

Policies and Procedures of the Barony of Concordia of the Snows

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I. Purpose and Scope

The primary purpose of the Barony of Concordia of the Snows is to promote the enrichment of individuals through a deeper understanding of Medieval and Renaissance culture. These policies and procedures are established to provide for the harmonious operation of the Barony. These policies and procedures do not restrict the conduct of any person in any matter not directly concerning the Barony.

Any formal processes or procedures which are not laid out in this document, but which nonetheless affect decisions made within the Barony, shall be written down and made available to the populace as a whole.

This document shall in all things be considered subordinate to all SCA, Inc. Governing Documents, East Kingdom (EK) Laws and Policies (henceforth referred to as SCA Governing Documents), and all applicable modern rules of law.

II. Membership Types

Type 1: Any SCA, Inc. member living within the geographical boundaries of the Barony.

Type 2: Any person living within the geographical boundaries of the Barony who has participated in any four of the following: business meeting, demonstration, workshop/practice or event. At least one of the four must be an autocratted event and one must fall outside the geographical boundaries of the Barony.

Type 3: Any SCA, Inc. member living outside the geographical boundaries of the Barony who has given an annual written oath of allegiance to the Barony. A copy of this oath shall be kept on file with the Seneschal.

Type 4: Any other person.

Chart of membership privileges based on membership type				
Privilege	Type 1	Type 2	Type 3	Type 4
Vote in Kingdom polling	X			
Be Baron/Baroness	X			
Be a Baronial Officer	X		X	
Count towards population base	X			
Be an autocrat	X		X	
Vote on Baronial Matters	X	X	X	
Discuss Pennsic Land issues	X	X	X	X
Discuss Baronial Matters	X	X	X	X

III. The Voting Process

- A. The Seneschal or their designee shall oversee the voting process.
- B. A vote may only be cast by a person fourteen years of age or older.
- C. Persons with annual oaths of allegiance to the Barony must present them at the time of the vote to be allowed to participate in the vote.

- D. Any person who is allowed to vote, as defined in Membership (**Section II**), may assign a proxy to any other person of voting age.
- E. Proxy votes must comply with East Kingdom Law.
- F. People holding proxies are responsible for presenting a written copy of the proxy at the time of voting.
- G. For each proxy held, the person voting shall be given one extra vote.
- H. Immediately prior to the casting of the vote, the Seneschal, or their designee, shall read any correspondence received relating to the suitability of a candidate. The correspondence may be anonymous. Discussion by the candidate or others present may rebut the statement(s) immediately prior to the vote.
- I. **Voting** will be conducted verbally or by a show of hands, **unless anyone asks for a secret ballot to be held.**
- J. Results of a vote shall be determined by a majority (more than half) of the votes cast.
- K. The person administering the vote, and one or more assistants, shall tally the ballots directly after the vote is taken. As soon as this is done the results shall be announced. Any challenges to the results or to any ballot must be made at this time. No subsequent challenges will be entertained.

IV. Officers

General policies governing all officers of the Barony

To be considered for an office a candidate must satisfy all Corporate and Kingdom requirements (read EK Law and the Policies of the appropriate EK Officer). All officers serve the Barony as a whole and have a responsibility to the populace as a whole. They must respect the rights and jurisdictions of the other officers, autocrats, and the Baron/Baroness of Concordia of the Snows. If an officer fails to satisfy any Corporate, Kingdom, or Baronial requirement to hold office they have one month to remedy the deficiency. If the deficiency is not remedied, the officer may be removed and someone who is qualified will be chosen, depending on the office in question, to fill it.

- A. All officers must:
 - a. Keep current with any changes to EK Law and Policy.
 - b. Perform the duties incumbent to their office(s).

- c. Submit all appropriate reports and/or documents as scheduled by their superiors and EK Law.
- d. Maintain good copies of all reports and/or documents in their Baronial officer's files, and transfer the same, to their successor.
- e. Make all reports and/or documents available to the populace upon request.
- f. Create/Adopt, when necessary, internal office policies to assist with the smooth running of their particular office.
- g. Submit a report at each Baronial Business Meeting or to the Seneschal at least 24 hours prior to the meeting if unable to attend.
- h. Notify the Seneschal, Baron/Baroness and Chronicler three months prior to term expiration or intended vacancy.
- i. Maintain and update an annual inventory of all Baronial property under their care.

