

ITEM A-RC (01-2020) CM 27/02/2020	REPORT ON THE AMENDMENT OF THE POLICY ON THE CONFERMENT OF CITY HONOURS
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RESOLVED

1. **That** the report on the proposed amendment to the policy on the Conferment of City Honours **BE NOTED**.
2. **That** the amended Policy on the Conferment of City Honours attached hereto as Annexure A **BE APPROVED**.

**CITY OF EKURHULENI
CONFERMENT OF CIVIC HONOURS POLICY**

1. DEFINITIONS

“**Alderman**” refers to a person on whom the civic honour of Aldermanship is conferred in accordance with the provisions of this Policy;

“**Assembly**” refers to all the people present at a conferment ceremony, including VIP’s and the masses;

“**Candidate**” means the person identified and approved to be granted a civic honour, for the period between the approval and the actual granting thereof;

“**Freeman**” means the recipient of Honorary Freedom of Ekurhuleni, be they male or female;

“**Local government authority**” includes all categories of municipalities and transitional local authorities which took effect in February 1995;

“**Local Council**” and “**Council**” mean the supreme governing body of a municipality consisting of persons elected by the community of the area and deployed by political parties.

“**Local structures**” and “**Community Structures**” stand for people’s representative organisations and bodies that exist within the boundaries of the municipality.

“**Local Government Body**” means any institution or body contemplated in section 84 (1)(f) of the Provincial Government Act, 1961 (Act No. 32 of 1961).

“**Recipient**” means the person who receives or has received a civic honour;

“**Spouse**” is the husband or wife of the candidate or recipient.

“**Sectoral structures**” are representative bodies of organised interest groups like business, religion, youth, women etc.

“**Support staff**” comprise of people, usually officials of the municipality, responsible for protocol, ushering, hospitality and comfort of people attending a conferment ceremony.

“**Executive Mayor**” means the Executive Mayor of the City of Ekurhuleni.

“**Mayoral Committee**” means the Mayoral Committee of the Council of the City of Ekurhuleni.

“**Proposer**” means any person, group of persons or organisation that nominate an individual to be a recipient of the freedom of the city.

“**Rules Committee**” means a committee established in terms of Section 79 of the Municipal Structures Act, designated to handle, *inter alia*, nominations for conferment of civic honours;

“**Speaker**” means the Chairperson of the Municipal Council duly elected in terms of Section 36 of the Municipal Structures Act.

2. PURPOSE

The purpose of this policy is to lay a framework which will provide guidelines for the Conferment of City Honours within the City of Ekurhuleni.

3. SCOPE OF THE POLICY

The policy regulates the Conferring of City Honours with respect to the community member, citizens and high ranking members of government.

4. POLICY STATEMENT

The City confers City Honours by way of a Council resolution. In all cases, the City has the prerogative of nominating recipients, accepting or rejecting any proposals received.

5. POLICY OBJECTIVES

- 5.1 To ensure a clear, inclusive and consultative process which enjoys public support
- 5.2 To encourage citizens to identify worthy members of their community to be honoured, within the policy guidelines
- 5.3 To provide the opportunity to reflect on all aspects our shared history and honour those with outstanding contribution in the course of serving the people.

6. CIVIC HONOURS

The following civic honours may be conferred by Council: -

- 6.1 Aldermanship
- 6.2 Freedom of the City
- 6.3 Honorary Citizenship

7 BENCHMARKING AGAINST THE NATIONAL ORDERS

National Orders are the highest awards that a country, through its President, bestows on its citizens and eminent foreign national, for their meaningful contribution in making the country what it is today.

The national Orders encapsulate what we stand for, as outlined in the Preamble of the Constitution of the Republic of South Africa. It states that:

*“We the people of South Africa,
Recognise the injustices of our past;
Honour those who suffered for justice and freedom in our land;
Respect those who have worked to build and develop our country; and
Believe that South Africa belongs to all who live in it, united in our diversity”.*

The President as the fount, (holder, cradle, main source) of honour in the country, bestows these Orders and Decorations, and is assisted by the Director-General in the

Presidency, who is the Chancellor of the National Orders and an **advisory council**, in the execution of this responsibility.

South Africa's new National Orders, first awarded by President Thabo Mbeki in 2002, reflect the inclusiveness and diversity of a democratic South Africa, our people and our place in the African continent – in essence, the spirit of the new South Africa.

As an initiative that was implemented at the dawn of South Africa's first decade of freedom, the National Orders programme contributes to the symbolic building and consolidation of the country's new democracy.

