mr, Miss, Mrs, Dr, Prof, etc. Note that the title Councillor indicates that the user is a member of a Council. The term counselor indicates that the person is an advisor and indicates position and is never used as a title.

The form of address “The Honourable” as a title is not used in South Africa since 1985. In referring to a Councillor in the chamber as The Honourable member, does not constitute a title but simply an adjective indicating honoured as in my honourable colleague, the learned judge and the respected doctor. The form of address “honourable member” relates to the fact that members of parliament are not addressed by their surnames in parliament as they do not represent themselves, but a party.

### **3.4 HONORARY DOCTORATES**

Honorary Doctorates are not used in the normal business of government or business; only at Academic Institutions.

## 4. FIRST MEETING AFTER ELECTIONS

### 4.1 INTRODUCTION

The Municipal Structures Act No 117 of 1998 prescribes the procedure that must be followed after every Municipal election. The term of office of all political office bearers end when the new members are elected. No politician can take charge of the process and therefore the Act regulates that the City Manager must chair the first meeting.

### 4.2 DRESS CODE

The dress code at the first meeting is more formal than that of other Council meetings. The press is usually invited to this auspicious occasion and the official photographer will also take photos for the archives of the Metropolitan Municipality. Lounge suit or formal cultural attire would be suitable. The wearing of hats for ladies is optional.

The wearing of robes and the Mayoral Chain has been discontinued in this Council as this was more appropriate when the Mayor and Councillors were merely ceremonial figures and not executive figures.

### 4.3 DATE

The City Manager must, within 14 days after the Council has been declared elected, inform the elected Councillors in writing of the venue, date and the time of the first meeting of the Council. This meeting must take place at the seat of the municipality within 14 days after the Council has been declared elected by the Independent Electoral Commission.

**Quorum:** A majority of the elected Councillors must be present at the meeting of the Council before a vote may be taken on any item of the agenda. This means that 50% plus one of the elected Councillors must be present and vote.

### 4.4 VOTING

The method of election set out in Schedule 3 of the Structures Act applies whenever the Council elects a Speaker, an Executive Mayor, a Deputy Executive Mayor, a Mayor or a Deputy Mayor.

- The City Manager presides at the meeting electing the Speaker and calls for the nomination of candidates.
- Two Councillors nominate and second a candidate by signing the appropriate form determined by the City Manager. The candidate must accept the nomination by signing the nomination form or any other form of written confirmation.
- On closure of nomination, the City Manager presiding at the meeting, announces the names of the persons who have been nominated as candidates. No debate on the issue is permitted.
- If only one candidate is nominated, the City Manager presiding, declares the candidate elected.
- If more than one candidate is nominated, a vote must be taken by secret ballot and each Councillor present at the meeting has one vote. The City Manager determines

who receives the majority of votes cast, and that candidate is declared as elected. The majority of votes means that a candidate must receive 50% plus one vote of the votes cast.

- If no candidate receives a majority of votes, the candidate who received the lowest number of votes is eliminated and another vote is taken on the remaining candidates. This procedure is followed until one candidate receives the majority of the votes. If, in the elimination procedure, two or more candidates have the lowest number of votes, a separate vote must be taken to determine which candidate must be eliminated first.
- If two candidates are nominated, or through the elimination procedure two candidates remain, and they receive the same number of votes, a further meeting of the Council must be held within seven days at a time determined by the presiding City Manager. At that meeting the entire election procedure must be repeated. This means that new nominations must be called and a vote taken.
- The basic principle is that a successful candidate must have 50% plus one of the votes of the Councillors present.
- The other items on the agenda are also decided by a majority of the votes cast. This means that 50% plus one of the elected Councillors constituting a quorum at the time of voting, must vote for a motion. If there are an equal number of Councillors for and against the motion, the Councillor presiding must exercise a casting vote in addition to that Councillor's vote as a Councillor.

## 5. THE AGENDA

The City Manager presides over the meeting until a Speaker is elected. He/she then hands the meeting over to the Speaker.

### **“AGENDA”**

#### **1. Reading of notice convening the first meeting**

- *The City Manager must read the notice convening the first meeting of the Council to formally constitute the meeting.*

#### **2. Oath of Affirmation**

*(The Oath of Affirmation must be administered by the City Manager.)*

*I, ----- (FULL NAMES) swear / solemnly affirm that I will be faithful to the Republic of South Africa and will obey, respect and uphold the Constitution and all other laws of the Republic, and I solemnly promise to perform my functions as Councillor of Ekurhuleni Metropolitan Municipality to the best of my ability. So help me God / I solemnly affirm.*

#### **3. Election of Speaker**

- *Section 36 of the Local Government: Municipal Structures Act requires the Council to elect a Speaker at its first meeting after the elections. The election*

*must take place in accordance with Schedule 3 of the Act. (See 4.4: Voting above)*

- *The City Manager must inform the meeting that the newly elected Speaker will take the Chair and preside over the rest of the meeting. The Speaker then takes the Chair and presides over the rest of the meeting.*