B. Selection

- a. An announcement from the Seneschal, asking for nominations, must be made at the monthly business meeting and in the next Snowflake. The announcement must include: the office, a description of the officer's responsibilities, and an ending date for nominations.
- b. All interested candidates should give their names to the Seneschal and Baron/Baroness during the **Nomination Period**.
- c. A list of known candidates will be published in the Snowflake during the **Nomination Period**. Candidates may submit a brief statement to be published at the same time.
- d. At the meeting where the vote will take place, each candidate will be given adequate time to state their rationale and qualifications for the office, prior to the vote being taken.
- e. If any office becomes vacant, prior to the selection of a successor, the deputy will exercise the duties of the office until a successor can be chosen. If there is no deputy available, then someone shall be appointed temporarily by the Seneschal and Baron/Baroness.

C. Dispute Resolution

- i) If a Type 1, 2, or 3 member of the Barony has a complaint about any officer's actions or decisions, regarding these policies and procedures, that member should first take it up with the officer privately.
- ii) If the issue is not resolved, then that member should send the complaint, in writing, to the Seneschal and Baron/Baroness who will attempt to resolve the issue.

D. Removal

Any officer may be removed on the grounds of malfeasance, nonfeasance or medical incapability. Malfeasance shall include any willful violation of SCA, Inc. Policies, East Kingdom Law and Policy, Baronial Policy and Procedure, or modern law during the course of exercising their office. Nonfeasance shall include gross failure in the exercise of their office to the detriment of the Barony and/or SCA, Inc. Medical incapability shall include any condition that renders an officer incapable of fulfilling the duties and responsibilities of their office for a period exceeding two months.

Note: An officers warrant ends on the date membership expires and is not automatically renewed.

E. Process of Removal

A petition must be written, including the rationale behind the request for removal, and be signed by at least five Type 1, 2, or 3 members of the Barony. A copy of the petition must be given to the Seneschal, the Baron/Baroness, the Chronicler and the officer named. The petition must be **publicized**, including being read at the next regularly scheduled business meeting. At this regularly scheduled business meeting, the officer named, or their representative, will be given sufficient time to rebut the charges. At the next regularly scheduled business meeting, time will be set aside to hear from both parties. If the petition is not withdrawn, a vote will be taken. If the vote is in favor of the officer, no further action will be taken. If the vote is in favor of the petitioners, the officer will be removed from the office and a replacement will be chosen as per the selection procedures.

F. Required Officers

Required Officers are those officers required of a Barony by the SCA Governing Documents. They shall have a term of two years. At the end of their first term, they may be re-nominated for a second term. They may not serve more than two consecutive terms unless specifically ratified by a vote at a regularly scheduled business meeting.

i) Responsibilities:

- (1) Train those interested in their specific areas.
- (2) Appoint qualified deputies and supervise them.
- (3) Make a good faith effort to attend all business and officer's meetings.

ii) If a Required Officer is responsible for one or more Other Officers, they shall have the following additional responsibilities:

- (1) Oversee the policies set by the Other Office.
- (2) Ensure that their Other Officers are in compliance with all policies pertaining to the Other Office.

- (3) Hear complaints about their Other Officers, and ensure that such are either resolved or referred, as appropriate.
- (4) Fulfill the duties of any and all such Other Offices under the purview of the Required Office when the Other Office is vacant, unless the Required Officer is unable to do so due to SCA Governing Documents.

