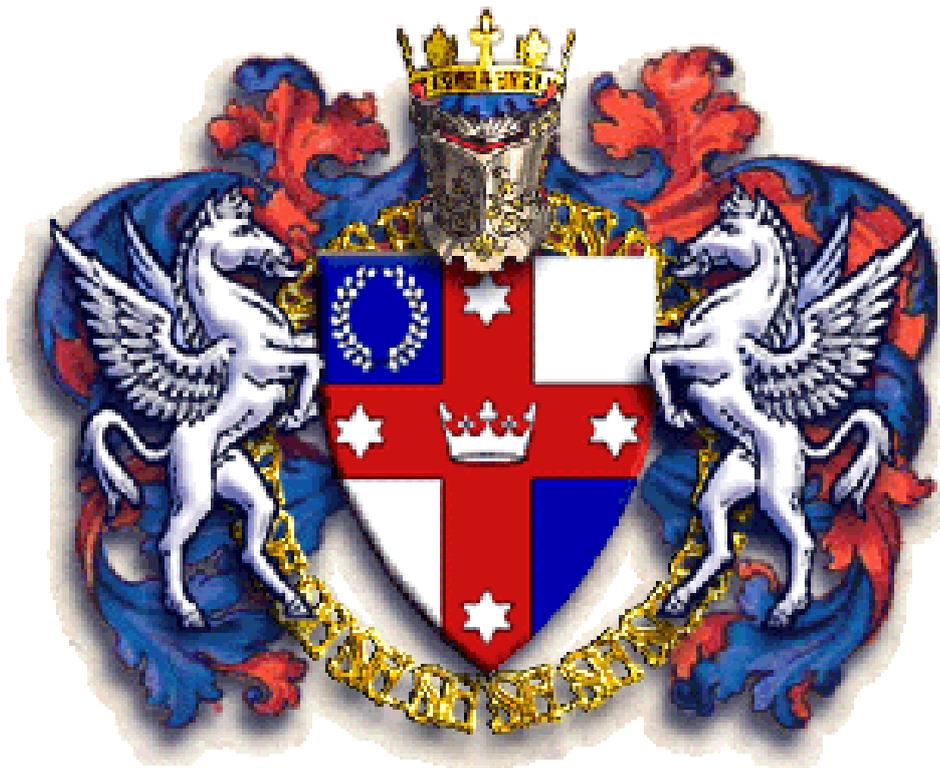


KINGDOM OF LOCHAC

PROCEDURES MANUAL



VERSION 6.0, AUGUST 2015

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INTRODUCTION

The Lochac Procedures Manual is a day-to-day guide for every Officer in the Kingdom, at every level. It gives a more comprehensive outline of what is expected of an Officer at every level of the Kingdom of Lochac. The Procedures Manual does not over ride Mundane Law, SCA Ltd or SCANZ Policies and FAQ's, Corpora or Lochac Law. If in doubt check that the listed sources agree with the Lochac Procedures Manual. If they do not then the listed sources take precedence. For a full list of the Precedence of Law in the Kingdom of Lochac see the Kingdom of Lochac (Seneschal) website.

Types of Administrative Officers

There are three types of Administrative Officers:

1. Group Officers – these are split into Greater Officers and Lesser Officers
2. Deputies to Officers
3. Officers at Large

Group Officers

Greater Officers

- Seneschal
- Chancellor of the Exchequer/Reeve
- Herald
- Earl Marshal/Knight Marshal
- Arts & Sciences Minister
- Chronicler
- Constable
- Chirurgeon

Lesser Officers

Kingdom Seneschallate Lesser Officers (Under the Kingdom Seneschal)

- Provost of Scribes
- Keeper of the Regalia
- Kingdom Hospitaller
- Kingdom Web Minister
- Kingdom Historian

Seneschallate Lesser Officers (under the group Seneschal)

- Hospitaller
- Web Minister
- Historian

Marshallate Lesser Officers (under the group Marshal)

- Keeper of the Lists (AU and NZ)
- Archery Marshal
- Rapier Marshal
- Heavy Marshal
- Equestrian Marshal

The duties of Group Officers, both Greater and Lesser, can be found in Kingdom Law, Corpora and the handbooks of the relevant office.

