APPENDIX: PROPOSED IMPERIAL CHANCELLOR'S MANUAL {Committee report}

{proposed manual begins}

This manual is for the Imperial Chancellor and the Imperial Estates General only. Chartered subdivisions may use any parliamentary procedure they see fit so long as the fundamental rights of their Estates are conserved. Of course, anyone may take and use ideas from this manual. Its format is a bit unorthodox, being taken from a series of formally unrelated writings. Nevertheless, an Imperial Chancellor should find this to be a useful guide.

PURPOSE

The Empire is vast. As many as one third of all votes cast at a meeting of the Estates may be present by proxy. In order to conserve the rights of all Estates to participate in our democratic process, the following rules are promulgated. As used below, the "government" refers to the Imperial Crown and its Ministries. The "Estates" refers to the Imperial Estates General.

MEETINGS:

The rules below are designed, among other things, to allow Estates who cannot attend (often for reasons of geographic inconvenience) to send their proxies with confidence. Nevertheless, all Estates should be afforded an opportunity to attend. Each Kingdom should rotate as host for the meeting of the Imperial Estates General. That means that no Kingdom should host a meeting before all others have done so at least once since the last meeting held in the Kingdom in question. At the Chancellor's discretion, meetings may be held in other chartered subdivision, but rule of seniority applies. No chartered subdivision may host a meeting so long as there is a greater chartered subdivision which has not done so at least as many times. In general, areas with a greater cluster of chartered subdivisions (e.g., as of this writing, the West, which boasts four Kingdoms to the East's one) will host more meetings than those areas with lesser clusters. Nevertheless, if the rotation is observed, all such areas should see a meeting with some regularity, if not frequency. The place of the meeting should be announced through official Imperial channels, including the newsletter, at least 60 days prior to any meeting, unless the meeting is a special meeting (not at a regular date set in the Bylaws) in which case the place should be announced as soon as is practicable and if it must be less than 60 days in advance, as close to 60 days as possible.

AGENDA: FORMAT AND PROCEDURE

The Agenda is the notice to all Estate Holders regarding what is to be discussed at the meeting. The Agenda should be in enumerated outline format for easy reference. The format of the Agenda should be as follows:

1. Cover: This should include the date, time, and place of the meeting, as well as scheduled breaks and available accommodations. Directions should be given to the location. This is the page on which the Chancellor should advise the Estates of any special rules which might apply to the meeting. Also, the Chancellor should list what is being included in the Agenda packet, including all attachments and exhibits. A sample cover letter (from November 1997) is appended hereto as Exhibit A. In general the meeting site should alternate among the major areas of the Empire. As of this writing, every meeting in the history of Adria has been held in the West. Eventually this will change. If the Chancellor does the job properly, those who cannot travel to a distant meeting may send proxies with confidence.

2. Roll Call: Estates and proxies in attendance are counted. If a quorum is established, the meeting may commence.

3. Approval of Minutes: The minutes of a given meeting should be officially published in accord with Imperial policy soon after the meeting is concluded. An example of Imperial Policy regarding publication has been to submit copies of said minutes to all Crowns (for further distribution), either electronically or by

hard copy, and by posting the minutes on the official website. Estate holders are encouraged to submit corrections to the minutes by the submission deadline for the next agenda. Any corrections submitted by deadline should be attached to the agenda along with the minutes of the previous meeting. Additional corrections, of course, may be submitted at any time, as the goal is an accurate record. Any corrections submitted after deadline shall appear on the agenda for the following meeting. At a given meeting, the minutes of the previous meeting, as well as any corrections, shall be presented as corrected for approval by majority vote. Corrections to previous minutes shall become part of the minutes of the current meeting.

4. Bylaw convention: Since the reunification of the Imperial Estates General of February 1999, there is no longer a need to summon a Bylaw convention in order to amend the Bylaws. {Any Bylaw sections making reference to Bylaw conventions are a relic of our former bicameral government}.

5. Banking and Post Office Resolutions: If necessary, this would be the appropriate time to adopt any resolutions regarding doing business at a bank or opening a Post Office Box. In fact, any business-related resolutions could be dealt with at this point, so long as they are outlined in the agenda.

