



## I. Policies

- A. The Barony's policies must be maintained on the Baronial website. Changes or additions to these policies become official when published and supersede all former Baronial policies. Baronial policy is subordinate to Kingdom Law & Policy, Corpora, and civil law. It may not contradict them and need not duplicate them.
- B. Baronial policies may be created or changed by the Officers. Proposed additions or changes to Baronial policies must appear on the agenda of the Officers' meeting at which they are ratified. In this circumstance the proposed changes shall be published and the agenda shall be announced to the populace on the Baronial email list at least 48 hours before the meeting.
- C. Within these policies, published means posted on the Baronial website with notification sent to the Baronial email list.

## II. Officers

- A. The Officers of the Barony-Marche of the Debatable Lands are those required by Kingdom Law, the office of the Baron/ess, the Seneschals of the Barony's nondormant subsidiary groups, and the Webminister. These officers constitute the financial committee of the Barony for the purpose of setting financial policy and approving financial activities. No present or proxied individual may have more than one vote on the financial committee."
- B. Unless otherwise stated, decisions of the officers are by consensus of the people attending a scheduled officers meeting at which a majority of the Officers are present. An individual may cast only one vote. Officers may be represented by proxy. Only the members of the Financial Committee may vote on financial decisions. Any Officer may call for an Officer Only vote, in which case each Office gets one vote, with a simple majority of the votes cast deciding the issue.
- C. Officers serve for a term of twenty-four months from the Officers' meeting at which their appointment was approved. Notification of an Officer's intent to renew or resign must be published at least two months before the end of the Officer's term. This notification must solicit letters of intent for a successor. Letters of intent must be sent to the Officer in question, as well as the Baronial Seneschal; if the office is the seneschalate, a letter must also be sent to the Baron/ess. Whether an officer decides to serve another term or a successor takes the office, either choice must be ratified by the officers. If no acceptable candidates are set forward, the Office shall remain vacant if allowed by Kingdom Law. Subsidiary groups are not required to follow this policy in choosing their seneschals and officers.
- D. If an Office becomes vacant midterm, the Emergency Deputy will temporarily assume the duties of the office. The Emergency Deputy may choose to serve out the Officer's term, or solicit letters of intent for a successor. If they choose to serve out the term, they must be ratified by the Officers at the next Officers' meeting.



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E. A two-thirds majority of Baronial Officers may petition his/her Kingdom Superior to remove any Officer, though a proposal to do so must appear on the officers' meeting agenda, and the Officer must be informed of the proposal in writing. In this circumstance, the agenda shall be published at least 48 hours before the meeting. If an Officer is absent and not represented at three consecutive Officers' meetings, and does not respond to inquiries within a reasonable time, they will be considered to have resigned.

### III. Positions and Deputies

- A. Officers may create or dissolve Baronial Positions as needed by majority vote at Officers' meeting. Each Officer may create deputies as needed, and report the appointment at the next Officers' meeting.
- B. In addition to applicable Kingdom reporting requirements: The Baronial Signet reports to the Baron/ess; Martial Specialist Baronial Positions report to the Knight Marshal; the Steward reports to the Exchequer; deputies report to their Officer in charge; and all other Baronial Positions report to the Seneschal.
- C. Positions and Deputies do not have term limits. When a position holder or deputy wishes to step down, they are responsible for recommending a replacement to the Officer to which the position/deputy reports, and that Officer appoints a replacement if needed. New Position holders must be ratified by the Officers at the next Officers' meeting.
- D. Unless prohibited by Kingdom Law or Policy, Position holders may be removed by a majority vote of the Officers. A proposal to do so must appear on the officers' meeting agenda, and the Position holder must be informed of the proposal in writing. Unless prohibited by Kingdom Law or Policy, deputies may be removed by their Officer in charge, and the removal must be reported at the next Officers' meeting. If Kingdom Law or Policy requires that a Position holder or Deputy only be removed by a Kingdom official, then the Baronial Officer in charge of that Position or Deputy may petition the Kingdom official for removal. Position holders or Deputies that fail to report or respond to inquiries for 6 months will be considered to have resigned.

### IV. General Financial

- A. Expenditures greater than \$75 must be approved by a simple majority of the Financial Committee. Expenditures of \$75 or under may be authorized jointly by the Baronial Seneschal and Exchequer. Such expenditures must be reported at the following officers meeting. The Seneschal and Exchequer must be represented at any meeting of the financial committee.
- B. The Barony reserves the right to accept or refuse any donation. Non-monetary donations (e.g.: equipment, supplies, items for resale) with a value over \$100 require the approval of the Exchequer, who will issue the receipt. The donor is solely responsible for setting the value of the donation. No non-monetary item should be accepted prior to seeing the item.
- C. Event refunds requested before the event report is completed will be considered but not guaranteed. Refunds requested after the event report is completed will not be issued.