Required Group Officers

Kingdom (Corpora)

- Seneschal
- Chancellor of the Exchequer
- Herald
- Earl Marshal
- Arts & Sciences Minister
- Chronicler

Barony/Province (Society Seneschals Handbook)

- Seneschal
- Reeve
- Herald
- Knight Marshal
- Arts and Sciences Minister
- Chronicler

All Other Groups (Corpora)

- Seneschal
- Reeve
- One of Knight Marshal, Arts and Sciences Minister or Herald

Deputies to Group Officers

Drop Dead Deputies

Kingdom Officers are required to have a Drop Dead Deputy within 6 months of taking on office. (Lochac Law IV.2.iv) Drop dead deputies are also recommended at the local level. They should be willing and able to take over the office at short notice for up to several weeks. A past holder of the office would be a good choice. If possible, the outgoing officer should fill this role for the first few months of a new officer's term to provide back up and support as required. The name and contact details for the Drop Dead Deputy should be made known to the officers who would be involved in appointing someone to that office (these are the people who need to know who to call in an emergency) and included in reports.

Drop Dead Deputies take over the role of the office if an officer is unable to fulfil that office for more than one week. The Drop Dead Officer does not become the new Officer, they become the Officer who runs the process to find a new person for the position. If they would like to apply for the position they are Acting in then their application, and all other applications for the position must go to their uplines and the relevant Baron and Baroness or Crown, if appropriate.

Assistant Deputies

Group Officers may appoint deputies as they see fit to assist them with their duties. The duties of these deputies are whatever they agree upon with the Group Officer. The

responsibility for the Group Office remains with the Group Officer, regardless of who they delegate specific tasks to.

All deputies must comply with all SCA rules and authorisation requirements that apply to their duties as a deputy.

Officers at Large

These are people who are rostered or authorised by the SCA to perform the duties of a particular office at events but are not group officers. They may include:

- Marshals [**Require authorisation**]
- Chirurgeons [**Require first aid certificates and must be approved by the Kingdom Chirurgeon**].
- Heralds
- Constables
- List Keepers

Any people fulfilling these positions must be acceptable to the group Seneschal and to the Steward of the event.

Marshals and Chirurgeons at large are required to report incidents and injuries to the relevant Group Officer.

The duties of these officers are discussed in the handbooks of the relevant offices.

Appointment of Officers

Eligibility for an Office

Basic Requirements for All Officers:

- All officers must be members of the SCA.
- All officers must be at least 18 years old.
- While not required in law, all officers must have access to a stable internet connection and email.
- All officers must be willing and able to perform the duties of the office.
- Must **not** be on the list of Sanctions prohibiting the person from holding a specific Office.

Additional Requirements for Kingdom Officers:

- Kingdom Greater Officers must also be willing and able to swear fealty to the Crown of Lochac. (Lochac Law X.1.i)
- Applicants for Kingdom Offices must reside within Lochac and have resided within Lochac for 6 months prior to taking on a Kingdom Office (Lochac Law IV.6.iii).

Incompatible Offices:

- Seneschal and Reeve (SCA Ltd and SCANZ Financial Policies) These two officers should not share the same house (Society Seneschal Handbook)
- Landed Baron or Baroness and Reeve (Corpora V.B.4)
- Landed Baron or Baroness and Seneschal (Corpora V.B.4)
- Any two Kingdom Offices (Corpora VII.A for Greater Offices, Lochac Law IV.6.i for any Kingdom Office, with the exception that the Earl Marshal may also hold one or more of the Lesser Officers under their control)
- Kingdom Officer and any local Seneschal (Lochac Law IV.6.ii)
- Board/Committee Member and Seneschal, Reeve, or Kingdom Officer (Lochac Law IV.6.1 for Corporate Office and Kingdom Greater Office, SCA Ltd Policy and SCANZ Rules)
- Committee Member and landed Baron or Baroness (SCANZ Rules)

No person may be appointed to any office that is not compatible with another they already hold.

Other Guidelines for Choosing Officers:

- Applicants for local group offices do NOT have to reside within the group they wish to serve, however distance may be considered a factor, particularly for a Seneschal of a group.
- All applicants should be given equal weight, including the incumbent deputy if there is one. (Society Seneschals Handbook)
- Where possible, group offices should be spread out among the various subgroups, group factions and households. (Society Seneschals Handbook)

Appointment of Group Officers

Colleges

Colleges are exempt from the following appointment procedures though they may choose to use them as guidelines. Colleges must follow the appointment procedures required by their university. It is recommended that where possible the university club officers double as the relevant SCA officer – president = seneschal, treasurer = reeve, etc.

New college officers must make contact with the people they must report to as soon as they are appointed.