6. Government Reports: This is the section in which the various Ministries, the Imperial Crown, and the Churches make their reports. Within these reports, proposals may be made, including manuals (which may be attached as appendices). These may be acted upon immediately as if they were old business. It is often wise to present manuals in sections rather than having them live or die as a whole. The agenda should reflect how a given proposal is being made. All reports should be made in writing so that proxies may benefit from them. Reports should be submitted to the Chancery by the same deadline as all other agenda submissions. True emergency items are dealt with below. Non-budgeted expenditure items shall be presented for approval during the Steward's report. In the section for the Steward's report, the Agenda shall clearly direct the Estates to official government sources where any late non-budgeted expenditures (those which were made after the submission deadline) would be published so that the Estates will be able to vote on their approval even though they do not appear in the Agenda itself.

7. Emergency Items: By 2/3 vote, the Estates may take up an item without prior notice and without it even being on the Agenda. Such an item shall be treated as an action at a meeting at which notice was waived (Article VI.G.). If the item passes, it shall appear as Old Business at the next meeting for reconsideration. If the item fails, no further action shall be taken. This is also the section during which the Estates would consider any late non-budgeted expenditures which were made prior to the meeting but which did not get published in official sources (due to being made at the last minute). Any expenditure that is approved must still be reconsidered at the next meeting as part of the Steward's written report. If expenditure is disapproved, no further action shall be taken with regard to that expenditure.

8. Writs: Imperial Crown Writs are presented for approval. Those Writs which were issued timely prior to the agenda deadline should be set forth in full (with manuals and lengthy items being attached as appendices). Since all published Writs must be submitted for approval (unpublished Writs have no effect), the Agenda shall clearly state in this section that all Estate holders should check official government publications for any late Writs issued prior to the meeting but after the submission deadline, so that they may vote on whether to approve them. The Agenda should give specific information reasonably calculated to direct the reader to where recently-issued Writs might be found. Late Writs should be assigned titles for easy identification such that they be clearly designated in proxies. All Writs shall be submitted for approval as continuing Imperial Crown Writs unless there is notice to the contrary.

9. Charters: All charters for chartered subdivisions, domains, etc., shall be submitted for approval in the same manner as Writs (see above).

10. Committee Reports: These are reports by any committees formed by the Estates or the Imperial Crown. Committee reports shall be dealt with in exactly the same fashion as government reports (above).

11. Old Business: Old business is business which was either New Business at a previous meeting, or which is related to former New Business (i.e. alternate proposals on the same issue). Old Business also

includes items for reconsideration that had been acted upon without notice at the previous meeting. Old Business remains Old Business and will appear on Agendas meeting after meeting until acted upon. "Acted upon" means that the item of business has passed or failed. If there are alternate proposals on the same issue, they remain Old Business until they either pass or fail. The only exception is where the Estates specifically set aside an item that has been acted upon for review at a subsequent meeting, in which case the matter remains Old Business until the Estates finally dispose of it. All items of New Business, even if considered early (see below) shall appear as Old Business on the next Agenda. Reconsideration items have priority and should be clearly designated.

12. New Business: New Business refers to items which were not in the last Agenda and which are not identified as items 1-10. They are placed on the Agenda by being sponsored by two members of the Imperial Estates General (Article VI.F.d.i.). Please do not be lenient in this regard. The agenda can be flooded with items if co-sponsorship is not strictly enforced. Items of New Business are not to be considered at the meeting at which they appear, but rather are for the body's review. This allows time for alternate proposals to be made. It may be that the Estates will wish to act on an item of New Business immediately. It takes a 2/3 vote to even consider an item of New Business (being treated like a waiver of notice pursuant to Article VI.G.). Items of New Business that are not considered automatically become Old Business for the next meeting. Items of New Business that are considered will also automatically become Old Business for the next meeting for the purpose of reconsideration in accord with the spirit of Article VI.G. The net effect of this is that the turnaround on legislation can be a year or more if it is not an emergency or sponsored by the government or a committee. This is as it should be. Actions of a non-emergency nature in a functioning organization should be well considered.

13. Approval Items: This actually may be divided into several sections based on topic. Approval items include: approval of the Consent Calendar, approval of proposed Protectors of the Dream, approval of a successful Reign, approval of candidates for Imperial Crown, approval of new Ministries per Article VII.A., setting an additional meeting on a date other than those set forth in the Bylaws, etc. This category is basically a catchall for things that do not fit anywhere else. Approval of the Consent Calendar will generally be the last approval item. Approval of candidates for the Imperial Crown will be conducted at the July Estates Meeting (as the deadline for declaring intent to run is July 1). As July 1 is after the submission deadline, the Agenda should direct the Estates to official government sources to see whom the candidates are and what their platforms are.

