

**The Policies and Procedures
of the
Barony of Thescorre**

**AS XLVI
October 2011**



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This document describes the operating policies and procedures of the Barony of Thescorre. In no way are they to be considered laws, nor are they unchangeable.

This document does not delineate the laws and policies of the Society for Creative Anachronism, Inc. and is not an official publication of the SCA, Inc.

1.0 OFFICERS

1.1 *General Requirements*

1.1.1 All officers must be members as defined in Æthelmearc Law. Those officers not covered by Kingdom of Æthelmearc Law must be members of the Society at any level of membership.

1.1.2 All officers should subscribe to or have easy access to *Æstel* and *Fewmet*.

1.1.3 Each officer must designate a Contingency deputy to fill the office in the event that the officer is unable to fulfill the duties of the office. Contingency deputies should be selected on the basis of their interest in the office and in the Society, and should have been participating in the Barony for at least six (6) months.

1.1.4 Deputies

1.1.4.1. Each officer may designate Specialty deputies to perform specific duties of the office as deemed appropriate by the officer.

1.1.4.2 Deputies are required to be members of the Society. Deputies of the Knight Marshal, Fencing Marshal, Thrown Weapons Marshal, and Captain of Archers must be warranted marshals in their martial area so that they may run practices or fill in for their Marshal as needed.

1.1.4.3 All deputy appointments are subject to approval by the Seneschal.

1.1.4.4 Training of a deputy is the responsibility of the officer.

1.2 *General Duties*

1.2.1 All officers must fulfill their duties as defined in Æthelmearc Law.

1.2.2 Officers and those wishing to apply for office should become familiar with Kingdom and Baronial requirements as regards the specific office.

1.2.3 All officers will maintain files and equipment as needed by their office and will turn over all files, equipment, and supplies pertaining to the office to their successor in a timely manner.

1.2.4 All officers are required to report to the Barony at the Baronial Curia (Section 3.7). All officers should give copies of their reports to their superiors and to the Seneschal.

1.3 *Responsibilities of Specific Offices*

1.3.1 *Seneschal*

- Announce openings in Baronial offices, either based on resignations or following the schedule for renewals in the policies and procedures (Section 1.4).
- Collect applications for offices.
- Convene selection committees as needed.
- Approve any deputies chosen by Baronial officers.
- Maintain the Baronial policies and procedures and make them available to Baronial members by the next business meeting. Distribute the finished documents to the Web Minister and Chronicler for publication in a timely manner. Changes to the Baronial policies and procedures must be published in the Baronial newsletter in a timely fashion.
- Appoint and supervise autocrats.

The Seneschal is the ONLY person within the Barony authorized to sign legal documents such as site rental contracts (corporate policy).

1.3.2 *Raven's Tongue Pursuivant*

- Handle submissions and send appropriate forms and money to the Garnet Herald.
- Send in timely court reports to the Kingdom precedence herald.
- Handle money and report income to the Baronial Exchequer in a timely fashion.
- Be sure that the information on the herald roster is correct.
- Be available or appoint heralds to be available for court, hall, and field heraldry during events.
- Contact those who may be holding courts to determine if a court is to be held, when it is to be held (in consultation with the autocrat), and who is the preferred herald, and schedule business for the court as necessary.

1.3.3 *Chirurgion*

- Obtain and maintain necessary warrant via Kingdom protocols.
- Inventory and maintain the Barony First Aid Kit as needed.
- Turn over any medical supplies owned by the Barony to his or her successor in a timely manner.

1.3.4 *Knight Marshal*

- Maintain records of events and practices, covering attendance and injuries.
- Maintain his/her own status as a Marshal as defined by the Kingdom Earl Marshal.
- Arrange for fighting practices and other martial activities.
- House and maintain loaner armor and weapons.
- If necessary, fulfill the requirements of the List Officer when authorizing fighters.
- Issue and update fighter authorization cards.
- Support the Heavy Weapons Champion in the running of each championship tourney.
- Send authorization applications to local and regional List Officers for authorizations.
- Send practice waivers to the kingdom waiver secretary on a monthly basis.

