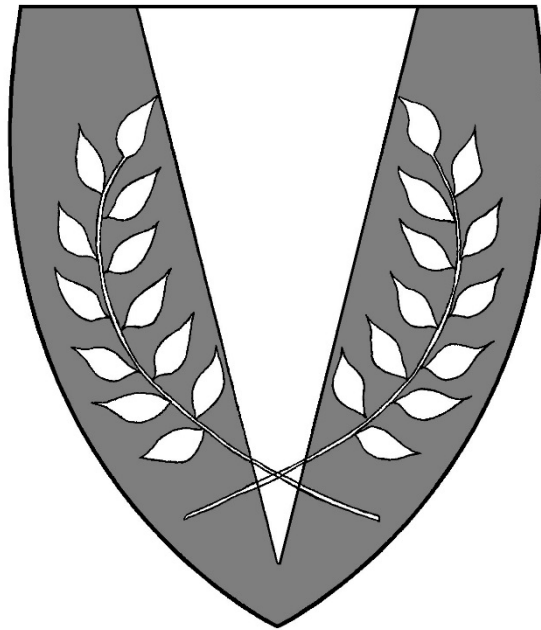


Standard Operating Procedures for the Barony of Ruantallan



The Standard Operating Procedures as adopted by Parliament on the 27th day of May,
2001(A.S.XXXVI).

Amended

December 14, 2003 (A.S.XXXVIII)

September 9, 2007 (A.S.XXLII)

September 27, 2015 (A.S.LV)

1. BARONIAL

1.1 Meetings

1.1.1 Frequency of meetings

Curia meetings are to be held quarterly in the months of June, September, December and March. The meetings will be scheduled near the middle of the month, barring event conflicts.

- a) Meetings cancelled as a result of inclement weather, etc. will normally be re-scheduled for the following week, barring event conflicts.

1.1.2 Meeting location

Curia meetings will ordinarily alternate between subgroups in the Barony pending prior arrangements and weather conditions. Recognizing the distances to be traveled and the attendant costs, consideration may be given to centralizing the meeting locations on a more frequent basis where circumstances permit.

1.1.3 Special meetings

The Seneschal may call special meetings to deal with outstanding matters of immediate concern.

- a) Only the topic for which the special meeting was called will be discussed.

1.1.4 Meeting notice

All regularly scheduled Curia meetings shall be announced on the Baronial website and on the Ruantallan mailing list at least one (1) month in advance of the meeting including the date, time and location.

1.1.5 Quorum

For any Curia meeting to be considered official, the Seneschal or his or her official deputy, and at least three (3) Major Officers or their officially recognized deputies must be in attendance.

- a) Majority officers shall include Seneschal, Herald, Knight Marshal, Minister of Lists, Chancellor of the Exchequer, Chronicler, Minister of Arts and Sciences, Web Minister, and Chatelaine as per East Kingdom Law.
- b) Minor officers shall include, but not be limited to, Chancellor Minor, and Company Captain of Archers.
- c) Other officers will include the Canton Seneschals and Autocrats of Baronial events.
- d) Any Major Officer who misses three (3) or more consecutive Curia meetings may be asked to resign their position(s) at the discretion of the Seneschal in consultation with the Coronet(s).

1.1.6 Order of Business

Meetings will be conducted according to the following Order of Business:

- a) Approval of the Minutes of the previous meeting,
- b) Reports from the Officers,
- c) Committee reports,
- d) Reports from special officers and event autocrats,
- e) Old business,
- f) New business

1.1.7 Rules of Order

The general procedure for curia meetings will follow the principles of Robert's Rules of Order for Parliamentary Law.

1.1.8 Minutes

- a) Minutes of Curia meetings are to be recorded by a designated officer to be determined at the start of each meeting.
- b) Minutes of Curia meetings shall be published on the Baronial website.
- c) Minutes will be made available within 14 days of each quarterly or specially convened Baronial Curia meeting.

1.1.9 Voting

- a) Voting will normally be done by show of hands, except where it is deemed appropriate to have a vote by secret ballot.
- b) All decisions by Curia must be ratified by a two-thirds vote.
- c) The Seneschal may conduct an on line (Skype, etc.) vote as deemed necessary.
- d) All members of Curia may vote, but may only cast one vote per person, regardless of how many offices an individual may hold or represent.
- e) Official deputies may only vote at meetings in the absence of their Baronial principals.

1.2 Expenditures

1.2.1 Approval of expenditures

- a) Curia must approve all expenditures on behalf of the Barony of Ruantallan, except those determined to be discretionary.
- b) Approval for expenditures will normally be dealt with as part of regular business at quarterly or special Curia meetings.
- c) Signing officers for the dispensation of Baronial funds include the Seneschal, Exchequer, and one other Major Officer.
- d) All expenditures exceeding \$300.00 must be approved at a regular or specially convened Curia meeting.
- e) In exceptional circumstances, the Seneschal, or his or her official deputy, and at least three (3) Major Officers or their officially recognized deputies may authorize expenditures not exceeding \$300.00 in advance of the next regularly convened Curia meeting. Such expenditures must be reported at the next regular or special Curia meeting.
- f) Major or Minor officers must present receipts at a regularly convened Curia meeting to be reimbursed for expenditures that are incurred in the performance of their duties.