G. Other Officers

These Officers serve in those Offices which may be deemed desirable or necessary by the Barony, but are not required of a Barony by the SCA Governing Documents. They shall have a term of two years. There is no limit to the number of terms an Other Officer may serve. If a suitable candidate cannot be found, it is not necessary that an Other Office be filled.

a) Responsibilities:

- i) Train those interested in their specific areas.
- ii) Appoint qualified deputies and supervise them.
- iii) Make a good faith effort to attend all business meetings.
- iv) Report to their supervising Baronial Required Officer

b) Creation and Dissolution

- i) Any Type 1, 2 or 3 member of the Barony may propose the creation or dissolution of an Other Office.
- ii) Such office and its duties shall be announced at a regularly scheduled business meeting and be published in the Snowflake.
- iii) A vote to create/dissolve the office in question will be held per the voting procedures at the next regularly scheduled business meeting after the announcement appears in the Snowflake.
- iv) No Other Office may be proposed without a Required Office to be responsible for it.
- v) No office may be dissolved if it is currently filled.
- vi) It is not mandatory that a vacant Other Office be dissolved.

H. Holding Multiple Offices

It is possible to hold a Required and an Other Office, or more than one Other Office concurrently, but a good faith effort should be made to spread the offices among the widest possible membership. Holding more than one office is greatly discouraged. If any officer accepts an additional Other Office, at that time the officer must declare which of the Other Offices is their primary position. The officer may be replaced in the secondary Other Office regardless of the duration of tenure in the secondary Other Office by set procedures as if the office were vacant.

I. Specific Responsibilities

a) Required Officers

i) *Seneschal:*

- (1) Be of legal age in New York State, so as to be able to sign contracts and any other necessary legal documents.
- (2) Act as the administrative head of the Barony.
- (3) Must uphold all SCA Governing Documents. iv. Be a member of the Baronial Financial Committee.
- (4) Monitor and maintain a calendar of Baronial activities.
- (5) Maintain the Baronial Seneschal files. vii. Be a signatory on all Baronial financial records and accounts. viii. Ensure that the Barony has the necessary officers to maintain Baronial branch status. ix. Ensure that all officers are reporting to their Kingdom superior.
- (6) Ensure that this document is in accordance with all current SCA Governing Documents.
- (7) Report to the members of the Barony any changes to the SCA Governing Documents.
- (8) Oversee the office of Chancellor Minor.
- (9) As per Corpora, the Seneschal or their official designee (i.e. Autocrat) may withdraw SCA sanction from an event for just cause. See Corpora.

ii) *Snowflake Pursuivant:*

- (1) Serve as heraldic advisor to the Barony.
- (2) Accept and process heraldic submissions.
- (3) Coordinate the heralding of Baronial Courts, list field heraldry and heraldic cries/announcements at Baronial events.
- (4) Maintain the Baronial heraldic files, library, and roll of Baronial award recipients.
- (5) Assist those who are interested in learning aspects of heraldry.
- (6) Ensure that a report of awards and honors given at Baronial Court is given to the Baronial Seat, Chronicler, Web Minister and Historian.

iii) *Chancellor of the Exchequer:*

- (1) Be of legal age in New York State, so as to be able to sign contracts and any other necessary legal documents. ii. Safeguard and maintain the Baronial financial records and accounts.
- (2) Manage the Baronial finances and be a signatory on the Baronial financial records and accounts.
- (3) Receive and disburse money or donations coming into the Barony from any source.
- (4) Oversee the inventory, storage and maintenance of the Baronial property.
- (5) Oversee the office of the Chamberlain.

- (6) Be a member of the Baronial Financial Committee.
- (7) Must have access to the internet and use of email.

iv) *Knight Marshal:*

- (1) Oversee any martial activities in the Barony.
- (2) May delegate their responsibilities and duties to a deputy who agrees to accept them.
- (3) Oversee the Offices of Marshal of Heavy Combat, Marshal of Fence, Company Captain of Archery, and Company Captain of Thrown Weapons.

v) *Minister of Lists:*

- (1) Maintain accurate records regarding the authorizations of all persons required to have authorization cards (which includes their weapons' forms).
- (2) Record and track the progress and outcome of the Accepted List Format of marshaled combat tournaments.
- (3) Be familiar with standard tournament list formats and their associated record keeping.
- (4) When requested, coordinate the record keeping of the Accepted List Format for other contests or games.
- (5) Assure that all persons, regardless of rank, requesting to sign into a list may only do so after showing proof of appropriate authorization.

