

# Glen Rathlin Shire Conventions

1. These conventions are to be used at all times except when overruled by:
  - 1.1. Mundane Law
  - 1.2. Corpora
  - 1.3. kingdom Law
  - 1.4. Principality Law
  
2. **Meetings**

There will be two types of meetings held:

  - 2.1. The Annual General Meeting (AGM)
  - 2.2. Officers Meeting
  
3. **The AGM**
  - 3.1. The AGM should occur in October each year unless circumstances do not permit it. In which case the Seneschal will call it as soon as possible thereafter.
  - 3.2. The seneschal should announce the date of the meeting one month beforehand and will call for any agenda points for inclusion.
  - 3.3. There will be a deadline of two weeks from the announcement for all agenda points to be with the seneschal. The seneschal will then publish the agenda in the following week.
  - 3.4. All members of SCA Inc. resident within the lands of Glen Rathlin are eligible to vote.
  - 3.5. The first motion (Motion 1) of the meeting will be the vote to allow active non-SCA Inc. members to vote at the meeting.
    - 3.5.1. Active is defined as having attended at least two practices and/or events in the preceding six months.
  - 3.6. The format of the agenda will be as follows:
    - 3.6.1. Apologies
    - 3.6.2. Motion 1 (see 3.5)
    - 3.6.3. Officer Reports
      - 3.6.3.1. Web Minister
      - 3.6.3.2. Chronicler
      - 3.6.3.3. Captain of Archers
      - 3.6.3.4. Marshal of Defence
      - 3.6.3.5. Knight Marshal
      - 3.6.3.6. Minister of Arts and Sciences (MoAS)
      - 3.6.3.7. Pursuivant
      - 3.6.3.8. Exchequer
      - 3.6.3.9. Seneschal
    - 3.6.4. Officer Elections for the following year (To take up their posts in the coming February)
    - 3.6.5. Any Other Agenda points raised
    - 3.6.6. Any Other Business
  - 3.7. Minutes of the AGM will be published on the shire mailing list.
  - 3.8. If any officer cannot attend the meeting their apologies and a written report on their activities should be sent to the Seneschal in good time before the meeting.
  
  - 3.9. **Voting Procedures**

Any post requiring elections will be declared within the Meeting announcement.

    - 3.9.1. All candidates will be listed within the meeting agenda.
    - 3.9.2. Voting will be by secret ballot.
    - 3.9.3. Proxies are to be sent to the Seneschal or to an shire officer attending the meeting. They can be by e-mail (received 24 hrs before the meeting) or by sealed envelope delivered on the day.
    - 3.9.4. A vote must be carried out even if there is only one candidate for election.
    - 3.9.5. The format of the vote will be as follows;
      - 3.9.5.1. Candidate A

- 3.9.5.2. Candidate B
- 3.9.5.3. ....
- 3.9.5.4. Candidate Z
- 3.9.5.5. None of the Above
- 3.9.5.6. Abstain
- 3.9.6. Attendees may not vote by proxy.
- 3.9.7. All votes marked ABSTAIN will not count towards the 50% majority.
- 3.9.8. A vote for NONE OF THE ABOVE is treated as a separate candidate.
- 3.9.9. The votes will be counted by the Seneschal (unless a candidate) and another non-candidate.
- 3.9.10. The elected candidate will be the one polling more than 50% of the voting populace.
- 3.10. In the event of a required officer position not being elected, further elections will be held at subsequent dates.
  - 3.10.1. Required officers are as follows
    - 3.10.1.1. Seneschal
    - 3.10.1.2. Exchequer
    - 3.10.1.3. Pursuivant or Knight Marshal or MoAS
  - 3.10.2. If by the end of the January, a required officer position remains vacant, the Seneschal will then suspend the normal election procedures and call a Meeting to resolve this issue. There will be no proxies.

#### **4. Officers Meetings**

- 4.1. All officers must attend officer meetings where at all possible. The populace may attend if they wish to do so.
- 4.2. The seneschal will call the meeting but must give at least two weeks notice of it on the Glen Rathlin Mailing List.
- 4.3. The populace and/or the officers should put any points to be raised to the seneschal at least one week beforehand and they will be included in the agenda.
- 4.4. The agenda will be published on the Glen Rathlin Mailing List five days before the meeting is to take place.
- 4.5. All decisions will be made by a majority vote.
- 4.6. The minutes will be published on the Glen Rathlin Mailing List one week post meeting.

#### **5. Officers**

- 5.1. The term of office will run from February to February.
- 5.2. If a member of the populace feels that an officer has been derelict in his or her duties they should contact that officer and try to resolve the issue. If the person is still unsatisfied they should then contact the seneschal with their concerns who will try to resolve the situation at a local level. If this fails the seneschal will then contact the relevant principality or kingdom officer.

#### **6. Shire Practices**

- 6.1. The first time someone attends a practice the fee and all loaner fees shall be waived.

#### **7. The Financial Committee will be made up by:**

- 7.1. Seneschal
- 7.2. Exchequer
- 7.3. Another officer
- 7.4. None of the above can live at the same address or be related by blood or marriage.