

Baronial
Policies
And
Procedures
Barony of Endless Hills

Policies and Procedures of Barony of Endless Hills

Effective 7-8-2007

I. Following items will be enacted in addition to Corpora, Kingdom, & Principality Law. Any portion of the following items that are in conflict with any of those laws are void.

II. Baronial Officers

A. Elected Offices shall be divided into:

1. Great Offices-- those required to maintain Barony status. Must be held by separate individuals.
 - a. Seneschal: elected on odd numbered years.
 - b. Herald: elected on even numbered years.
 - c. Exchequer: elected on even numbered years.
 - d. Knight Marshal: elected on odd numbered years.
 - e. Minister of List: elected on even numbered years.
 - f. Minister of Arts & Sciences: elected on odd numbered years.
 - g. Chronicler: elected on even numbered years.
 - h. Chatelaine: elected on odd numbered years.
2. Lesser Offices-- not required for Barony. May be held in combination with other offices.
 - a. Chirurgeon: elected on even numbered years.
 - b. Captain of Archers: elected on odd numbered years.
 - c. Captain of Fence: elected on odd numbered years.
 - d. Minister of Youth: elected on even numbered years
 - e. Captain of Thrown weapons: elected on odd numbered years
 - f. Marshal of Youth Combat: elected on even numbered years
 - g. Web Minister: elected on odd numbered years
 - h. Captain of Equestrian: elected on even numbered years

B. Appointed Offices-- serve at the pleasure of the Baron/ess. May be combined or left vacant.

1. Chamberlain
 - a. Serves with approval of the Exchequer.
 - b. Is a warranted deputy of the Exchequer.
2. Historian
3. Bard
4. Guildmasters

C. Terms of Office and Election of Officers

1. Terms of Great and Lesser Offices is two (2) years.
 - a. Terms expire in the month of November, with half of the offices expiring on even numbered years, the rest on odd numbered years.
 - b. Holders of any office may be re-elected to an unlimited number of terms.
2. Nominating Process
 - a. Nominations will be taken at the September and October barony business meetings.
 - i. Nominees' names will be published in the barony newsletter and on-line before the November meeting.
 - b. At the November meeting vote will be held.
3. Eligibility to hold office--nominees must be:
 - a. Paid members of SCA Inc., with access to Aestel at the time of election.
 - b. Residents of the Barony for at least six (6) contiguous months immediately prior to the date of election.
 - c. Eighteen (18) years old or older.
4. Eligibility to vote-- voters must be:
 - a. Paid members of SCA Inc.
 - i. Proof of current membership must be supplied at the time of voting.
 - ii. Memberships must be valid two weeks prior to the election date.
 - b. Currently living within the barony.
 - c. Seventeen (17) years old or older.

5. Voting Procedure

- a. Voting will be by written ballot.
 - b. Absentee ballots allowed.
 - i. Must be written and signed by voter with membership number and expiration date included.
 - ii. Must vote for specific nominees-- no "carte blanche". Absentee ballots allowed to be given to second party.
 - iii. All ballots must be legible with complete membership information to be valid.
 - c. Votes will be counted by the seneschal and verified by the attending elected officers defined in II. A whose offices are not up for re-election.
 - d. Nominee with plurality of votes is elected.
 - e. In the case of a tie vote for an office, the winner will be determined by a majority vote by the Baron/ess and Greater Officers present.
 - f. Transfer of office and any office property will take place before next meeting.
6. Special elections for vacant positions will be held at a body meeting at the discretion of the Seneschal.

D. Officer Responsibilities

1. Officers will be required to carry out their office per Kingdom Policy
2. All elected Baronial officers will be required to attend at least one (1) Baronial Curia per two year term of office.

E. Deputy Officers

1. Great Officers are required to obtain and maintain an "emergency" Deputy within two (2) months of taking office.
 - a. Emergency Deputies must meet eligibility for office and be willing to take over if necessary.
 - b. If officer steps down, emergency Deputy will fill the term of office.
 - c. Exception to this requirement may be made by the officers' Kingdom superiors.
2. Lesser Officers are strongly encouraged to obtain an emergency Deputy.
3. Selections for emergency Deputies will be announced at a body meeting.

III. The Office of Baron and/or Baroness

A. Term of service: Three (3) years ending in November.

1. A vote of the populous on branch status (remain barony, become province, downgrade to shire) will be taken prior to the election process.

B. Rule by an individual Baron/ess or a Baron and Baroness is allowed.

C. Neither the Baron nor the Baroness may hold any Baronial Great Office or the office of canton seneschal during their tenure.

D. Selection of Baron and/or Baroness

1. Eligibility to be Baron and/or Baroness shall require:

- a. Resident of the Barony of Endless Hills for at least six (6) contiguous months immediately prior to the beginning of the election process.
- b. Paid member of the SCA, Inc., with access to the Aestel for at least (6) contiguous months immediately prior to the beginning of the election process.

2. Candidacy petitions must be submitted signed by at least five (5) Endless Hills residents who are paid members of SCA Inc. to qualify for ballot.

a. Candidate may not sign own petition.