1.3.5 *Archery Marshal* (Captain of Archers)

- Maintain records of practices and events, covering attendance, scores, and injuries.
- Maintain his/her own Marshal status as defined by the Kingdom Archery Marshal.
- Arrange for archery practices and other archery activities.
- Support the Baronial Archery Champion in the running of each championship tourney.
- House and maintain Barony targets and loaner archery equipment.
- Send Royal Round scores to the Kingdom Archery Marshal.
- Send practice waivers to the kingdom waiver secretary on a monthly basis.

1.3.5.1 *Thrown Weapons Marshal*

- Maintain records of practices and events, covering attendance, scores, and injuries.
- Maintain his/her own marshal warrant, as defined by the Policies of the Kingdom Marshal of Thrown Weapons.
- Arrange for baronial thrown weapons practices and other thrown weapons activities, and encourage participation in thrown weapons activities.
- Support the Baronial Thrown Weapons Champion in the running of each championship tourney.
- House and maintain (or ensure the housing of) barony targets and loaner thrown weapons equipment.
- Send scores to the Kingdom Thrown Weapons Score Keeper within 10 days after a local event that hosts a thrown weapons tourney.
- Send practice waivers to the kingdom waiver secretary on a monthly basis.

1.3.6 *Fencing Marshal* (Rapier Marshal)

- Maintain records of events and practices, covering attendance and injuries.
- Maintain his/her own status as a Marshal as defined by the Kingdom Fencing Marshal.
- If necessary, fulfill the requirements of the Minister/Mistress of Lists when authorizing fencers.
- Issue and update fencer authorization cards.
- Support the Fencing Champion in the running of each championship tourney.
- Send authorization applications to local and regional List Officers for authorizations.
- Arrange for fencing practices and other fencing activities.
- House and maintain loaner fencing equipment.
- Send practice waivers to the kingdom waiver secretary on a monthly basis.

1.3.7 *Minister of Arts & Sciences*

- Maintain the Arts and Sciences (A&S) resources and make them readily available to members of the Barony.
- Act as a contact for A&S referrals.
- Act as an advocate of the arts and sciences in the Barony.
- Plan and schedule A&S activities and possibly refreshments for Barony social meetings.
- Plan other A&S get-togethers for fostering the arts and sciences in the Barony.
- Organize or select someone to organize the Barony picnic each summer.

- House and maintain possessions of the Baronial Arts and Sciences office.

1.3.8 *Chatelaine*

- Be a clearinghouse for information to connect people with like interests or find appropriate suggestions for research materials.
- Maintain loaner garb and gear, and make such available to new members.
- Develop a forum for incorporating new members into the Society, such as a Newcomer's Night.
- Maintain files to be passed to his/her successor, including copies of reports sent to superiors, copies of reports given at meetings, inventory of loaner garb and/or gear, and newcomer packets.

1.3.9 *Chronicler*

- Maintain, publish, and distribute *Fewmet* on a regular schedule.
- Maintain a file of newsletters received and of back issues of *Fewmet*.
- File the financial report as necessary with the Barony Exchequer (including an updated list of subscription expiration dates). This is needed for the filing of the Exchequer's mid-year and year-end reports.
- Keep records of expenditures and the subscriber's list.
- Give priority to articles, etc. produced by Barony members in order to make the newsletter reflect the needs and talents of the Barony.
- Publish a calendar of local events, meetings, and practices.
- Maintain the Baronial mailing list.

1.3.10. **Webminister**

- Maintain the Thescorre Website.
- Oversee all barony "e-functions." This includes being the moderator of Thescorre's Yahoo email list
- Publish the updated Policies and Procedures on the Thescorre Website in a timely fashion.

1.3.11 **Steward**

- Keep an inventory all Baronial possessions, storing and maintaining them if appropriate.

1.3.12 *Chancellor Minor*

- The Chancellor Minor is not a baby sitter, but acts as an advocate and promoter of activities for SCA participants 17 and under.
- The Chancellor Minor shall house and maintain Baronial supplies related to the Office.

1.3.13 *Exchequer*

- Advises the Barony of the availability of funds and if those funds are sufficient to permit expenditures and/or donations according to the policies.
- All other duties are detailed in the SCA Chancellor of the Exchequer officer's Handbook and the

Laws and Policies of Æthelmarc.

