

SUCCESSION PROCESS - BARONY OF CASTEL ROUGE*

A. NOTICE OF END OF APPOINTMENT OR CONTINUATION

One year prior to the end of their term, the current Baron and/or Baroness (BB) will give notice to the Seneschal of the Barony of Castel Rouge (BCR) and the Crown of their intention to step down or to continue for an additional length of time.

1. If personal matters intervene and the BB are unable to complete their term, then they will give as much notice as possible, preferably at least 4 weeks, so that a Vicar can be appointed.
 - a. If a Vicar is required, the Seneschal will contact the Crown as soon as possible to discuss recommendations. The Vicar is appointed at the Crown's pleasure.
2. The extension will normally be for an additional 5-year term, but the BB can request a shorter extension for approval by the Populace.
3. Notice of the BB's intention will be posted on the BCR web page, sent to the BCR e-mail list, **on all Social Media sources used by the Barony**, and announced at the Folkmoot following their notice.

B. CONTINUATION PROCEDURES

1. If the BB indicate they would like to continue for an additional term, a Vote of Confidence (VC) will be taken.
 - a. All members and Foresters in good standing of the BCR will be eligible to vote.
 - b. The VC will be held at the Folkmoot held two months after notice is provided **and will be conducted** by secret ballot.
 - c. Anyone eligible to vote who is unable to attend the meeting in person can submit a Proxy Ballot (PB) by mail or e-mail to a person designated by the Seneschal for this purpose.
 - i. A .pdf Proxy Vote form will be posted on the BCR web page (Appendix A).
 - ii. Ballots by mail are to be sent to the Baronial Post Office Box.
 - iii. PBs will be accepted between the first Monday of the month in which the vote is being held and 11:59pm on the Friday before that month's Folkmoot.
 - iv. If someone prefers to phone the designate with their PB, they may call before 10:00pm on that Friday, understanding that their vote will therefore not be confidential.
 - v. PBs arriving after that date will not be counted.
2. If the VC fails, the Crown will be notified immediately and the Election Process (EP) will begin.

C. ELECTION PROCEDURES

1. The Seneschal will be in contact with the Crown and the Transitions and New Groups officer (TANG), who is a Deputy of the Kingdom Seneschal, to initiate the election process.

* For the purposes of the document, the Barony of Castel Rouge refers to the Barony proper in Winnipeg, as well as any Strongholds, Cantons, Colleges, or other groups that are designated by the Kingdom of Northshield as being under the Barony's aegis.

2. An Appointed Deputy (AD) will be designated by the Crown at their pleasure. This person will coordinate the EP with the TANG.
3. Application to the position(s) of BB may be submitted using the attached form (Appendix B).
 - a. Application may be made by an individual or a pair of individuals.
 - b. Applicants must be active members in good standing of the BCR and the Society for Creative Anachronism, Inc.
 - c. Applicants must be active voting members of the Barony for a minimum of 1 year before putting their application forward. Foresters of the Barony are not eligible to apply.
 - d. Applicants may be nominated by another member of the BCR (Appendix C); their agreement to the nomination must be indicated on the application form. A nomination that does not include the written consent of the nominee will not be considered.[†]
 - e. Any one member can submit a maximum of 5 different nominations.
 - f. Applications can be submitted to the AD in person, by mail, or as an e-mail attachment.
 - g. The deadline for applications will be the 1st day of the month, a minimum of 4 weeks after the EP begins.
 - i. If there is a delay and the AD is not named within that initial period, the application deadline will be moved to the 1st day of the month after the AD is appointed.
 - h. Immediately after the application deadline, a list of candidates will be posted on the BCR web page and to the BCR e-mail list, and will include the Statement of Intent as provided on the application form.
4. At the Folkmoot following the application deadline, candidates will give a 15-minute presentation in support of their candidacy. The presentations of all candidates will be followed by the opportunity for them to speak for an additional 5 minutes. The supplementary talks will be followed by a question-and-answer period (Q&A) overseen by the AD.
 - a. The order of presentations will be determined randomly (e.g., by drawing numbers from a hat, straws of different lengths, cutting a deck of cards, etc.).
 - b. The 15-minute presentation can include anything the candidate(s) consider to be important for the Populace to know, but must include a brief background of their qualifications and a statement of any goals or initiatives they would like to accomplish during their tenure.
 - c. The 5-minute supplementary talk is optional and may include any additional information the candidate(s) may wish to provide.
 - d. The AD will monitor the time limits for each presentation and will stop a presentation at the end of the designated time period.
 - e. The AD will oversee the Q&A following the presentations and supplementary talks.
 - i. Questions and responses will be respectful; comments that are disrespectful in either word or tone will not be tolerated.

