

Addendum and Policy Manual for the  
Seneschal's Office of the Kingdom of  
Ealdormere

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## **Policies of the Office of the Seneschal of the Kingdom of Ealdormere**

These are the policies of the office of the Kingdom Seneschal. The Kingdom Seneschal may change, remove, add or alter any of these policies at any time, save Policy 1 "Changes/Additions/Deletions to Kingdom Seneschal Policies". In order to change these policies, the Kingdom Seneschal must follow the procedure as laid out in Policy 1.

### ***Policy #1: "Changes/Additions/Deletions to Kingdom Seneschal Policies"***

Any changes, additions, or deletions to the Policies of the Kingdom Seneschal must be recorded in these Policies. The re-written pages of the Seneschal's Policies that are affected by such changes must be submitted to the Information Office for publication and sale to the populace. The Kingdom Seneschal must publish in the Kingdom newsletter that a change to policy has taken place and that the affected pages are now available from the Information Officer. The Kingdom Seneschal must also publish the affected paragraph(s) in the Kingdom newsletter.

Any Kingdom Officer wishing to change their policy must have it reviewed and receive approval from the Crown and a quorum of Privy Council before doing so.

### ***Policy #2: "Selection of Deputies"***

The following deputies of the Kingdom Seneschal are selected according to the Kingdom Officer Selection Policy in the General Operating Policies, and are therefore limited to the following terms of office:

The Kingdom Seneschal must ensure that these deputies (term limited) are listed in the kingdom newsletter and are on the warrant roster. All non term-limited deputies may be listed or warranted as the Kingdom Seneschal sees fit.

- Chatelaine (two years)
- Information Officer (two years)
- Lawspeaker (three years)

The following deputies of the Kingdom Seneschal are selected for a specific term as laid out in these policies and the Seneschal's Handbook:

- Kingdom Deputy of Shires (three years)

The following deputies are assistants to the Kingdom Seneschal's office, to be changed, appointed, or removed as the Kingdom Seneschal sees fit, and therefore are not bound by any term limit. These positions may be added, deleted, or left unfilled as the Kingdom Seneschal sees fit.

- Council Secretary
- Royalty Liaison
- Seneschal Secretary
- Reporting Deputy
- Clerk of the Roster
- Calendar Secretary
- Polling deputy
- Replacement deputy
- Any other temporary or permanent deputy position

Prior to, or immediately upon assuming office, the Kingdom Seneschal shall advise all current Kingdom Seneschal's Deputies (who are not restricted by a term of office) whether or not they will be expected to continue in their current positions.

The Kingdom Seneschal must ensure that the "selected" deputies (term limited) are listed in the kingdom newsletter and are on the warrant roster. All non term-limited deputies may be listed or warranted as the Kingdom Seneschal sees fit.

### ***Policy #3: “Selection of the Kingdom Deputy of Shires (KDS)”***

The Kingdom Deputy of Shires acts as a reporting deputy for the Shires to the Kingdom Seneschal. The KDS fulfils all of the same duties as the Baronial Seneschal to the local Cantons, except one. The KDS is not the immediate superior to the Shire Seneschals, and therefore does not recommend or comment on the selection of the Shire Seneschals. All Shire appointments go directly to the Kingdom Seneschal.

Each Shire may construct their own method of choosing a person to recommend for the position of KDS. The Kingdom Seneschal will request recommendations and nominations from the Shires. The Kingdom Seneschal will approach all nominees and ask if they accept the nomination. The Kingdom Seneschal will then provide a list to all Shire Seneschals of all of the nominees. Each Shire will then provide the Kingdom Seneschal with their group’s recommendation as to the most acceptable candidate. The Kingdom Seneschal will consider all recommendations and then chose the candidate most acceptable to the Shires and the Kingdom Seneschal.

The selected candidate will serve as KDS for a term not to exceed three years, the same term as any warranted Baronial Seneschal.

### ***Policy #4: “Kingdom Bid Selection Policy”***

Crown Tournaments shall be held on the 4th Saturday of the months of May and October, save and except special circumstances as decided upon by TRM and the Privy Council.

Coronations shall be held on the 4th Saturday of the months of April and September, save and except special circumstances as decided upon by TRM and the Privy Council.

Kingdom A&S shall be held on the 3rd weekend of November, save and except special circumstances as decided upon by TRM and the Privy Council. In the case that either A&S or Crown has moved due to special circumstances, A&S must be at least 2 weeks after Crown.

Other groups may book events on other weekends in the months of April, May, September, October, and November, before a Kingdom bid has been accepted. There will be an understanding that in special circumstances their event may be forced to change dates, or they may be asked to host the Kingdom Event, or they may choose to cancel.

In unusual circumstances, it will be the Kingdom Seneschal’s responsibility to resolve any conflicts that arise due to another event already booked and a Kingdom event bid on the same weekend.

Coronations, Crown Tournaments and the Kingdom A& S tourney shall be rotated amongst the different regions (i.e. Baronies and Shires). The following schedule is the rotation and sets the pattern for the future:

Rising Waters	Spring Coronation	2008	
Ramshaven	Spring Crown	2008	
Ben Dunfirth	Fall A&S	2008	
Septentria	Fall Coronation	2008	
Skraeling Althing	Fall Crown	2008	
Shires	Spring Coronation	2009	With Septentria
Rising Waters	Spring Crown	2009	
Ramshaven	Fall A&S	2009	
Ben Dunfirth	Fall Coronation	2009	
Septentria	Fall Crown	2009	
Skraeling Althing	Spring Coronation	2010	
Shires	Spring Crown	2010	With Skraeling Althing
Rising Waters	Fall A&S	2010	
Ramshaven	Fall Coronation	2010	

Ben Dunfirth	Fall Crown	2010
Septentria	Spring Coronation	2011
Skraeling Althing	Spring Crown	2011
Shires	Fall A&S	2011
Rising Waters	Fall Coronation	2011
Ramshaven	Fall Crown	2011

At the end of the schedule the same pattern of regional assignments is repeated. Should the Baronies, or Shires, or the Kingdom Seneschal request a change to this rotation, the Kingdom Seneschal, in consultation with all of the landed Barons and Baronesses and Kingdom Deputy for Shires, shall compile a new rotation schedule and shall review it with TRM and Privy Council

All bids must be submitted to the Privy Council and TRM for review and final approval. When it is a barony or the shires' turn in the rotation, that group must put a bid in, unless they have given their event to another group. Details on this are given below. Other groups may also put in a competing bid, as they see fit. In the case of competing bids, assuming the bids are relatively equal, the Privy Council and TRM, should give preference to the bid that maintains the rotation, rather than the competing bid. Preference should also be given to bids that are on the correct Saturday. Baronial/Shire bids must be presented to Privy Council a MINIMUM of 9 months in advance, and more lead time is always acceptable. Privy Council may accept the first correct rotational bid that is presented, provided it is acceptable

If a competing bid arrives at Privy Council, the Kingdom Seneschal will inform the Barony or Shire whose rotation it is. That Barony or Shire will have 6 months, if the event is 2 plus years away, or 3 months, if the event is between 12 months and 2 years away, to put together their bid. If the Barony/ Shire fails to submit a bid within the time limit, then the Privy Council and TRM will assume they are giving their event to the competing bid, as detailed below, without any compensation.

The Kingdom Seneschal shall privately inform the group(s) that has/have submitted a bid, as to the decision of the Crown and Privy Council prior to the announcement of the acceptance of any bid. The Kingdom Seneschal shall then inform the Calendar Secretary as to site location and date of the Kingdom event, if there are any changes. It is strongly recommended that all Kingdom events have flyers published in 2 issues of the Kingdom newsletter. These newsletters should be the month of the event and the month prior to it.

Since shires are less populated than Baronies, and neither the Kingdom, nor the Baronies, wishes to put undue hardships on the Shires, the Baronies will each take a turn supporting a Shire when they are required to bid on a Kingdom event and require assistance. The rotation for this will start in 2003 with Septentria, and continue in chronological order of creation of Barony, ending with Ben Dunfirth in 2007, and then will begin again. Since the needs of each Shire will be different for each bid, it is strongly recommended that an outline of whatever support is being asked of the Barony be placed in writing and accompany the bid to Privy Council. This should also include a letter from the baronial seneschal with the Baron and Baroness signature, agreeing to that level of support.

With the agreement of both parties, groups will be able to give another group their event in the rotation. Negotiation for another's event should take place through the Baron and Baroness and/ or KDS, while keeping the group and baronial seneschals informed. The Baron and Baroness/ KDS may put any reasonable condition upon giving up their event. This includes, but is not limited to, asking for an event in return. Final negotiation must be in writing, with a copy going to the Kingdom Seneschal, while keeping copies for themselves. A copy should also accompany the bid to Privy Council.

The Kingdom Seneschal, in conjunction with TRM and Privy Council, reserves the right to veto any agreement that they deem unacceptable, for stated cause.

### ***Policy #5: “Changes to the Seneschallorum and Kingdom Officer Lists”***

The Kingdom Seneschal shall make changes to the Seneschallorum by the following policy. The Kingdom Chronicler may not make changes to the Officer page or the Seneschals listing unless instructed to do so in the following manner.

Should the Kingdom Seneschal choose not to assign a Clerk of the Roster the following functions will be performed by the Kingdom Seneschal themselves.