#### **4. Decision to have an Executive Mayor**

- *The Council must choose in terms of section 54 of the Act to have an Executive Mayor. A Councillor, preferably the leader of the majority party, should move a motion without notice to this effect.*

#### **5. Election of Executive Mayor**

- *The Council must elect an Executive Mayor in terms of section 55 of the Act. The election must be in accordance with Schedule 3 of the Act.*

#### **6. Establishment of Mayoral Committee**

- *The Executive Mayor will appoint the members of the Mayoral Committee in terms of section 60 of the Act or make an announcement in connection therewith.*

#### **7. Election of Chief Whip of Council**

- *The same procedure as followed with election of the Speaker is to be followed.*

**Note:** *The Chief Whip of Council is elected to a full-time office of Council as determined in terms of an amendment to the founding and establishment notice of the Ekurhuleni Metropolitan Municipality.*

*Whips or Chief Whips of Political parties or groupings in Council are appointed to such positions in terms of that party's / grouping's own internal rules.*

#### **8. Establishment of other committees**

- *The Council may, in terms of section 79 of the Act, establish other committees.*

*(These committees must be established by way of motion. A Councillor, preferably a senior member of the majority party, should move a motion without notice to this effect.)*

#### **9. Appointment of members to other committees**

- *Section 80 of the Act provides for the appointment of Councillors as members of other committees of the Council to assist the Mayoral Committee. No procedure is prescribed.*

## **10. Delegation of powers**

- *The Council must delegate certain powers to functionaries to ensure the smooth running of the affairs of the Council. This does not have to be done at the Council's first meeting after the elections, but should be done as soon as possible thereafter."*

## **6. EXECUTIVE SYSTEM**

### **THE EXECUTIVE MAYOR**

In a Metropolitan Municipality that has an Executive Mayoral type municipality, the Council elects the Executive Mayor. The Executive Mayor may not serve more than two consecutive terms.

#### **6.1.1 EXECUTIVE POWERS**

An Executive Mayor is entitled to receive reports from committees of the Council and to forward those reports together with his/her recommendation to the Council when he/she cannot dispose of the matter in terms of his/her delegated powers. Where there is not a specific committee established to investigate and make recommendations on a matter, the Executive Mayor would receive reports emanating from the administration.

#### **6.1.2 The Executive Mayor must-**

- (a) identify the needs of the municipality;
- (b) review and evaluate those needs in order of priority;
  - (i) recommend to the Council strategies, programmes and services to address priority needs through the integrated development plan and the estimates of revenue and expenditure, taking into account any applicable national and provincial development plans;
  - (ii) perform such functions and exercise such power as assigned by the Council.
  - (iii) Comply with all legislative requirements including those contained in the Systems and Structures Acts.

## **7. NATIONAL SYMBOLS**

### **7.1. THE NATIONAL ANTHEM**

#### **Introduction**

The National Symbols Commission reported on 15 March 1994, that both *Nkosi Sikele i'Africa* and Die stem be adopted as National Anthems. This decision proved to be unpractical during ceremonial occasion as the combined songs took nearly four minutes to play. On 4 April 1995 the first submission of the shortened version was made to Cabinet. Cabinet in principal agreed to the new version, but requested that English words should be added. The shortened multi-lingual version was approved by Cabinet on 17 May 1995.

The words of the first stanza of *Nkosi Sikelel' iAfrika* was written in Xhosa by *Enoch Sentonga* in 1897 as a hymn. *Nkosi Sikelel' iAfrika* was first sung publicly at the ordination of a *Rev M Bowen*, a Shangaan Methodist minister, in 1899. *Solomon Plaatje* was the first to record the song on 16 October 1923. The recording was made in England. Having been composed as a hymn, *Nkosi Sikelel' iAfrika* represents a fusion of European and African cultures. It is, therefore, not an exclusive symbol but rather a unifying one. (*National Symbols of the Republic of South Africa, FG Brownell*). The song was also translated into Sotho and the second stanza comes from the Sotho translation.

The third verse of the new national anthem was the first verse of *Die Stem* which was written by *CJ Langenhoven* in 1918 and was set to music by *Rev ML de Villiers* in 1921.

*Die Stem* was first sung as the official national anthem on 31 May 1928. The English version namely the *Call of South Africa* was taken into use in 1957. The fourth stanza of the new national anthem does not contain text from *The Call* but was written by *Dr Khumalo* to comply with the request of Cabinet.

## 7.2 The use of the National Anthem:

- When the Head of State or his representative is present at official gatherings
- After the presentation of a national token or honour (order or decoration)
- After the President's arrival or at the end of a state banquet
- After proposing a toast to the country
- At important occasions where it is fitting to collectively express national pride
- Awards Freedom of the City
- Civic Funerals
- Visits by the Premier
- Visits by Ministers



## National Anthem of South Africa

Nkosi Sikelel' iAfrica  
Maluphakanyisw'uphondo lwayo,  
Yizwa imithandazo yethu,  
Nkosi Sikelela, thina lusapholwayo.