[†] The positions of BB require a considerable amount of time, travel and personal expense, and also require those serving in these positions to be as objective as possible when dealing with issues that arise within the BCR. For these reasons, no one who is unwilling or unable to fulfil the requirements of the position will be required to allow their nomination to stand.

- ii. Both questioners and candidates will endeavour to stay on topic and the Q&A period is not an opportunity for debates.
 - iii. The Q&A period will be for a maximum of 30 minutes for 2 – 4 candidates or 60 minutes for 5 – 8 candidates, but can end earlier if all questions have been asked and answered.
 - f. If a candidate is unable to attend the Folkmoot at which the presentations are made because of illness, family emergency, or because they must be out of town, they will be given the opportunity to provide a presentation to be given in their absence.
 - i. The presentation can be either a video presentation or a written presentation to be read by the AD.
 - ii. The presentation must be received by the AD before 11:59pm on the day before the Folkmoot.
 - 1. If the presentation is a video presentation, the AD must be notified of this fact at least 24 hours in advance so that technology can be obtained before the meeting.
 - 2. The presentation can be provided as either an e-mail attachment or a hard copy document delivered to the AD. It is the responsibility of the candidate to ensure that the AD receives the presentation by the deadline.
 - iii. Candidates who choose not to provide a presentation will have their candidacy judged on the basis of the information provided in their application.
 - iv. Candidates who are unable to attend the Folkmoot in person will unfortunately be unable to provide a second, 5-minute supplementary talk or participate in the Q&A session.
5. At the end of the presentations and Q&A, ballots will be distributed to the Populace in attendance (Appendix D) and collected by the AD.
- a. Anyone who is unable to attend the Folkmoot may submit a PB.
 - i. A .pdf PB form will be posted on the BCR web page.
 - ii. To ensure the privacy of the AD, those wishing to send a ballot by mail can send it to the Baronial Post Office Box; delivery to the PO Box must be made by 9:00am on the day of the presentations.
 - iii. PBs will be accepted between the first Monday of the month in which the vote is being held and 11:59pm on the Saturday before the Folkmoot.
 - iv. If someone prefers to phone the AD with their PB, they may call before 10:00pm on that Saturday, understanding that their vote will therefore not be confidential.
 - v. PBs arriving after that date will not be counted.
6. If there are more than five (5) candidates (any combination of single or pairs of candidates), a preliminary **vote** will be held.
- a. A preliminary vote (PV) will be held based solely on the information provided by the candidates in their **Statement of Intent**.
 - b. The PV will be held at the Folkmoot following the application deadline.
 - c. Members will vote for a maximum of five (5) candidates.
 - d. Anyone who is unable to attend the Folkmoot may submit a PB.
 - i. A .pdf PB form will be posted on the BCR web page (Appendix E).

- ii. To ensure the privacy of the AD, those wishing to send a ballot by mail can send it to the Baronial Post Office Box; delivery to the PO Box must be made by 9:00am on the day of the presentations.
- iii. PBs will be accepted between the first Monday of the month in which the vote is being held and 11:59pm on the Saturday before the Folkmoot.
- iv. If someone prefers to phone the AD with their PB, they may call before 10:00pm on that Saturday, understanding that their vote will therefore not be confidential. PBs arriving after that date will not be counted.
- e. The AD will collate the votes.
 - i. The five (5) candidates receiving the most votes will proceed to the presentation and final vote, as described in #6-7 above.
 - ii. The AD will contact each candidate directly with the results of the vote, listing the five candidate(s) moving forward in alphabetical order.
 - iii. In the case of a tie for the 5th spot, all tied candidates will proceed.
 - iv. If a candidate who did not qualify for the final vote wishes to know their ranking, the AD will provide them with that information in confidence.
 - v. Under no circumstances will the actual number of votes received by each candidate be provided to anyone.
- f. The final election will be held at a special meeting, to be held at least 2 weeks, but not later than 4 weeks after the PV.
- g. The AD will notify the Populace of the date of the special meeting and the final slate of candidates as soon as possible after the results of the PV have been communicated.
 - i. Once the final slate of candidates has been announced, the PVs will be destroyed.

D. ELECTION RESULTS

1. The AD will collate the votes and pass that information, as well as any comments from the ballots and the event at which the Barony would like the Investiture to occur, to the Crown and the TANG.
 - a. The AD will contact each candidate directly with the results of the vote, indicating only the identity of the top-ranked candidate(s). Any candidate who did not receive the most votes may ask to know their ranking, the AD will provide them with that information.
 - b. The AD will notify the Populace of the top-ranking candidate(s).
 - c. Under no circumstances will the actual number of votes received by each candidate be provided to anyone other than the Crown and the TANG.
2. Once the results have been communicated to the Crown and the TANG, the ballots will be destroyed.
3. The Crown will make their decision based on the results of the election and the comments provided and will contact the candidate(s) directly and notify the Seneschal.
 - a. In discussion with the successful candidate(s), the date for Investiture will be determined.
 - b. The Seneschal will notify the Populace of the names of the successful candidate(s) and the event at which the Investiture will take place.