Other Groups

The basic process for appointing Group Officers is:

1. Office is advertised
2. ALL eligible applicants are discussed
3. Appointment is made
4. Comment period is completed
5. Office is handed over

Advertising

Offices must be advertised to the group concerned. Kingdom offices must be advertised in Pegasus. Other groups should advertise in the group's newsletter if they have one or on their mailing list if they don't. Advertising on other relevant mailing lists, Facebook pages, and at

meetings and events is also encouraged but should not replace the most formal option the group has.

Offices should be advertised 2-6 months before they will fall vacant to allow time for the application and appointment process and to allow the new officer time to prepare for the office.

The advertisement for the office must include who the applications should be directed to and the closing date for applications.

Making the Appointment

Kingdom Officers

- The Kingdom Seneschal is appointed by the Crown, the SCA Ltd Board and SCANZ (the Seneschal is the representative of the mundane legal bodies of the SCA Ltd Board and SCANZ, therefore this position must be approved by these bodies). The Society Seneschal must also be notified of the appointment before it is made public.
- The Kingdom Greater Officers are appointed by the Crown in consultation with the Kingdom Seneschal and the appointment must first be ratified by the relevant Society officer, if there is one. Note that the Pegasus Editor (who is usually the Kingdom Chronicler) is a corporate officer of SCA Ltd and that appointment must be approved by the Board (SCA Ltd Constitution).
- Kingdom Lesser Officers are appointed by the Greater Officer concerned (generally the Seneschal or the Earl Marshal) in consultation with the Crown. Eg: The Archery Marshal is appointed by the Earl Marshal. Consultation with the Society Officer, if there is one, is recommended.

In all cases, consultation with the outgoing officer is recommended before an appointment is made.

Baronial Officers

- Baronial Greater Officers are appointed by the Kingdom Greater Officer in consultation with the outgoing officer and the Baronial Seneschal, and the appointment must first be ratified by the Baron and Baroness.
- Baronial Lesser Officers are appointed by the Baronial Greater Officer concerned in consultation with the Baron and Baroness, the Baronial Seneschal, the relevant Kingdom Officer and the outgoing officer.

Shire Officers

- Shire Greater Officers are appointed by the Kingdom Greater Officer in consultation with the Shire Seneschal and the outgoing officer.
- Shire Lesser Officers are appointed by the Shire Greater Officer concerned in consultation with the Shire Seneschal, the relevant Kingdom Officer and the outgoing Officer.

Canton Officers

- The Canton Seneschal is appointed by the Kingdom Seneschal in consultation with the Baronial Seneschal, and the appointment must first be ratified by the Baron and Baroness.
- The Canton Greater Officers are appointed by the Baronial Greater Officer in consultation with the Canton Seneschal, the appropriate Kingdom Officer and the outgoing Officer.

- The Canton Lesser Officers are appointed by the Canton Greater Officer in consultation with the Canton Seneschal, the Baronial Officer, the appropriate Kingdom Officer and the outgoing Officer.

Disputed succession of office

The officer responsible for making the appointment has right of way in terms of selection of that officer. For example, the decision of the Kingdom Seneschal takes precedence over that of the Baron and Baroness in selecting a Baronial Seneschal.

“Right of way” indicates that a particular officer's choice should take precedence in any disagreement where it can be demonstrated that there is merit in appointing more than one of the candidates to an office. For example, where the Kingdom Seneschal believes that candidate A is best suited to the office of Baronial Seneschal, but the Baron and Baroness prefer candidate B, and it can be demonstrated that either candidate has some merit, then the Kingdom Seneschal's choice has priority.

Where there is disagreement between the officers concerned in an appointment, this should be resolved through the dispute resolution procedure as defined in Kingdom Law.

Officer appointments may be appealed to the Crown. In this case the Crowns may make the decision on the appointment (who does or does not get it), or refer the decision to the relevant Society officer.

Corpora requires that “substantive” opposition to an appointment must be received for it to be re-examined.

This can be interpreted to mean:

- Considerable negative feedback for the candidate.
- A petition against the appointment of a candidate that includes members of more than one faction of a group.
- A properly conducted motion of no confidence in the appointment, made at a regularly scheduled group meeting at which a reasonable quorum of the populace is present. This motion should be moved, seconded, and passed by a majority of the populace in attendance at the meeting.
- Information coming to light from more than one independently-verifiable source that the person to be appointed is not suitable for the office. For example, that statements made in their application are incorrect or misleading, that they are serving a prison sentence, that they are under investigation by the real world authorities for criminal activities, etc.
- Where finance is part of the incoming Officers role; a recommendation from the SCA Ltd or SCANZ Treasurer not to put a person in a position that requires management of Finance must be taken into consideration.