1.3.13.1 *Royal Chamberlain*

The Royal Chamberlain is a deputy of the Exchequer

- Communicates with the Crown, Heirs, and Royal retainers on behalf of autocrats and the Barony regarding Thescorre events.
- Arranges for local retainers to the Royalty as needed.
- Solicit and coordinate donations for Royal gift baskets and Royalty room comforts as appropriate.
- Supervise the setup, serving, and clearing of high table for feast.
- Supervise the acquisition, use, and maintenance of Barony property specifically designated as Royal Regalia, including but not limited to thrones, banners, tablecloths and napkins, feast gear and serving items.

1.3.14 *Minister of Lists*

- Coordinates with the Marshals to record and report authorizations and results of all martial activity in Thescorre other than practice bouts.

1.3.15 *Acting Officers*

Acting Officers are officers in a warranted office (the martial offices, Chirurgeon, and Minister/Mistress of Lists) who are in the process of obtaining the required warrant.

1.3.15.1 Acting officers shall perform the duties of the Office as required by Baronial policy and Kingdom Law.

1.3.15.2 Acting Officers shall obtain the appropriate warrant within six months of being appointed to the Office. If the warrant is not obtained within this time, the Office will be considered vacant and will reopen to applicants.

1.4 *Terms of Office*

1.4.1 All Baronial officers will serve for a (2) two-year term, renewable indefinitely upon approval of the Seneschal. Under normal circumstances, an officer shall make the commitment to serve the full two years.

1.4.2 Offices renew as follows.

- Odd years, January 1: Minister of Lists, Knight Marshal, Chatelaine.
- Odd years July 1: Minister/Mistress of Arts and Sciences, Exchequer, Chirurgeon, Webminister
- Even years, January 1: Chronicler, Captain of Archers, Pursuivant, Seneschal
- Even years, July 1: Steward, Fencing Marshal, Thrown Weapons Marshal

1.5 *Selection of Officers*

1.5.1 Three months before the end of the term for an office, the Seneschal will request applications from anyone interested in holding the office, including the current officer and any deputies. The Seneschal will allow one month for all applications to be received.

1.5.2 The Seneschal will evaluate and screen applications for membership requirements and any legal qualifications necessary for the office.

1.5.3 The Seneschal will announce to the Barony who has applied for which office and will ask for comments (to be made in private) on the acceptability of the candidates for the office. If the Seneschal deems it necessary, an Officer Selection Committee may be formed to consider the candidates for one or more offices. Otherwise, the election may be done by secret ballot with a majority of votes for a given applicant deciding. Selection will be made within one month after the deadline for applications and the selection announced to the Barony at a Barony meeting.

1.5.3.1 *Selection Committee*

1.5.3.1.1 Consists of at least two officers and at least two members, each body chosen in random draw, and the Baron and/or Baroness.

1.5.3.1.2 If there is no Baron or Baroness, the remaining positions will be filled by one officer at-large and one member at-large.

1.5.3.1.3 The Selection Committee serves as a resource to the Seneschal. The Selection Committee will meet as deemed necessary by the Seneschal to consider all applicants for a position and will make recommendations to the Seneschal. The Seneschal has final authority in the Barony for selecting officers, subject to approval by the pertinent Kingdom Officer.

1.5.3.1.4 Selection Committee meetings and communication are coordinated by the Seneschal. The Seneschal shall keep records of the results of each meeting.

1.5.4 *Emergency Situations*

1.5.4.1 In the event of an emergency, the designated deputy may complete the remainder of the term. Alternatively, the Seneschal may appoint a contingency officer and/or call for applications.

1.5.4.1.1 Contingency officers may complete the remainder of the term.

1.5.4.1.2 If applications are taken, the selection process shall take place but may be expedited if necessary.

1.5.4.2 If an applicant decides to not accept the position, the office is temporarily returned to the former officer if possible, or the deputy. The Seneschal may appoint a temporary replacement until a new officer can be selected if the former officer cannot serve until a long-term successor is chosen.