The National Orders seek to enhance social cohesion. They serve to foster the spirit of unity, nation building and social cohesion within South African society, as they honour those outstanding individuals from all walks of life. They celebrate the spirit of one nation, many cultures as reflected by the diversity of the Rainbow Nation.

National Orders and Democracy

With the birth of a democratic South Africa came the need to review the old system of national orders. The previous system consisted of one Decoration and four Orders whose symbolic aesthetic was representative of the past.

In 1998 the Presidential Advisory Council on the National Orders was tasked with reviewing and revising the orders to reflect the spirit of a non-racial, non-sexist democracy where a culture of human rights prevails. To implement this task a technical committee was constituted which embarked on an extensive and inclusive research process that involved public consultations, interviews with stakeholders on a national scale, group discussions focusing on alternative systems, the commissioning of historical research and the gathering of jewellery and medal designers to design new medals through a brief design.

As part of this process, the then Department of Arts, Culture, Science and Technology in co-operation with the Government Communication and Information Systems investigated further symbols and symbolism in an attempt to capture the essence of a new aesthetic that will reflect the spirit of a new country.

A panel of academics and specialists versed in indigenous symbols and symbolism was asked to identify key factors and elements that denote the collective and inclusive history and experience of Africa with South Africa as the main point of reference. The collective outcome of this process resulted in the commissioning and ultimate design of six new orders. (Intensive consultations with academics and specialists were held, design proposals were invited. Six new orders were created in 2001 and 2003).

Categories:

The Order of Mapungubwe

The Order is awarded to South African citizens for excellence, ingenuity and exceptional achievement.

This order can be awarded in three classes:

- Bronze
- Gold
- Platinum

The Order of the Baobab

This Order is awarded to South African citizens for distinguished service. The service awarded is well above and beyond the ordinary call of duty. It is awarded for exceptional and distinguished contributions in the following categories:

- Business and the economy
- Science, medicine and technological innovation
- Community service

The Order of the Companion of OR Tambo

This Order is awarded to foreign national (Heads of State and Government) and other foreign dignitaries. It is awarded for friendship shown to South Africa. It is therefore an order of peace, co-operation and active expression of solidarity and support. The Order constitutes an essential pillar of international and multilateral relations.

- Supreme Companion (Gold)
- Grand Companion (Silver)
- Companion (Bronze)

The Order of Luthuli

The order is awarded to South Africans who have made a meaningful contribution to the struggle for democracy, human rights, nation-building, justice and peace, and conflict resolution.

The Order can be awarded in three classes:

- Gold
- Silver
- Bronze

The Order of Ikhamanga

This Order is awarded to South African citizens who have excelled in the fields of arts, culture, literature, music, journalism and sport.

The Order can be awarded in three classes:

- Gold
- Silver
- Bronze

The Mendi Decoration for Bravery

The Decoration is awarded to South African citizens who have performed an extraordinary act of bravery that placed their lives in great danger, or who lost their own lives including in trying to save the life of another person, or by saving property, in or outside the Republic of South Africa.

The Order can be awarded in three classes:

- Gold
- Silver
- Bronze

The National Orders Committee is constituted as follows:

- Grand patron of the National orders: President of the Republic of South Africa;
- Chancellor of the Advisory Council of the National orders: Director-General in the Office of Presidency; and
- Other members of the Advisory Council on national orders duly elected by the President.

8 ALDERMANSHIP

8.1 Historical Context

The concept of Alderman exists at local government in many jurisdictions internationally and locally, mainly derived from English law. This term literally means “elder man”. Different jurisdictions apply the concept differently with others using the term for members of municipal councils, some for members of the municipal executive. In those jurisdictions in which it is a recognition for long service, conferment does not attract any benefits other than the recognition token.

8.2 Conferment

- a) The honorary title of Alderman must be conferred on a Councillor meeting the criteria set out in 8.3 below;
- b) The Councillor on whom the honorary title is conferred, bears it for life unless stripped thereof in accordance with this Policy;

- c) The recipient to be given a recognition token which can be a badge, medal or certificate by the Speaker of Council at a Special Council meeting or ceremony convened for this purpose;
- d) The honorary title must be conferred once a year, as and when Councillors reach the required milestone;
- e) The ceremony for conferment of Aldermanship is as set out in the Protocol Policy;
- f) A Councillor must supply all details and evidence of service at other municipal councils to the Secretary to Council or the designated Legislature official;
- g) Secretary to Council must ensure that a database of all City of Ekurhuleni Metropolitan Municipality (CoE) Councillors, any position they held during the term of their service for which points may be accumulated for the purpose of this policy, is created and updated annually.