vi) *Minister of Arts and Sciences:*

- (1) Advise the Barony on all matters pertaining to arts and sciences which are not specifically delegated to another officer.
 - (a) Schedule and advertise classes and workshops.
 - (b) When requested, coordinate arts and sciences activities within the Barony.
 - (c) Track and report on the activities of arts and sciences related to groups and guilds within the Barony.
 - (d) Oversee the Office of Librarian.

vii) *Chronicler:*

- (1) Assure that any official Baronial publications are properly written and produced in accordance with SCA Governing Documents.
- (2) Produce and distribute a newsletter (**The Snowflake**) at a minimum quarterly; preferably monthly. The Snowflake shall include, at a minimum, the list of Baronial Officers and their contact information, the calendar of Baronial

activities, and announcements of Baronial events; also the business meeting minutes, if available.

- (3) Produce and distribute the Domesday Boke, preferably once per Baronial Reign.
- (4) Recommend applicable prices for publications to the Baronial Financial Committee.
- (5) Oversee the Offices of Clerk and Historian.

viii) *Chatelaine / Castellan:*

- (1) Authorize all Baronial demos.
- (2) Welcome newcomers and relocated SCA members to the Barony.
- (3) Collect contact information from newcomers.
 - (i) Integrate newcomers and relocated SCA members into the Barony through direct assistance and/or referral to Baronial members and activities.
 - (ii) Maintain, store and make available Baronial **Gold Key**.
 - (iii) Maintain, store and make available newcomer oriented SCA publications/handouts.

b) Other Officers

i) Creation and Dissolution:

- (1) Any Type 1, 2 or 3 member of the Barony may propose the creation or dissolution of an Other Office.
- (2) Such office and its duties shall be announced at a regularly scheduled business meeting and be published in the Snowflake.
- (3) A vote to create/dissolve the office in question is an amendment to the P&P and will be decided using the will be held per the those voting procedures at the next regularly scheduled business meeting after the announcement appears in the Snowflake.
- (4) No Other Office may be proposed without a Required Office to be responsible for it. 5. No office may be dissolved if it is currently filled.
- (5) It is not mandatory that a vacant Other Office be dissolved.
- (6) This section does not limit the ability of Officers to appoint deputies

ii) *Clerk:*

- (1) Be responsible to the Chronicler.
- (2) Act as recording secretary for all Baronial Business Meetings.
- (3) Give a copy of the Baronial Business Meeting's minutes to the Chronicler, Web Minister and Seneschal, within two weeks after the meeting.

iii) *Hospitaller:*

- (1) Be responsible to the Chatelain.
- (2) Act as public relations officer for the Barony. iii. Coordinate demos/activities in the Barony.

iv) *Historian:*

- (1) Be responsible to the Chronicler.
- (2) Keep an accurate history of Baronial activities, which may include: press clippings, photographs, videotape, CD's and newsletter.
- (3) Maintain and update the list of Baronial awards after each event.

v) *Librarian:*

- (1) Be responsible to the A&S Minister.
- (2) Maintain and store the **Baronial Lending Library**. iii. Maintain a current list of the **Baronial Lending Library's** contents. iv. Keep a current record of materials on loan.

vi) *Company Captain of Archery:*

- (1) Be responsible to the Knight Marshal.
- (2) Be a rostered Archery Marshal.
- (3) Be responsible for assuring that all archery rules of the Kingdom are followed at all Baronial archery activities.
- (4) Act as advisor in all matters pertaining to archery for the Barony.
- (5) Arrange for a practice site for the Barony's archers and administer a regularly scheduled practice.
- (6) Arrange for the recognition of those archers who have advanced in rank.

vii) *Marshal of Fence:*

- (1) Be responsible to the Knight Marshal. ii. Be a warranted Fencing Marshal.
- (2) Be responsible for assuring that all the Fencing rules of the Kingdom are followed at all Baronial Fencing activities.
- (3) Act as advisor in all matters relating to Fence in the Barony. Oversee the training of Fencers.