2.0 EVENTS

2.1 *Event Proposals*

2.1.1 A proposal for an event must be received by the Seneschal six (6) months prior to the month in which the event falls to allow for publication in the Kingdom newsletter (*Æstel*).

2.1.2 The Seneschal must request proposals for traditional events seven (7) months prior to the month in which the event falls.

2.1.3 The decision on autocrat(s) for an event must be made and announced five (5) months prior to the month in which the event falls.

2.1.4 At the Seneschal's discretion, a proposal may be accepted and the autocrat chosen up to one week before the *Æstel* deadline for the event announcement. However, this is not encouraged.

2.1.5 Non-traditional events must receive Barony support and commitment before being accepted.

2.1.6 Kingdom-level events must receive Barony support and commitment before a proposal is made to the Kingdom.

2.1.7 *Traditional events*

- Pax Interruptus (July) - proposal received in January, decision made in February.
- The College of Three Ravens (February) - proposal received in August, decision made in September.
- Baronial Champions Tournament (spring) - proposal received in November, decision made in December.

2.1.9 Necessities for a complete proposal (autocrats are encouraged to use the Barony Event Proposal Form):

- Site description, including facilities available, restrictions, pertinent site policies (an exact site need not be designated; however, a list of needed facilities and possible sites should be included).
- List of primary personnel (autocrat(s), cook(s), and a more general list of needed support personnel.)
- Cost of site, rough estimate of feast cost, and other expenses.
- Approximate size of event.
- Date(s).
- Theme and activities planned.
- Refund policy.
- The proposal must be signed by the autocrat(s) and cook(s).

2.2 *Event Selection Procedures*

2.2.1 All event proposals will be received by the Seneschal. Copies may be made available to the

Barony.

2.2.2 Any incomplete proposal should be returned for completion, if time allows.

2.2.3 The Seneschal will announce to the Barony who has made proposals.

2.2.4 The Seneschal will make the final decision on events. The Seneschal is encouraged to solicit opinions from the Barony as a whole on the event proposals.

2.2.5 The Seneschal will announce the accepted proposal and the reasons for accepting the proposal. Reasons for refusing a proposal need not be announced, although the autocrats should be told why their proposal was not accepted.

2.2.6 The Exchequer shall have veto power, for cause, over the choice of Tollner on all Event Bids. Should the Exchequer's veto be challenged, the Exchequer shall immediately and privately inform the Seneschal of the reason for the veto. The Seneschal shall then make the final decision regarding the choice of Tollner. If the Tollner on the Bid is rejected by the Exchequer, and the rejection confirmed by the Seneschal, the Event Bid shall be considered incomplete until an acceptable Tollner is appointed

2.3 *Drop-Dead Deputies*

It is strongly recommended that all autocrats have an experienced drop-dead deputy autocrat when they submit a bid proposal to the Barony. The drop-dead deputy shall be listed on the bid proposal.

2.3.1 The drop-dead deputy must be prepared to run the event should the autocrat be unable to do so.

2.3.2 The drop-dead deputy may not reside in the same house as the autocrat.

2.3.3 The drop-dead deputy must have autocrated at least one event in the Barony.

2.4 *Event Announcements and Reports*

2.4.1 All event announcements will be reviewed by the Seneschal for completeness and accuracy before being sent to *Æstel* and *Fewmet*.

2.4.2 All Barony events will be published in *Æstel* and *Fewmet*. Failure to publish an event in a timely manner in these newsletters may result in cancellation of the event.

2.4.3 Financial and Barony event reports, including the reservations report, (note: three [3] reports) are due to the Barony Seneschal and Exchequer within fifteen (15) days of the event. This also applies to any Barony activity which involves the taking of money. A Barony Autocrat's report (separate from the financial report) is due to the Seneschal within thirty (30) days of the event. If any other officer needs to file a report concerning an occurrence at the event, the Seneschal should receive a copy of that report within thirty (30) days.

People who have paid Event Expenses using non-baronial (personal) funds that need to be reimbursed must submit their receipts to the exchequer within fourteen (14) days after the event. This is required so that the final event report can be completed in a timely manner.

2.4.4 No event reports are necessary from other Baronial officers except as required in Kingdom Law and Policies for those Offices. Baronial officer activities (i.e. courts, martial activities) should be summarized in the autocrat's report.