Morena boloka setjhaba sa heso,  
O fedise dintwa le matshewenyeho,  
O se boloke, O se boloke setjhaba sa heso,  
Setjhaba sa South Afrika.

Uit die blou van onse hemel,  
Uit die diepte van ons see,  
Oor ons ewige gebergtes,  
Waar die kranse antwoord gee.

Sounds the call to come together,  
And united we shall stand,  
Let us live and strive for freedom,  
In South Africa, our land.

## THE SYMBOLS OF EKURHULENI

### The symbols and meaning of the Coat of Arms



The guiding theme is contained in the meaning of the name Ekurhuleni - **A place of Peace**. A blue firmament holds a graphic symbol of peace, the white dove is a symbol of the spirit of peace and the olive branch symbolises the growth of that peace.

At the bottom of the shield is the depiction of the historical strength of the region - gold and related minerals.

At the top left is a symbol for nuclear fusion that represents scientific development and progress - the rational ambitions of the region.

The top right trine features a combination of a traditional and a modern musical instrument - a Kudu horn and a trumpet - that symbolises the link to the spiritual realm through the practice of the arts.

**These three aspects form a holistic depiction of human needs: To grow. To work. To learn.**

Flanking the crest are two supporters in the form of two women, clad in traditional dress. They represent nurturing and guidance within the human family.

The oak leaves at the base of the supporters represent the promise of growth. Between the leaves is the symbol for water and lakes - the key resource to life.

The motto completes the coat of arms by expressing the essential mission and hope of the Ekurhuleni region to **Prosper in Peace**.

### Logo elements and their interpretations



**Ekurhuleni**  
METROPOLITAN MUNICIPALITY

The individual elements of the logo have their own separate meaning and ideology. They combine into a balanced and harmonious unit that depicts the people and the elements that are the essence of the cities and towns in Ekurhuleni.

The green of the central 'person' depicts the environment and agriculture.

The ellipse that forms the head of our human figure is black to represent the importance of coal to our region.

The yellow irregular triangle between the head and the body of our human figure represents the gold mining industry.

The large irregular **blue shape** depicts the vitality of the Ekurhuleni region, aviation and the ever important water element we find in our wetlands, streams and lakes.

The vibrant and dynamic **red area** serves as both a balancing element to shape the logo and to link us to our national flag.

## **8. PRECEDENCE**

### **8.1 POSITION OF HOST**

As humans it is always difficult to make an objective decision when people we either like or dislike are part of the picture. In Protocol it is very important to make an objective assessment of seniority as it is used to determine where people sit, the order of speeches at a function, arrival of guests at formal and ceremonial functions: basically who does what, when and where.

In this chapter various tools are supplied to assist when dealing with situations when precedence is important.

The basic principal is always placing the host first. This is not an indication of the host's seniority, but simply an indication of the role that the person will play at the function. The host becomes the centre stage of a function with the guest of honour on the right hand side of the host. When working with a guest list it should appear as follows:

- 8.1.1 Host: The Executive Mayor of the Ekurhuleni Metropolitan Municipality, Councillor Surname
- 8.1.2 Guest of Honour: Mr AB Surname, Minister of Local Government
- 8.1.3 Guests on table of precedence and other guests in order of seniority.

### **8.2 NATIONAL OFFICIAL TABLE OF PRECEDENCE**

#### **Rules to be observed in connection with the Official Table of Precedence**

- 8.2.1 The table of Precedence shall be observed at all official occasions. The host may deviate from it only with the approval of the President of the Republic of South Africa.
- 8.2.2 When foreign relations or interests are the main focus of an official function, or when precedence above office-bearers in Annexure A is given to the Doyen of the Diplomatic Corps in terms of international protocol, the Minister of Foreign Affairs shall be given precedence above the Doyen and the office-bearers in Annexure A.
- 8.2.3 When foreign relations or interests are the main focus of an official function, the Director-General of the relevant department hosting the function shall enjoy precedence after the Secretary of the Cabinet, the Chief of the South African National Defence Force, and the Director-General of Foreign Affairs.
- 8.2.4 Should the Public Protector already hold a higher position in the Official Table of Precedence, he/she shall retain his/her personal higher precedence for all official functions.

## **9. SEATING ARRANGEMENTS**

### **9.1 PLANNING**

Allow and plan ample time to do the room outlay and the table plans. Depending on the number of guests it can take a day or more to complete this task correctly. The room outlay needs to be done in time to give the caterers a chance to complete their task of laying the tables on time.

There are certain rules that must be observed when placing guests at a table, on a podium or in an amphitheatre or auditorium. A table plan or seating plan is drawn up in advance and seating cards placed at the table, if eight or more guests are present.

It does not matter how formal or informal a function is, the host and/or hostess must plan in advance the placing of guests before they arrive. This will avoid embarrassment to the guests and make them feel special.