- (4) Oversee the authorizations of Fencers.
- (5) Provide copies of all authorizations to the Baronial Minister of Lists.
- (6) Arrange and oversee regularly scheduled Fencing practice.
- (7) Maintain and store Baronial archery loaner gear and have it available at each regularly scheduled archery practice.
- (8) Maintain and store Baronial fencing loaner gear and have it available at each regularly scheduled fencing practice.

viii) Company Captain of Thrown Weapons:

- (1) Be responsible to the Knight Marshal.
- (2) Be a rostered Thrown Weapons Marshal.
- (3) Be responsible for assuring that all thrown weapons rules of the Kingdom are followed at all Baronial thrown weapons activities.
- (4) Act as advisor in all matters pertaining to thrown weapons for the Barony.
- (5) v. Arrange for a practice site for the Barony's thrown weapons and administer a regularly scheduled practice.
- (6) Arrange for the recognition of those throwers who have advanced in rank.
- (7) Maintain and store Baronial thrown weapons loaner gear and have it available at each regularly scheduled thrown weapons practice.

ix) Marshal of Heavy Combat:

- (1) Be responsible to the Knight Marshal.
- (2) Be a warranted Heavy Combat Marshal.
- (3) Be responsible for assuring that all the Heavy Combat rules of the Kingdom are followed at all Baronial Heavy Combat activities.
- (4) Act as advisor in all matters relating to Heavy Combat in the Barony.
- (5) Oversee the training of Heavy Fighters.
- (6) Oversee the authorizations of Heavy Fighters.
- (7) Provide copies of all authorizations to the Baronial Minister of Lists.
- (8) Arrange and oversee regularly scheduled Heavy Combat practice.
- (9) Maintain and store Baronial Iron Key Iron Key and have it available at each regularly scheduled fight practice.

x) *Web Minister:*

- (1) Be responsible to the Seneschal.
- (2) Maintain and update the Baronial web site.
- (3) Keep a current record of authorizations provided by members to publish personal their personal information on the web.
- (4) Act as an advisor for all matters relating to the Baronial web site.
- (5) Be responsible for seeing that all the web related rules of the Kingdom are followed on the Baronial site.

xi) *Chancellor Minor:*

- (1) Be responsible to the Seneschal.
 - (a) Plan children's activities for Baronial events.
 - (b) Maintain all information and documentation for the **Snow Hare Recognition System**.
 - (c) Arrange for the recognition of those children who have met the criteria of the **Snow Hare Recognition System**.

xii) *Chamberlain:*

- (1) Be responsible to the Exchequer.
- (2) Maintain, store and make available the Baronial property under their care. iii. Maintain and update an inventory of all Baronial property.
- (3) Keep a current record of materials in use.
- (4) Notify the Exchequer, promptly, of any damaged or lost property.

V. Finances

- 1) The financial Committee will be made up of the Seneschal, Exchequer, Baronial Seat, and two Type I members, to be elected from the populace for a term of two years.
- 2) Those expenditures which have been approved by the Barony shall be forwarded to the Financial Committee for fiscal review and decision.
 1. Any disapproval must be justified at the next Baronial meeting.

VI. Events

For the purposes of these policies, events are defined as activities which are listed in the Pikestaff and/or The Snowflake as an event.

- 1) No more than two people may serve as chief autocrats for a single event
- 2) The Baronial Seneschal has overall legal responsibility and authority over all events hosted by the Barony. An autocrat serves as a de-facto deputy of the Baronial Seneschal.
- 3) Traditional events and their customary dates are as follows:
 - a) Wars of the Roses - Memorial Day weekend,
 - b) Bjorn's Ceilidh – Saturday closest to November 11.

- 4) Bids for non-traditional events should be planned to not conflict with traditional events.
- 5) Selection of an autocrat's bid shall take place as in the selection of a Baronial officer.
- 6) Selection of an autocrat's bid for an event should be completed at least 6 months prior to the month in which the event is intended to be held.
- 7) Autocrats are encouraged to appoint deputies to assist with the running of the event.
- 8) An event bid should contain, at a minimum, the autocrats name, potential event date(s), potential site(s), budget, supporting staff (ie. cook, marshals, troll, etc), proposed activities and a refund policy
- 9) A budget and proposed fees for an approved event must be submitted to the Baronial Financial Committee for their approval.
- 10) Unless the Autocrat specifies otherwise, refunds will be available to anyone who cancels a pre-reservation before the end of the event.
- 11) To support all the citizens of the East Kingdom, non-paid reservations will be accepted from foreign attendees for all events hosted by the Barony.