2.4.5 A copy of the financial event report is due to the Kingdom Exchequer within thirty (30) days of the event.

2.4.6 Reports or summaries of reports may be published in *Fewmet*.

2.4.7 All autocrats are encouraged to provide copies of all reports, paperwork, correspondence, event announcements, and any other materials relating to planning of the event to the person maintaining the Event File (Section 2.5).

2.5 *Event Files*

2.5.1 An event file should be maintained by the Seneschal or by someone appointed to the task by the Seneschal.

2.5.2 An event file consists of event proposals, event reports, and any other information pertinent to the event (for example, copies of correspondence with the site).

2.5.3 The event file should be available to anyone planning an event or wishing to write a proposal for an event.

2.6 *Duties of Autocrats*

The following list consists of some general guidelines. A more complete list is available in an autocrat's handbook:

- Fill out an event bid form, obtained from the Seneschal.
- Complete an event budget worksheet for the Exchequer and Seneschal.
- Make all of the arrangements necessary to use the site.
- Order insurance from the Corporate office if it is necessary for the site.
- Ensure that the site deposit is made on time.
- Make arrangements to pay any other fees on time.
- Set event fees with the approval of the Barony, the cook(s), and the Exchequer.
- Make arrangements with the cook (s), the Exchequer, and the Steward on menu, purchase of food, money, financial reimbursement, site acceptability, access, and transportation of the Barony kitchen supplies.
- Ensure that a complete ingredient list, including any last-minute changes or substitutions, is made readily available to the event attendees prior to the serving of lunch or feast.
- Establish duties of Baronial officers with respect to the event and confirm those duties with the

respective officers.

- Publish announcements in *Æstel* and *Fewmet* on time with appropriate information.
- Establish a list of sub-autocrats and duties.
- Oversee and follow up with sub-autocrats.
- Take or designate someone to take reservations.
- Ensure that all money is given to the Barony Exchequer for deposit in a timely manner.
- Contact emergency services in the event of an emergency.
- Track emergencies or unusual occurrences at the event.
- Follow up with the site representative after the event to ensure his or her satisfaction with the Barony's use.
- Request recommendations or comments from the site.
- Meet with the Exchequer before and after the event to go over the income and expenses, and to pass on all receipts and reservation lists to the Exchequer who will then complete the financial report.
- Send a copy of all event-related correspondence to the Archivist for inclusion in the Event File.
- No unbudgeted expenditures should be made without the Autocrat's approval. Keep a running tally of all expenditures.
- File all reports on time.

2.7 Fees

Fees are set by the autocrat, considering the following policies:

2.7.1 Fees are determined by site cost, feast cost, prizes, desired level of profit (determined by Kingdom requirements and local needs), and number of planned attendees.

2.7.2 Royalty are free if they will be attending as Royalty and with a prior reservation. Royalty applicable are: Kingdom of Æthelmearc King, Queen, and Heirs, and other Royalty specifically invited or at autocrat's discretion within reason and the financial considerations of the event.

2.7.3 Children's fees: Baronial policy is half price for all children under the age of twelve (12). Autocrats should consider waiving fees for very young children (under age five [5]). In developing the fees for children at an event, communications between the cook and the autocrat are extremely important concerning the number and age of children attending. This must be a joint decision between the autocrat and the cook, and variations in policy are at the discretion of the autocrat and cook.

2.7.4 Raising fees: As a guideline, fees may be raised by \$1.00 three weeks prior to the event, by \$2.00 one week before, and by \$3.00 day of the event. The purpose of the cost increase, if used, should be to provide additional income to cover additional costs, not to punish late reservations.

2.7.5 A cut-off date for on-board (and off board if necessary) reservations may be used at the discretion of the autocrat and cook.

2.8 Reservation Policies

2.8.1 No new on-board reservations will be accepted at the door. On-board reservations may be accepted if they are filling empty existing places. The Cook and Autocrat will determine the number of seats available for the feast.

2.8.2 Phone reservations should be strongly discouraged by the autocrat. Paid reservations have priority. Online credit card reservations are allowed, if available.