#### **New Seneschals:**

Upon receiving the Change of Officer form, and the recommendation from the KDS or the Baronial Seneschal, the Kingdom Seneschal shall instruct the Clerk of the Roster to change the corresponding information in the Master list of the Seneschallorum. The Clerk of the Roster will forward all changes of seneschals to the Kingdom Chronicler.

#### **Corrections or Updates:**

The person requesting the change shall send all changes to the Seneschallorum, other than new seneschals, directly to the Clerk of the Roster. The Clerk of the Roster shall be responsible for updating the Master list, sending the corrections to the Kingdom Chronicler, and sending a copy of the updated Master list to the Kingdom Seneschal who must always have a current contact list.

#### **Kingdom Officer Changes:**

The Kingdom Seneschal will be responsible for confirming for the Clerk of the Roster any changes in Kingdom Officers. All Kingdom Officers shall be responsible for sending their contact information as well as any changes to the Clerk of the Roster. Outgoing Kingdom Officers shall be responsible for sending all contact information for their replacements to the Clerk of the Roster. All Kingdom Officers are responsible for sending the changes or new contact information for any of their deputies to the Clerk of the Roster.

Whenever any changes are made, the Clerk of the Roster will update the Master list for the Officers and send new copies to the Kingdom Chronicler as well as to the Kingdom Seneschal.

The Clerk of the Roster will be listed in the Kingdom Newsletter as a deputy to the Kingdom Seneschal.

### ***Policy #6: “The Warrant Rosters”***

The Kingdom Seneschal shall request from the Clerk of the Roster a complete listing of all group seneschals a month prior to the Crown Tourney. The Kingdom Seneschal shall make the required decisions regarding which seneschals shall be warranted, including deputies. The Kingdom Seneschal shall inform the Clerk of the Roster which changes are to be made to the warrant list. The Clerk of the Roster is to complete and produce the warrant roster in a timely fashion so that the Kingdom Seneschal may sign the warrant roster and have it available for the Crown to sign at Coronation.

The Kingdom Seneschal shall then copy the completed roster and send a copy to each warranted seneschal on the list within 30 days of the roster being signed.

### ***Policy #7: “The Calendar Secretary”***

The Kingdom Seneschal may appoint a Calendar Secretary. The Calendar Secretary will be listed in the Kingdom Newsletter as a deputy to the Seneschal. All groups wishing to place an event on the Kingdom Calendar must send notification to the Calendar Secretary. The Calendar Secretary is responsible for sending all event dates to the Kingdom Chronicler. The Calendar Secretary is also responsible for advising all groups involved of any potential conflicts of dates.

The Kingdom Seneschal is responsible for informing the Calendar Secretary as to which groups may book the approved Kingdom events, but it is that group's responsibility to book the event. As no other event may be held on the same weekend as Kingdom events, as stated in Kingdom Seneschal Policy #4, in unusual circumstances it will be the Kingdom Seneschal's responsibility to resolve any conflicts that the calendar secretary is unable to resolve.

### ***Policy #8: "Changes to Kingdom Law"***

Upon request from the Crown, the Kingdom Seneschal shall arrange for a meeting of the Privy Council, or some other means for the Crown to consult with the Privy Council. The Crown shall present Their proposed Law change in any manner They see fit. After the Crown's consultation with the Privy Council, and if They wish to proceed, the Kingdom Seneschal shall prepare the proposed Law Change for publication in the Kingdom newsletter. A request for comments to be sent to the Crown is to be included in the wording for publication. A minimum of 1 month must be provided for commentary.

After one month, the Kingdom Seneschal shall approach the Crown and ask if They wish to proceed with the Law change as first proposed, amend it, or not proceed at all. If the Crown wishes to proceed, the Kingdom Seneschal shall ensure that the Law meets all legal requirements of Corpora and Kingdom Law. The Kingdom Seneschal shall then produce a final document of the Law change, to be signed by the Sovereign, the Consort and the Kingdom Seneschal in designated areas. A copy of this document (with all required signatures) must then be sent to the Kingdom Chronicler for publication. A copy of the signed document should also be given to the Kingdom Herald; to be read into the next legally sanctioned court held by The Crown. The Kingdom Seneschal must ensure that the Kingdom Chronicler has published the final Law within 60 days of the Royal Court in which the Law was read, as per Kingdom Law.

Should the Crown ask to have the one-month of commentary time waived, the Kingdom Seneschal is responsible for obtaining the Crown's reasons for the dispensation. This information should then be provided to the Privy Council. A quorum of the Privy Council and the Kingdom Seneschal must approve of the dispensation. This vote of Privy Council should be held as expeditiously as possible after the Crown's request for dispensation.

Upon completion of the process, the Kingdom Seneschal shall insure that the procedures in Policy 9 are followed.

### ***Policy #9: "Maintenance and Publication of the Laws and General Operating Policies"***

The Kingdom Seneschal is responsible for maintaining and publishing the Laws and General Operating Policies (GOP) of the Kingdom. The Kingdom Seneschal may appoint a warranted deputy to fulfill this task. Upon completion of the procedure in Policy 8, the Kingdom Seneschal shall update the master file of the Laws of Ealdormere. The same shall be done for any changes to General Operating Policies as allowed for in the Laws and GOP.

Every ten years the Kingdom Seneschal shall provide the master copy to the Kingdom Chronicler and shall ensure that the Laws and GOP are published and distributed to those members who receive the Kingdom Newsletter. Extra copies of the Laws and GOP are to be made available for sale through the Information Office. Publication shall be in the summer of every year ending in a 1, beginning with the year 2001. All expenses of the publication are the responsibility of the Kingdom (either the general operating funds or the Chronicler's funds) and are not reimbursed by the Society. Every two years the Kingdom Seneschal shall ensure that all changes to Law and GOP are made available to all subjects of Ealdormere that wish it. The preferred method for doing this is through the Information Office. An up to date, and complete, copy of the Laws will be made available on the Kingdom Web site, and maintained by the Web minister in conjunction with the Kingdom Seneschal.

### ***Policy #10: “Privy Council Meetings”***

A Privy Council meeting is defined as a gathering of the Royalty, the Kingdom Seneschal (or their designated representative), and a quorum of the remaining Officers of State in a manner that allows for verbal discussion. The Lawspeaker is afforded a seat on the Privy Council, though does not count towards quorum, and is a non-voting member. The Kingdom Seneschal is responsible for calling Privy Council meetings at the request of the Crown, and for ensuring that the Crown has met Their requirement to hold at least one Privy Council meeting per reign as per Article V, Section 100, Subsection 4 in the Laws of Ealdormere.

Consultation of the Privy Council need not be at a Privy Council meeting, but may occur by other means, such as via the telephone or email. Should the Crown chose to consult the Council by means other than a meeting, the Kingdom Seneschal is responsible for gathering the opinions of the Council members and conveying them to the Crown.

Any item that requires the approval of a quorum of the Privy Council, or requires a vote of the Council members, must be done at a meeting.

When The Crown requests a meeting of the Privy Council, the Kingdom Seneschal is responsible for advising all members of the Council when the meeting is to occur. The Kingdom Seneschal is also responsible for preparing and distributing an agenda for the meeting, as well as the recording and distribution of minutes of the meeting. Each of these duties may be assigned to a warranted deputy of the Kingdom Seneschal.

The Kingdom Seneschal MAY choose to send a designated representative to a Privy Council Meeting that he/she cannot attend. However, this is a decision of the Kingdom Seneschal, and may not be required by the Crown. The Crown may still meet Their requirement of one Privy Council meeting per reign, even when the Kingdom Seneschal is unable to attend, by means of the attendance of a designated representative of the Kingdom Seneschal. Any business that occurs at a meeting where a designated representative of the Kingdom Seneschal attended has no legal standing, and cannot be enforced, until the Kingdom Seneschal has reviewed the minutes of the meeting and has confirmed the legality of the proceedings that occurred.

Any Kingdom officer may choose to send a deputy/representative to Privy Council, should their policies permit it. An Office wishing to send a deputy to Privy Council must petition the Crown to do so. Upon receiving permission, the Kingdom Officer will inform the Kingdom Seneschal of the fact, and inform the Seneschal as to whether or not the deputy has voting rights. Only a deputy given full voting privileges will count towards quorum

### ***Policy #11: “Contracts”***

The Kingdom Seneschal must sign any contract entered into by the Kingdom; this cannot be delegated. A contract entered into by the Kingdom includes use of consulting services, leasing or purchasing of equipment, financial and/or liability agreements. Any contracts entered into for Kingdom events are not considered Kingdom contracts, but rather contracts of the group hosting the event.

Only the warranted group Seneschal may sign contracts for site rental, or equipment rental for use at an event. If membership in an outside organization is required in order to rent particular sites or to take advantage of group discounts on site rentals, the organization member may sign the contract, but it must be previewed and initialed by the group Seneschal first. An Event Steward (Autocrat) is considered a deputy of the local Seneschal from the time they are first appointed, until the Event report is given to the Seneschal after the event. All Event Stewards must be paid members of the Society.

The Seneschal must keep an original signed copy of the contract on file, and must provide a copy of that contract when requested.