8.3 Criteria

The title of Alderman is conferred on Councillors who meet the following criteria: -

- a) Must be a currently serving or previously serving CoE Councillor; and
- b) Must have twenty (20) or more points for service as a Councillor at any local government authority in the Republic South Africa.

8.4 Determination of Points

- (a) A Councillor obtains a minimum of twenty (20) points on the following scale:-
 - (i) One (1) point for each completed year served as a directly elected Councillor in any municipality;
 - (ii) An additional two (2) points for each 10 consecutive years served as a Councillor;
 - (iii) Two (2) additional points for each completed years' service as a Member of the Mayoral Committee (MMC) subsequent to 5 December 2000, a Chairperson of a Section 79 Committee or a Member of the Executive Committee (MMC) of any municipality after 1 February 1995 or a party whip;
 - (iv) Two (2) additional points for each completed year served as Leader of the Official Opposition or a Chief Whip of the Official Opposition or a Chairperson of an Executive Committee after 1 February 1995;

(v) Three (3) additional points for each completed year served at any municipality as Speaker of Council, Chief Whip of Council, Executive Mayor or Chairperson of Chairpersons;

(vi) Three (3) more points for each completed year served in the City of Ekurhuleni as Speaker of Council, Chief Whip of Council, Executive Mayor or Chairperson of Chairpersons.

8.5 Privileges and benefits of aldermanship

- a) Councillors conferred with the title of Alderman may place the title before their names, even if they are no longer serving Councillors.
- b) A retired Alderman receives CoE Council diary and any other marketing items.
- c) **May receive special invitations for municipal events and be allocated VIP seats.**
- d) **May receive civic funeral upon their death and be buried at a defined heroes' acre in terms of the Council approved Civic Funeral Policy.**

9 FREEDOM OF THE CITY

9.1 Conferment Historical Context

Freedom of the City relates back to the medieval term "freeman", meaning someone who was not the property of a feudal lord and who enjoyed privileges such as the right to earn money and own land. These were traders, merchants and craftsmen, who were identified as "those responsible for managing the City for the Crown." They had the right to set up the local court and the ruling council of the city – indeed only freemen could be elected to the Council, and the electorate was confined to freemen.

Historical to be granted the title of Honorary Freeman was a mark of distinction upon the person whom the Council wished to honour. The Freedom itself carries no privilege and is purely an honour, reflecting the eminence of the person on whom it is conferred or as recognition of significant and valuable services rendered to the borough by that person.

Today, conferring freedom of the city is an entirely ceremonial honour, but remains the oldest cultural ceremonial traditions in recognising and honouring citizens within a specific community

9.2 CONFERMENT OF THE FREEDOM OF THE CITY OF EKURHULENI

Conferment of the Freedom of the City is the Municipal Equivalent of the National Orders. The City award is not in competition with any award that may be bestowed to a person by either the Provincial and/or National sphere of government. Any person worthy of nomination for such award is entitled to receive such an award at any sphere and/or level of government without raising any concerns of duplicating government efforts and/or recognition

The Executive Mayor of the City of Ekurhuleni, as the fount (holder, cradle, main source) of honour in the City bestows the Freedom of the City to individuals nominated to receive such an honour for various noble acts and/or commitments. Freedom of the City may be granted as follows: -

- a) Freedom of the City is bestowed upon a single individual and not a couple, family or group of people.
- b) Freedom of the City can be granted to an individual in absentia and posthumously. In this case, the recipient's spouse or nearest relative must receive the honour on his/her behalf.
- c) Once granted, Freedom of the City cannot be recalled or vetoed.
- d) A person upon whom the Freedom of the City has been conferred shall be known as an "Honorary Freeman of the City" and the information shall be recorded as having been granted the "Freedom of the City".
- e) A person upon whom the Freedom of the City has been conferred shall be presented with the honour through a ceremonial function as prescribed under point six (6) hereunder.
- f) Conferment of the Freedom of the City of Ekurhuleni must be approved by Council.
- g) The Office of the Executive Mayor shall record the names, designations and signatures of person/s admitted to the Freedom of the City and such register shall be known as the "Book of Honorary Freedom of the City of Ekurhuleni"

9.3 CRITERIA FOR CONFERMENT OF FREEDOM OF THE CITY

Freedom of the City may be awarded to:

- a) any person of distinction;
- b) an individual who has given exemplary service and/or recognition to his/her country and/or the community.
- c) an individual with outstanding contributions related to: -

- (i) Struggle for democracy;
- (ii) Building democracy, human rights and nation building;
- (iii) Promoting peace and security;
- (iv) Journalism and literature;
- (v) Visual and performing art; Sport and Recreation;
- (vi) Business and economy;
- (vii) Science, medicine and technological innovation; and
- (viii) community service (awarded to a distinguished person who made an outstanding contribution to the local community over a long period of time).