## **9.2 STANDARD RULES FOR INDIVIDUAL TABLE PLANS**

Individual table plans must be done according to standard rules. First place the host facing the entrance or with the entrance on his/her right hand side. Then place the guest of honour on the right hand side of the host. The other guests are placed in order of seniority. The first person after the guest of honour goes to the left of the host, the next to the right hand side, again to the left, and so on. Tables can be made to have the same importance by placing important guests at all the tables. Make sure that very senior people are not seated too far from the main table. The other option is to place guests strictly in order of seniority and have all the juniors towards the back of the room.

### **9.2.1 The main table**

The main table is no longer placed in the 'wedding reception' fashion (all the guests at the main table face the audience). Identify one of the tables as the main table and place the other tables accordingly. The most basic rule for placing guests anywhere is that the right hand side is always the more important side.

### **9.2.2 Placing the host**

The host must either face the entrance door or the door on his right hand side.

## **9.3 TABLE PLANS**

Table plans are used to indicate the preferred position that individual guests will occupy at a table during a meeting or a meal. The rules used to decide on the arrangement are normally first of all seniority or precedence, and then the wishes of the host and lastly common sense. People responsible for this task should be very careful that their own subjective ideas, feelings, likes and dislikes do not play a role.

## **9.4 DIFFERENT OCCASIONS.**

### **9.4.1 Working lunch or breakfast and Bilateral talks**

At bilateral talks, the parties sit at opposite sides of the table to enable everybody to communicate with his/her counterpart. The host would be placed as mentioned and then the leader of the other delegation (or guest of honour) would be placed opposite the host. Every delegation are listed separately according to seniority and then placed in the following way:

### **9.4.2 Social Luncheon or Dinner with Spouses**

For evening functions, it is customary to invite couples. It is recommended to split couples when they are placed at the table. The reason for this is that conversation flows better if a guest is obliged to talk to other guests on both sides.' Guests get a chance to know more people. The basic rules for placing the host and the right hand rule stay the same. The hostess is placed opposite the host. Indicate the seniority or precedence of each guest on the guest list and place guests accordingly: (vice versa in the event the host is female)

### Table plan for a round table

People tend to think that it is easier placing guests at a round table but the rules stay the same. It is very easy to have an unbalanced round table and it depends on the number of VIPs that must be placed. Round tables that can fit ten guests normally are too wide to talk across. This places many restrictions on the allocations allowed.

Rounds tables are used in all hotels, convention centres and restaurants. These tables take up more space and it can be very difficult to get table cloths that fit well as the producers try to save on fabric and the nap does not always the same way. The result is that the table cloth is no longer round after the first few washes!

To place round tables in a room where entertainment will also be watched results in half the guests turning their back on the other half! Placing rectangular tables at angles and not utilizing the head, everybody can see the stage.

### 9.4.3 Table plan for a group from the same organization

Staff can be placed in order of seniority, but it is advisable to enclose the junior staff in the "fold" by allocating the middle seats to them. It creates an atmosphere of acceptance and openness. The second most senior staff member can act as co-host to achieve this placement.

## 10. PRESENTATION OF HONORARY CITIZENSHIP

### 10.1 WHO QUALIFIES FOR HONORARY CITIZENSHIP

Honorary citizenship should not be given lightly or in an arbitrary fashion. This cheapens' the formality and renders it without value. In most communities there are those people whom at one stage or another, rise head and shoulders above others. They excel in their service to the community and yet they remain everyday, humble individuals. They are of the calibre that no effort is too great to further the interests of their fellowmen in almost every field, nor do they do it for self-glorification. They are motivated by an irresistible desire to serve the community. They take pleasure in seeing their fellowmen happy and content and it is those people, and only those people, the municipal council should acknowledge with the offer of honorary citizenship. **There are not many people of this kind**, but to the few that come along from time to time, municipal councils can and should thank them on behalf of the community.

### 10.2 COUNCIL DECISION

The council decision must broadly make mention of the type of function that will be held in conjunction with the special meeting of the council at which the honorary citizenship will be presented. A special committee of the council, according to articles 71 and 79 (1) and (2) of the Structures Act, can be appointed to work with the Executive Mayor and Speaker to take responsibility for the necessary arrangements that must be approved by the municipal council. For those decisions that have no financial implications, with the eye on speedy decision-making, this committee may be given full authority. The Executive Mayor should either be the head or a member of the committee.

The following council decision, preferably made at a special meeting, serves as a template:

Item nr -----

## HONORARY CITIZENSHIP

- (a) **The Ekurhuleni Metropolitan Municipality** awards honorary citizenship to Mr----- the Premier of Gauteng, -

In acknowledgment of his senior position as head of the Gauteng province, in which he has performed with distinction over a long period of time;

In appreciation of and in acknowledgement of his exemplary service to Gauteng province and South Africa;

**With** a view to his sympathetic considerations of local issues, especially the provincial institution assigned to -----;

As evidenced by the high regard in which he is held and as sincere and grateful tribute to him; and

**That** this decision has been written on parchment and the year 20--- and was formally presented to -----

GIVEN UNDER THE OFFICIAL SEAL OF EKURHULENI ON THIS----- DAY OF----  
-----20 -----

**(NB: The abovementioned part of the decision also forms part of the wording of the honorary citizenship roll.)**

- (b) (i) That, the council, in terms of the stipulations of Ordination, appoints a committee, who will be responsible for the arrangements for the presentation ceremony and reception.
- (ii) That this committee has full powers in terms of all aspects concerning the arrangements, with the exception of matters which will incur financial responsibility, and that those matters be submitted for recommendation and approval to the mayoral committee and council.
- (c) That, the chairperson of the committee, is authorized to sign as witnesses or as representatives all documents to execute the decision on behalf of the Municipal Council.