### ***Policy #12: “Seneschal’s Event Reports”***

All group seneschals are required to provide the Baronial/KDS with an Event Report on any events held by their group. This report should be included with their next regularly scheduled general report. The Event Report shall follow the format set out by the Kingdom Seneschal and must include a copy of all contracts entered into in order to hold the event. This report is to be examined by the Baronial/KDS to ensure that all legal requirements were followed. The report should be kept in the Baronial/KDS group files for a period of five years. It is recommended that a copy be held in the group Seneschal's files for a similar time period. A report by the Baronial/KDS on the events held by the various groups in their area of concern must be submitted to the Kingdom Seneschal with their next regularly scheduled general report.

### ***Policy #13: “Validating Requirements for Crown”***

The Kingdom Seneschal shall confer with the Crown Prince and Princess as to Their deadline for acceptance of letters of intent into Their Crown Tourney as soon as possible after the induction of the Crown Prince and Princess. The Kingdom Seneschal shall be responsible for publishing the following information at least 60 days before the deadline, to allow for prospective participants to gather the appropriate information:

- Date on which letters of intent must be in
- Requirements by Kingdom Law for participation
  - Must be 18
  - Must be subjects of the Realm and active (attended at least 6 events in the past year, or provide dispensation request as per Kingdom Law)
  - Must be armigerous (or provide dispensation request as per Kingdom Law)
  - Must provide proof of membership (membership card, label of corporate publication w/expiry date, letter from the Registrar, valid listing on corporate membership list)
  - Must provide proof of renewal if expiring in month before or of Crown Tourney. (Fax confirmation receipts, Registrar letters, Money Order receipts, cancelled cheques, etc.)
- Must provide a copy of authorization card for prospective combatant.
- Must meet any other requirement laid out by the Crown
- Must provide a return address on their letter of intent.
- Must send copies to the Crown Prince and Princess (if published before Their Coronation, or The Crown if published after Their Coronation) and the Kingdom Seneschal.
- Declaration Form procedure

#### **Declaration Form Procedure and Duties**

Upon receipt of a letter of intent, the Kingdom Seneschal shall ensure that all of the above requirements are met. The Kingdom Seneschal must inform the Crown (presiding over the Crown Tourney in question) of any prospective Combatant or Consort who does not meet the requirements of Kingdom Law as soon as possible. The Kingdom Seneschal shall send a Declaration Form to all prospective Combatants who meet the requirements set forth. The Kingdom Seneschal shall keep all letters of Intent on file for a period of at least two years.

Should the Kingdom seneschal have questions about any membership, they should contact the Corporate office by telephone the Thursday before Crown tournament.

On the day of Crown Tourney, the Kingdom Seneschal shall provide the Minister of the Lists with a copy of all valid authorization cards received. The Kingdom Seneschal shall gather all completed Declaration Forms at the list table in order to ensure that each one has been correctly filled out. The Kingdom Seneschal is required to keep the Declaration Forms on file until the end of the reign determined by that Crown Tourney.

The Kingdom Seneschal shall fulfil any duties assigned them by the Ceremonial Procedures during the commencement of the Crown Tourney.

***Policy #14: “Obligations to Subordinates”***

Kingdom Law requires the Kingdom Seneschal to meet with his/her subordinates at least once per year and to maintain regular contact with these same subordinates. The Kingdom Seneschal shall chose to fulfil these requirements in any manner they see fit.

Any Kingdom Officer wishing to change their policy must have it reviewed and receive approval from the Crown and a quorum of Privy Council before doing so.

***Policy #15: “Elections for the Selection and Removal of the Lawspeaker”***

The Kingdom Seneschal is responsible for initiating the selection/removal of the Lawspeaker as per Kingdom Law.

**Selection**

Prior to the end of the current Lawspeaker's 3-year term, or upon direction of the Crown, the Kingdom Seneschal shall publish a request for nominations for the position of Lawspeaker in the Kingdom Newsletter. The request should include all of the requirements as per Kingdom Law, and the method of nomination. It should also include a deadline for acceptance of nominations.

After the deadline, the Kingdom Seneschal shall compile the names of candidates who have been nominated by at least 12 armigerous people. The Kingdom Seneschal shall present this list of candidates to the Royal Family, and the present Lawspeaker for confirmation of candidacy. In order to qualify for candidacy, the person must be confirmed by at least one member of the Royal Family or the present Lawspeaker. The current Lawspeaker may be considered a candidate provided they have the required number of nominations, and a member of the Royal Family confirms them. The Kingdom Seneschal shall then privately approach each candidate to request if they accept the nomination.

If there is only one nominee, or only one nominee accepts the nomination, than that nominee is confirmed as Lawspeaker. The Crown and present Lawspeaker shall be advised, and the successful nominee announced in a Royal Court and published in the Kingdom newsletter.

If there is more than one nominee, the Kingdom Seneschal shall publish the names of all nominees in the Kingdom newsletter. The Kingdom Seneschal shall then provide each warranted branch seneschal with a copy of the nominee list, the instructions for voting in the election, and the deadline for votes to be submitted. Each warranted branch Seneschal is allowed one vote, but it must be reflective and representative of the majority opinion of their branch. Seneschals of multi-group Baronies are advised to attempt to seek the opinion of their Baron and Baroness, Baronial officers, and any members at large who do not associate with one particular group. The Kingdom Seneschal shall choose a method of voting acceptable to the Kingdom Seneschal. The selected method shall allow anonymity for the group seneschal, while still allowing for a roster of which branch seneschals have voted to be kept.

After the deadline, the Kingdom Seneschal shall tally all votes cast. The nominee with the most votes shall be proclaimed the next Lawspeaker. The Kingdom Seneschal shall inform the Royal Family, the outgoing Lawspeaker and the successful candidate. It shall be the responsibility of the outgoing Lawspeaker to publicize the name of the successful candidate.

**Removal**

If the Kingdom Seneschal receives a written request from 10% of the warranted branch seneschals to remove the Lawspeaker, then the following procedure will occur.

The Kingdom Seneschal shall inform the Crown and the current Lawspeaker that a request to initiate the removal process has been received, and has the required support as per Kingdom Law.

The Kingdom Seneschal shall then personally contact each warranted branch seneschal and ask them to vote as to whether or not they feel the removal of the Lawspeaker is in order. This personal contact is not to be done by means of publication in the Kingdom newsletter. The Kingdom Seneschal is required to provide all reasons submitted with the original request, and any rebuttal comments provided by the current Lawspeaker. The warranted branch seneschals are encouraged to seek the advice of the members of their group.

The Kingdom Seneschal shall choose a method of voting acceptable to the Kingdom Seneschal. This method shall allow anonymity for the group seneschal, while still allowing for a roster of which branch seneschals have voted to be kept. After the deadline, the Kingdom Seneschal shall tally the votes. The Kingdom Seneschal will provide the results of the vote to the Crown and the Lawspeaker. It shall be the decision of the Lawspeaker and the Crown regarding the publication of the results if the vote does not indicate removal.

If the majority of warranted branch seneschals vote to remove the Lawspeaker, the Kingdom Seneschal shall immediately initiate the selection procedures as outlined above.

### ***Policy #16: "Branch Advancement"***

#### **New Groups**

All requests for new group packets shall be referred to the Kingdom Chatelaine. The Kingdom Chatelaine will provide the contact information needed for the new group to get in touch with the appropriate Baronial Seneschal or the KDS. The Baronial Seneschal/KDS will guide the group into preparing a request for incipency. Once the appropriate officer has the request, it shall be forwarded with that officer's recommendation to the Kingdom Seneschal.

Upon receiving the request, the Kingdom Seneschal shall review the packet, and shall bring the request, and the Kingdom Seneschal's recommendation, to a Privy Council meeting. The Privy Council shall be given a chance to comment on the request. Upon acceptance of the request by the Crown and the Privy Council, the Kingdom Seneschal shall inform the Baronial Seneschal/KDS of the acceptance. The Baronial Seneschal/KDS shall inform the group. The Kingdom Seneschal shall inform the Clerk of the Roster to place the group's name as an Incipient group on the Seneschallorum. The Clerk of the Roster shall update the Kingdom Chronicler and the master list. This change in status takes effect immediately, and does not have to be announced in a Royal court. The granting of Incipency status does not have to be approved by the Society Seneschal or the Board of Directors.

All proto-incipient, or incipient groups will report to their appropriate officer, the Baronial Seneschal or KDS, like any full-status group.

#### **Established Groups**

Any established group wishing a change in status (i.e.: from incipency to full status, canton to barony, etc.) shall complete the process as outlined in the Seneschal's Handbook. When all necessary papers have been gathered, the request shall be sent to the appropriate superior. That superior shall examine the request, and shall then send it on with their recommendation.

Upon receiving a request for change in status, the Kingdom Seneschal shall review the request. The request and the Kingdom Seneschal's recommendation, shall be presented to the Privy Council. Upon acceptance of the request by the Crown and the Privy Council, the Kingdom Seneschal shall forward the request to the Society Seneschal.

For the granting of full-status or lateral change in status (a Canton to a Shire) the Society Seneschal needs to be informed but does not need to approve the change. Therefore, the Kingdom Seneschal shall inform the appropriate Baronial Seneschal/KDS regarding the decision of the Privy Council without waiting for confirmation from the Society. The Crown will arrange to have the change in status announced in a Royal Court. The Baronial Seneschal/KDS shall inform the group Seneschal of the change in status, and that it shall be official when announced in a Royal Court. The Kingdom Seneschal must then inform the Clerk of the Roster to change the status of the group in the Kingdom newsletter and on all files.