- i. Petition signers are not obligated to vote for that candidate in election.
- ii. Duplicate signatures will be disallowed from all petitions on which they appear.
- iii. Petition signers must provide proof on petition they meet the voting eligibility requirements.

b. Completed petitions must be submitted to Seneschal no less than six (6) months before the end of the Baronial term. This signifies the beginning of the election process.

3. Vote will be held four months before end of sitting Baron and/or Baroness term.

a. Election and any run-offs must be resolved on the same day.

4. Voters must meet same eligibility as set for officer elections.

5. All ballots must be returned on or before election day.

a. Absentee voters will submit signed ballots including membership number and expiration date, ranking all candidates in order of preference.

6. Voter may choose from the options, the candidate or candidates (if a male and female run together) they feel would best serve the position. The options will be from the following possibilities:

- a. Female individual candidate- rule by single Baroness.
- b. Male individual candidate-rule by single Baron.

- c. Male and female together-rule by Baron and Baroness
- d. None of the above

7. A majority (50% plus one vote) of votes cast is needed to win.

- a. If no candidate receives a majority, a run-off will be immediately held between the two top vote-getters.
 - i. In case of a tie for second place, the two top vote getters will be determined by a majority of elected officers
 - ii. Officers may excuse themselves from this vote if they feel it is necessary.
- b. If no candidate receives a majority the election process must begin again.

8. In the event of a tie, the election will be decided by the reigning Crown of Aethelmearc.

E. In the event that a single Baron/ess or both Baron and Baroness step down before the end of a term, the procedures set up in Aethelmearc law VII 400-900 (Vicarage) are followed.

1. If a Baron/ess remains after the other has stepped down s/he will finish reign alone.

F. Procedures and conditions for removal of Baron/ess.

1. Baron/ess may step down voluntarily at any time.

- a. When possible, written advance notice of resignation will be sent to the officers.

2. Grounds for beginning removal procedure:

- a. Mundane felony conviction or imprisonment over 30 days.
- b. Inactivity or inability to rule for extended period.
- c. Change of residency out of Barony.
- d. Extended lapse of membership in SCA Inc.

3. Two thirds (66%) of elected officers need to agree there are valid grounds for removal to proceed.

- a. If officers agree, the matter will be taken to Kingdom and/or Principality.

G. Duties and Responsibilities of Baron/ess.

1. Hold at least two baronial courts per year.

2. Baron and Baroness must speak with one voice.

- a. All decisions must be agreed on by both.

3. Attend a majority of Baronial business and/or officer meetings.

4. Attend a majority of Baronial events.

5. Raise army upon request of Crown.

6. Should embody the honor of the Barony.

7. Attend at least one royal progress for each Crown's reign.

8. Swear fealty to each Crown.

H. Baronial Curia

1. The Baron and/or Baroness and the Seneschal will hold at least one Baronial Curia per year during their reign for the purpose of review and/or amendment of the Baronial Policies and Procedures. The office of Baron/ess shall receive one vote and will not vote in any other capacity at Curia. All other qualified voting members will receive one vote per person. The voting members of the Curia will be:

- a. The Baron and/or Baroness
- b. The Elected Baronial Officers
- c. Canton Seneschal(s)
- d. Resident Peers
- e. Former Barons and Baronesses of Endless Hills

2. Curia shall be called by the Baron/ess.

3. Before a curia is held, the date will be publicly announced at a Barony meeting or Barony sponsored event and the published in the "Across the Hills".

- a. An agenda for every curia shall be compiled by the Baron/ess in consultation with the Seneschal.
- b. All items for the agenda should be submitted to the Baron/ess and the Seneschal no later than three weeks prior to the scheduled curia.
- c. The agenda will be available at least one (1) week prior to the date curia will be held

4. Curia may be opened by the Baron/ess once the Seneschal or deputy Seneschal has determined that there is quorum.

- a. Quorum consists of the Baron/ess plus five voting members of the curia, Three (3) of whom must be elected officers. No changes may be made to the policies and procedures without quorum.
- b. After the Baron/ess opens curia, the Seneschal shall begin with an overview of the agenda.
- c. The Baron/ess may choose to table any item, or may choose to call to vote upon an item that has been discussed.

5. Emergency Deputies may participate in discussions at Curia when their officer is not present, but do not **vote** or count towards quorum for that office. Other members of the Barony may attend to observe the proceedings, but do not participate in the process.

6. Changes or additions to the policies and procedures at curia become effective within 30 days, after they have been reviewed and

verified as accurate by the Baron/ess and the Seneschal.

IV. Arms and Badges of Endless Hills

A. The Arms of the Barony of Endless Hills are: Per fess indented azure, gouty d'eau, and vert, in base a laurel wreath or.

1. As per the SCA College of Arms Administrative Handbook, Barony arms may only be displayed by the reigning Baron/ess or at events attended by the Baron/ess.

B. Barony badge for general display: Per fess azure, gouty d'eau, and vert, a fess indented to chief and in base an annulet or.

C. Barony badge for heavy combat: Per fess indented azure, gouty d'eau, and vert, over all a battle-axe palewise within a bordure embattled or.