14. Announcements: This section is for reports from those other than members of the government or committees. Insofar as is possible, these should be submitted in writing by the submission deadline, but if there is time, nothing prevents folks from making appropriate announcements prior to adjournment.

15. Adjournment.

AGENDA: PREPARATION AND DISTRIBUTION

Agendas are crucial. Without them, meetings are chaos, and proxies are disenfranchised. It is up to the Chancery to make sure Agendas are comprehensive and well-distributed.

Meetings of the Estates are set on certain dates by the Bylaws. Additional meetings may also be called. As far as the fixed meetings are concerned, the Agendas should be out thirty days before each meeting. To allow good preparation of the Agenda, submission deadlines for reports, alternative proposals for Old Business, minutes corrections, announcements, and New Business should be thirty days before that. With regard to any additional meetings, these are called by the Imperial Crown or members of the Estates for special purposes on 60 days notice (unless notice is to be waived). The Agenda should be limited in consideration of those special purposes, and the submission deadline should be 45 days before the meeting. In a meeting where less than 60 days notice is given and notice is proposed to be waived, do the best you can to establish reasonable deadlines under the conditions.

You may get some lengthy proposals. For the most part, the Agenda should be in enumerated outline form. Lengthy proposals can be attached as appendices and referenced. Each item should be clearly identified by type of action being requested (e.g. "Bylaw change," "proposed Writ," etc.) The Chancellor may even indicate what vote is required to pass the item (majority, 2/3, unanimous, etc.).

Minimum distribution of the Agenda is accomplished by transmission to all Crowns of all chartered subdivisions or, as in the case of web published agendas, notification of distribution availability and location. Agendas should be accompanied by a written admonition to each Crown to further distribute the Agenda to all Imperial Estate Holders in that Crown's chartered subdivision. The admonition should include an indication that the members of the Imperial Estates General are set forth in Article VI.A. and include the Imperial Estate, the Estates Royal, the Estates Major, and the two senior Estates Minor. It is advised that the Imperial Chancery also keep a list of all the Imperial Estates General for reference. While the Bylaws do not require it, the Chancellor should consider posting the Agenda on the web and electronically distributing it to as many Imperial Estates as possible. The Chancery may consider direct mailing of Agendas when it deems it appropriate. Estates holders may request and receive, upon prepayment of associated costs, direct mail copies.

CONDUCTING MEETINGS: GENERALLY

Below is a sample letter that described conduct at the Imperial Estates Meeting of November of 1997 (with some editorial changes to make it generic and to put it in compliance with the above rules). It sums things up nicely. The Chancellor may consider including such a letter in the cover page of the Agenda.

Rules Regarding the Meeting (Sample)

The agenda is large, but with a degree of professionalism and efficiency, we shall get through:

1) Come in garb. This is a serious meeting. Any weapons must be checked with the Sergeant at Arms, who shall be appointed by the Chancellor.

2) Only Agenda items will be considered (including late-published Writs and non-budgeted expenses). New Business will not be considered, only reviewed. This rule may be suspended for a given item by 2/3 vote, but any item which is considered by suspension of this rule, and which is approved by the Estates, shall be reconsidered at the next Estates Meeting as Old Business.

3) Debate will be handled in an expedited manner. The author will present his/her proposal. If any are opposed, they shall caucus for two minutes. A spokesperson for the opposition will summarize the points against. The author, or volunteer designated by the author, shall rebut. Where there are multiple proposals on the same issue, each proposal will have its turn at the debate procedure before we vote on any of them. After debate is concluded, we shall proceed immediately to a vote. The author, in the initial presentation, may present all of the proposal at once, or may present it in bits and pieces. For example, a manual may be proposed in sections. This is at the author's discretion, moderated by the discretion of the Chancellor. As action items are published well in advance, it is expected that lobbying and debate has already occurred prior to the meeting. Nevertheless, in the rare cases where certain items seem to need additional debate, those items shall be moved to the end of Old Business to be addressed with longer caucuses, individual speakers, or a committee of the whole as seems appropriate to the Chancellor.

5) The agenda is closed. No amendments will be allowed. Counterproposals/amendments may be submitted for the next meeting in accord with the procedure outlined in #6. No tabling will be allowed either; however, failed items may be referred to committee for redrafting and resubmission at some later point. This rule may be suspended by 2/3 vote, but any amendments will be treated as non-agenda proposals (see #2 above) and will be subject to reconsideration as Old Business at the next Estates Meeting.