VII. Baronial Functions

- 1) Meetings
 - a) Officer meetings – Regular officers' meetings may be held within the first thirty (30) minutes preceding the business meeting.
 - i) It must be noted in The Snowflake that an officers' meeting will be taking place so as to inform members and officers.
 - ii) These meetings primarily exist for the purpose of hearing officers' reports and for determining the final agenda of business meetings.
 - iii) These meetings are open for officers, their invited guests and any Type 1, 2, or 3 member.
 - iv) Anyone may speak by consent of the officers.
 - v) Any Required Officer may call a special officers' meeting.
 - (1) All officers must be informed of such a meeting in a timely fashion.
 - (2) Such meetings may occur at a place and time agreeable to a consensus of the officers.
- 2) Business meetings- Regular business meetings shall be held on a specified day and time and be announced in The Snowflake.
 - i) If there is no officers' meeting the Seneschal will set the agenda.
 - ii) These meetings are held for the transaction of Baronial Business and for the public discussion of any matters affecting the populace.
 - iii) Anyone may attend.

- iv) Anyone present may speak by consensus.
- v) The Seneschal or their designee will run meetings.
- vi) The following order of business shall be adopted for business meetings: i. Call to order.
 - (1) Minute Corrections.
 - (2) Reports of officers, (Seneschal's report shall be last and include nominations, selections/suspensions, removal of officers).
 - (3) Demos/Events.
 - (4) Proposed amendments to this document.
 - (5) General business.
- vii) In all things old business shall have precedence over new business.
- viii) Any two (2) Required Officers, or any five (5) Type 1, 2, or 3 members may call a special meeting of the Barony by sending a request, in writing, to the Seneschal or Baron/ess.
 - ix) The request must come at least two (2) weeks before the agreed upon date.
 - x) A good faith effort shall be made to contact all Type 1, 2, and 3 members of the Barony.
- 3) In order to conduct business, a quorum must be present. The following quorums shall be established:
 - i) For all meetings, ten (10) Type 1, 2, or 3 members, three (3) of which must be Required Officers or their designated representatives.
- 4) Minutes will be taken of each meeting and a summary published in the following month's The Snowflake.
 - i) 3. Policy review meetings. The purpose of these meetings will be to foster an awareness of these policies and procedures among the officers and populace.
- 5) Will be held bi-annually, in odd years C.E.
- 6) New officers, and their deputies, who have not attended a policy review meeting while in their current office, are required to attend.
- 7) Current officers, and their deputies, who have attended a policy review meeting while in their current office are encouraged to attend.
- 8) Other interested people are welcome to attend.
- 9) The meeting will be organized and scheduled by the Seneschal. Said meeting shall be published in The Snowflake.
- 10) Practices and Workshops:
 - a) If a practice includes any form(s) of martial activity, then an appropriately authorized marshal in that/those form(s) must be present.

- b) No non-martial practice or workshop shall be official unless authorized by:
 - i) the officer within whose area it falls, or
 - ii) if it does not fall within a particular officer's area, the Seneschal.
- c) No practice or workshop shall be refused sanction without an explanation. The person(s) refused may request that the explanation be made public at the next meeting.
- d) Practices and workshops may be open to the general public at the discretion of the person holding them and the officer involved.
- e) Practices and workshops must be **publicized**.

11) Demonstrations for the Public (Demos):

- i) A demo shall not be official until approved by the Chatelaine.
- ii) A request for a demo may be refused by the Chatelaine due to shortness of notice, inadequate interest from the populace, or, if in the opinion of the Chatelaine it would not be in the best interest of the Barony or the SCA, Inc.
- iii) All demos should be **publicized**.
- iv) Monetary donations are not required and shall never be a determining factor in holding a demo. Any donations made shall be reported to the Exchequer and become the property of the Barony as a whole.