For the granting of elevation in status to Baronial or above, the Society Seneschal and the Board of Directors must approve of the petition. If the Society Seneschal and the BOD approve the change in status, the Kingdom Seneschal shall inform the appropriate Baronial Seneschal/KDS and the Crown. The Crown will arrange to have the change in status announced in a Royal Court. The Baronial Seneschal/KDS shall inform the group Seneschal of the change in status, and that it shall be official when announced in a Royal Court. The Kingdom Seneschal must then inform the Clerk of the Roster to change the status of the group in the Kingdom newsletter and on all files.

### ***Policy #17: "Dissolving a Branch"***

A Branch may be dissolved for failure to function as a healthy group. This could be due to a failure to report or due to consistent infighting and bickering in the group which prevents the group from accomplishing any goals. It may also be due to a lack of participation or interest by the required number of members to sustain full status.

A group that has been dissolved will be removed from the roster, it will not be allowed to hold events, and all funds must be transferred to the appropriate ruling Barony or Kingdom. All accounts must be closed, and the group heraldry may become available for other people to use. It may also mean that no one currently in the group may be involved in starting a new group in that area for the next couple of years, depending on why the group was closed and the Kingdom's recommendation to the Society.

In order for a group to request to be dissolved, the group Seneschal must write a request, accompanied by a petition showing support of the request from the paid members of the group to the Baronial Seneschal/KDS. The request must be accompanied by proof that all current funds in the group's bank account have been transferred to the Baronial (or Kingdom in the case of Shire's) account and that the account has been closed. The request will be relayed to the Kingdom Seneschal. The Kingdom Seneschal will present the request to the Crown and the Privy Council. The Kingdom Seneschal shall then forward the request to the Society Seneschal. When the request has been granted, the Kingdom Seneschal shall inform the Baronial Seneschal/KDS, who will then inform the group.

Should a member of the Privy Council, or the Crown, request that a group be dissolved, the Kingdom Seneschal prior to the motion being brought before the Privy Council must inform the group. The request for dissolution must be approved by the Privy Council and forwarded to the Society Seneschal and the Board of Directors for approval. The Kingdom Seneschal is required to send a complete report, including any recommendations of the Privy Council when forwarding the request to the Society Seneschal. The Kingdom Seneschal shall inform the group directly of dissolution once the Board of Directors has decided.

Only ports/strongholds/colleges may go dormant. They also may only go dormant for set periods of time. Dormancy is a set matter, and the Board does not have to approve each dormant period of the group.

### ***Policy #18: "Financial Committee"***

Society Financial Policy requires that each Kingdom has a set of Financial Policies, and that the Society Exchequer must approve these policies and passed by the Board of Directors. Any future

changes to the Financial Policies must also be approved by the Society Exchequer and given to the Board of Directors for approval. However, the Kingdom may maintain a budget, which may be changed by due process through the Finance committee, without having to be approved by the Society Exchequer. Therefore, any changes in financial distribution in the Kingdom of Ealdormere must be achieved by means of amending the Kingdom budget.

The Kingdom Exchequer and the Kingdom Seneschal shall each maintain a separate copy of the Kingdom Budget. Any changes to the budget must be made following the Laws of Ealdormere, which are reflective of the Society Financial requirements.

The Kingdom Seneschal or the Kingdom Exchequer will submit any request for a change to the budget at an official meeting of the Finance committee. The Finance committee is comprised of the Royal Family, the Kingdom Seneschal, the Kingdom Exchequer and a quorum of the remaining Kingdom Officers of State. Any budget change must be voted on and approved by a majority of the Finance Committee. As per Society Financial Policy, the Royal Family has one composite vote. Any disagreement amongst the Royal Family shall be settled as per the General Operating Policies of Ealdormere.

The Finance Committee must ratify any emergency expenditure of funds as soon as possible after the disbursement. Failure to ratify an emergency expenditure will result in the parties granting the disbursement being accountable for the repayment of those funds.

Both the Kingdom Seneschal and the Kingdom Exchequer shall be responsible for updating the Kingdom budget whenever a change has been made. Should the Finance Committee make a change to the Financial Policies as outlined in Kingdom Law or the General Operating Policies, it shall be the responsibility of the Kingdom Exchequer to send the proposed changes to the Society Exchequer for approval. When approval has been granted, the Kingdom Exchequer shall inform the Kingdom Seneschal, who shall then make changes to all necessary documents.

### ***Policy #19: "Reporting Policies"***

All local Canton Seneschals shall provide a written report to their Baronial Seneschals twice a year, July 1<sup>st</sup> and January 1<sup>st</sup>. The July 1<sup>st</sup> report shall be written following the Seneschal's report form and the January 1<sup>st</sup> report will follow the Domesday report packet as supplied by the Kingdom Seneschal. The local Seneschal shall keep a copy of both reports for their files.

All local Shire Seneschals shall provide a written report to the KDS twice a year, July 1<sup>st</sup> and January 1<sup>st</sup>. The July 1<sup>st</sup> report shall be written following the Seneschal's report form and the January 1<sup>st</sup> report will follow the Domesday report packet as supplied by the Kingdom Seneschal. The local Seneschal shall keep a copy of both reports for their files.

Baronial Seneschals and the KDS are required to provide a written report to the Kingdom Reporting Deputy twice a year, July 20<sup>th</sup> and January 20<sup>th</sup>. These reports shall follow the format as provided in the Baronial/KDS reporting form and the Domesday packet supplied by the Kingdom Seneschal. The Baronial Seneschal/KDS shall keep a copy of both reports for their files.

The Baronial Seneschal/KDS is also required to keep in regular contact with their [subordinate] group Seneschals on a regular basis. The Baronial Seneschal/KDS must have verbal contact with the group Seneschals at least once per quarter. They must forward all requests for group Seneschal appointments, warrants and advancement in status within 30 days of receiving the request. The Baronial Seneschal/KDS may be required to provide verbal or written reports to the Kingdom Seneschal regarding the status of their [subordinate] groups at any time. The Baronial Seneschal/KDS will be required to disseminate any information provided to them by the Kingdom Seneschal to their groups in a timely manner.

The Kingdom Reporting Deputy is required to provide a consolidated report of all reports received to the Kingdom Seneschal twice a year, August 30<sup>th</sup> and February 10<sup>th</sup>. The reporting Deputy must

provide a list of all groups who have reported and a brief description of the health of each group. This information should be obtainable through the Baronial Seneschal/KDS reports. The Reporting Deputy shall keep a copy of all reports, received and sent, for their files.

Should the Kingdom Seneschal choose not to assign a Reporting deputy, all Baronial/KDS reports will go directly to the Kingdom Seneschal.

All term deputies of the Kingdom Office (Chatelaine, Information Office, Minister of Children, and Lawspeaker) shall provide either a copy of their report to their Society superior, or a summary of the activity in their office, to the Kingdom Seneschal twice per year. These reports will be due to the Kingdom Seneschal on August 30<sup>th</sup> and February 10<sup>th</sup>.

The Kingdom Seneschal shall report to the Society Seneschal quarterly, in a format provided by the Society Seneschal. The Kingdom Seneschal shall also provide a comprehensive Domesday report once per year, as required by the Society Seneschal. The Kingdom Seneschal shall provide a copy of each report to the Royal Family.

The Kingdom Seneschal shall keep in regular contact with the Baronial Seneschal/KDS, and communicate any necessary information on the state of the Seneschal's office and any policy changes. The Kingdom Seneschal is required to meet with all group Seneschals at least once per year.

### ***Policy #20: "Violations"***

All group Seneschals are required, by Society Policy, to report any violation of modern criminal or civil law, Corpora or Society By-Laws and General Policy Decisions, Society Policy, or Kingdom Law within 48 hours of learning of the violation.

Any violation shall be reported immediately, and directly, to the Kingdom Seneschal. The Kingdom Seneschal shall then inform the Society Seneschal and the Crown within 48 hours of being informed of any suspected violation. All suspected violations will then be given to the Lawspeaker of Ealdormere to investigate. The Lawspeaker will return with the results of their investigation within 15 days. If the Lawspeaker has not been able to conclude their investigation, then a preliminary report will be submitted. The Kingdom Seneschal will forward all investigation results to the Society Seneschal and the Crown. Any recommended actions will be discussed with the Society Seneschal and the Crown before being implemented.

### ***Policy #21: "Courts of Chivalry"***

The Laws of Ealdormere and the General Operating Policies describe all procedures regarding Courts of Justice. A Court of Chivalry is the highest court in the Kingdom of Ealdormere, and may only be called by the Lawspeaker after all other procedures have been followed.

The Lawspeaker of Ealdormere shall inform the Kingdom Seneschal that a Court of Chivalry is to be called. As per the General Operating Policies of Ealdormere, the Kingdom Seneschal shall contact all aggrieved parties and set mutually acceptable dates and locations for sessions of the court to be held. The Kingdom Seneschal shall then publish the dates, times and locations in the Kingdom newsletter at least 15 days before the dates set for the sessions of the Court and communicate the same in writing to the Crown and the aggrieved parties.