6) Voting: Items on the agenda need not be moved and seconded. They are on the agenda because they were placed there by the government, a committee of the Estates, or by two members of the

Estates. This is sufficient sponsorship, and no time need be wasted on the formality of moving and seconding. Each agenda item will be automatically dealt with in turn. Alternative proposals on the same issue will be taken up together. After debate, each proposal or set of proposals may be subject to up to three votes:

1st Vote: *If there are multiple proposals on the same issue, the Chancellor shall narrow the proposals down to one using nomination procedure. Voting in favor of a proposal at this point does not mean you like the proposal. It could mean that you only dislike it less than any of the others. Of course, if you truly hate them all, you can abstain.*

2nd Vote: *Once the issue is narrowed down to one proposal, the Estates vote on that proposal. The vote is yes, no, or abstain. If the proposal passes, there is no further voting.*

3rd Vote: *If the proposal fails, the body votes as to whether to refer the issue to committee for redrafting. This is done by majority vote, and is called a "resolution." The Estates "resolve" that they like what the proposal was trying to do, even though they didn't like the proposal. The committee will be composed of the author, the opposition spokesperson, and/or any volunteers. A proposal which is withdrawn by the author may be presented for "resolution" and referral to committee at the author's discretion moderated by that of the Chancellor. There will be no roll call votes, unless the body demands it by acclamation.*

7) The above procedure is rigid, more rigid than might be comfortable. For that, I apologize. The procedure is to ensure that we get through all the business in the short time allotted. Also, it is to *ensure* that we don't switch the ball on those sending proxies. On the other hand, there may be some important items requiring less stringent application of the above rules. Suspension of the rules may be called for at any time by 2/3 vote or by acclamation of the body.

8) Proxies must be carried by a live person in attendance at the meeting. Written proxies are preferred, but are not required. Any means may be used to manifest the intent of an Estate Holder to have a proxy held by a person in attendance, so long as those means are clear and unequivocal. Proxies may be open (allowing the holder to vote your vote freely) or specific. Specific proxies should refer to each proposal by number and show whether you wish to vote yes, no, or abstain. For proposals on which you would vote no, indicate whether you would like the matter to go to committee if the proposal fails. With regard to manuals, Bylaw proposal packages, or other lengthy proposals, you can vote on each of them as a whole, or by section. It is even ok to say, "I like the whole manual except for section 2.a." Whatever is easiest, as long as it is clear. If sending proxies by courier, you may even wish to mark right on the agenda and the proposed manuals and bylaw packages. Any questions? I can be reached at [number]. At the meeting, I can be reached at [number].

[End of Sample Letter]

CONDUCTING MEETINGS: GENERAL PROCEDURE

Rules of Order: We have tended to use a form of Robert's Rules, although what follows is clearly a deviation. Call these rules the Adrian Expedited Rules of Order. Some changes have been made with regard to majority/supermajority requirements and debatability.

Consent Calendar: By the time of the meeting, the Chancellor should have prepared a list of items that the Chancellor thinks are likely to pass unanimously. At the beginning of the meeting, the Chancellor shall communicate the list to members of the Estates. The Chancellor then shall give the Estates sufficient time to review the list (usually until after the first lunch break). This is called the review period. During the break, the Estates will come forward and indicate if they have any objections (or if they carry proxies which have objections) to any items on the Consent Calendar. One objection is sufficient to remove the item from the Consent Calendar. Once all objections are in, the revised Consent Calendar will be read to the Estates. If a Consent Calendar item comes up before the review period is over, the Chancellor will simply solicit objections to that item at that time. If there are none, the item remains on the Consent Calendar. After the review period, it is not too late to lodge an objection. As the meeting progresses, Estates may

continue to lodge objections as Consent Calendar items come up in the normal course of the Agenda. Those items that receive objections are debated and considered normally. Those that are not, remain on the Consent Calendar. When the point is reached where it is time to consider the Consent Calendar itself (usually the last approval item, see #13 of AGENDA: FORMAT AND PROCEDURE), the list of items remaining on the Consent Calendar is read. Items to which last minute objections are raised are debated and considered normally. The remainder of the items stay on the Consent Calendar and automatically pass.

Consideration: Agenda items are considered without the necessity of "moving and seconding." Other motions require a motion and a second (except the privileged motions see below).