**V. Events**

- A. Event bids must be submitted by a member of the BMDL who wishes to autocrat an event. Event bids must be submitted by members of other local groups who want the BMDL to sponsor their event. Event bids must be presented at a Baronial Officers' meeting (or, in special cases, at a regular Barony meeting, by pre-arrangement with the Seneschal) in order to be approved. Ideally, all event bids should be submitted six to twelve months in advance. All event bids must include a completed Baronial event bid form (or equivalent) and proof of SCA membership for the autocrat (must prove membership at the time of the proposed event).
- B. Officers will not approve expenditures for proposed events unless they are presented with a written event bid which contains, at a minimum, the names of the autocrat and the head cook, a site, a date, a break-even analysis, and a budget (if Baronial funds are to be used). The event budget shall include estimates for income and for expenses by category based upon expected attendance, rates charged and any free admissions. After-budget expenditures are to be approved or disapproved at the Financial Committee's discretion. If an event bid is declined at the Kingdom or Society level, the event bid is void.
- C. The autocrat of an event may require any person behaving disruptively to leave the event. If a minor is behaving disruptively at an event, the autocrat may require the adult(s) responsible for that minor to leave the event as well. It is the responsibility of the autocrat of any event for which the Nonmember Surcharge must be collected to determine the means of collection.
- D. The Barony-Marche of the Debatable Lands does not serve alcoholic beverages.

**VI. Baronial Property**

- A. Baronial property includes any physical item that was bought by or was donated to the Barony-Marche of the Debatable Lands, including but not limited to Gold Key, Iron Key, other loaner gear, regalia, and larder items. Baronial Property does not include items held by non-dormant subsidiary groups.
- B. Anyone that holds, stores, or maintains Baronial property, not to include files, must inventory it at least once per calendar year. The report should be given to the Chamberlain or Exchequer during the first two weeks of November. The report shall contain at the minimum: the name of the item(s), quantity on hand, a statement about the condition of the item(s) and location of where the item(s) are stored.
- C. If a holder of Baronial property does not hold a Baronial Office or Position, he or she will provide full mundane and SCA name, and full contact information to the Chamberlain or Exchequer.
- D. Loaner gear (Gold Key, Iron Key, etc) is generally meant to be loaned out and returned within the same day, at a Baronial meeting, practice, or event. However, the holder of loaner gear may, at their sole discretion, choose to loan items out for a longer period of time. In that case, the holder will record the borrower's full mundane and SCA names, full contact information, and date of return.



- E. Whenever an Office or baronial position changes hands, the outgoing Officer is responsible for transferring all files and baronial property related to the office to his or her successor in a timely fashion. An inventory report must be filed with the Chamberlain or Exchequer at this time so the change of property can be verified. In the event of a vacant office, the Officers shall determine which Barony member shall temporarily take possession of the files and property of the vacant Office.

VII. Baronial Succession

- A. Requirements of office: The territorial Baron and/or Baroness (hereafter referred to as Baron/ess) must meet the requirements stated in Corpora and Kingdom Law, be 18 years of age or older as of the day the votes are to be tallied, and must be a resident in the territory of the Barony-Marche of the Debatable Lands. The Office of Baron/ess of the Debatable Lands is not subject to a term limit.
- B. When Selection of a New Baron/ess Will Occur: Selection will take place when a Baron/ess is removed, expresses a desire to retire, or wishes to take a consort.
- C. Removal of a Baron/ess: A majority of the Barony's Officers may call for the removal of the Baron or Baroness. The motion must be published at least 48 hours prior to the officers' meeting where the motion is to be voted on and must appear on the officers' meeting agenda. If the motion passes, the result will be announced at the next Barony meeting and published to the populace. At the



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Barony meeting after that, those attending the meeting will decide, by majority vote, whether to petition the Crown for the removal of the Baron or Baroness.

- D. The Vicar: If a Vicar is appointed, the Vicar may not give Baronial Awards but may otherwise preside over Baronial Courts and functions.
- E. The Selection Committee: The Selection Committee is responsible for overseeing the election process. The selection committee consists of the Baron/ess (if there is one), the Vicar (if there is one), and enough officers in officer precedence order to bring the total to 5 with the Baron and/or Baroness together counting as one seat. If a member of the committee accepts a baronial nomination, if their term is over and they are not planning to renew before the election process is over, or if they directly or indirectly resign from the committee, then they are replaced by the next officer in officer precedence order. The Committee members will elect a Chairman from among their members by simple majority vote.
- F. Notification of the upcoming election and these policies will be published no later than one month following the appointment of the selection committee.

### G. The Selection Process

- 1. Eligible Voters: Any person residing in the zip codes of the Barony-Marche of the Debatable Lands who is 17 years of age or older (as of the day the votes are to be tallied) and is on the corporate membership list may vote. Under exceptional circumstances, the Selection Committee may consider a written request for a ballot from a person who would not otherwise receive one. Such a request must be received by the Chair of the Selection Committee by the date of the Nominating Meeting.