In such cases the final decision as to the appointment of the office is to be made by the Kingdom Officer.

Take into account that there are likely to be multiple political factions in any large group, and that members of one political faction are likely to always want to appoint people from within their own faction to office (this includes the faction containing the Baron and Baroness, and also the Seneschal). While they should not expect all advice received to be impartial, the Kingdom officer must be impartial in making their own decision. This is especially the case

where the Kingdom officer lives in the branch – perhaps ask the Kingdom Seneschal for advice as to the final determination if there are multiple applicants, or pass the decision onto a non-resident deputy.

Announcing the Appointment

The announcement should be of the following form:

(insert name here) has been proposed for the position of (insert office position here). Confirmation of this appointment is subject to the usual two week commentary period.

If you have any comments or concerns regarding this appointment, please send them (insert relevant officer or officers here) by (insert date here).

It should be posted to the group concerned, usually in the same forum in which the office was originally advertised.

Public Comment

Public comment is sought on Officer appointments before they are confirmed to fulfil the Corpora requirement that there be no substantive opposition to an appointment.

The standard public comment period is two weeks though this can be as short as a week or longer if necessary. If it is unavoidable that the new officer must take over before the comment period is finished, then they are “Acting” officer until the comment period is finished.

Office Handover

Where possible, all office changeovers should happen in court. Our officers get little enough thanks for their work.

Appointment of Deputies

Officers may appoint deputies as they see fit to assist them in their office. These deputies serve at the pleasure of the officer who appointed them and may be appointed or removed at that officer’s discretion. They may perform any duties assigned them by the officer who appointed them provided they are otherwise qualified to do so.

Kingdom Officers are expected to have a Drop Dead Deputy who is able to take over for them at short notice. That might be a past holder of that office. Greater Officers of all groups, particularly the Seneschal and the Reeve must have Drop Dead Deputies appointed within six months of stepping into the Office position. It is desirable that Drop Dead Deputies are appointed earlier than that where possible.

It is recommended that the outgoing officer stay on as Drop Dead Deputy and be available for advice for the first few months.

If the Exchequer Is not resident in New Zealand then they must appoint a deputy who is resident in New Zealand, who is approved by the SCANZ Committee, for the administration and management of New Zealand based Kingdom accounts. If the Exchequer Is not resident in Australia then they must appoint a deputy who is resident in Australia, who is approved by the SCA Ltd Board, for the administration and management of the Australian based Kingdom accounts.

Appointment of At-Large Officers

Some officers need to be authorised or otherwise rostered to perform certain tasks at events. Anyone suitably qualified can, and should, be rostered by the appropriate officer with a note made of the date they were rostered and when their qualification/authorisation will expire if appropriate.

Eg. Authorisation as a marshal will get you onto the marshallate roster. Expiry of an authorisation will get you removed.

Maintenance of Rosters

The appointing officer should record the following:

- SCA and mundane names
- Address
- Phone number
- E-mail address
- Group
- Date the office was taken on
- Date the term/authorisation will expire
- SCA membership number and exp. date
- Name of the officer they replace if applicable

All Group Officers are required to maintain records of their downline Group Officers and the At Large officers within their group as applicable.

Removal of Officers

Group Officers

Standard Retirement

Most Group Officers will leave office when their term expires.

In Lochac, two years is the standard term for all Group Officers. Extensions may (or may not) be granted by the appointing officer in consultation with the same people they would consult to make an appointment to that office.

No Kingdom Officer may serve for more than four years. It is recommended that no Officer, of any group serve more than four years.

Sudden Vacancy

Officers may retire early for many reasons. Should an office fall vacant before a replacement can be appointed the Drop Dead Deputy shall assume the duties of the Office.

If there is no Drop Dead Deputy, then the group Seneschal shall assume the duties of the Office, unless it is the Reeve's office.

If the Office of Reeve falls vacant without a Drop Dead Deputy in place then the group will be suspended until a replacement can be found.

Removal from Office

Occasionally an officer will need to be removed or suspended for other reasons.

Suspension or removal of an officer is never to be taken lightly. Nor should it be avoided if it is necessary.