2.9 *Baronial Officers at Events*

2.9.1 As per Corpora, the Seneschal or Knight Marshal (if it is a fighting event) must be present or must provide a duly designated and qualified representative.

2.9.2 Other officers who must be present (as appropriate) for fighting/fencing/ archery/thrown weapons events include the Minister of Lists, Fencing Marshal, Captain of Archers, Thrown Weapons Marshal, or their qualified representatives. Naming a qualified representative for the duration of the event is the duty of the officer, not the autocrat.

2.9.3 The presence of the Chirurgeon at an event is strongly encouraged, although not legally required by the SCA. The presence of a Chirurgeon may be required by the site.

2.10 *Pulling Sanction of an Event*

2.10.1 This can be done only for those reasons outlined by Corpora and Kingdom Law.

2.10.2 This can be done only by the Seneschal or designated representative.

2.10.3 This should be done only as an absolute last resort.

3.0 MEETINGS

3.1 Thescorre will hold two meetings a month, on the first and third Tuesday. Meetings will start at 7:30 p.m.. Changes may be made to this schedule as necessary and should be announced to the populace and published in *Fewmet* in advance.

3.2 The first Tuesday of the month will be a social meeting. The Minister of Arts and Sciences is encouraged to schedule one or more presentations or workshops of general interest to the majority of the Barony for these meetings. Social meetings should include business only when absolutely necessary.

3.3 The third Tuesday of the month will be a business meeting or curia presided over by the Seneschal. The agenda for the meeting will be prepared by the Seneschal and should be available in some form to those attending the meeting.

3.4 The Seneschal and Exchequer will give reports at every business meeting.

3.5 All other officers report on an as-needed basis except for Curia (see below).

3.6 *Voting*

3.6.1 In situations requiring a poll of the general populace by mail, Corpora, or Kingdom Law will be followed regarding the eligibility of gentles to vote.

3.6.2 For all other general votes, any gentles of Thescorre may participate regardless of age or formal SCA membership status.

3.6.3 Simple votes may be taken verbally or by a show of hands.

3.7 *Baronial Curia*

3.7.1 The Baronial Curia will meet three times a year in February, June, and October. The Curia meeting in each month will be the third Tuesday of the month and will correspond with the Business meeting.

3.7.2 The Curia will consider the following:

3.7.2.1 Officers' reports on the status of their offices. Each officer will be required to report on the status of his/ her office at every Curia.

3.7.2.1.1 In case of absence, the officer is required to send a proxy and a written report to the Curia. Failure to comply with this requirement may be viewed as resignation of an office.

3.7.2.1.2 It is suggested that officers reports be in writing and that copies be distributed to the populace.

3.7.2.2 Changes to Baronial Policies and Procedures

3.7.2.2.1 Any proposal to change Baronial policies and procedures must be presented to the Seneschal at least sixty (60) days (two [2] months) prior to the Curia.

3.7.2.2.2 The Seneschal must make public any proposed changes to the policies and procedures at least thirty (30) days (one [1] month) prior to the Curia. This may be done by distributing copies publicly or by publishing such proposals in Fewmet.

4.0 **BARONIAL FUNDS**

Decisions on spending money within the Barony or making donations to other organizations will be made based on the following guidelines.

4.1 If the Barony's combined bank account balances are below \$1,500.00 no requests for funds or donations will be considered, except for general operating costs and event costs.

4.2 If the Barony's combined bank account balances are between \$1,500.00 and \$2,000.00 after deducting outstanding liabilities, requests for funds for expenditures within the Barony (for example loaner gear, Barony kitchen supplies, etc.) may be presented to the Barony for consideration.

4.3 If the Barony's combined bank account balances are above \$2,000.00 after deducting outstanding liabilities, requests for donations outside of the Barony may be presented to the Barony for consideration (for example, donations to Æthelmarc Royalty travel fund, Kingdom newsletter, etc.).

4.4 Autocrats are encouraged to make suggestions concerning the uses of any profits from their events, with the exception of Kingdom-level events. These suggestions will be given serious consideration by the Barony within the guidelines given above. In the case of Kingdom-level events, Kingdom law must be followed.