Voting: Whenever a motion is on the floor, the Chancellor will ask if there is any opposition. If there is none, the motion passes without a vote or further debate. If there is any opposition, the matter is debated and considered normally. In general, all motions require a simply majority to pass, unless they implicate the rights of the Estates (waiving of notice, suspending of rules, amending Bylaws, etc.), in which case they require a supermajority (2/3).

Abstentions: "Abstaining" from voting means the Estate isn't voting. For the item in question, it is as if the Estate is not present at all (except for counting quorum). A vote may be unanimous if the only votes cast are "ayes" and "abstentions."

Upgrading/downgrading proposals: At the discretion of the author, moderated by that of the Chancellor, a proposal may be upgraded/downgraded in terms of level of law. For example, an Imperial Crown Writ may be presented for approval as an Imperial Estates Writ (upgrade) or even a Bylaw addition. Conversely, a proposed Bylaw change, which seems to lack the votes it needs to pass, may be submitted as a "guideline not rising to the level of law," or an "authorized deviation from the law," or even a non-binding "resolution" (downgrade). Proposals which pass as upgrades or downgrades from what is set forth in the Agenda shall be reconsidered at the next meeting (since they are essentially new, non-Agenda items). The way to avoid this is to submit alternate proposals at different levels of law).

Withdrawal of proposals: Proposals may be withdrawn by their author unless there is objection from the Estates. Once the matter is on the Agenda or on the floor, it belongs to the Estates and may not be withdrawn over objection.

Typos: Typographical and other clerical errors may be corrected on the floor by the Chancellor or by the author of a proposal without the necessity of formal amendment.

Chancellor's power to come up with language: Some proposals use inexact language. The Chancellor has the power to clean up language of proposals to make it appropriate to the Law.

Debate: Expedited debate procedure is described in another section. New Business should not even be read unless it is certain there is time. The Imperial Crown may exercise its prerogative to speak on any topic at any time. Where debate is conducted with individual speakers, the Chancellor may choose to recognize speakers in an order based on the timeliness of their getting the Chancellor's attention (e.g. raising a hand to be put on a speaker's list). Another method would be to allow all the Estates to speak once in reverse order of precedence. Only members of the body may address the body, except non-members giving solicited reports, and invited guests.

CONDUCTING MEETINGS: PARLIAMENTARY PROCEDURE

Primary motions: These are the proposals. If they are on the Agenda, they require no moving or seconding. Non-agenda proposals require a suspension of the rules (2/3 vote) to be considered, but thereafter require no motion or second (as obviously, a supermajority wishes to consider the matter). Under this system, motions to approve (or disapprove) items are no longer necessary.

Secondary Motions: These are the motions that affect primary motions, and therefore have priority. Some motions that are available from Robert's Rules are specifically disfavored, as indicated below. Some have been modified to a small degree. In order of priority, the secondary motions are as follows:

1. Objection to consideration of an item: This is a motion to not consider an item at all. It is not debatable and requires a 2/3 vote. For our purposes, it is a useless motion and is usually used for parliamentary power plays. The Chancellor should simply rule such a motion out of order.

2. Motion to End Debate: Using expedited debate procedure, this almost never comes up. If the forum has been opened up to regular debate, it can be a problem. If there is a motion to end debate, the Chancellor should see if there is objection. If there is (because someone wants to add a point which was not previously raised), the Chancellor may simply make a quick head count as to how many folks still wish to speak, and then let them speak (essentially ruling the motion to end debate out of order, but limiting debate to those who knew they had something to say). Motions to end debate should be extremely disfavored as they are designed to stifle debate when people still have things to say. If the Chancellor entertains such a motion over objection it requires a 2/3 vote and is not debatable. If such a motion passes, the body proceeds immediately to vote on the underlying proposal without any further discussion. By the way, the Chancellor has the right to politely interrupt a speaker who is just repeating things that have been previously said.

3. Motion to Limit Debate: Limits on debate may be based on time (total time and time per speaker). Such a motion requires a 2/3 vote, and is not debatable. A motion to extend debate beyond a previously set limit also requires a 2/3 vote and is not debatable.