Officers may be suspended by the Crown or an upline officer for just cause stated in writing to the officer. Suspensions by the Crown are for not more than the duration of the current reign. Suspensions by the superior officer are for not more than 90 days. A suspension takes effect upon declaration to the officer, but the Crown or the superior Officer must be informed as soon as possible. The suspension of a Kingdom Greater Officer must be announced in the next available issue of the Kingdom newsletter. The suspension stands until and unless overruled by the Board.

If a deputy has been designated as successor for the Office, the deputy shall automatically assume the duties of the Office at the moment of such suspension and shall continue fulfilling said duties until the suspension is terminated. In order to be assured of the succession in the event of the suspension of an Officer, the process for appointment of the incoming Officer must have been completed except for the hand over. If the successor steps into the office early they are considered to be Acting in the Office until an announcement has been made formalising their position.

On suspension or removal of office where there is no approved successor, the deputy is considered to be Acting in the position of an Officer, until the position is advertised and a person found to fill that Office position. If the Drop Dead Deputy applies for the position applications for the position must go to the group Seneschal and the relevant upline and Kingdom Officer.

If, in the case of a sudden departure from office, no designated Drop Dead Deputy and no successor exists for the post, the Royalty and superior officer (if any) shall reach an agreement as to how to carry out the duties of the post. In the case of a Seneschal or Reeve suddenly departing their Office the group will be suspended until the SCA Ltd Board, SCANZ and the Kingdom Seneschal are able to put an appropriate Reeve or Seneschal in place.

Deputies

Deputies serve at the pleasure of the officer who appointed them and may be removed at that officer's pleasure for any reason or none without prejudice to either party.

At Large Officers

Expiry of authorisation or first aid certification or any other qualification required for the office automatically removes At Large Officers from roster for that office.

At Large Officers may be removed from the roster by any party who could have placed them on it.

Reporting

Group Officers

Timetable

The reporting schedule of all officers throughout the Kingdom is as follows:

- The Kingdom Seneschal shall report by the 15th of March, June, September, and December.
- The Kingdom Exchequer shall report quarterly as required by SCA Ltd and SCANZ, also taking into account the annual reporting dates specified in Article VII of the Kingdom laws.
- Other Kingdom Officers shall report by February 28, May 31, August 31, and November 30.
- Any Kingdom Officer who handles money shall also send a financial report to the Kingdom Exchequer by January 31 if based in Australia or April 30 if based in New Zealand.
- All Reeves: by the 15th of January, April, July and October.
- Seneschals of Baronies and Shires: by February 28, May 31, August 31, and November 30.
- Other officers of Baronies and Shires: by the 15th of February, May, August, and November.
- Seneschals of Incipient Groups, Colleges and Cantons: by the last day of January, April, July and October.
- Other officers of Colleges and Cantons shall report quarterly, by the 15th of January, April, July and October.

Officers must report to:

- Their upline
- Their group Seneschal
- The Crown (Kingdom Officers only)
- The Baron and Baroness (Baronial Officers only)
- The group Marshal (marshallate lesser officers only)

Officers should report to:

- Their downlines. Down the line reporting is at least as important as up the line reporting. People do not like to feel they are reporting to a vacuum. Please at least acknowledge receipt of reports. It takes almost no time and will improve the reporting of your downlines considerably. It is also very useful to note any particularly good or worrying things in officers' reports, respond to them directly, and relay them (unidentified of course) to the rest of the officers for their education.
- College of Seneschals mailing list (Kingdom Officers only). Most groups do not fill all offices. All groups have a Seneschal. This is one way to ensure that all groups hear about important changes, problems or innovations.

Reports should include the details of the Officers for that office, including downline Group Officers and local At Large Officers if appropriate. They should also list the name and contact details for the Drop Dead Deputy for the office.

Missed Reports

Reminders should be given to Officers before their reports are due. Everyone forgets occasionally.

Late reports should be chased up in a friendly fashion to begin with and reasonable excuses will usually be accepted.

Missed reports (report not received before the person who should have received it is due to report) will be reported to the group Seneschal (or Baron and Baroness in the case of Baronial Seneschals).

For groups over about 40 members, one missed report without reasonable excuse (preferably before the deadline) is grounds for removal from office. For smaller groups, two missed reports will be considered equivalent to resignation from office.

Repeated late reports may also be cause for suspension or removal of an officer.

Deputies

Deputies report (or not) at the pleasure of the officer who appointed them.

