

**Policies and Procedures 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 and procedures are set forth to facilitate the filling, maintenance, and smooth transition of offices.

1. Baronial Officers

- a. The Barony shall maintain offices as required by Corpora, Kingdom law and policy and the Society Seneschal's Handbook. The minimum required officers include the Baronage, the Seneschal, Exchequer, Herald, the Marshall, the Minister of Arts and Sciences, and the Chronicler.
- b. The Barony may maintain additional officers as are deemed necessary.
- 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.

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 Corporate, Kingdom, and Baronial Policies.
- b. All officers are expected to attend the monthly meetings and be prepared to render a brief summary of activities and important developments in their offices that affect the operations of the Barony. Officers who cannot attend the meeting are expected to notify the Seneschal at least 24 hours in advance and submit an electronic report.

(1) Exception: In the event of an emergency, the 24 hour advance notice requirement may be waived and the officer will notify the Seneschal via telephone as soon as they become aware of the emergency situation.
- c. All officers shall provide the Seneschal with a courtesy copy of all 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.

3. Deputies

- a. The required officers of the Barony shall maintain at least one deputy with enough experience and skills to function as the emergency successor should that become necessary.
- b. They are further encouraged to maintain as many deputies as is deemed necessary, with one in training to succeed the incumbent when he/she steps down.
- c. All other officers are strongly encouraged to maintain at least one deputy to assist in their duties for the duration of their office.
- d. All deputies are strongly encouraged to attend meetings.
- e. There are no term limits for deputies.

4. Appointment of Baronial Officers

- a. The opening of a Baronial Office shall be made known to the populace no less than two (2) months prior to the expiration of the current office holder's warrant by all of the following methods: announcement at a scheduled business meeting and through electronic announcement in the Baronial newsletter, e-mail list, and website.
 - (1) Exception: The announcement shall be made immediately via electronic means and at the next scheduled business meeting if the incumbent resigns or is removed
- b. The Baronial Seneschal shall set a deadline to respond not less than (30) days from the date of announcement.
- c. Interested candidates shall respond in writing and/or email to the incumbent, the Baronial Seneschal, and Baronial Coronet by the established deadline.
- d. Within seven (7) days of the deadline, the list of candidates shall be posted on the Baronial e-mail list and website.
- e. The Baronial Seneschal shall conduct a seven (7) day electronic polling to provide the populace with an opportunity to provide input on each candidate.
 - (1) Exception: If only one candidate applies for the position, and the candidate is acceptable to the Seneschal and Baronial Coronets, the candidate will be recommended to the Kingdom-level officer for warranting. The populace will be notified of the

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recommendation via e-mail and reiterated at the next business meeting.

- f. The Baronial Seneschal and the Baronial Coronets will review the results of the polling together and recommend a candidate to the Kingdom Officer for warranting. The recommendation will be based on qualifications related to the office to be filled.
- g. The incoming officer will notify the Barony via the baronial e-mail list and social media when the Kingdom-level officer has approved their warrant. The announcement will be reiterated at the next Barony meeting and will be included in meeting minutes published in the Baronial Newsletter.

5. Renewal of Warrants

- a. If the incumbent wishes to renew their warrant for a second term, the above procedure will be followed with the exception of gathering of candidates.

6. Baronial Officer Term Limits

- a. Unless a shorter term is indicated in Kingdom policy, Baronial Officer terms shall be limited to a two (2) year warrant with an option for an additional two (2) year re-warranting if needed or desired.
- b. If an office suddenly becomes vacant, the outgoing Officer's emergency deputy may assume the office on an interim basis at the discretion of the Seneschal, until the requirements are met for filling the office vacancy.
- c. If there is no deputy for a required office, the Seneschal will assume the responsibilities of the office until a new officer is appointed.

7. Officer Removals

- a. Officers who do not attend two consecutive meetings and who do not send in report for two consecutive Baronial meetings may be recommended to their respective Kingdom Officer for removal by the Seneschal and the Baronial Coronet in consultation.
- b. Baronial Officers repeatedly not in compliance with their Society, Kingdom, or Baronial laws or policies may be recommended to their respective Kingdom Officer for removal.
- c. The Seneschal shall make a reasonable attempt to contact the Baronial officer prior to the recommendation to determine if there are any extenuating circumstances.

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8. 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 office property is being transferred by the outgoing officer to the successor, the successor will notify the Baronial Seneschal to verify that the transfer has occurred.