VIII. Baron/Baroness

The Baron/Baroness of the Barony of Concordia of the Snows is the ceremonial head(s) of the Barony. They serve at the discretion of the Crown of the East and are invested, suspended, or removed by the Crown of the East in accordance with SCA Governing Documents. They are the representative(s) of the King and Queen within the Barony. It is required that there be a Baron or a Baroness, it is recommended that there be both.

- 1) Candidate(s) for Baronial Seat must:
 - a) Be at least eighteen years of age.
 - b) Be a current SCA, Inc. member throughout the course of the Baronial Seat selection process and their entire reign as Baron/Baroness.
 - c) The Baron/Baroness serve(s) four (4) years and may hold an additional consecutive two (2) year term, for a total of six (6) years.
 - i) If running unopposed, the consecutive term may, be granted if affirmed by a vote of confidence of the Baronial officers.

- ii) If running opposed for the consecutive term, the incumbent Baron/Baroness would run for a two (2) year term, and the challenger would run for their first four (4) year term.
- iii) Following their final consecutive term, each is eligible to run again after another Baron/Baroness has been invested.
- d) Reside within the formally approved boundaries of the Barony for two years prior to running for the Baronial Seat and for the duration of their reign.
- e) Submit to the Seneschal and Chronicler, for publication in The Snowflake, a written letter of intent stating their qualifications and reasons for wanting to become Baron/Baroness.

2) Selection of Baron/Baroness:

- a) Polling – The polling process to determine the next Baron/Baroness should begin eight months before the anticipated Investiture date. This time period allows for the selection process to be completed with enough time for the Baronial Heirs to have a “training” period to prepare for their time as Baron/Baroness.
 - i) An internal polling of the Barony shall be conducted in order to select the candidates or candidate pairs who will run in the Kingdom mandated polling. The method of internal polling will be decided by the Barony, prior to the call for letters of intent.
 - (1) All qualified candidates who submitted a letter of intent shall be in the internal polling.
 - (2) In the event that there is only one or two candidate(s) or candidate pair(s), the Barony will decide whether or not an internal polling will be conducted.
 - (3) If any of the candidates are Baronial Officers, they must either relinquish their office or petition the Crown to retain their office during their candidacy.
 - ii) The Seneschal, or their designated deputy Election Official, will coordinate the Kingdom mandated polling with the Kingdom Seneschal’s office. See current East Kingdom Law and East Kingdom Seneschal’s Policy for guidance.
- b) Petition to the Crown - Once the polling is complete, the Barony will petition the Crown to invest the Baron/Baroness. A formal request to Their Majesties to invest the heirs, at a specified event, on a specified date is sent from either the Election Official or the Baronial Seneschal. If the desired **Investiture** date will be after Their Majesties have stepped down, the request should be sent to The Royal Prince and Princess, as soon as they are determined.

3) Removal of the Baron/Baroness:

- a) See current East Kingdom Law.

4) Rights and Responsibilities of the Baron/Baroness:

- a) The Baron/Baroness must know and uphold Baronial Policy and Procedure, and SCA Governing Documents.
- b) The Baron/Baroness holds the Barony in **fealty** to the Crown of the East and is ultimately accountable to the Crown of the East. At the Baronial **Investiture** the Baron/Baroness will swear **fealty** to the King and Queen of the East. The Baron/Baroness must swear **fealty** to each new King and Queen of the East at the Coronation or at the next Royal Progress event they attend.
- c) The Baron/Baroness is encouraged to attend the Curia Regis.
- d) The Baron/Baroness may use the title Baron/Baroness Concordia of the Snows for the duration of their reign (as per Brigantia Principal Herald). The founding Baron and Baroness hold this title in perpetuity.
- e) The Baron/Baroness has the right to hold Court at any Baronial events at their discretion.
- f) The Baron/Baroness has the right to bestow Baronial titles, awards and positions of honor.
- g) The Baron/Baroness must be kept informed of all major occurrences within the Barony.
- h) The Baron/Baroness has the right to call special meetings for advice and counsel. The meetings may include the Officers or the entire Barony.
- i) The Baron/Baroness shall be considered a resource for opinion and advice for any member of the Barony.
- j) The Baron/Baroness will accept oaths of office in Baronial Court.
- k) The Baron/Baroness has the right to display and wear the **Baronial Arms** for the duration of their reign.
- l) The Baron/Baroness must make every attempt to attend Baronial events and the following East Kingdom Royal Progress events: Coronation, Crown Tournament, 12th Night and Pennsic.
- m) The Baron/Baroness will serve as a resource to all candidates for future Baronial Seats.
- n) The Baron/Baroness have the right to solicit counsel from previous territorial Barons and Baronesses.

