

# LIVERY COMMITTEE: CONSTITUTION AND TERMS OF REFERENCE

(Approved by Common Hall on 24 June 2002, 24 June 2004, 24 June 2005 and 24 June 2009)

## CONSTITUTION

### Title

The Committee shall be called the Livery Committee.

### Membership

The Livery Committee shall be appointed annually by Common Hall at the June meeting. The membership shall comprise:

- Two liverymen, who are aldermen, nominated by the Court of Aldermen.
  - Six liverymen, who are common councilmen, nominated by the Court of Common Council.
  - Six liverymen, not aldermen, common councilmen or clerks, nominated by the livery companies, one through the Clerks of the Great Twelve livery companies, one through the Clerks Association and four through the Fellowship of Clerks.
  - Six livery company clerks, nominated by the three clerks associations, two by each association, or as mutually agreed between them. Together with such other persons as the committee shall co-opt from time to time (maximum 4).
- Quorum The quorum shall consist of any seven members of the committee. Term of Office The Term of Office of members of the Committee shall be three years. Members shall serve for a maximum of two terms. The Committee shall be authorised to arrange to fill casual vacancies that

arise by co-option. The name of any co-opted members shall be submitted to the next meeting of Common Hall, with the appointment, if confirmed, being deemed to be effective from the date of the June Common Hall. NB: Time served as Chairman or Deputy Chairman is not included in this calculation, i.e. should a Member serve three years each as Chairman and Deputy Chairman, they are entitled to a total of 12 years. Chairmanship Both the Chairman and Deputy Chairman shall be liverymen and shall be elected annually by the Livery Committee at the September meeting. The Chairman shall serve for a period of three years as Chairman. In exceptional circumstances, and only with the agreement of at least two thirds of all Livery Committee members present and voting, a Chairman may serve for a fourth year chairman. The chairman and/or the deputy chairman shall be a member of the Court of Common Council. No co-opted members shall be eligible to vote in the election of the chairman or deputy chairman.

## TERMS OF REFERENCE

The objects of the Livery Committee shall be to undertake initiatives:

- (a) intended to assist livery companies in their support of the mayoralty and the City of London Corporation, and;
- (b) aimed at creating an awareness amongst liverymen and the general public, especially opinion formers, of the work of the livery companies in their trade, professions, educational, community support programmes and charitable activities, and;
- (c) to undertake such other tasks which are intended to be in the best interests of the general body of the livery.

- The key tasks shall be:
- (i) Overseeing the arrangements for liverymen voting at Common Hall;
  - (ii) Maintaining a close liaison with Mansion House officers on matters affecting livery companies generally;
  - (iii) Reporting to Common Hall on any matters referred to it, or that are considered to be of interest;
  - (iv) Researching and advising livery companies on current practices and to develop best practice generally;
  - (v) Acting as a forum to which livery companies can bring matters of concern for discussion;
  - (vi) Maintaining liaison with the Chamberlain of London on general regulations governing the freedom;
  - (vii) Any other matter, which in the opinion of the committee might affect the interests of the general body of the livery.

### Dates of Meetings

The committee shall normally meet on the second Wednesday in February, June and September and additionally as necessary.