4.5 Autocrats are encouraged to indicate in the event announcement if any portion of the fees for their event are designated for fundraising or specifically for profit, if determined in advance and the event prices are set to reflect that fundraising.

4.6 Requests for expenditures should be brought up at a business meeting for baronial approval through a simple majority vote. In situations where this is not timely, unanimous approval by the Seneschal, Exchequer, and at least one of the current Baron/Baroness is recommended.

5.0 THE BARONAGE

5.1 The term of office of the Baron/Baroness is three (3) years, starting on the day of their investiture. Investiture shall take place at Pax Interruptus, unless unforeseen circumstances dictate otherwise.

5.2 Vote of Confidence: At the September business meeting prior to the end of a Baronial term, the Seneschal will conduct an anonymous vote of confidence of the membership of the Barony concerning the Baron/Baroness continuing in office. Advice from the Baronial officers will be considered.

5.3 Term limits are one three-year term plus up to three extensions with the Baron/Baroness specifying either one or two years each time for a total of up to nine (9) years. However, the Baron and/or Baroness may step down at any other time as they desire (see Sections 5.5.4 and 5.5.5).

5.3.1 Announcement of Intention: The current Baron/Baroness will announce their intention to continue in office for one or two years or step down at or before Baronial Court at Pennsic.

5.4 *The Baronial Selection Process*

5.4.1 *Procedure for Vote of Confidence*

5.4.1.1 With a simple majority of the Barony membership in favor of their continuance, the Baron/Baroness may opt to continue in office.

5.4.1.2 With less than a simple majority in favor, the Baron/Baroness must step down at the end of their current term.

5.4.1.3 If the current Baron/Baroness choose to step down with notice, they may retain their titles until the investiture of the new Baron/Baroness and participate in that investiture.

5.4.2 *Nominations and the Nominating Process*

5.4.2.1 The nomination period for the Baronial succession will open at the October Social meeting following publication of Their Excellencies' intent to step down, and will remain open for a total of three consecutive meetings.

5.4.2.2 Anyone may nominate a candidate with their permission.

5.4.2.3 All nominees must be seconded.

5.4.2.4 All candidates must be at least 18 years of age and be paid members of the SCA.

5.4.2.5 All candidates must either accept or turn down the nomination in person or in a letter to the Seneschal.

5.4.2.6 At the end of the nominating period as defined in Section 5.4.2.1 the Seneschal will close the nominations and announce the list of candidates.

5.4.3 Voting Process

5.4.3.1 The Seneschal will send a ballot with the candidates listed to each paid member in the Barony who meet the Society and Kingdom minimum voting age.

The ballot must also contain a vote on maintaining the status of the group as a Barony, a lateral change in group status to a Province, a downgrade in group status to a Shire, or dissolution of the group.

5.4.3.2 All ballots returned within 30 days of the mailing will be counted by the Seneschal and the Exchequer. Any ballots not returned on time will be considered abstentions.

5.4.3.3 If there are one or two nominations, then a straight ballot will be conducted with the voter selecting his or her favorite choice. The winner will be selected by a majority vote (at least 50% + 1) of ballots returned.

- If there are three or more nominees, then a weighted ballot will be used. The voter will rank the nominees in order of preference and the ballots will be counted in a weighted manner, as follows.
 - The first selection on each ballot will receive a point total equal to the number of nominees (i.e., if there are four nominees, the first choice will receive four points). The second selection will receive 1 point less than the first selection, and so on (i.e., in a four-nominee election, the 2nd choice will receive 3 points, the 3rd choice will receive 2 points, and the 4th choice will receive 1 point).
 - If a voter lists only one choice, then the other nominees will be considered to be equally ranked by the voter. (If a voter places nominee A as his first selection and either lists no other nominees, marks nominee A in all slots on his ballot, or does not rank all the other nominees, then the other nominees will equally divide the remaining points for that ballot. For example, in a four-nominee election, if the voter marked nominee A as his selection, then nominee A would receive 4 points,

and nominees B, C, and D would each receive 2 points (3 points for 2nd, 2 points for 3rd, and 1 point for 4th evenly divided.