9.4 NOMINATION PROCESS

- 9.4.1 Council may from time to time honour a distinguished person by majority vote of the Council members conferring the Freedom of the City on that person, the award to be called "Freedom of the City".
- 9.4.2 The local community may, through legitimate and recognised local structures, propose a recipient for Freedom of the City of Ekurhuleni. Such proposal must be in writing with an adequate motivation for nomination and forwarded to Council for deliberation and approval.
- 9.4.3 A nomination form to be designed with the approved criteria and to be made available annually via the internet, libraries and from the Office of the Executive Mayor.
- 9.4.4 A public Nomination process will assist in identifying and nominating possible candidates from the community of Ekurhuleni for Conferment of the Freedom of the City.
- 9.4.5 Nomination will be invited by the Office of the Executive Mayor to members of the public, non-governmental organizations and civic-based organizations.
- 9.4.6 All nominations must be accompanied by a comprehensive motivation.
- 9.4.7 On receipt of a proposal for conferment from the community, the Executive Mayor shall refer the proposal to the Rules Committee for processing.
- 9.4.8 The Rules Committee shall establish a committee comprising of specialists and/or knowledgeable persons on the subject(s) related to award categories as stated under point 3.7 from the community members for purposes of adjudicating and advice. The Committee shall be in office for the same period and duration of time with the political term of Council and shall be known as the Advisory Committee on Conferment of the Freedom of the City.
- 9.4.9 The Advisory Committee on Conferment of the Freedom of the City will make recommendations to the Council in accordance with procedures set out in this policy.

9.4.10 The Advisory Committee on Conferment of the Freedom of the City shall not make a recommendation to Council that a proposal be rejected without the proposer first having been advised: -

- (a) to withdraw his/her proposal and reason for such advice; or
- (b) to withdraw his/her proposal and to submit a new proposal in respect of the same person but proposing the conferment of some other civic honour and the reason for such advice

9.4.11 If the proposer, upon receipt of the advice to withdraw the proposal, is of the view that the decision of the Advisory Committee on Conferment of the Freedom of the City to act as such is unfair or unjustifiable, the proposer shall in writing within a period of ten (10) days of receipt of such advice, requests the Speaker and the Rules Committee to review the Committee's decision.

9.4.12 The Rules Committee shall within twenty-one (21) working days of receipt of the proposer's representations and having applied rationale:

- (a) Uphold the Advisory Committee's decision not to make a recommendation to Council that the honour be conferred as proposed;
- (b) Overturn the Advisory Committee's decision and order that the proposal be accepted; or
- (c) Refer the matter back to the Advisory Committee for reconsideration.

9.4.13 Any nomination that is unsuccessful in any one year may again be re-submitted for consideration after the expiry of one year.

9.4.14 Where a resolution of Council Conferring Freedom of the City upon any person has been duly carried as provided above, that person, if he/she is a living person, or, in the case of a deceased person, his immediate family, shall be approached in a confidential manner to ascertain whether he/she will accept such honour and participate in the annual ceremony to confer.

9.4.15 In the event that the identified individual is a citizen of a foreign state, Council must be requested to liaise with its relevant global counterpart/s to establish the creditability of the prospective recipient.

9.4.16 Council will identify an appropriate venue for public presentation as described under the protocol section of this Policy.

9.5. POLITICAL NOMINATION PROCESS

9.5.1. Any Councillor wishing to make a recommendation in regard to a particular person or body, shall submit such in writing to the Executive Mayor.

9.5.2. The Executive Mayor shall submit such a recommendation to the Advisory Committee on Conferment of the Freedom of the City.

- 9.5.3. Council must consult broadly with the local community on its intentions to grant Freedom of the City of Ekurhuleni to the identified individual.
- 9.5.4. After consideration by the Advisory committee, recommendation will be submitted to Council following the procedures set out in this policy.
- 9.5.5. After resolution by Council, all legal and administrative processes will begin as prescribed under Section 9.6 in the Protocol and Presentation Section of this Policy.

9.6 PROTOCOL AND PRESENTATION FOR CONFERMENT OF THE FREEDOM OF THE CITY

9.6.1 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 Section 71 and 79 (1) and (2) of the Municipal Structures Act, can be appointed to work with the Executive Mayor and Speaker of Council 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 City of Ekurhuleni Metropolitan Municipality** awards honorary citizenship to Mr...