#### 2. Timing of the Selection Process:

- a. Announcement of upcoming election
- b. Approximately one month later, nominations\*
- c. Approximately one month later, acceptance of nominations
- d. Two months later, ballots counted

\*Note: Additional general Barony meetings may be called to facilitate the timing of this process.

- 3. The Nominating Meeting: A Nominating meeting will be held as part of a general Barony meeting within two months after the announcement of the election appears as outlined in VII.F. Candidates will be nominated by petition of the populace, either in writing or by voice at the nominating meeting. Written nominations must be received by the Chair of the Selection Committee at or before the nomination meeting. The Chair of the Selection Committee must notify candidates within one week of the nominations. To be considered, candidates must accept nominations in writing to the Chair of the Selection Committee within one month of the nominating meeting. Individuals or couples may be nominated, but no individual can occur on the ballot more than once.



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4. The Voting: A written ballot with the list of all candidates (a candidate pair is considered to be "a candidate" in this document) will be distributed by mail to all eligible voters. Each ballot shall be numbered and a record kept of the total number of ballots mailed, but no record shall be kept of which numbers were mailed to which voters. Voting will be as follows:
  - a. A group status poll will appear on the election ballots; voters will mark their preferred option. Voters will mark those candidates they consider unacceptable as "UA". All other candidates are to be ranked in order of preference, with "1" being the voter's first choice, "2" the second choice, and so on. Any candidate may be left blank (unranked).
  - b. Voters will have until the beginning of the next general barony meeting at least one month after the ballots were mailed to vote. Voters may return their ballots by mail or in person to the Chair of the Selection Committee. Voters shall not be required to write their names on the ballots. The Chair of the Selection Committee will hold the ballots unopened until the Committee meets to count the ballots.
  - c. Tallying the ballots: The Selection Committee will meet during the general barony meeting of the voting deadline to open and count the ballots. Only ballots that remain unopened until tallying begins will be valid. Ballots will be tallied in the following sequence:
    - i. Ballot numbers will be checked off on the master list. If any duplicate ballot numbers or numbers which are not on the list of those mailed are found, those ballots will be discarded. The group status poll will be counted first. If a majority of the voters choose not to remain a Barony, then the Baronial election process will be terminated and the election ballots will not be tallied.
    - ii. A valid ballot will include an unambiguous and legible ranking of listed candidates as directed in section VII.G.4.a., including UA or blank responses. Invalid ballots will not be counted.
    - iii. Any candidate receiving "unacceptable" (UA) votes from more than 33% of the valid ballots shall be eliminated from consideration.
    - iv. The Selection committee shall tally each ballot as a single vote for the highest-ranked active candidate on the ballot. If any candidate has a majority (more than 50%) of the received ballots, that candidate shall be declared the winner. Otherwise, the candidate with the fewest votes will be eliminated from consideration, and the votes for that candidate will be redistributed to the highest-ranked active candidate on each ballot. (Any ballot that does not include a numeric rank for any active candidate will not be considered a "received ballot" for the purpose of calculating the number of votes needed for majority.) Repeat this sequence until a majority candidate is found. The majority candidate will be declared the winner.



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- v. If there is a tie between two (or more) active candidates for the fewest votes in a round, all tied candidates will be eliminated from consideration. If there is a tie between the final two (or more) active candidates, the candidate with the fewest number of unacceptable (UA) votes on ALL valid ballots (not just those that have ranked an active candidate) will be declared the winner. If there is still a tie, all tied candidates will be presented to the Crown as acceptable, and the Crown of Æthelmearc shall be asked to choose between them.
  - vi. General Summary of Tallying. The voters rank candidates from most favorite to least favorite. Take the ballots and make a pile for each candidate, based on just the first-place votes (ignoring all the other rankings on the ballots). Then eliminate the candidate with the fewest votes and re-distribute those ballots to the other piles, using the second-place votes. Keep eliminating the candidate with the fewest votes until one candidate is left. This is a summary only; actual tallying process will follow steps i – v.
5. The Petition: The Chair of the Selection Committee will produce a petition in accordance with Kingdom law.
6. Special Elections
- a. If an existing solo Baron/ess desires to take a consort, a vote on the Baron/ess's chosen consort will be held. The announcement of the vote shall be published within one month. The vote shall be held at the scheduled General Barony meeting within two months after the announcement of the vote is published. Should the consort be accepted by the populace, a petition will be prepared as in VII.G.5. above.
  - b. If one member of a couple serving jointly as Baron and Baroness resigns, is removed or is unable to serve, the remaining Baron/ess must announce their desire to continue within 6 months from the date of vacancy. S/he must then pass a vote of confidence from the Barony. The announcement of the vote shall be published within one month. The vote shall be held at the scheduled General Barony meeting within two months after the announcement of the vote is published.
  - c. In either case, written ballots will be distributed, collected and counted by the Selection Committee at the Barony meeting, with the results to be announced that night. The proposal will be decided by majority vote of those attending the meeting, plus proxies. Written proxy ballots will be permitted.