The Kingdom Seneschal shall appoint a scribe to make an official recording of the court proceedings. The Kingdom Seneschal shall also ensure that each aggrieved party has appointed two armigerous judges prior to the opening of the court. If there is only one aggrieved party, the Kingdom Seneschal shall request the Crown to appoint two armigerous judges. The Kingdom Seneschal shall advise all four judges to appoint a mutually agreeable fifth armigerous judge. All five judges shall then appoint a person agreeable to the Crown and the Kingdom Seneschal who

shall preside over the court proceedings, called the Presiding Official for the purposes of this document. The Presiding Official shall not be a judge of the court, but shall be responsible for ensuring the court proceedings meet the requirements as laid out in the General Operating Policies.

Upon the close of the court, the judges shall retire, with the scribe previously appointed by the Kingdom Seneschal, to make their verdict. Within 3 days of the close of the court, the verdict shall be presented to the Presiding Official. The Presiding Official shall immediately convey the findings of the court to the Crown, and shall ensure that a copy of the official record is provided to the Kingdom Seneschal and the Crown.

The Kingdom Seneschal shall ensure that the Crown has provided Their decision within one week of receiving the verdict of the court. The Kingdom Seneschal shall ensure that Crown has published Their decision in the Kingdom newsletter. The Kingdom Seneschal shall provide the findings of all courts of chivalry which require Society action to the Society Seneschal.

## **Policy #22: "Removal of Sanction"**

### **FROM CORPORA II.E**

*DUTY TO ENFORCE REQUIREMENTS. The officers (and presiding nobles, if any) of the sponsoring branch shall ensure that each event operates according to the rules set forth in the governing documents of the Society. If transgressions occur which seriously compromise the integrity of the event or endanger the health and safety of the attendees, the responsible officials shall correct the problem immediately, if necessary by closing down the event. If they cannot or will not do so, the Kingdom Seneschal or senior Seneschal present, or (in cases involving the Rules of the Lists) the Earl Marshal or senior Marshal present shall do whatever is necessary to end the transgressions, up to and including removing Society sanction for the event and notifying the responsible officers and the owner of the site or the owner's agent that the Society will no longer be responsible for the event. In such a case, all official actions properly performed prior to the point when sanction was removed will be considered valid. However, no action taken after that point, including transfers of office or bestowal of awards, will be considered valid. If an event is terminated in this manner, the person(s) removing sanction must file a complete written report of the circumstances with the Board and the appropriate kingdom and corporate officers.*

It must be clarified that there is a difference between "closing down" an event, and removing Society Sanction. When an event is closed it means that the presiding nobles, the sponsoring branch, or the autocrat has ended the event at that point and everyone is asked to go home. The removal of Society Sanction means that the insurance and liability of the Society has ended at the moment the removal of Sanction was announced. If things continue to happen when an event has been "closed down", the insurance and liability are still in effect until the site contract expires. If the Sanction has been removed, the Society is no longer held liable, though the group who has rented the site may be. This is a very important difference, so make sure you understand it.

If you get to the point where you believe the event should be "closed down", consider approaching one of the people authorized to remove Sanction as listed in Corpora (above) and ask them to remove the Sanction instead. Remember that a senior marshal can only remove Sanction if the violation involves a transgression of the Lists. If you are the group Seneschal of the sponsoring branch, you must approach the most senior Seneschal present to remove Sanction. If you are the most senior Seneschal present, confer with other members of your group before taking such drastic measures.

If a transgression is occurring, then the person who notices the transgression shall take the following steps:

## **Marshal related transgressions**

*"In the event of a serious violation of the Rules of the List, the Presiding Marshal shall use their authority to stop the fight and/or take such other action as is necessary to correct the situation. If that authority is questioned, or if they are unable to stop the activity which is in violation, they shall summon the Marshal-in-Charge who, if they are also unable to stop the violation..."* will follow the procedure laid out in the Marshal's Handbook for removal of Sanction. (Taken from the Ealdormere Marshal's Handbook, edition 1).

## **All other transgressions**

In the event of a transgression that does not involve the marshallate, the person witnessing the transgression shall approach the appropriate authority and ask that they try to rectify the situation. If that authority chooses not to acknowledge the transgression, the witnessing person shall then approach the Seneschal of the sponsoring branch, and make the same request. If the Seneschal chooses not to acknowledge the transgression, the witnessing person shall then approach the senior official at the event and make the same request. If the senior official at the event chooses not to acknowledge the transgression, the witnessing person shall approach the Royal Family (if present) and request the transgression be dealt with. If all of the above have chosen not to acknowledge that there is a problem, the individual making the request may choose one of the following options:

1. The person may write a statement to the Lawspeaker describing the situation and the authorities approached. The statement should include the response of each authority. Or,
2. They may choose to reassess the situation and acknowledge that perhaps a transgression has not occurred.

Should any of the above-mentioned authorities agree to attempt to rectify the situation, the person witnessing the transgression shall then remove themselves from the procedure, unless asked to provide assistance by that authority. The authority agreeing to deal with the situation, shall attempt to rectify the situation in the following manner:

- 1) The Authority shall approach the source of the transgression and attempt to rectify it.
- 2) Should the transgression continue, the Authority will approach the Event Steward and ask them to rectify the situation. If the Event Steward will not intervene, then the Authority may continue on in the process. If the Event Steward attempts to rectify the situation, and is unsuccessful, then the Event Steward becomes the Authority and continues the process.
- 3) The Authority shall then approach the branch Seneschal. If the branch Seneschal will not intervene, then proceed to step 4. If the branch Seneschal attempts to rectify the situation, and is unsuccessful, then the branch Seneschal becomes the Authority and proceeds to step 4.
- 4) The Authority shall then approach the senior Seneschal present and ask that they rectify the situation. If the senior Seneschal will not intervene, then proceed to step 5. If the senior Seneschal attempts to rectify the situation, and is unsuccessful, then the senior Seneschal becomes the Authority and proceeds to step 5.
- 5) The Authority shall then approach the presiding noble. If the presiding noble is unable to rectify the situation, then proceed to step 6.
- 6) If the Authority is the Event Steward, branch officer or branch Seneschal (but not the senior seneschal) or presiding nobility, they may chose to close the event in the following manner:
  - They shall advise the presiding nobles and all persons involved in the process as mentioned above that they are closing the event.
  - They shall then announce to the general public that "by the authority granted in Corpora, Article II, Section E, this event is now closed and everyone should leave".
  - The Authority shall then inform the Kingdom Seneschal as soon as possible after the closing of the event.
  - The Authority shall ensure that a written statement is obtained from all persons involved in the process [is obtained]. The Authority shall then forward all statements, including their own to the Kingdom Seneschal.

- 7) If the authority is the Senior Seneschal present, they may remove Sanctioning for the event in the following manner:
- The Senior Seneschal present will immediately go to the Sovereign, or presiding noble, and say: “(Your Majesty) (Highness) (Your Excellency), it is my duty to inform you of a violation of (insert name and section number of law or policy being broken) and to advise you to use Your authority to correct the situation. If this situation is allowed to continue, the SCA will be forced to withdraw its sanction from this event (tournament, revel, etc.) and you will be held legally responsible for any consequences.”
  - The Senior Seneschal shall then make the following announcement:  
“My Lords and Ladies. I regret to inform you that since (insert name of law or policy being broken) is (are) not being obeyed, this event can no longer be considered an official event of the Society for Creative Anachronism, Inc., and is officially closed. Any activity taking place from this time forward does not have the sanction of the Society for Creative Anachronism and the individuals concerned will be totally and solely responsible.”
  - The Senior Seneschal shall then report immediately to their superior, the Kingdom Seneschal, the Crown and the Lawspeaker that such an action was taken.
  - The Senior Seneschal must then gather statements from all individuals involved and write a comprehensive report of all actions taken, to be sent to the Kingdom Seneschal within 48 hours.

Immediately upon being notified of the Removal of Sanction for an event, the Kingdom Seneschal shall inform the Society Seneschal, who shall inform the Board of Directors. All reports received concerning the event shall be forwarded to the Society Seneschal.

### ***Policy #23: “Dispute Resolution”***

The Kingdom of Ealdormere has set up a dispute resolution process that any member of the Kingdom may use. If members of your group are having a particular problem that does not relate to legal or policy issues refer them as provided for in the Seneschal's Handbook.

There are two types of dispute, personal and professional. A Seneschal must remember that they are the legal representatives of their group, and therefore cannot become entangled in personal disputes within that group. If a Seneschal finds that they are involved in a personal dispute, self-mediation between parties must be attempted. As per common courtesy, and Board policy, no dispute may be passed on to a higher authority until a reasonable attempt with all parties involved has been made to solve the problem. Any decision by one party to involve a higher authority in the mediation process must be conveyed to all parties involved in the dispute in writing, prior to informing the higher authority. A second attempt at self-mediation should then occur. If the dispute cannot be resolved, it should then be referred to either the Territorial Baron or Baroness or the Lawspeaker as appropriate. There is no need for these problems to be brought to the hierarchy of the Seneschalate, as a personal dispute should not be reflective of a person's ability to perform their professional duties.