1. The right to wear or display this badge is granted only by the Baron/ess.

D. Barony badge for archery: Per fess indented azure, gouty d'eau, and vert, over all a pheon within a bordure or.

1. see IV.C.1

E. Barony badge for fencing: Per fess indented azure, gouty d'eau, and vert, overall a rapier bendwise within a bordure wavy or.

1. see IV.C.1

F. Barony badge for arts and sciences: Per fess indented azure, gouty d'eau, and vert, over all a lamp enflamed or within a bordure compony argent and or.

1. see IV.C.1

G. Badges for other activities will be created according to heraldic procedure.

1. The right to wear or display newly created badges is granted only by the Baron/ess.

V. Baronial Awards of Merit

A. The Baron/ess will establish awards to encourage and recognize achievement and/or prowess in the areas of service, arts & sciences, heavy combat, fencing, and archery.

1. Awards will be given at the discretion of the Baron and/or Baroness, and presented at Baronial Court.

2. Individuals may receive any award more than once.

3. Recipients of awards are entitled to wear or display the emblem or token of the award.

4. All baronial awards shall bestow equal rank, regardless of multiple awards.

B. Current Baronial Awards

1. Order of the Zule – Awarded for acts of outstanding service to the Barony.

a. Order Badge – Vert, a zule or.

2. Order of the Flame – Awarded for excellence in the Arts & Sciences

a. Order Badge – Azure, a lamp enflamed within a bordure or.

3. Order of the Thunderbolt – Awarded for excellence in marshalled activities.

a. Order Badge – Argent, a thunderbolt gules.

4. Order of the Barnacle- Awarded to children that exhibit talents or service of a level beyond their years.

a. Order Badge – Argent, a barnacle sable.

5. Order of the Banner – Awarded to those who strive to present themselves in a historically accurate manner and for tremendous displays of pageantry, overall contributing to recreating a period feel for the Barony.

6. The Silver Raindrop – Presented by outgoing Baron/ess to those who have provided extraordinary support throughout their reign.

C. Awards for other recognition may be created by the Baron/ess at their discretion.

VI. Baronial Regalia

A. The barony will procure such regalia as is needed for the official use of the Baron/ess.

B. Approval of a majority of elected officers needed for acquisition.

C. Acquisition of regalia will be by requested donation, or, when donations are not offered, by commissioning the items using the bid system.

D. Regalia

1. Baronial Coronets of state
 - a. Shall belong to the barony.
 - i. Only ruling Baron/ess may wear
 - b. Should be adjustable for size.
2. Baronial Thrones
 - a. Should be easily disassembled and assembled for transport.
3. All items donated to the Barony for the expressed use of the Baron/ess as regalia shall become regalia.

VII. Barony Newsletter

- A.** The official Barony publication is the newsletter titled "Across the Hills".
- B.** Newsletter will be published under supervision of the chronicler.
- C.** Monthly publication, except for January and September (10 issues per year).
- D.** Subscription cost shall be determined before the beginning of the year. Cost of subscription does not include shipping, mailing, or delivery. Cost for shipping, mailing, and delivery are the responsibility of the subscribers.

VIII. Barony Business Meetings

The business of the Barony will be conducted at Officer meetings and/or Body meetings. Meetings will ordinarily take place monthly, except the months of Aug. and Dec. Meeting dates and times must be published in the newsletter at least one month in advance.

A. Officer Meetings

1. Quorum for officer meetings consists of 5 elected officers or designated representatives.
 - a. No votes may be taken without a quorum.
2. Seneschal, if present, will preside over meeting.
 - a. If Seneschal is not present, the Deputy Seneschal shall preside. If the Seneschal and Deputy Seneschal are not present, no voting may take place.
3. Meeting agenda. Officer meetings will handle the following business.
 - a. Officer reports
 - b. Upcoming event plans
 - c. Past event reports
 - d. Old business
 - e. New business
4. Election of new officers cannot be made at officer meetings.

B. Body Meetings

1. Quorum for body meetings consists of eight (8) members who are qualified to vote under section II.C.4., including four (4) elected officers or their designated representative.
 - a. No votes may be taken without a quorum.
2. Seneschal, if present, will preside over meeting.
 - a. If Seneschal is not present, the Deputy Seneschal shall preside. If the Seneschal and Deputy Seneschal are not present, no voting may take place.
3. Meeting agenda. Body meetings will handle the following business.
 - a. Officer reports
 - i. Exchequer report must include current account balance.
 - b. Upcoming event plans
 - c. Past event reports
 - d. Old business
 - e. New business
4. Procedures on motions: Actions on which to be voted.
 - a. Any member may make a motion after having been recognized by Presiding officer during the Old/ New Business portion of meeting.
 - b. Motion must be seconded by another member.
 - c. Once seconded, a discussion period is held on the motion.
 - d. At the discretion of the Seneschal and officers, discussion will end and the motion will be called to a vote.
 - e. Unless requested otherwise, vote will be by voice or hand vote.
 - f. A plurality vote in favor is required for motion to pass.
 - g. Motion becomes effective immediately upon passage.