4. Motion to Table Indefinitely: This is a motion to put a proposal on the table and keep it there until the body is ready to raise it from the table. The Chancellor should almost never entertain such a motion. Better to vote on a proposal now and have it pass or fail than banish it to the table. Since we have the mechanism to refer matters to committee (which essentially tables the matter to the next meeting anyway), a motion to table indefinitely is usually superfluous. An exception is a proposal that is not easily subject to a referral to committee, such as the approval of a retirement title for a member who is currently unavailable and may be unavailable for some time. In such a rare circumstance, a motion to table indefinitely might make sense. If entertained, this motion requires a majority vote and is debatable.

5. Motion to Table Definitely: This is a motion to put a proposal on the table for a definite time (usually to the next meeting). The analysis of this motion is the same as for the motion to table indefinitely.

6. Motion to Amend: As an amendment entails submitting a proposal that is not on the Agenda, it requires a suspension of the rules (2/3 vote). In general, drafting on the floor is EXTREMELY disfavored as it burns up so much time. Few things are quite so urgent. There is an animal called a "friendly amendment." This is where an Estate Holder suggests to the author that the proposal be withdrawn and resubmitted with some minor changes. If there is no objection, this can be allowed, but any amended proposal that passes will be reconsidered at the next meeting. An amendment that is not accepted as "friendly" simply becomes an alternate proposal. The proposals are winnowed out using nomination procedure (see next).

7. Nomination procedure: Where there are several proposals dealing with the same issue, the Chancellor submits each proposal to a vote of the body. Each member may vote once. After the votes, all proposals except the two which received the most votes are eliminated. A run-off is then held between the two proposals, and the winner is the one that is then considered by the body. It will either pass or fail, and that will dispose of all proposals on that issue. It is called nomination procedure because a very similar procedure is used when electing people to an office. Nominations are opened (usually by the Chancellor, with no motion being necessary), and Estate Holders then make nominations. Nominations continue until they peter out (at which point, the Chancellor closes nominations, with no motion being necessary so long as there is no objection). An election is then held among the nominated folks in the manner indicated earlier in the paragraph.

8. Motion to Refer a Matter to the Committee of the Whole: The Chancery may often decide to do this on its own without the necessity of a motion if a proposal seems to require extra informal discussion. A Committee of the Whole is an informal rap session among the Estates. Referral is almost always for a definite period of time. If the motion is entertained, and there is an objection, the motion requires a majority to pass, but is not debatable.

9. Motion to Refer to Committee: Since we have an automatic committee referral system, this is almost always out of order. If entertained, it requires a majority vote to pass and is debatable.

10. Division of the House: This is the motion to have a roll-call vote. This can be requested by anyone. The Chancellor should accommodate such a request for any vote where a record is desirable (e.g. banishment of a member) or where the vote count is in doubt. Otherwise, it is a waste of time, and the Chancellor may rule the request out of order.

11. Motion to consider Agenda item(s) out of order: This only requires a majority vote, but the Chancellor will usually accommodate a reasonable request to do this without a vote, if there is no objection. This should not be confused with a motion to suspend the order of the day (which completely trashes the Agenda and allows the proposals to be taken up in any order, usually at the Chancellor's discretion). This body really doesn't have much use for a motion to suspend the entire order, and the Chancellor should simply rule such a motion out of order. In general, the Chancellor has the power to deviate from the order of the Agenda where the situation and common sense makes it appropriate, even in the absence of a motion to suspend the order of the day.

Tertiary Motions: These are the motions which have to do with the operation of the meeting itself and thus have priority over Secondary and Primary Motions. The are presented in Adrian order of priority.

1. Motion to Appeal the Decision of the Chancellor: Any decision of the Chancellor may be appealed by a majority of the Estates. This is important because as you have seen above, the Chancellor is encouraged to streamline procedure and rule many motions out of order if they seem to be superfluous, dilatory, or to be slowing things down. This motion is debatable.

2. Motion to Suspend the Rules: Requires a 2/3 vote and is not debatable. Basically, it allows 2/3 of the body to suspend the relatively rigid rules set forth herein.

3. Motion to Recess: As recesses are almost always built into the Agenda, this is almost always out of order, unless there is real good reason. Passes by majority vote, if entertained. Debatable.

4. Motion to Adjourn: As adjournment is also built into the Agenda, this too is almost aways out of order (in direct contradiction of Robert's Rules). Passes by majority vote, if entertained. Debatable (also in direct contradiction of Robert's Rules).

Privileged Motions: These motions are personal in nature and involve fundamental rights. They require no vote and take priority over everything.