Professional disputes involve issues on policy, law and responsibility. The local Seneschal should try to resolve the issue by means of producing Corpora and all associated documents, Kingdom Law and General Operating Policies; the Ealdormere Seneschal's Handbook or this document. If the issue cannot be settled, then the issue should be referred to the Baronial Seneschal/KDS. If the Baronial Seneschal/KDS cannot provide a solution, then the issue must be brought to the attention of the Kingdom Seneschal. If the issue involves a question regarding the Seneschal's responsibility or function, the issue should be immediately referred to the appropriate officer, and not handled by the Seneschal who is being questioned.

The Baronial Seneschal/KDS or Kingdom Seneschal shall record any issue brought to their attention, and the solution reached, and shall insure that the Kingdom Seneschal's files includes a copy of this record. If the Kingdom Seneschal believes the issue warrants a clarification in policy or Kingdom Law, the Kingdom Seneschal may take the appropriate steps to amend any documents as needed. The Kingdom Seneschal may also choose to publish the issue and it's resolution in the Kingdom Newsletter if the Kingdom Seneschal sees a need to do so.

Any issue that cannot be resolved by the Kingdom Seneschal shall be referred to the Society Seneschal. The Kingdom Seneschal shall be responsible for recording the Society Seneschal's decision and conveying it to the appropriate Baronial Seneschal/KDS. The appropriate Baronial Seneschal/KDS will then convey the decision of the Society Seneschal to the originator of the request. . If the Kingdom Seneschal believes the issue warrants a clarification in policy or Kingdom Law, the Kingdom Seneschal may take the appropriate steps to amend any documents as needed. The Kingdom Seneschal may also choose to publish the issue and it's resolution in the Kingdom Newsletter if the Kingdom Seneschal sees a need to do so.

The Kingdom Seneschal must ensure that the Lawspeaker handles any issue that involves a conflict of interest for the Kingdom Seneschal.

### ***Policy #24: "Waivers"***

According to SCA Board policy, any person attending any SCA event or participating in fighting activities at a fighter practice (including Chirurgeons, Marshals, Heralds, and Water Bearers), must either be a paid member of the SCA with proof of membership (a blue card), or must sign a waiver to gain admittance to the event. The waiver text must be that which appears on the current membership form and cannot be altered.

SCA members who do not have their 'blue cards' with them, or who have a non-blue membership card, indicating that there is no signed waiver on file for them in the SCA Corporate Office, must sign a waiver to attend an event or participate in fighting activities at a fighter practice.

Additional sign-in or attendance sheets are not required, however if your group chooses to use them they become a part of the waiver package that must be sent to the Kingdom Waiver Deputy.

Any minor attending an SCA event must have a Minor Waiver completed and signed by their parent or legal guardian. (Minors with blue cards indicating a waiver in Milpitas that is signed by a parent are treated the same as adult blue-card attendees with regard to waivers.) Roster waivers are not acceptable for use with minors.

An event, for purposes of the waiver policy, is any SCA activity announced in the branch, Kingdom, or Principality newsletter, or at which any type of combat-related activities will occur. Business meetings, demos where there are no combat-related activities, guild meetings, dance practices, and the like are not included in the waiver policies.

Waivers will be collected and sent to the Kingdom Waivers Deputy Seneschal for storage in a timely fashion. The Waiver Deputy shall ensure that waivers for each event can be located and provided to the appropriate officials in the event a specific waiver is required. Adult waivers shall be maintained for 7 years and the minor waivers for 20 years.

### ***Policy #25 "Published and Unpublished Events"***

An event according to Corpora, Article II.A:

*The term "Society event" refers to tournaments, feasts, and other activities whereby participants can display the results of their researches into the culture and technology of the period in an environment which evokes the atmosphere of the pre-17th century European Middle Ages and Renaissance. It also refers to educational activities involving either one-time classes or ongoing*

*Society university organizations, and meetings where participants share skills or discuss the business of the group. All Society events must be sponsored by branches of the Society, registered with the Seneschal of the sponsoring branch, publicized at least to the members of that branch, and conducted according to Society rules.*

For purposes of this policy, the following definitions will apply to the following terms:

*Events* are tournaments, feasts, etc. as per Corpora that are organized by a local branch for the participation of the general membership of the SCA.

*Functions* are business meetings, demos, practices, classes, etc. that are organized by a local branch and directed towards the members of that same branch.

### **Functions**

Business meetings, demos, practices of any of the martial activities, etc. must be advertised to the members of the group holding the function. Announcing the function at a group meeting, publishing it in the group newsletter, calling the members of the group, all count as advertising to the local members. If it is a Canton function, then it must be announced to the members of the Canton, if it is a Baronial function, it must be announced to the members of the Barony, etc.

Regular, repeating functions have to have been announced as being regular and repeating.

For all functions, the insurance is in effect once the function has been announced to the members of the branch and the function has been registered with the branch's warranted seneschal.

### **Events**

For the purposes of this policy, there are two types of events, *published* and *unpublished*. Events which are only listed on the Kingdom Event Calendar are considered to be *unpublished*. To be considered a *published* event, a full advertisement must be published in advance in the Tidings. In exceptional circumstances, a full event flyer may be mailed out to all Tidings subscribers (in lieu of the Tidings advertisement) to have the event be considered *published*.

As per Corpora, Article II.C, formal actions and announcements with long-term impact on the Society may occur only at events for which a full announcement including date, time, and place has been published in advance in the Tidings. These actions include Crown Tournaments, Coronations and Investitures, appointment of kingdom officers, presentation of awards and titles, proclamation of law, and the establishment or advancement of branches.

Official Royal and Baronial courts may only be held at published events. Unofficial courts may be held at unpublished events, but any business conducted or awards given will have to be announced again later in an official court at a published event.

Deputy officers and local or baronial officers do not need be appointed at published events, but may be if Their Majesties (or Their Excellencies) so choose.

For all events, the SCA insurance is in effect once the event has been listed on the Kingdom Calendar and the event has been registered with the branch's warranted seneschal.

## **Appendix - Meetings**

Meetings are the most important part of your branch being able to function. This is where the members find out what is going on, what is new, what is no longer valid, and what has to be done. It can also be the place where they learn new things and make new friends.

One of the most important functions of a group meeting is giving the branch members a chance to get acquainted. In the past, I've been known to do such things as have people stand up and describe the persona of the person across the room from them, or played similar games which allowed people to get to know each other better. If you are having problems in your group regarding personal interactions, try having a modern group party, where everyone is invited and encouraged to come. Encourage exchanges of personal information and try pairing the most unlikely people together on a project. You would be amazed at how well the members of your group can work together when they know each other. It is very easy to ignore a person, or write them off if you don't know much about them. It is far more difficult once that person actually becomes somebody with a name and interests.

When dealing with the business of a meeting, remember that everyone is allowed to speak. Try to keep a structure, but be flexible and let everyone feel welcome and important to the group and the business being conducted. Set up an informal agenda for the meeting, but allow other matters to be brought up from the floor. Alternatively, you could ask at the beginning of the meeting for agenda items. Bring as many possible decision items as you can to the business meetings to include as many members as possible in the decision making process.

Other suggestions for meetings include: Place agenda items requiring long discussion towards the end of the business list; Have a regular time for individual announcements; Solicit contributions from as many members as possible; Hear speakers on a first to give notice, first to speak basis; Take the opportunity to publicly thank people for their contributions and congratulate them on their achievements; encourage other officers to make regular reports or announcements to the group.

### ***During the Meeting***

(Taken from "The Boke of the Seneschal" by Master Gareth Tancred Wilfrith)

It is usually good to be aware of the social boundaries that usually occur in one form or another during SCA branch meetings. Pay attention to who is talking to whom at what times. Be aware, if new people are being integrated into informal small groups, or are being left to fend for themselves. Don't be shy about asking experienced members to graciously and inconspicuously include new people in their interactions, but don't be guilty of pulling the classic "you must take your little brother to the park with your friends". Generally speaking, people are bright enough to know when they are not wanted, and if they are not wanted, they are less likely to come back.

A good mix of structured and unstructured activities can be conducive to attracting and retaining new members. Some people in some communicative goals will be best served in a highly structured, low ambiguity activity. If everyone is doing the same thing, and all the expectations are spelled out (such as many dance practices-the instructor walks everyone through, step by step) will tend to make people feel more comfortable, less risky. If the "rules" are left open and people are free to choose from limitless possibilities (you all go and do whatever you want, now) opportunities to pursue really exciting individual projects and to build rewarding personal relationships are much greater. Usually a good mix of the two is the best course for new people- offer some structured activities to raise the comfort level and to minimise the "I don't know what I'm supposed to do" feelings, and also offer some unstructured opportunities for people to seek out the stuff that is really interesting to them.

In short, there is a lot going on whenever a group of people get together. And all this will go on whether the branch leadership is aware of it and thus is able to focus activity to accomplish some goals; or blissfully ignorant and confused as to why things don't turn out as planned. It is important

for a Seneschal to be aware of what is happening in the group and to care enough to work at providing the best possible branch meeting situation.

### ***Some Counsel on Proper Growth***

(Taken from "The Boke of the Seneschal" by Master Gareth Tancred Wilfrith)

From the very beginning, encourage everyone in your group to travel to other branches and events. A key strength of the Society is its diversity. New members will often catch the fire of enthusiasm when they meet someone else with a Scot persona, or who is skilled in weaving, or who is wonderful with a glaive. The best way of meeting these people and of learning from them is to go where they are likely to be - nearby branch meetings and events.