Taste differs as well as the ability to express a decision in well-formulated language. The proposed decision is merely a suggestion that can be improved according to taste. The wording of the decision also depends on the person receiving the honorary citizenship. There will be a difference in the wording of the presentation of honorary citizenship to a local citizen and the presentation to the President or Premier. However, it is important that the reasons to and grounds for the decision are indicated as well as making reference to the public service rendered by the person receiving honorary citizenship.

### 10.3 THE PRESENTATION CEREMONY

The ceremony for bestowing the honour on the President of the Republic of South Africa differs from the ceremony to other citizens.

### 10.3.1 President

The ceremony in which honorary citizenship is presented to the President, can be held in many ways, again according to own judgement and taste and with consideration of the requirements of the Office of the President. The programme can, however, be much more sophisticated to make the president's visit to the town/city, more colourful but cost and available budget must be considered.

#### 10.3.1.1 Pre-arrangements

- a. The President must first be approached to determine whether the honorary Citizenship is acceptable to him.
- b. The Municipal Council makes the decision to offer honorary citizenship to the President on a specific date. At this stage confirmation has been received from the Presidency that the honorary citizenship and date are acceptable.
- c. The Head of the Office of the Executive Mayor meets with the Presidency to discuss and finalize the protocol arrangements for the function, the reception of the President, etc.
- d. As soon as the Office of the President confirms that the offer is acceptable, a letter is sent to the Commanding Officer of the Command if the President's Honour Guard is to perform.
- e. The following information will be necessary for this:
  - (i) the reason the Honour Guard is required,
  - (ii) the name of the organizer (Speaker),
  - (iii) the name of the patron (Executive Mayor),
  - (iv) the contribution desired from the SANDF,
  - (v) if there will be any financial cost
  - (vi) the provisional programme, and
  - (vii) the expenses in terms of the SANDF'S contribution, such as transport meals and accommodation. (It is expected that meals and accommodation are provided by the patron.)
  - (viii) The state must be indemnified from any claims originating from the visit.

If the Guard of Honour is present, it will parade for inspection when the President arrives. The reception is usually five to ten minutes, after which the Honour Guard marches off. To justify the expense of the Honour Guard, flag hoisting and lowering ceremonies at sunrise and sunset can be included on that day. The expense is only justified if the presentation of honorary citizenship coincides with an important or special event which will last the rest of the day.

- Arrange that the parchment roll is written, lapel badge with the coat of arms of the city are made and the printing of the invitation cards for both the special meeting at which

the honorary citizenship will be presented and the function afterwards. To simplify matter a buffet is a good choice.

### 10.3.1.2 The Ceremony

- The President's guard of honour and band report at the "parade ground" in front of the podium where the salute will be taken about ten minutes before the President's arrival. (The podium must be able to accommodate three people standing, comfortably).
- The President and his entourage arrive behind the podium where he and his/her spouse are introduced to the Executive Mayor and the commanding officer.
- The Executive Mayor now introduces the President and his spouse to a few senior councillors as arranged beforehand with the Presidency.
- The President, the commanding officer and the Executive Mayor take their places on the podium as follows:

Commander President Executive Mayor	Guard of Honour
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The aforementioned guests are seated behind the podium. The order in which the senior officials walk is as follows: Guide, Aide, the President's spouse, the Executive Mayor's spouse and then the councillors in order of precedence.

The proceedings are as follows:

- (a) The National Anthem is played (it is preferably not sung)
- (b) Inspection of the Honour Guard by the President.
- (c) The President returns to the podium.
- (d) The National Anthem is played again.

(i) Scenario one:

All guests are seated in the chamber as they did not participate in the parade outside. The President, his entourage and the senior councillors now go to the council chamber for the presentation of the honorary citizenship

**The order:**

Guides

Two aides

Executive Mayor's spouse                      President

Executive Mayor                                      President's spouse

The entourage of the President and senior officials



(ii) Scenario two:

Should the proceedings move to the reception hall for tea, the Executive Mayor introduces the President and spouse to Councillors and their spouses. Tea is served when all the guests are present, while they wait for the procession. (The President is not introduced to all the guests.) The guests stand when the President arrives. The President always sits first and stands first at functions like this. After tea has been enjoyed, the President and spouse, the aides with the Executive Mayor and spouse and the entourage of the President leave the hall and go to another room to wait for the meeting and to give the invited guests an opportunity to take their pre-appointed seats on the gallery of the council chamber. If tea is not served guests immediately take their seats.