1.2.2 Discretionary expenditures

- a) The Seneschal, in consultation with the Chancellor of the Exchequer and at least one other Major Officer, may approve expenditures which are deemed discretionary or incidental at any time, and not exceeding \$50.00.
- b) Discretionary expenditures must be reported at the next regularly convened Curia meeting.
- c) The yearly amount allowed to be spent in discretionary funds is \$300.00.

1.2.3 Stipends

- a) The Coronet is to be reimbursed for reasonable transportation expenses when required to be at an event in an official capacity.
- b) Receipts shall be required.

1.3 Election of officers

1.3.1 Election of Seneschal

The election of a new Baronial Seneschal, or the re-election of a Baronial Seneschal at the end of his or her first term, will follow the electoral procedure as defined in Appendix A.

1.3.2 Election of other officers

- a) At the expiration of the term of office for all other Major officers, and Minor officers, each officer may be reappointed by a Baronial Curia vote.
- b) If the incumbent does not wish to be reappointed, Curia shall find another suitable candidate for the office.
- c) If more than one (1) candidate is found for an office, Curia will hold a vote at the next regularly convened or special Baronial Curia meeting.

1.3.3 Notification of expiry of office

- a) Notification of the vacancy or expiry of the term of office for any Baronial officer shall be announced on the Baronial website and on the Ruantallan mailing list at least one month in advance of an election to fill the position.

1.3.4 Vacancies

In the case of a vacancy of a required officer position, East Kingdom law shall be followed to appoint a successor.

1.3.5 Deputies

Official deputies do not automatically succeed to the respective office when the incumbent leaves that office.

2. EVENTS

2.1 General

- a) Event conflicts should be avoided wherever possible, particularly those events that are put on for the populace at large.
- b) Traditional events that take place in the Barony on an annual basis, on or about the same date each year, shall take precedence over other events.
- c) If the scheduling of a Baronial event unavoidably conflicts with a local event put on by a subgroup, the Seneschal will first notify the subgroup to determine a resolution.
- d) Baronial Curia meetings shall be scheduled to avoid conflicts with local events wherever possible.

2.2 Event bids.

2.2.1 Deadlines for Baronial Events

- a) Bids for Baronial events must be submitted in writing to the Seneschal for consideration at the next regularly scheduled Curia meeting.

2.2.2 Requirements for event bids.

Standard event bids are required to include, at a minimum, the following information:

- a) Name of event
- b) Date(s) of event
- c) Location
- d) Autocrat (with membership number and expiry date)
- e) Kitchen autocrat
- f) Marshal(s)-in-charge of martial activities (if applicable).
- g) A detailed budget (based on a minimum attendance of 50 people) including:
 - i) Site fees,
 - ii) Feast,
 - iii) Sideboard,
 - iv) Supplies and
 - v) Other costs, if any.
- h) Attendance fees (adults, children, on-board, off-board, family, etc.)
- i) List of planned activities
- j) Allowance of pets

2.2.3 Event Autocrats

All Baronial Autocrats will be made aware of the Standard Operating Procedures (in writing) as they pertain to Baronial Events. The Autocrat will be given a document that will include PART II of the Standard Operating Procedures, sections 2.2.2, 2.3, 2.4, 2.5, 2.6, and 2.7. They will also be made aware that they are a lesser officer of curia for 3 months prior to the event and one month after the event.

2.3 Event announcements

Event announcements for Baronial events must be published on the Baronial website at least one (1) month in advance of the event date.

2.4 Finances

- a) The Chancellor of the Exchequer, with the approval of Curia, may advance monies as needed to Autocrats of Baronial events to cover expenses.
- b) The Chancellor of the Exchequer, with approval of Curia, may advance monies as needed to Autocrats of events sponsored by a subgroup within the Barony to cover expenses.
- c) All profits and losses are the responsibility of the group, either Barony or Subgroup, which incurred them.
- d) All event reports will be completed and submitted within 30 days of the event.
- e) The following is a list of complementary entry to baronial events:
 - i) East Kingdom Royalty (King, Queen, Prince, Princess).
 - ii) Sitting Baron and Baroness.
 - iii) Founding Baron and Baroness.
 - iv) Autocrat.
 - v) Head Cook.

2.5 Reservations

- a) Anyone who reserves for an event and does not cancel before the deadline will be required to pay the reservation fee. Anyone who reserves and does not pay the fee will be required to pay all future event fees in advance to be confirmed as reserved.