Weekend events are really where the action is in the SCA. Local meetings are important and should be entertaining and educational; but for the sheer magic of a room full of people recreating the flavour of a medieval tournament and feast, there is nothing like the weekend event. Upcoming major events are described in the kingdom newsletter each month, and it is likely there are smaller revels held in your area. Ask the Seneschals of nearby branches (their names and numbers are in each month's kingdom newsletter) for more information.

Keep an eye to recruiting new people and keeping them interested. One of the most effective ways of doing this is to get new people involved in the group as quickly as possible. Healthy branches are composed of people who feel a sense of "ownership" in the group, and the quickest way to develop this is to change newcomers from spectators to full participants. Make sure you do not fall into the trap of building your new group around a core of mutual friends – it is far too easy to become a clique that unintentionally excludes newcomers. Encourage new people, and remember that it is harder to feel a part of things if you join an existing branch than if you help form a new branch. So look for ways to involve new people in decision making, encouraging them into positions or projects in which they can make significant contributions to the group whenever they are willing. This will not only transform newcomers into full participants, but will expand the scope and energy level of your group to far beyond what you could do alone.

## **Appendix - Decision making in the SCA**

(Taken from "The Boke of the Seneschal" by Master Gareth Tancred Wilfrith)

Too often in the SCA, as is the case in most organizations, the way we make decisions is overlooked in the hurry to get to a particular decision. This haste sometimes leaves a trail of devastation in its path - hurt feelings, lost trust, feelings of not-belonging, spoiled SCA experiences. It hurts to see people who used to be friends, or at least who used to enjoy "playing SCA", now circling each other looking for an opening to lunge. Frequently, these sorts of feuds are so old and so buried that even the individuals involved don't really understand why "that so - and - so is an evil person who can't be trusted". Such hurts frequently result from the way decisions are made, not from the result of a particular decision. The sad and heartening thing about such intra - group disasters is that they are often preventable and correctable, if the people who are committed to the group look in the right places.

In this article I will briefly discuss some characteristics of decision making in the SCA, then explore some of the strengths and weaknesses of three major forms: Voting, dictating and consensus. Finally I will suggest some ways in which consensus decision-making can be constructively utilized in SCA groups.

### ***Decision making in the SCA***

One of the problems that tend to be amplified in the SCA is the apparent inaccessibility of decision making throughout the organization. It is true that "the SCA is not a democracy", but there are few organizations that flaunt this so vividly. As medieval as it may be (or may not) have been, "Sovereign by right of Arms" somehow just doesn't fit in our contemporary notion of "fairness" and "equality" and "justice". Before we concede the strangeness of the SCA, let us look at what we mean by "democracy" and how the SCA is similar to or different from other organizations in the Twentieth Century. If by democracy we mean "everyone votes on the important stuff", then there are very few democracies in the Modern world. I didn't vote for my professors in school, my clergy, my employers, or even my Scout leaders. I don't vote for when my local Post Office will be open or the speed limit on the road that goes by in front of my house. In the Modern world, few important decisions are voted upon by the people who are most affected. The SCA is no different. If by democracy we mean "voting", the SCA is not a democracy - neither is the Church, the PTA, the Scouts, Green peace or Amnesty International. If when we say democracy we mean "self-governing", then the SCA is a democracy - e.g. members of the Board of Directors are selected only after soliciting recommendations from all members; Peerage orders must be consulted before others are added; the membership of a barony must be consulted before a Baroness or Baron is changed. In this sense, the SCA is no less a democracy than most other organizations. We just make voting a bigger issue because it feels so unmedieval.

### **Forms of Decision making**

There are at least three major forms of decision making practiced in the Modern World and in the SCA: Voting, dictating and consensus. Each has its strengths and weaknesses, each is more appropriate in some situations than in others. The key to selecting an appropriate decision - making form is a recognition of the assumptions, biases and emphases of each and matching those to the needs of the situation.

### ***Voting: Majority rules, preventing tyranny of a minority***

Voting assumes conflict. Its very form assumes that there is the threat that an aggressive minority could dominate the will of the majority. Voting is based on the assumption that the will of the majority should prevail. It assumes that all participants are equally capable of expressing their points of view. Voting places the responsibility for maintaining order on pre-determined rules for conduct of the group.

No decision-making process is without shortcomings and voting is no exception. Voting yields a defeated minority, a sub-group who has been publicly beaten. Also, voting lessens the likelihood that the entire group will feel an "ownership" in the voted-on project, a sense of responsibility for its success. This can be a real problem, for after a group of people have gone on record as opposing a course of action and lost the vote, it is unlikely that they will then support the winning action with the same enthusiasm as if theirs had been the winning side. Chances are, the whole-hearted support of everyone is necessary for success in any group.

For example, suppose three major votes are taken about your shire's upcoming event. Of the dozen people in your shire, three lost the vote over autocrat, five lost the vote over the site, and four lost the vote over the site fee to be charged. Conservatively, we will assume that there is overlap, that five people were on the winning side in each case. This means that seven of the twelve lost on at least one issue and it is likely that at least two lost on every issue. Yet the decision has been made in a "clean" and orderly fashion. But the event about which we were voting has not yet happened. Assume that by the time the event finally gets here, something goes wrong (not an unreasonable assumption) and that some extraordinary effort is required to ready the site at the last minute. Seven of the people in the shire are at least as likely to grumble "I thought this site was a mistake from the beginning" as they are to pitch in with their complete, uncomplaining support. Meanwhile, there are at least two people who are at best not participating and perhaps offering morale-sapping predictions of disaster. Often three or four people end up doing most of the work for the event, for they are the ones who have gone on public record supporting it. Everyone else, faced with one problem or another, will be tempted to say "if only they had listened to me, we wouldn't be having these problems-such-and-such would have been better". Note, I am not saying that everyone is bound to refrain from lending their total support to a project they voted against. But I would maintain that it is more likely that someone who has voted for a project will support it than someone who has voted against the project.

The second potential problem with voting is that it privileges those who are more vocal and more aggressive. In the voting process, the bias is usually toward the quickest way to a majority. Once such a majority exists, there are procedures (e.g. Robert's calling for the question) to force a quick decision. Given the assumption that the will of the majority ought to prevail, time spent debating the issue after a majority has been formed is a waste of time. However, the most aggressive and vocal members will tend to go first in any public discussion. This would not be a problem if the most vocal and aggressive members were the wisest and most capable of making good decisions. They aren't. It is perhaps more likely that the quiet person in the back of the room (who has been listening instead of arguing) sees things in the situation that those in the heat of the debate don't see. The vocal and aggressive debaters are still going strong when the group forms a majority (without the benefit of the quiet persons insights) and therefore, the group will not ever hear the wisdom of the quiet except in her silent dissenting vote.

Finally, majority rule contains a potential problem. It doesn't take a professional historian to find many cases in history in which the majority was flat out wrong. One of the strongest archetypes across cultures and times is that of the prophet, one who sees and understands things that the majority cannot. In the voting decision-making process, the prophet doesn't have a chance - the bias is toward the simple, apparent answer and against the complex, hidden answer. Thus, the vote tends to lead toward "satisfying", or finding the first satisfactory answer, rather than working towards the optimal solution. Sometimes a much better answer could be found if only a little more time was spent wisely.

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It is important to note here a distinction that is important in the SCA. In the dictionary, polling can be a synonym for voting. In the SCA, polling is not voting, in one very important aspect. Even though polling may take the form of voting, in that people may fill out ballots, or raise their hands, etc., in the SCA, polling is not a form of decision making, but is rather a form of advising. Thus when an Order is polled by Their Majesties, the Order is giving counsel. The decision, however, remains in the hands of Their Majesties.

### ***Dictating: Quick and efficient***

As I am using the term here, dictating is simply one party telling another party what will be done. Dictated decisions can originate from one person or from a small group of people.

Whatever, form it takes, dictating is the quickest form of decision making. Done well, it also is most likely to lead to consistency across decisions. Responsibility is clear, authority direct. In short, dictating is efficient.

There is a particular form of dictating that tends to emerge in SCA branches. Frequently, a small group of people will end up being "the backbone" of a group. They will assume the responsibility for making decisions and carrying them out. This sort of situation is often marked by business meetings in which decisions are announced by the officers, who then ask for volunteers to help implement the decisions. This occurs because the real decision making has already occurred in someone's kitchen - there among a small group of friends, the alternatives were hashed out and decisions made. By the time the SCA meeting rolls around the only thing left to do is solicit support. Of course, these business meetings tend to be poorly attended and boring. Any questions or suggestions for alternative courses of action are interpreted as a challenge and either vehemently counter - attacked or dismissed outright as irrelevant. The individual who persists in making such suggestions is labeled a "troublemaker" for they are interfering with the smooth business of announcing decisions and recruiting volunteers. The decisions have already been made, and to spend more time rehashing those decisions is just to subject the entire group to longer meetings.

Sometimes, dictated decisions are made in the absence of the dictator. When a group forms around someone who is particularly charismatic or has lofty titles or who is wealthier, a better fighter or whatever, the decision-making group can become so attuned to the wishes of the individual, that even in his absence, people decide on the basis of "what he would want". In an insidious derivation, the idolized individual is removed from the process or more likely, removes himself, and the small group of admirers end up making decisions perhaps even counter to the wishes of the idolized, but do so because they mistakenly think that "this is what he would have decided". We end up with more bad decisions.