APPENDIX A

VOTE OF CONFIDENCE

Baron X and Baroness Y have indicated they would like to serve for an additional term as Baron and Baroness of Castel Rouge, at the pleasure of the Populace and the Crown.

They have indicated they would be willing to serve for an additional Z years, ending in 20xx.

[Reasons for extension, if applicable.]

The Vote of Confidence will take place at the Folkmoot on DATE at TIME, to be held at LOCATION.

If you are unable to attend this meeting, please send your Proxy Ballot (see below) to DESIGNATE by mail, as an e-mail attachment, by 11:59pm on Friday, DATE. If you prefer to phone the DESIGNATE, please do so not later than 10:00pm on Friday, DATE, knowing that by doing so, your vote will not be confidential.

Any ballots received after DATE will not be counted.

Please mark your choice clearly with X.

- I approve the request of Baron X and Baroness Y for a Z-year extension to their term.
- I do not approve the request of Baron X and Baroness Y for a Z-year extension to their term.

APPENDIX B

APPLICATION TO SERVE AS BARON/BARONESS OF CASTEL ROUGE

(Please Print Clearly)

I, _____, put my name forward for the position of Baron/Baroness of Castel Rouge.

OR

We, _____ and _____ put our names forward for the position of Baron and Baroness/Baron and Baron/Baroness and Baroness of Castel Rouge.

I/We affirm that:

- I/We are active member(s) in good standing of both the Barony of Castel Rouge and the Society for Creative Anachronism, Inc. (SCA).
- I/We understand and agree to fulfill the duties and responsibilities of Baron and Baroness, as described in the Laws of the Kingdom of Northshield.
- I/We understand and agree to serve for five (5) years, to the best of my/our ability.
- I/We understand that as representatives of the Crown, we are held to the highest standards of chivalry, and are expected to show respect toward and ensure respect between all members of the Barony, the Kingdom of Northshield, the Society for Creative Anachronism, Inc., and the public at large.
- The information included in this application is true and accurate.

Signed this _____ day of _____, 20__.

_____.

Statement of Intent (to be answered by both Applicants, if applicable)

1. How long have you been a member of the Barony of Castel Rouge?

APPENDIX C

NOMINATION FOR THE POSITION(S) OF BARON/BARONESS OF CASTEL ROUGE
(Please Print Clearly)

I, _____, nominate _____ for the position of Baron/Baroness of Castel Rouge.

OR

I, _____, nominate _____ and _____ for the positions of Baron and Baroness/Baron and Baron/Baroness and Baroness of Castel Rouge.

I/We confirm that:

- I/We are active member(s) in good standing of both the Barony of Castel Rouge and the Society for Creative Anachronism, Inc. (SCA).
- I/We understand and agree to fulfill the duties and responsibilities of Baron and Baroness, as described in the Laws of the Kingdom of Northshield.
- I/We understand and agree to serve for five (5) years, to the best of my/our ability.
- I/We understand that as representatives of the Crown, we are held to the highest standards of chivalry, and are expected to show respect toward and ensure respect between all members of the Barony, the Kingdom of Northshield, the Society for Creative Anachronism, Inc., and the public at large.
- The information included in this application is true and accurate.

Signed this _____ day of _____, 20__.

_____.

Statement of Intent (to be answered by both Nominees, if applicable)

1. How long have you been a member of the Barony of Castel Rouge?

APPENDIX D
SAMPLE
BALLOT FOR BARON/BARONESS OF CASTEL ROUGE
(Please Print Clearly)

Candidate A		Ranking:	
Comments:			
Candidates B and C		Ranking:	
Comments:			
Candidates E and F		Ranking:	
Comments:			
Candidate G		Ranking:	
Comments:			
Candidates H and I		Ranking:	
Comments			

APPENDIX E
SAMPLE
PRELIMINARY VOTE FOR BARON AND BARONESS OF CASTEL ROUGE

Vote for a maximum of 5 candidates.

Ballots where more than 5 candidates are marked will not be counted.

- Candidate A
- Candidates B and C
- Candidates D and E
- Candidates D and F
- Candidate F
- Candidates F and G
- Candidates H and I
- Candidates J and K
- Candidate L
- Candidates M and N
- Candidates O and P
- Candidates Q and R