At Large Officers

At large officers are only required to report when:

- They are the Officer in Charge at an event (to the event steward and the relevant group Officer within a week of the event).
- They are the Officer in Charge of a regular Practice.
- If they are party to an incident that warrants emergency reporting (ASAP to the steward and the relevant group officer). This definitely includes any incident that involves calling emergency services to an event and may include other incidents as well. If in doubt, contact the steward and the relevant group officer and report if they ask you to.
- If they are specifically asked to report on a particular incident or event by an officer of the SCA (this includes event stewards).

Barons and Baronesses

It is the responsibility of the Crown to appoint and remove Barons and Baronesses from each of the Baronies of Lochac, in accordance with Lochac Law and Corpora.

Appointment and Removal

Barons and Baronesses are appointed in accordance with Corpora (V) and Article IV section 6 of Kingdom Law.

A Baron and/or Baroness may be removed or suspended by the Crown.

A Baron and/or Baroness are automatically suspended from office while serving as King and/or Queen of Lochac.

A Baron and/or Baroness are automatically suspended from office should their memberships lapse.

Should the Baron and Baroness be suspended from office, their duties are partially performed by a Vicar, with the following limitations:

- A vicar may not hold court.
- A vicar may not issue awards.
- A vicar may not wear the Baronial regalia, but will usually hold it in safe keeping.

Reporting

Barons and Baronesses report to the Crown, and not to the Kingdom or any other Seneschal.

Their reports are delivered in writing, and may be accompanied by a brief verbal outline in Court.

The reporting schedule for the Baronies of Lochac is contained in Lochac law.

Internal reports on their activities to their group at group meetings are strongly encouraged

Duties of Baron and Baroness vs. those of the Seneschal

Seneschal

- Be the chief administrator of the group, and the chief representative of the Kingdom Seneschal within the group. The Seneschallate implements and interprets Kingdom Law.
- Send quarterly reports to the Kingdom Seneschal.
- Collect reports from the group officers.
- Handle Dispute Resolution procedure, second and subsequent stages and take whatever other appropriate actions are needed to build and maintain a healthy, inclusive administrative c
- Represent the Kingdom Seneschal as the chief mundane legal representative and administrative officer of the group.
- Make final determinations as to the group's calendar of events. Liaise with the Seneschals of nearby groups to avoid major clashes between large events.
- Attend Baronial council and actively participate in the discussions there. Ensure that meeting minutes are recorded (preferably by another person), including all decisions of the meeting. Implement those decisions as required. The Seneschal is responsible for running the Baronial meeting, and so may appoint someone else to minute and/or chair

the meeting as required (the Seneschal should not attempt to both chair and minute the meeting).

- Record and publish (as required) any administrative details as to the status of the group -- office changeovers, decisions of the Baronial council, etc.

Baron and Baroness

- Be the chief representative of the Crown within the group. The Crown makes decisions about Kingdom Law.
- Hold Court, distribute awards and receive award recommendations.
- Determine at which events Court will be held, and liaise with the event stewards as to timing and requirements for Court. Direct the group herald as to the requirements for heraldry in Court.
- Attend and observe Baronial council meetings. If requested by the Seneschal, act as moderator for any discussions and/or chair the meeting.
- Represent the King and Queen as the primary authority of law in the land. Be responsible for upholding the law and the word of the Crown, including dealing with banishments, announcing Law changes and decisions of the Crown.
- Remain in contact with the King and Queen, to determine any requirements for Royal visits, etc. Direct the Seneschal regarding event and calendar requirements for Royal visits.
- Represent the group to the Kingdom. Appear as the Group's formal representative at Kingdom Court. Represent the wishes of the group to Their Majesties in relations to Kingdom Law, Kingdom decisions that affect the realm and the Barony (eg: Kingdom event bids, etc).
- Represent the group to the real world. Receive and approve any requests for demos, maintain good public relations, and be aware of events, arts council and similar activities, and other festivities that the group can participate in. Liaise with the Seneschal to determine whether these events fit into the group's calendar.
- Represent the Crown in the appointment of group officers. Liaise with the Kingdom officers to determine suitable and acceptable office holders for the Barony, and with the Seneschal at times when existing office holders appear to be troubled or failing in the performance of their duties.
- Work with the Seneschal and Baronial Council to develop and carry out an effective long-term strategy for growing the Barony's numbers, activities, capabilities and enjoyment, and fostering the development of new or offshoot groups remote from the Barony's centre.
- Nurture and strengthen the Barony's culture and environment by example, and by recognising and rewarding the actions of others which have positive effects.