Probably the greatest potential harm of dictating is a tendency to homogeneity in the group. People tend to feel more comfortable among people most similar, but groups that are able to maintain a certain diversity tend to be more stable, longer - lived and better able to adjust to changes in the social environment. When a diverse group is faced with a new problem, it is more likely someone in the group will be able to suggest a way to creatively and constructively manage the novel situation than if the group is comprised of people who tend to see things in the same way. Yet dictating tends to discourage people who are unlike the people making the decisions. If someone is an intelligent, creative, responsible person, she is likely to quickly become frustrated in a group that seems to make the same poor choices over and over again. So the group becomes self - selecting - the people who are most similar to the decision makers stay and the people less similar leave. If your group seems to be comprised of people who are pretty much similar in outlook, attitudes, beliefs, etc. look carefully at who has come and who has stayed in the group. Then look and see where the important decisions are being made.

One of the nice things about this particular problem is its ease of diagnosis. If your group shows some of these warning signs, it may be that some people in your group feel that they have been excluded from the decision-making process:

- 1) A withdrawal of some members to a barely active role in the group. This might come in the form of households or guilds, or simply a gradual growing disinterestedness in the affairs of the group.

- 2) The formation of "unofficial meetings", especially if these seem to be attended by the people "not in the know" in your group, and if the topic of discussion tends to shift toward what is right and wrong in the group.
- 3) The emergence of "troublemakers", or people who frequently oppose group decisions, often for no apparent reason. These outspoken people often have a small group of followers and frequently engage in sniping at those who are "in" in the group.
- 4) A tendency for a small number of people in the group to do most of the work. In particular, you should be concerned if it seems that a large portion of the group only grudgingly helps with the "chores" of the group.
- 5) A physical separation of sub-groups at meetings, especially if the people who tend to make the decisions tend to hang out together. It ought to be considered a dangerous sign if you can predict who will be sitting next to whom at meetings. It is usual for people to sit next to a good friend, but if the same group of people tend to cluster, and if there tend to be several such clusters, chances are some people are feeling more a part of the sub-group than of the group as a whole.
- 6) Certain phrases heard commonly, especially from the leaders of your group:
  - a)"We gave them the opportunity to participate, and they didn't"
  - b)"We have a right to spend time with our friends"
  - c)"They don't come to business meetings, so they don't have a right to complain"
  - d)"We are doing the dirty work so they can have fun and they don't even appreciate it"
  - e)"If (fill in the name) would just go away, all of the problems of the group would go away too".
  - f)"But the SCA is not a democracy - we don't vote for the Crown, either. Besides, voting isn't period!"

The common thread running throughout these comments, of course, is the paternalistic notion that "we" know what is best for "you". Again, it may be that "you" would not change any of "our" decisions. The feeling that you don't belong is more likely to occur if you feel that you aren't a part of the process of making important decisions.

### ***Consensus: Big Picture solutions, relationship-sensitive***

Consensus as a form of decision-making is broadly defined and widely misunderstood. I am proposing a particular model for consensus decision-making. First of all, as I am speaking of it, consensus is not merely a formality. Some groups legitimize other forms of decision making with a consensual window-dressing. For example, a decision that has been made by a small group may be dictated to the whole group, then the leader asks "so do we have consensus?" People in the group have learned that dissent is fruitless, so the room sits silently, or attendees absently nod their heads. They know the real decision has already been made, but to the careless observer it appears as though the entire group is in agreement.

Second, consensus is not unanimity. To require unanimity from a diverse group of people is setting the stage for the worst sort of tyranny - depriving individuals the right to disagree. If your group consistently comes to agreements without disagreements, you either are presiding over a dead group who doesn't care, a group that recognizes the futility of expressing opinions or you are avoiding any issues even potentially important. Life and interpersonal relationships are too diverse and too complex to allow quick unanimity amongst people of diverse backgrounds who think and who care.

In a consensus decision-making process, time is allotted for thinking about the problem. Everyone is allowed to speak and dissent is encouraged. People are heard. Instead of beginning by seeking a solution, consensus begins by attempting to understand the limits of the problem. Since there is plenty of time allotted to speak, there tends to be less pressure to interrupt. The pressure to push your opinions on someone else is diminished, for ultimately, the group will not make a decision over your objections. Only after it is apparent that the group has come to an agreement, however complex and multi - dimensional, does the leader ask for a confirmation that it is time to move on.

Again, one last opportunity is granted to people to speak their mind, if they feel it is necessary. No decision is forced: If people do not feel they understand well enough to decide, the decision is delayed. People do not always agree on what should be done, but there will come a point at which people will see the need to act and will agree that a "second choice" action is better than no action. So while no decision can be made without my consent, I may choose to accept the decision as the best available decision, given the group's situation.

It may seem to someone accustomed to the combative voting process that given the opportunity, some people would monopolize the group's time and nothing would get done. When consensus decision-making first begins, this indeed often happens. But it doesn't last. If a group is comprised of people who honestly care about the group there will come a time when people will see the need to step aside and let things go on. The key to consensus, the "trick" to making things work, the reason an individual will be willing to support a decision with which she might not fully agree is the presence of a higher goal, something that is larger and more important than any individual issue. This is what makes consensus particularly suited to the SCA. Most people in the SCA are here because of a love of history and an earnest desire to capture the "feeling" of a recreation of the Age of Chivalry. Some may think of this as the "Dream", others may see it as "living" history instead of simply studying history. However it is conceptualized, for most in the SCA there is something far more important than any particular decision. To a certain degree, we are self-selecting in that those who don't experience this "something greater" tend to become frustrated and leave. But the larger mission or vision extends throughout the organization. This is why "Sovereign by Right of Arms" works - individuals are willing to give up things they might otherwise choose to do so that Kings and Queens can be Kings and Queens, and not just players in a script. This is why tournament fighting works - individuals are willing to accept a blow on their honour in order to preserve the integrity of the list. This is also why consensus works in local groups - individuals are willing to give up individual decisions, as long as they feel that they are a legitimate part of the process, in order to allow the group to move ahead.

There are situations in which agreement may not be reached. Sometimes people get hurt in a group and more often than not, those hurts get ignored. Unfortunately, perhaps, the hurts tend not to go away. It is common to find situations in SCA groups in which individuals were hurt a long time ago and the issue was never resolved. In this case, those individuals will never be able to give the full support to the group that consensus demands. However, it is in the interest of the group to confront the problems and move toward healing these old wounds. No matter what decision - making process is utilized, if there is hurt in your group, it is better for everyone to work towards healing.

One of the biggest problems of consensus decision-making is time. Forging a consensus takes time and a lot of effort. In this regard it runs exactly counter to the "business is bad" mentality. Consensus requires taking the time to work through issues, the discipline to be unsatisfied with the first acceptable solution, to look ahead to find the optimal solution. The payoff for the invested time and energy is a tendency to a better decision. Consensus - derived decisions have the entire group's backing and are more likely to escape "fatal flaws", initially hidden problems that jeopardize the success of the project. No decision - making process guarantees there will be no surprises, but if you take the extra time to more thoroughly explore an issue initially, you will be less likely to have to redo a project, or to panic at the last minute. Consensus decision-making often saves time in the long run.

Another problem with consensus is that it places much responsibility on the leadership. Instead of relying on a body of rules, the leadership must actively monitor the decision-making process. In order for the process to work well, the leadership must be committed to the health of the group, sensitive to the opinions in the group, actively seeking out the views of those who are initially reluctant to express dissenting opinions. It is the leadership's responsibility to avoid groupthink. There will also be times in which the leadership needs to calm things down, to help people step back from the heat of the discussion, to regain a perspective. The leadership must be patient.

Probably the biggest benefit of consensus decision-making is an increased participation in the life of the group. Because the base of decision makers has been expanded and everyone's opinion has been heard, people are more likely to feel that the group is their group and its projects are their projects. It is also more likely that when you need extra help, everyone in your group will be more willing to help, because everyone in the group will have had a part in deciding that the project should be done.

### **How to do consensus**

1. Use business meetings to discuss problem, not simply announce decisions.
2. Purposely invite people who tend to be shy to offer their opinions.
3. Be willing to stand up for people when they are "stepped on" for stating their opinion, even if you don't agree with them.
4. Encourage discussion, but discourage decision making outside of group meetings.
5. Keep meetings on - track and moving (especially with routine and extraneous things) but allow whatever time it takes to discuss the important issues.
6. If necessary, meet more frequently, making smaller decisions more often.
7. Develop an attitude of patience when it comes to discussing important issues, resist the temptation to jump at the first possible solution to a problem. Be willing to let people think during meetings, even if that means sitting in silence for a while. Find the necessary courage to put off a decision if the group is not ready to make a decision. Few important decisions really need to be decided "right now", and too many of these panic decisions show poor planning.
8. If your group seems to be headed in many conflicting directions, consider a local daylong event to discuss the future of the group.
  - a) determine group priorities
  - b) talk about the kind and timing of events you wish to host
  - c) come to an agreement about the group's short-term goals (more members, more activities or more awards, not everything)

No form of decision making is appropriate for every task. One of the most important skills for group leadership is the ability to select appropriate decision-making processes for each type of decision. Consensus, however, does offer some attractive benefits that can work to involve more people in the life of the group and make the SCA even more exciting.