**10.3.1.3 The Meeting**

Visiting mayors and guests take their seats before the start of the meeting. The programme director announces the arrival of the President. Everybody stands. The President and entourage enter the council chamber in the following order:

Guide (a municipal official in uniform)	
Executive Mayor's spouse	President
Executive Mayor	President's spouse
The Presidency	
Deputy Mayor	
Speaker	

The Executive Mayor, the Deputy Mayor and the Speaker take their places on the rostrum. The President and spouse, the entourage of the President, bodyguard and aides take their places. The President sits first then everybody else. The Executive Mayor stands. He bows to the President and to the councillors and requests an appropriate religious leader to open the meeting with prayer. The Executive Mayor welcomes those present and asks the Speaker to read aloud the decision of the council to present the President with honorary citizenship.

A small table is placed in front of the rostrum on which a small chest containing the lapel badge and roll is placed. The town secretary presents the chest to the Speaker, who takes out the roll, folds it open and reads. He places the roll back in the chest and places it in front of the Executive Mayor. The Executive Mayor gives a biography of the President and closes with:

**“Sir / Madam -----I have the honour, following the decision of the council as read by the speaker, to present you with honorary citizenship of Ekurhuleni Metropolitan Municipality, Would you, as honorary citizen of the Ekurhuleni Metropolitan Municipality, please come forward to receive the roll in its chest as well as the badge”.**

The Speaker now takes the chest and places it on the table in front of the rostrum. The President, the Executive Mayor and Speaker take their places in front of the rostrum. The Executive Mayor presents the chest with the honorary citizenship roll to the honorary citizen and says:

“The council of the Ekurhuleni Metropolitan Municipality has the honour to present the honorary citizenship of the Ekurhuleni Metro to you and I present to you the honorary citizenship lapel badge”.

The lapel badge is pinned to the President's right lapel by the Executive Mayor. The Executive Mayor shakes the President's hand and presents him with the chest and roll, which is taken by an aide.

The Speaker presents the register of honorary citizens and signs it, followed by the Executive Mayor and then by the President. (Where necessary and helpful, the Executive Mayor can announce the procedure step-by-step.) The President, the Executive Mayor and the Speaker take their places.

The Executive Mayor asks the President to address the meeting. After the President has delivered his speech, the Executive Mayor adjourns the meeting. First the President stands, followed by all those present. The Executive Mayor and spouse escort the President and spouse and entourage out of the council chamber.

#### **10.3.1.4 Protocol prescriptions**

- The President's chair may not stand on a lower level than any other chair in the same venue.
- The President is always first to take a seat and first to stand at an official function.
- There should be no empty chairs at a reception. This should only happen when it is unavoidable and always as an exception.
- The two aides, the bodyguard and the Presidency's places are determined beforehand by the Presidency.
- The seating arrangements at the main table at the reception should rather be determined by the Presidency.
- No smoking takes place at the reception before the toast.
- The Presidency must approve the programme and menu beforehand.
- Deviations from the procedure, as set out in the guidelines, are as follows:

The executive Mayor asks the chaplain to open proceedings with prayer.

The Executive Mayor asks the Speaker to read the announcement of the special meeting.

The Executive Mayor asks if there are any notices of absence.

The Executive Mayor announces that the Council decided at a previous special meeting to present the President with honorary citizenship and requests that the Speaker read the citation.

The City Manager presents the chest with the roll to the Speaker who takes out the parchment roll, reads it aloud and places it back in the chest and returns it to the City Manager.

The Executive Mayor makes an announcement as follows;

“The President, \_\_\_\_\_, has done us the honour to accept the honorary citizenship of \_\_\_\_\_. It is, therefore my pleasure, following the unanimous decision of this Council, taken on \_\_\_\_\_ to present you the honorary citizenship and declare you an honorary citizen with the request that you take the honorary citizenship into possession after the signing of the agreement”.

The City Manager places the parchment roll and chest on the table in front of the rostrum and the President, the Executive Mayor and the City Manager take their seats.

The Speaker signs the parchment roll and register of honorary citizens, presents it to the Executive Mayor to sign. When the Executive Mayor has signed it he gives it to the President to sign.

The President, the Executive Mayor and the Speaker take their seats on the rostrum and the Speaker presents the Executive Mayor with the parchment roll and chest.

The Executive Mayor says: “With pleasure, I present these honorary citizenship tokens”. The lapel badge is presented to the President and (with permission obtained beforehand) pins it on. The parchment roll and chest are handed over with a handshake. An aide takes the chest and parchment roll.

The Executive Mayor’s spouse pins a lapel badge or posy (whichever is preferred) on the President’s spouse.

The President is requested to answer.

The Executive Mayor adjourns the meeting and the President and his entourage leave the council chamber.

