

POLICY LETTERS

Policy Letter #1 ("Policy Letters"): It is a fact that a group or organization may decide to establish unique policies and resolutions distinctive to their operation. In order to maintain consistency and continuity, there must be a method to codify and collate these decisions and resolutions within an archival format.

Therefore:

Policy decisions and resolutions enacted by the populace, which determine the unique operation of the Canton apart from any existing and superseding SCA rules and regulations, shall be set down in a "policy letter". Policy decisions and resolutions which come into conflict with the laws of the United States, the State of New York, the Society for Creative Anachronism (SCA), the East Kingdom or the Crown Province of Ostgardr shall be superseded by the aforementioned laws and regulations. Unless stated in the "policy letter", there are no "grandfathering" provisions. The decisions and resolutions shall take effect on the date they are enacted.

Approved and enacted by officer quorum on May 3, 2007.

Policy Letter #2 ("Policy Letter Review"): The Canton Officers will review all operational policies for possible revision every [two \(2\) years in](#) September. ~~Suggested revisions shall be voted upon in October.~~

Any paid member may petition the Officers to change a Canton policy. Said petition must be made in writing to the Seneschal at least 2 weeks prior to the September meeting. Electronic mail is acceptable.

Petitions will have the following information:

- Member's name, (both modern and SCA'dian)
- Membership card number and expiration date,
- Proposed change.

All suggested revisions put forth by the Canton Officers and general populace shall be published in the Canton e-mail forum, the Canton website and Canton newsletter (if active) prior to it being discussed and voted upon at a general Populace meeting (also known as Commons).

Approved and enacted by officer quorum on May 3, 2007.

Policy Letter #3 ("Meetings"): General Populace meetings (also known as Commons) will be held at least four times a year. Dates, times, locations and directions will be published in the Canton e-mail forum, newsletter (if active) and posted on the Canton web site prior to the meeting.

There are no requirements for any other type of meeting. Officer meetings may be held at their discretion.

A quorum must be present at any type of meeting for official business to be discussed and voting to occur.

Approved and enacted by officer quorum on May 3, 2007.

Policy Letter #4 ("Quorum"): A quorum in Brokenbridge is defined as being the presence of [the Seneschal and twoat least \(2\) of the required officers](#) following officers: [Exchequer, Knight Marshal, Herald, Minister of Arts and Sciences, and Webminister.](#)

Approved and enacted by officer quorum on May 3, 2007.

Policy Letter #5 ("Voting"): Voting on Canton policies and vacant officer positions must be done in person. Proxy votes are not allowed. Only paid members may vote.

Non-paid members may take an active role in all other Canton business and activity.

Approved and enacted by officer quorum on May 3, 2007.

Policy Letter #6 ("Elections"): Individuals who wish to serve as officers will:

1. Send a letter of intent to the Seneschal one (1) month prior to the date of elections. The letter of intent will include the member's name (modern and SCA), [the office that they are running for](#), membership card number and a copy of their membership card as proof of membership. [Letters can be delivered in-person, through a mail service, or through electronic mail. Only "hardcopy" letters are acceptable.](#)
2. The names of all candidates will be published in the Canton e-mail forum, Canton website and Canton newsletter (if active). If a condition exists that prevents the election from being published, the election shall be postponed until all

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requirements are met.

3. Candidates that run for an Officer position unopposed must still be voted upon by the paid members of the Populace. This gives the Populace the ability to approve or reject a single candidate who wishes to fill an Officer position. Should the Populace vote to reject such a candidate, the process of holding a new election will begin immediately if the position is required by Corpora or East Kingdom Law. In the interim, the Seneschal will make provisions for the performance of any duties of the office required by kingdom law or Corpora.

4. Officer positions which are not required by Corpora or East Kingdom Law may be left vacant.

5. A closed ballot process shall be used to conduct Officer elections.

6. Paid members submitting ballots must show proof of membership.

Approved and enacted by officer quorum on May 3, 2007.

Policy Letter #7 ("Officers"): In order to hold an office in Brokenbridge, individuals must demonstrate a residency of at least six (6) months in the Crown Province of Ostgardr. Residency will be determined by the "best available proof".

All officers must step down every two (2) years in October. Officers may run for re-election. There are no limits to the number of terms a person can hold in an Office unless dictated by Corpora, East Kingdom law or Provincial law.

Outgoing officers will may become a deputy until January-April to facilitate continuity and training unless another is available and willing.

All candidates for the office of Seneschal must have previously held an office in the SCA, either as an elected officer or as deputy to an elected officer.

Approved and enacted by officer quorum on May 3, 2007.

~~**Policy Letter #8 ("Funds"):** Authorization to spend Canton funds must be approved by a quorum of Officers.~~

~~In the case of Autoerats preparing for events, the Autoerat will work with the Exchequer after initial consultation with the Officers and the approval of an event bid. Reimbursement of moneys spent for an event may only be made within the structure of an approved event bid. Autoerats who decide to work outside of an approved event bid assume personal financial liability. Modifications to event budgets must be submitted and approved. Further, as many event budgets are dependent upon paid RSVP's, weather and possible unknown last minute conflict with other Kingdom events, the autoerat is responsible for controlling costs by closely coordinating expenditures with the Canton Officer corps every 2 weeks. Autoerats who fail to do this may assume personal financial responsibility.~~

~~Approved and enacted by officer quorum on May 3, 2007.~~

~~**Policy Letter #9 ("Autocratting an Event"):** The Autoerat must have previous verifiable autoeratting experience. This requirement may be waived by quorum vote of the elected officers.~~ New autocrats must have an experienced co-event steward ~~from within the Canton~~. This requirement may be waived by quorum vote ~~of the elected officers~~. ~~If waived, the approved "out of area" individual will serve as a mentor only~~. Official business decisions regarding the event must then be made by the Canton officer corps a quorum in coordination with the new autocrat.

~~Autoerats must be approved by a quorum of officers.~~ The Autocrat will keep the Seneschal informed on event progress each month. The final event report must be given to the Exchequer and the Seneschal no later than one (1) month 15 days after the end of an event.

Approved and enacted by officer quorum on May 3, 2007