, the Premier of Gauteng Province, 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 in the year 20.. and was formally GIVEN UNDER THE OFFICIAL SEAL OF EKURHULENI ON THIS DAYOF 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.

9.6.2 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.

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.

Prearrangements

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.

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

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.

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's spouse

The entourage of the President and senior officials

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.

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's spouse
- The Presidency
- Executive Mayor
- Speaker of the Council

The Executive Mayor and the Speaker of the Council take their places on the allocated seat and on the rostrum respectively. The President and spouse, the entourage of the President, bodyguard and aides take their places. The President sits first then everybody else. The Speaker of Council stands. He/She bows to the President and to the Councillors

and requests an appropriate religious leader to open the meeting with prayer. The Speaker of Council welcomes those present and asks the Secretary to Council 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 Secretary to Council presents the chest to the Speaker of the Council, 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 City of Ekurhuleni Metropolitan Municipality, would you, as honorary citizen of the City of Ekurhuleni Metropolitan Municipality, please come forward to receive the roll in its chest as well as the badge”.

The Speaker of the Council now takes the chest and places it on the table in front of the rostrum. The President, the Executive Mayor and Speaker of the Council 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 City of Ekurhuleni Metropolitan Municipality has the honour to present the honorary citizenship of the City of Ekurhuleni 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 Speaker of Council may announce the procedure step by step.)

The President, the Executive Mayor and the Speaker take their places. The Speaker of Council asks the President to address the meeting. After the President has delivered his speech, the Speaker 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.

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 Speaker of Council asks the chaplain to open proceedings with prayer.

The Speaker of Council asks the Secretary to Council to read the announcement of the Special Council Meeting. The Speaker of Council asks if there are any leave of absence. The Speaker of Council announces that the Council decided at a previous Special Council meeting to present the President with honorary citizenship and requests that the Secretary to Council read the citation.

The Secretary to Council 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 Secretary to Council.

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 Secretary to Council places the parchment roll and chest on the table in front of the rostrum and the President and the Executive Mayor 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 Speaker of Council 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.

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 Speaker of Council 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 Speaker of Council welcomes the guests, especially the proposed honorary citizen. In cities/towns where council meetings are opened with scripture and prayer, the Speaker of Council asks the chaplain, who must be present under such circumstances, to do so. After this, the Speaker, on request, asks Secretary to Council to read 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 Secretary to Council has read the notice of the meeting, the Speaker of Council introduces the guest speaker.

Alternatively, the Speaker of Council can read the notice and then on behalf of the Council and community congratulate the citizen being honoured. Immediately after this, the Speaker of Council 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 Speaker of Council 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 Speaker of Council leaves and exit the council chamber a minute or so after the council. The official function, in whichever form follows.

9.7 CONFERMENT OF THE FREEDOM OF THE CITY PRIVILEGES

The Freedom itself carries no any other privileges, except those mentioned hereunder. It is purely an honour, reflecting the eminence of the person on whom it is conferred or as recognition of significance of that person. It can be seen as part of the preservation of the legacy of persons and is therefore a pure cultural historical event.

9.7.1 The person conferred with the Freedom of the City will receive the following:

- an invitation to all City-initiated events and programmes
- will be invited as an honorary guest by the Executive Mayor
- a professionally drafted and framed certificate or any other form of award

9.7.2 The recipient may be honoured through naming a facility in accordance to the legislation on Naming and Renaming of Geographic features or establishing a social programme after him/her.

9.7.3 Benefits conferred upon the person cannot be bequeathed nor transferred.

9.7.4 The status of the recipient of the freedom of the City shall be equal to a status of a hero/heroine.

9.8 RECOGNITION OF PREVIOUS CONFERMENTS

Any Conferment of the Freedom of the City bestowed prior to the implementation of this Policy by any Local Government body which is the predecessor-in-law of the City of Ekurhuleni Metropolitan Municipality shall be deemed to have been granted in terms of this Policy.

10 PRIVILEGE OF CONFERMENT OF CITY HONOURS

A person conferred with any City Honour must be given a civic funeral and be buried at a defined heroes' acre in terms of City of Ekurhuleni Civic Funeral Policy.

11 STRIPPING OF A CITY HONOUR

A person conferred with any City Honour may be stripped of such honour if that person is found guilty of a criminal offence by a court of law.

12 REVIEW

This Policy shall be reviewed annually or at such other time as the need may arise.

13 NAME

This Policy shall be referred to as the Policy on the Conferment of Civic Honours.