Organization of the banquet or any other reception is not dealt with except to underline that the Executive Mayor and spouse and Speaker and spouse must be on time to meet the President and his entourage if they are to arrive at a different location.

### **10.3.2 Presentation of honorary citizenship to a local citizen**

The presentation ceremony of honorary citizenship normally takes place during a special council meeting, called for this purpose. The local council presenting the honorary citizenship must have a well-equipped council chamber that can accommodate 50 — 100 sitting VIPs. Should the ceremony take place in the council chamber it should be more stately than for example when the town hall is converted into a council chamber for the purposes of the function or if any other venue is used.

The presentation of honorary citizenship is a stately and formal event, when one takes into account how rarely this happens in the history of the town/city, and therefore the ceremony should take place in this spirit.

Guests attending the function are formally invited and take their places on the public gallery of the council chamber at least ten minutes before the official starting time. Seats are indicated by tickets or ushers. It is necessary to send separate invitations to guests attending the different functions as only a selected few may be included in the after function, namely:

- (i) one to the presentation ceremony and
- (ii) one to the after function (cocktail reception or dinner or luncheon) afterwards.

Some guests, when protocol prescriptions have been taken into account, will receive invitations to both while other guests might only receive an invitation to the function afterwards.

The Councillors, Speaker and proposed honorary citizen meet a few minutes before the starting time of the meeting in the reception area. A minute before the appointed time of the meeting, the Executive Mayor, followed by the honorary citizen, the Speaker, the Deputy Mayor and the other councillors enter the council chamber. All the guests in the council chamber stand and stay standing until the Executive Mayor has taken his seat. The Executive Mayor gives the proposed honorary citizen the seat on his right and the Speaker takes the seat to the Executive Mayor's left. The other councillors take their usual seats.

While seated, the Executive Mayor welcomes the guests, especially the proposed honorary citizen. In cities/towns where council meetings are opened with scripture and prayer, the Executive Mayor asks the chaplain, who must be present under such circumstances, to do so. After this, the Speaker, on request, reads aloud the notice of the meeting, which should be available in the preferred official languages.

In the case of honorary citizenship' being presented to a local citizen, it is customary to have a guest speaker at the formal meeting who is familiar with the local management as well as the public service delivered by the person being honoured.

The basic principle is, should a guest speaker be invited, he/she should have an equal or higher public standing than the person receiving honorary citizenship. After the Speaker has read the notice of the meeting, the Executive Mayor introduces the guest speaker.

Alternatively, the Executive Mayor can read the notice and then on behalf of the council and community congratulate the citizen being honoured. Immediately after this, the Executive Mayor requests the honorary citizen to sign the honorary citizenship roll, with the Speaker and Executive Mayor signing it as witnesses. The roll is then sealed with the seal of the council.

In some municipalities it is practice to have the honorary citizen take an oath or a solemn statement before signing the roll. This oath or statement is similar to the oath that some municipalities expect newly-elected councillors to take. This practice is left to the discretion of local management.

After the roll has been sealed, the Executive Mayor places the roll in the small chest made available for this purpose. This chest should be a piece of art and made of an especially hardy wood, preferably an indigenous wood like stinkwood. The official coat of arms of the town/city should be on the lid of the chest, either carved out or inlaid with gold, silver or copper. A metal that is delved in the town or district is also a good idea.

After the chest with the honorary citizenship roll inside has been presented, it is also practice that the Executive Mayor pins a lapel badge, usually a miniature of coat of arms, cast in any metal of choice with the words honorary citizen underneath, to the right jacket lapel of the honorary citizen. This concludes the formalities and the Executive Mayor requests that the honorary citizen answer.

The Executive Mayor then adjourns the meeting of the council and the council and honorary citizen leave the council chamber in the same order they entered. The guests stand as the Executive Mayor leaves and exit the council chamber a minute or so after the council. The official function, in whichever form follows.

## **11. WREATH LAYING CEREMONIES**

### **11.1. RESOLUTION FOR CEREMONY**

The Council may decide to honour deceased citizens this way. The important aspects to keep in mind at these ceremonies are all protocol related. A wreath laying ceremony may also include a memorial service. The colour of the flowers and ribbon used for the wreath must be in the 6 official colours of the Council namely green, blue, red, gold, white and black.

### **11.2. ARRANGEMENTS PRECEDING THE CEREMONY**

The success of such a ceremony is dependent on many activities before the actual day.

The guest list should carefully be decided to include all interested parties. The site and number of seats available should also be taken into consideration.

Use the Official Table of Precedence when planning the order of the proceedings.

Marking of the places where the specific wreaths will be laid will rule out any confusion that may arise.

Ordering of wreaths — make sure what the specifications and colours are that should be used. Depending on the reason for the wreath laying, religion and culture should be taken into consideration.

Personnel taking charge of the wreaths must be briefed properly to avoid any embarrassment.

### **11.3. THE DAY OF THE CEREMONY**

#### **11.3.1 Arrival of guests**

Guests not specifically mentioned arrive at the venue and are received by a designated person. They will be directed to the places reserved for them.