1. Point of Order: The Estate Holder simply gets the Chancellor's attention by saying "point of order." The Chancellor responds by saying, "State your point." At that point, the Estate Holder explains a point of parliamentary procedure which is relevant to the proceedings. This is usually used to guide or correct a Chancellor who is about to make an error, or to assist a Chancellor whose control has slipped. The Chancellor makes an immediate ruling on the point of order.

2. Point of Law: This is the same as a point of order, except it deals with a point of law instead of parliamentary procedure.

3. Point of Clarification: No Estate Holder should make a decision without being fully informed. This motion is used to ask a question, or to correct a misunderstanding regarding the current motion.

4. Point of Personal Privilege: "Excuse me, I have to go to the rest room."

LEVELS OF LAW
(an explanatory letter to the Estates written in 1997 and modified for this manual):

Good Folks:
In my cover letter to the agenda, I forgot to discuss what sort of actions we will taking. Following are some definitions. A copy will be handed out at the Meeting:

Majority: If it doesn't say otherwise (in our rules or in the Rules of Order we happen to be using), approval of anything takes a majority vote.

Imperial Crown Writs: Writs may be made by the Imperial Crown, but they are subject to the approval of the Imperial Estates General. Without approval, they may not continue. For so long as they continue, they are subject to modification or cancellation by the Imperial Crown. All Imperial Writs expire at the end of an Imperial Reign, unless the succeeding Crowns extend those Writs (often done as part of the Coronation Ceremony).

Estates Writs: Imperial Estates Writs are Writs passed by a simple majority of the Imperial Estates General. They do not expire, nor may they be modified or canceled by the Imperial Crown unless the Imperial Estates Writ explicitly so specifies. They may be modified or canceled by a majority of the Imperial Estates General. Imperial Estates Writs may not conflict with the Bylaws, of course. The purpose of Imperial Estates Writs is to create a level of law which is more flexible than the Bylaws to accommodate growth in the game. Examples of Imperial Estates Writs are appended to your Bylaws (including manuals and the sections on the Churches of Adria). Incidentally, the Royal Estates of a Chartered Subdivision have the power to enact Royal Estates Writs as well, so longs as such are not in conflict with the Imperial Bylaws, or the Royal Codicils. Estates Writs often start life as Crown Writs (Imperial or Royal) and are subsequently elevated by the Estates.

Case Law and Minutes: The Chancellor should be responsible to make sure that all chartered subdivisions have a copy of all the cases and minutes, with updates as necessary. As of this writing, nearly all cases (excepting for example, the trials of Sir Knighthawk, et. al) are emergency cases, and have only persuasive (as opposed to binding) effect. In other words, they represent current customary law, subject to being overturned by just about any authority. Nevertheless, the cases have stood the test of time, for the most part.

Authorized Deviation From Law: In 1996, the Imperial Estates invented a new concept. We adopted the 1996 Manual of Arts and Sciences as an authorized deviation from the law for playtest, and it was so reflected as an Imperial Estates Writ appended to the Bylaws. The 1992 manual remained the law. This legal concept increases our flexibility.

Guidelines Not Rising to the Level of Law: In 1996, the Imperial Estates created another legal concept. The Judges Handbook (incomplete), and the Herald's Handbook were adopted by Imperial Estates Writ as Imperial Approved Guidelines. They are not law, which means that no one HAS to do what is suggested in the manuals. On the other hand, the Imperial Estates determined that if you follow the approved guidelines, you couldn't go wrong. Also, the Imperial Estates authorized the publication of those manuals through the Hospitaler's office (although the copy cost might be charged to the requesting member). Speaking of the Hospitaler, it might be mentioned that the Hospitaler's office has evolved. The Hospitaler is now responsible for the distribution of Imperial manuals and official information to all regions and to new members (and authorized to charge and collect the reasonable expense of that function to the members who receive service: postage, copies, etc.).

Warrants of Appointment: Canton Viceroys are granted their authority through these (Article IX.D.11.b.).

Imperial Ministries: Pursuant to Article VII.A, the Imperial Crown may create Ministries not set forth in the Bylaws, but they are subject to approval by the Imperial Estates General.

Imperial Candidates: Subject to the approval of the Imperial Estates General.

