

**Policies for the Selection
and Maintenance of Baronial Offices of the Barony of Lochmere**

Introduction: It is the intent of the Barony to maintain a full slate of active and involved officers. To that end, the following policies are set forth to facilitate the filling, maintenance, and smooth transition of offices. This policy shall be superseded in order by Corpora, Society Officer Policy, and Kingdom Officer Law and Policy. Throughout this document, the aforementioned Corpora, Society Officer Policy, and Kingdom Officer Law and Policy will be referred to as Governing Documents.

1. Baronial Officers

- a. The Barony shall maintain offices as required by the Governing Documents. The minimum required officers are set forth in the Governing Documents.
- b. The Barony may maintain additional officers as desired.
- c. The expiration date of the warrants of all Baronial Officers shall be published with their Regnum entries in the Baronial newsletter and on the Baronial website.
- d. Term limits will be in accordance with those stipulated in Governing Documents.

2. Duties of the Baronial Officers

- a. All officers shall maintain their office in compliance with and perform such duties required of them as noted in the appropriate Governing Documents.
- b. All officers, deputies or proxies are expected to attend the monthly meetings and be prepared to render a brief report of activities and important developments in their offices that affect the operations of the Barony. Officers who cannot attend the meeting must notify the Seneschal at least 24 hours in advance and submit an electronic report.
 - 1) Exception: In the event of an emergency, the officer will notify the Seneschal via telephone as soon as *possible*.
- c. All baronial officers shall provide the Seneschal with a courtesy copy of all official reports to the Kingdom and keep both the Seneschal and the Baron/Baroness abreast of any important issues affecting the barony.
- d. All officers shall provide their membership number and expiration date to the Seneschal for reporting purposes.

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e. The expiration of a warrant shall be made part of that officer's monthly report to the Barony no less than two months prior the expiration.

1) In that same report, the officer shall make known whether they intend to renew the warrant.

3. Deputies

a. All officers are encouraged maintain and train at least one deputy.

b. Emergency deputies for required officers shall be sought after immediately upon accession to the office.

c. Unless otherwise stated, all emergency deputies shall be considered as intending to succeed the lead officer. Any objections to the emergency deputy should be made to the Baronage and Seneschal as early as possible.

d. Deputies shall maintain the training and qualifications necessary to perform all the duties of the office.

e. All deputies are encouraged to attend business meetings.

f. There are no term limits for deputies except for any stipulated by Governing documents.

g. Officers shall maintain open lines of communication with their deputies in order to train and make efficient the transition of the office.

4. Appointment of Baronial Officers

a. If an office becomes vacant for any reason, and an emergency deputy is available, the emergency deputy shall accede to the office if they meet the qualifications of the office, meet the approval of the Baronage and Seneschal, meet the approval of the populace, and desire the office.

1) If other volunteers desire the office, they are strongly encouraged to pursue being deputy first.

2) If members of the populace object to the accession to the office, they should make their objection known in writing to the Seneschal and the Baronage as early as possible. Objections must be limited to items that would disqualify the candidate from the office according to the Governing Documents, including the inability to maintain SCA membership.

3) If any candidate for office is found to be unqualified for the office, they shall be removed from consideration.

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- b. In the event that no emergency deputy is available, the office will be made open to the populace.
 - 1) Interested candidates should make their desire known in writing to the Baronage and the Seneschal.
 - 2) The names of the candidate(s) shall be made known to the populace by the following business meeting. The populace shall have (14) days to voice any objections, and/or preferences to the Baronage and the Seneschal.
 - (a) If no disqualifying objections are made and there is only one candidate, the Baronage and Seneschal may recommend the individual for warranting without any further action.
 - (b) If there are multiple candidates, the Baronage and the Seneschal shall endeavor first to encourage one to be emergency deputy. Otherwise, the Baronage and Seneschal shall choose one to submit to the Kingdom Officer in accordance with the Baronial approval process.
 - 3) If no other candidate is available, the position may either be held vacant or temporarily performed by the Seneschal - as required and/or allowed by the Governing Documents, until an acceptable candidate can be found.

5. Renewal of Warrants

- a. If an officer desires to renew their warrant, if no disqualifications are found, and the renewal meets with the approval of the Kingdom Officer, the Baronage and Seneschal and the populace at a business meeting, the renewal shall be approved.

6. Officer Removals

- a. Any Officer found not to be in compliance with Governing Documents may be recommended to their respective Kingdom Officer for removal from office.
- b. Unless the offense requires immediate removal, the Seneschal shall attempt to warn the offending officer prior to the initiation of any disciplinary measures.
- c. If the offending officer continues not to be in compliance, the Seneschal and the Baronage shall recommend removal of warrant to the appropriate Kingdom level officer.

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7. Office Transition:

- a. All documents (including official correspondence) and regalia accruing to any office are the property of that office and must be transferred in their entirety to their successor or the Baronial Seneschal within fourteen (14) days of any change of office.
- b. Private property used in the conduct of the office, remains the private property of the individual.
- c. If the outgoing officer is transferring the office property to the successor, the successor will notify the Baronial Seneschal to verify that the transfer has occurred.

8. Policy Review:

- a. This policy shall be reviewed annually.