

Policies of the Shire of Courtlandslot

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I. Kingdom and Corporate Law

1. These policies are the Shire of Courtlandslot's additions to Kingdom and Corporate law.
 - a. Copora Governing Documents, <http://www.sca.org/docs/govdocs.pdf>
 - i. Other Corpora documents, <http://www.sca.org/docs/welcome.html>
 - b. Aethelmearc Kingdom Law, <http://www.aethelmearc.org/seneschal/>

II. Officers

1. The Shire shall have no less than a Seneschal, an Exchequer, a Herald and a Knight Marshall or Minister of Arts and Sciences.
2. Offices will be held for two years.
3. Reports shall be presented at the next business meeting following submission to Kingdom.
4. The Seneschal will maintain a Domesday Book containing information required for running the Shire. This includes copies of last two years of regular reports, policies, bank information, inventory and contact information for all officers and deputies.

III. Elections

1. Elections will happen in two year cycles with elections for Seneschal, Chatelaine and Herald during odd years and elections for Exchequer, Chronicler and Knight Marshall during even years.
 - a. Other officers will be added to the election cycle as they are filled, keeping the elections per year balanced.
2. Normal elections will be announced a month ahead of time.
3. At least two weeks before the elections, all nominations shall be submitted to the Seneschal in writing at a meeting, event, or by postal mail with the signature of the nominee included.
4. Elections should not be rescheduled once announced.
 - a. Seneschal, Exchequer and one other officer are required for a valid election.
 - b. If the required number of officers are not present at elections then it will be rescheduled for the next meeting.
5. Elections will be made at the business meeting on the announced date and decided by a majority of the populace in attendance.
6. Proxy votes will be accepted under extenuating circumstances. A written proxy vote shall be submitted to the Seneschal by hand or postal mail before or within one week after the elections, at which time, the outcome will be decided and announced.
 - a. Extenuating circumstance include automobile problems, lack of a babysitter (children are always welcome at meetings), member is out of town, family emergencies and other similar situations.

7. In the event an officer steps down before their term has expired, there will be two weeks of nominations, followed by an emergency election. During this interim, the deputy will hold the office. The newly elected officer will fill the rest of the term. Normal elections will happen on schedule.

IV. Finances

1. All expenditures shall be voted upon and approved.
2. All expenditures detailed in an approved event proposal are considered to be approved.
3. Inventory of all Shire owned items shall be taken at least yearly.
 - a. Each officer shall be responsible for items in his/her domain.

V. Events

1. The Shire shall have at least one event each year.
2. A written event proposal with a minimum of cost estimates and a fee schedule will be submitted to the populace six months in advance.
 - a. If there is a full and complete event plan, at the Seneschal's discretion, it may be submitted to the populace for approval no less than a week before the AEstel deadline.
3. Event proposal minimum requirements include those required for AEstel publication, as well as a cost analysis for proposed activities.

VI. Meetings

1. Meetings are Thursdays at 7 PM every week.
2. Site and time changes shall be announced ahead of time in accordance with communication policies.
3. The first portion of every meeting shall be for business. The rest of the meeting will be a scheduled activity or *somesuch*¹.
4. There must be three officers present for any business to be decided upon. No financial decisions shall be made without the Exchequer present.

VII. Policy Review

1. Policy review will be at a regular meeting in July.
2. The populace will be notified according to communications policies two weeks in advance.
3. The policies shall be no more than two type written pages in a minimum of a 10 point font.
4. The policies will be decided by the majority of people and proxies.
5. Proxy votes shall occur in the same manner as election proxy voting.

VIII. Communications

1. Meeting notes shall be sent out over the e-mail list.
 - a. Other announcements and general discussion are also allowed on the e-mail list.
2. All official announcements will be sent out over the e-mail list unless other arrangements have been made ahead of time with the Seneschal.

IX. Honors

1. Shire "tings" may be given to residents and non-residents alike.
2. Issuance is decided by group consensus.
3. The Salamander of Courtlandslot
 - a. For outstanding talents and abilities related to the element of Fire.
4. Coeur de la Terre
 - a. For service to the Shire.

¹ "or *somesuch*": Owain memorial phrase.