The guests of honour will arrive at their allocated times, met by the designated person and escorted to their seats by ushers.

#### **11.3.2 Order of proceedings during a memorial service**

The service will be led by the appropriate religious leader(s).

Opening or Votum — all those present remain seated and head-dresses are removed

The singing of a hymn

Prayer — all men rise and remove their head-dresses

Choir — if a choir is available it will now perform

Scripture reading and message

Closing prayer — all men rise and remove their head-dresses (if appropriate).

The singing of a hymn

Benediction

The choir performs again

Different religions can play different roles during the service if it is a multi-denominational service.

### **11.3.3 Tribute to the deceased**

An announcement will be made by the programme director that a tribute will take place.

All those present are requested to rise and to remain standing until the Reveille is completed.

The last post is sounded and the National Flag lowered to half-mast.

All officers in uniform salute and all the civilians stand to attention.

Two minutes silence follow.

Reveille is sounded and the National Flag hoisted after which all present take their seats.

### **11.3.4 Wreath laying ceremony**

The programme director will make an announcement that the wreath laying will now take place. If there is a guard of honour present they will now take their places.

The programme director will invite the VIP guests in order of precedence to lay a wreath.

Men

The gentleman proceeds to the Memorial where a wreath will be handed to him by a staff member. He lays the wreath at the place as indicated. After the laying of the wreath he looks in the direction of the wreath and puts his right hand on his right breast for three seconds, where after he returns to his seat. Officers in uniform will look in the direction of the wreath and salute.

Ladies

A wreath will be handed to her and she lays the wreath at the place as indicated. After the laying of the wreath, she looks in the direction of the wreath and nods her head and returns to her seat.

Next of kin

The next of kin follows and lay their wreaths on the indicated place, stands back, bow their heads and return to their seats.

Members of the public

Members of the public will follow the same procedure as the next of kin.

The programme director requests the next person to lay a wreath and the same procedure is followed.

#### **11.3.5 Conclusion**

The proceedings will be concluded with the National Salute. All present stand to attention and those in uniform salute during the playing of the National Salute.

#### **11.3.6 Refreshments**

All present will be invited by the programme director to partake in the refreshments that are being served.

### **12. CIVIC FUNERALS**

#### **ARRANGEMENTS TO BE MADE PRIOR TO THE FUNERAL**

##### **THE FAMILY**

As soon a notice has been received of the passing away of a person as mentioned above, the office of the Speaker should approach the family and enquire if they would prefer a Civic Funeral or not. Should this offer be accepted, the following arrangements should be made:

##### **The church and Minister**

The minister of the church of which the deceased was a member is approached to arrange a time and date and order of the funeral service in the church, in co-operation with the family and undertaker.

##### **Announcement of the Funeral Service**

Notices of the death are given to the press and radio with details of the funeral arrangements. These notices also apply to neighbouring Local Authorities and should also be displayed at every Council Building.

##### **Arrangement of the Special Council Meeting**

The purpose of the Special Council Meeting is to pass a unanimous motion of condolence with the next of kin, and a brief life history of the deceased is submitted by the Mayor, or in the case of the Mayor's death, the Speaker.

The deceased's chair in the Council Chamber is draped with a crape cloth.

Arrangements of seating for visiting Mayors, Councillors and officials from neighbouring Local Authorities should be made as soon as they indicate that they will be present at the funeral. Provision should be made for seats at the Special Council meeting and in church for these office bearers and the next of kin.

### **Arrangements regarding loudspeakers, parking and seating outside the church**

Due to the fact that church buildings are normally too small for these mass funerals, provision should be made for loudspeakers and seats outside the church building to afford other people the opportunity to take part in the procedures.

Parking should be arranged and attention must be paid to the temporary closing of roads.

### **Arrangement of refreshments**

Arrangements should be made for the provision of refreshments for visitors prior to the commencement of the Council Meeting and after the funeral service.

### **Arrangement for the hearse**

This should be done in consultation with the family and the undertaker of their choice.

### **FINANCIAL IMPLICATIONS**

It should be determined if the family of the deceased want to bear the cost of the coffin as well as for the grave and funeral costs. Other costs, such as arranging for the refreshments, as carried by Council, with the Mayor/Speaker's approval. The cost of the wreath is also carried by Council.

### **AD-HOC ARRANGEMENTS**

Contact the Metro Police to ensure that traffic is regulated at all times

Arrange bus transport from the Civic Centre to the funeral for Councillors and officials

Arrange for flowers at the church

Arrange for the City Manager to read the notice of the death at the opening of the Special Council Meeting.

Arrange for the crape cloth to be placed on the Councillors chair in the Council Chamber, which is to remain on the chair until the next ordinary Council meeting, when it is to be removed.

Arrange for flowers and a letter of condolence to be sent to the family by the Mayor.

Arrange for city flags to be flown half-mast.

The coffin should be draped in the city flag up to the point where it is ready to be lowered into the ground, at which time it should be removed, folded and handed to the next of kin.