- In an election involving three or more sets of candidates, if a candidate has more than 50% of the primary (first place) votes after the balloting, then that candidate will be declared the victor without using the weighted point allotment. Otherwise, the nominee receiving the highest number of points will be elected.

5.4.3.4 In the event of an exact tie the Crown shall cast the deciding vote, per Kingdom law.

5.4.4 *Appointment of Vicars*

5.5.4.1 If the current Baron/Baroness must step down suddenly, the Seneschal must request that the Crown appoint a Vicar. The selection process will then begin as per Baronial Policy outlined in section 5.4

5.5 *Duties of the Baron and/or Baroness*

- Hold the Barony in fealty to the Crown of Æthelmearc.
- Attend as many Baronial events as possible.
- Give Baronial awards.
- Make recommendations to the Crown and Heirs regarding Kingdom awards for members of the Barony.
- Be accessible to the members of the Barony.
- Handle issues of courtesy and interpersonal relationships within the Barony.
- Hold court as necessary; a court must traditionally be held at Pax Interruptus and at the College of Three Ravens (the event formerly known as UWEKAT).
- Work closely with the Seneschal and other Baronial officers, seeking and giving advice as necessary.
- Be members of the SCA and have access to *Æstel* and *Fewmet*.

6.0 **BARONIAL AWARDS**

6.1 The Raven's Feather is given for service to the Barony. It is a one-time, precedence-bearing award given by the Baron and/or Baroness based on advice from the members of the Order. It is a polling order. Monies for the postage of polls shall be considered a normal operating expense and do not require a request for expenditure.

6.1.1 Examples of service to the Barony include but are not limited to: autocrattng, kitchen work, tollner, setup or clean up at an event, field or court heraldry, holding an office, camp setup, sharing of the arts or sciences through cooking, teaching, or sharing of marshaling, teaching a martial art, provision or teaching of music or dance, and encouraging or assisting new members.

6.1.2 Nominations for members of the Order may be made by anyone to the Baron and/or Baroness and the Principal of the Order. Nominations should include the reasons for the nomination.

6.1.3 Members of the Raven's Feather may wear the badge of the Order: Argent, two bars wavy

azure in base, overall a feather palewise sable.

6.2 The Order of the Broche shall recognize accomplishments in the gentle arts within the Barony. It is a one-time, precedence-bearing award given by the Baronage based on nominations from the populace or the pleasure of the Baronage. This is not a polling order.

6.2.1 Examples of the gentle arts include effort in cooking, brewing, sewing, needlework, lace-making, woodworking, dance, music, storytelling, metalworking, jewelry-making, spinning, weaving, etc.

6.2.2 Members of this Order may wear the badge of the Order: Argent, in base two bars wavy azure overall a penannular brooch open to base sable.

6.3 The Order of the Black Talon shall recognize accomplishments in these arts within the Barony. It is a one-time, precedence-bearing award given by the Baronage based on nominations from the populace or the pleasure of the Baronage. This is not a polling order.

6.3.1 Examples of the martial arts include effort in fighting, fencing, archery, thrown weapons, siege weaponry, and combat archery.

6.3.2 Members of this Order may wear the badge of the Order: Argent, in pale an eagle's toe fesswise coupé sable and two bars wavy azure.

6.4 The Raven's Egg is given at the whim of the Baron and/or Baroness. It is a repeatable, non-precedence-bearing token presented by the Baron and/or Baroness. Recommendations for recipients of the award are to be given to the Baron and/or Baroness and may be made by anyone.

6.5 The Benefactor of the Barony is given at the discretion of the Baron and/or Baroness to non-Barony or non-SCA individuals for support of the Barony and its activities. Examples can include (but are not limited to) the owner of a site what has gone above and beyond in allowing the Barony to use that site for events. The Benefactor is a one-time, non-precedence bearing honor.

6.6 *Non-acceptance of Awards*

Should a person wish to not receive an award for any reason, he or she should inform the Baron and/or Baroness and/or the head of any household or guild in which he or she participates to avoid unintentional embarrassment. It is always permissible to decline Baronial awards with no repercussions.

Baroness Orianna Fridrikskona, Seneschal, updated October 18, 2011. This document reflects the Laws and Policies that are in effect as of October 2011.