- b) The same rule will apply for anyone reserving a group. If the group does not cancel in advance of the deadline of the event and does not come to the event, the person responsible for reserving the group will be asked to pay the event fees.
- c) Extenuating circumstances will be viewed on a case by case basis by the autocrat.

2.6 Children

- a) Parent(s) or legal guardian(s) must assume full responsibility for the conduct of their children at events.
- b) Minors must be closely supervised at all times, particularly in those areas where martial activities are taking place.
- c) Minors who are participating in archery must be accompanied by a parent or guardian.
- d) Autocrats are required to advise parents with minors of any safety concerns with respect to the event site.
- e) Minors under the age of 19 who come to an event without a parent or legal guardian are required to have a Children's Waiver and a Medical Consent Waiver that is properly filled out and signed by a parent or legal guardian.

2.7 Animals

- a) Pets will be allowed at events at the discretion of the autocrat. (Service animals are not considered pets.)
- b) Pets are to be pre-registered with the autocrat. Registration of service animals is appreciated.
- c) Animals owners must assume full responsibility for any animals that they bring to an event; this includes cleanup and disposal of pet waste.
- d) Animals must be properly restrained at all times.
- e) At the discretion of the autocrat, animal owners may be asked to remove a pet from the event site if the animal is misbehaving or becoming a nuisance.
- f) At no time shall a pet be allowed to enter the kitchen of a feast hall. At the discretion of the autocrat, pets may accompany their owners during a feast but must be kept out of the way and appropriately restrained.

2.8 Conduct

- a) Adults or emancipated minors must assume full responsibility for their own conduct at events.
- b) Behavior deemed inappropriate may result in that person being asked to leave an event. Inappropriate behavior must ultimately be recognized by the autocrat. The autocrat will document the incident and submit it in writing with the event report. The autocrat will consult with the Baronial Seneschal or Deputy Baronial Seneschal before taking action. If the Baronial Seneschal does not concur with the Autocrat the complaint can be brought to the next regularly convened baronial curia meeting. The autocrat is responsible for asking the person to leave the event. If the Autocrat cannot ask the person to leave the event, the Baronial Seneschal may do so with the written complaint from the autocrat. Documentation of inappropriate behavior is required before asking a person not to attend future events.
- c) Recurrent problems with an individual may result in that person being asked not to attend any future events in the Barony of Ruantallan.
- d) If the person asked to leave the event disagrees with the action then he or she may bring their concerns to the next regularly convened Baronial Curia meeting.

3. AMENDING SOPs

3.1 Ratification of amendments

Amendments to the Standard Operating Procedures will be dealt with and ratified at a regular or specially convened Baronial Curia meeting as is deemed necessary.

3.2 Amendment process

- a) Proposed amendment(s) to the Standard Operating Procedures and Policies must be submitted in writing to the Seneschal for introduction at the next regularly scheduled Curia meeting. A vote on the proposed amendment(s) will take place at the following regularly scheduled Curia meeting.
- b) Ratification of any proposed amendment(s) require a two-thirds majority.
- c) Any changes to the SOPs must be published on the Baronial website before they become official.
- d) SOPs are to be reviewed by the Baronial Seneschal annually.

3.3 Publishing of By-Laws

By-Laws for the Barony of Ruantallan are to be published on the Baronial website any time an amendment(s) is made.

APPENDIX A - Electoral Process

The following electoral process will be used for the purposes of electing a Baronial Seneschal. This process may be used for any election that the Baronial Curia deems it necessary, with the exception of a new Baronial Coronet.

1. Those wishing to be candidates must meet the requirements for the position to be filled, as outlined in the East Kingdom Laws and Policies, or Corpora (as applicable).
2. The following will be accepted as proof of membership: membership card, Pikestaff mailing label or an original letter from corporate headquarters stating that the person in question is a member in good standing.
3. A date will be set by the Seneschal in consultation with the Coronet(s), by which time all applications must submit their names to the Seneschal and Coronet(s).
4. The Coronet(s) shall chair the portion of the Baronial curia meeting dealing with the business of electing a Baronial Seneschal.
 - a) Election of a Seneschal shall be the final piece of business at the curia meeting.
 - b) The current Seneschal and candidate(s) may leave the room at the discretion of the Coronet(s).
 - c) The name(s) of the candidate(s) will be presented to curia for discussion.
 - d) The candidate receiving the most votes from curia shall be designated Seneschal, subject to ratification vote (see 4e, below). If more than two candidates are considered, there will be a run-off vote between the two highest-polling candidates.
 - e) A ratification vote by 2/3 majority will be required to elect the new Seneschal.
 - f) At the conclusion of which, the meeting will be adjourned.
 - g) If a ratification vote fails to pass, the coronet(s) shall call a Parliament, to decide amongst the two final candidates.