IX. Awards and Polled Orders

- 1) Only the Baron/Baroness may give Baronial Awards.
- 2) All written nominations of candidates for a polling order will be included on the next polling for that order.

- 3) The decision to induct gentles into Polling Orders lies with the Baron/Baroness, but prior to doing so they must request comments from the Companions of their respective Polling Orders regarding candidates for induction into the Orders. These requests for comments should take the form of written polls.
- 4) Polls will be prepared by the Baron/Baroness, or their designee, and distributed to the active Companions of each respective Order. Polls may be sent by electronic mail or by paper copies distributed in person or sent by mail.
- 5) If Companions have comments on a given candidate, the Baron/Baroness should take them into consideration.
- 6) In addition to the written polling process, the Baron/Baroness may hold Order Meetings, as they deem necessary.
- 7) The Baron/Baroness, and/or their designee, is required to keep a list of members of the Orders and the contact information of the active members.
- 8) Each Companion of a Polling Order is charged to keep the Baron/Baroness advised, in writing, of their current contact information and to notify the Baron/Baroness should they wish to become inactive, to resume activity, or to resign from the Order.

X. How to Amend these Policies

- 1) Proposal of Amendment:
 - a) Any person can propose an amendment to these policies.
 - b) An amendment must:
 - i) be in writing,
 - ii) reference the section of policy to be amended, and
 - iii) be signed by at least three (3) Type 1 members.
- 2) Publication of Amendment:
 - a) An amendment proposal must be presented and read at a regularly scheduled business meeting.
 - b) The proposed amendment must be published in The Snowflake.
 - c) The amendment proposal will be read again at the next two regularly scheduled business meetings following its initial presentation.

3) Vote on Amendment:

a) Following the third and final reading a vote will be taken.

b) A majority vote of the Type 1, 2, and 3 members present shall decide the amendment.

Glossary of Terms

Accepted List Format: A standard list form that is commonly used in the SCA for marshal combat tournaments. i.e. Double elimination, single elimination, round robin etc.

Baronial Arms: Azure, a snowflake argent within a serpent involved, a laurel wreath, or. May only be used by the Baron/Baroness or those who are conducting business under Their direction.

Baronial Badge: Azure, a snowflake argent within a serpent involved, or. May be used by any person to show their association with the Barony.

Baronial Lending Library: collections of books, videotapes etc that are available for loan.

Clerk of Reservations: A deputy of the Baronial Exchequer, who receives and processes Baronial event reservations.

Fealty: A sworn allegiance to a person(s), or group (i.e. The East Kingdom).

Gold Key: clothing and tableware that are made available to newcomers.

Investiture: Investiture of the Baron/Baroness has been held traditionally at Bjorn's Ceilidh, the anniversary event of our first Baronial Investiture.

Iron Key: armor and weapons (both Rattan and Rapier combat styles) that are made available to new fighters.

Nomination Period: The time between a request for nominees and the nomination end date. Typically 3-6 months.

Oath of Office: A pledge given by an officer, at a Baronial Court, to faithfully perform the duties of their office for the benefit of the Barony.

Publicized: Listings in 2 or more of the following: The Snowflake, an announcement at a regularly scheduled business meeting, the Baronial Website, and the Concordsnow list.

SCA Governing Documents: Corpora & East Kingdom Law

Snow Hare recognition system: A recognition created by our first Chancellor Minor, Lady Kassir NiDeoraine to honor the efforts of those who are precious to the Barony, the Children. There are three categories for which there are tokens, Service, Personae, and Honour.

Vote / Voting: Refers to Section III, The Voting Process.