



# Barony of Ile du Dragon Dormant

## Standard Operating Procedures

Last Updated Date: July 12th, 2006

### For Autocrats:

1. Bids must be submitted in written form, 6 months before an event is to be held, to allow Curia time to review them and for proper advertisement and publication.
2. A new autocrat must always be teamed up with an experienced Autocrat for at least one event.
3. Event announcements must be submitted to Wyrms Words (Baronial Newsletter) and the East Kingdom Website/Pikestaff at least 90 days before the event is to take place.

### Financial Matters:

1. Purchases that require reimbursement from the group must be approved by Curia before they are made.
  - o Exceptions to this may be granted in exceptional circumstances.
2. Monies from events are to be turned in no later than a week after the event. Preferably at the first practice after the event.

### Specific Events:

1. Fall Harvest is accepted to be the event which pays for many of the expenses of the group over the year. It therefore requires a format that allows for both Heavy List (Rattan) and Rapier Combat.

### Baronial Officers:

1. Officers reports can be made via the Officers mailing list
2. All positions have yearly terms subject to review and possible electoral challenge at the September moot
3. No position shall be held by any individual for more than 4 years, after which time they must step down and take a 2 year break

### Arts & Sciences Scholas

1. Arts and Science scholas are held every six months, generally the second week of June and December.
2. Organizing A&S scholas fall under the responsibilities of the A&S minister.
3. Anyone may volunteer to teach any topic related to arts and sciences at A&S scholas. Teachers should inform the A&S minister of their proposed class title and description, so he may pass this information on to the populace.

## **Email Voting:**

A matter may be brought up at a meeting of the Curia, and, at the discretion of the Seneschal, if it not be dealt with at that meeting, be remanded over for a vote by electronic mail. Once the matter has been remanded for such a vote, the following procedure shall be followed:

- 1 The Curia Secretary shall publish, in PDF format, the motion or motions, and, as necessary, supporting documentation to the IDD-Officers mailing list.
  - 1.1 Where more than one motion is up for vote, they shall be clearly numbered.
- 2 Upon said publication, a period of 2 weeks for discussion upon the IDD-Officers mailing list shall commence.
  - 2.1 If, during this 2 week period, the Seneschal deems it necessary, a new, amended motion may be caused to be published in PDF format, for the sake of clarification of the matter under discussion.
  - 2.2 The publication of this new document shall not prolong the period of discussion.
- 3 Once the discussion period is over, a final PDF shall be published, with the exact wording of the motion or motions to be voted upon.
  - 3.1 Further discussion of the matter shall be deemed out of order.
- 4 The Seneschal shall then call for a vote, and each Officer shall have until 4 days prior to the next Curia meeting to register their vote.
  - 4.1 At no time shall the period for voting be less than one week.
    - 4.1.1 In the event that the call for vote is less than one week plus 4 days, the matter may either, at the discretion of the Seneschal:
      - 4.1.1.1 Be brought before Curia as a normal item for vote, and no email vote shall be held.
        - 4.1.1.1.1 In this case, this procedure shall no longer be in effect, and if such an item be again remanded for email vote, it shall commence this procedure as if new.
      - 4.1.1.2 Continue to be held as an email vote, however, the period for vote shall fall to 4 days before the following Curia.
    - 4.2 Only Officers may vote (no deputies).
    - 4.3 Votes shall be registered as either FOR, AGAINST, or ABSTAIN, in an email titled "VOTE"
      - 4.3.1 Where there is more than one motion up for vote, the Officer may either register one vote per email, or vote multiple times in one email message, however, the vote shall clearly indicate which vote is registered against which motion.
        - 4.3.1.1 In the event that the intent of an Officer is unclear, the Seneschal shall directly contact that Officer, and ask for a clarified re-submission of the vote.
    - 4.4 A failure to vote by an Officer of Curia in this time period shall be followed up by either the Seneschal or his designate, to ensure that the Officer either wished to register a vote, or wished to abstain.
- 5 The results of the vote will be noted in the minutes of the following meeting to be prepared for the meeting of Curia, and published in accordance with the rules contained elsewhere herein.

- 5.1 Results may, at the discretion of the Seneschal, also be posted to the IDD-Officer mailing list.
- 5.2 A motion registered in this way shall be deemed to have been voted upon by 100% of Curia, and the outcome shall be binding as such, even if only quorum is met for the vote on the minutes.