Imperial Charters: Subject to the approval of the Imperial Estates General Charters are issued by the Imperial Crown for chartered subdivisions (Article VI.F.V.a.4.) as well as other Imperial Recognized Entities (e.g. Domains). In 1996 it was determined that the Imperial Estates General need not approve the recognition of Guilds. If approved, the Charters continue and do not expire at the end of an Imperial Reign; however they may be modified or canceled at any time by the Imperial Crown. Charters may also be granted by the Imperial Estates General as Imperial Estates Writs. Said Charters may only be modified or canceled in accord with the terms of the Charter, or by a majority of the Imperial Estates General (unless the Charter itself says that it takes more or less). As of this writing, the current chartered subdivisions which charters are Imperial Estates Writs are: Terre-Neuve, Umbria, Esperance, Tierre del Fuego, Sangreal, and York. Terre-Neuve, Umbria, York and Esperance have strict clauses in their charters which severely restrict the ability of anyone to modify their respective charters. As of this writing, examples of Domains which charters are Imperial Estates Writs are Blue Rose, Kilshannig, Kildarn, and Corsairs, all of which were approved at a joint but segregated meeting of the Imperial Estates in 1995. The actual Charters should be in the possession of the Imperial Chancellor, with copies distributed as appropriate.

Banishment: Requires unanimous approval of all voting Imperial Estates General (excluding abstentions), unless the bylaws are changed with publication waived (which only requires 2/3-- ironic, isn't it).

Other Sentences: Normally not subject to the approval of the Estates, but because of the seriousness of the charges against Phillipe, Chienne and Terrance, the sentences of the defendants were remanded for approval by the Imperial Estates General as Imperial Estates Writs. Said sentences were approved in November of 1997.

Approval of Expenses: By majority vote of the Imperial Estates General.

Bylaw Changes: Bylaw changes will need to be passed by 2/3 of the Imperial Estates General.

Resolutions: These are simply statements of intent or policy. They have no binding authority at all, but they are often guiding in that committees and ministers will often look at Imperial Resolutions to see what is expected of them. Resolutions are useful when we know what we want to do generally, but we aren't ready to hammer out the specific language yet. This is often the first step in making new law. Any body can pass a resolution, even if it doesn't have authority to pass the proposed law included in the resolution. For example, a Kingdom's Estates could pass a resolution that the Imperial Crown should give candy to all green members. While the Kingdom has no right to order the Imperial Crown to do anything, the Imperial Crown would be made aware of the Kingdom's desires. Furthermore, the Imperial Estates of that Kingdom might be persuaded to vote to pass a Bylaw in accord with the resolution at a meeting of the Imperial Estates General. So you see, even though resolutions are non-binding, they are persuasive. They pass by majority vote.

Commentary: This is language we put in the minutes of our meetings to help future generations interpret the laws we pass. By putting in commentary, our successors can understand reasons we did what we did. Any Estate can call for commentary to be placed in the minutes. Often, we will attribute comments to the author by name.

Appointment of Members Nominated for the Order of the Protectors of the Dream: This requires approval by a majority of the Imperial Estates General.

Approval of Reign: Requires a majority of the Imperial Estates General.

Sovereignty: It has often been asked what this means. It is said that Kingdoms have it and other chartered subdivisions do not. It is thought that Shires have less autonomy that Archduchies. The application of the term "sovereignty" is rooted in common sense. It is created out of tension between the

local and Imperial Governments. The more a chartered subdivision depends on the Imperium for assistance in governance, the less autonomous it is. Even sovereign Kingdoms depend on the Imperium to some degree. The Imperium also may have a desire to be involved in a chartered subdivisions affairs. A Kingdom's level of sovereignty is determined by the tension between its desire and ability to self-govern and its need for Imperial services (as well as any manifested Imperial desire to get involved in local affairs). It is a concept which arises out of dialog between local and Imperial governments.

ADVICE FOR CHANCELLORS *(An excerpt from correspondence between an outgoing Chancellor and his incoming counterpart):*

Good Incoming Chancellor:

Congratulations. You will probably be the busiest Chancellor in the history of the Game! Fortunately, your labor should mostly be pretty positive. Instead of doing court cases, and issuing opinions, your time will probably be taken up mostly with revising the Bylaws and manuals, and distributing official manuals, records, charters, cases, etc. to those who need them. You should probably start working on next year's agenda at the same time as you work on this year's minutes. They usually closely parallel. The more you do early, the less you have to do at the last minute.

You may wish to consider starting a Chancellor's manual. I have put a lot of stuff in the agenda, cover letter, and supplement which would help you start. At the meeting, I will give you, in text form on disk, just about everything you need to get started: minutes, agendas, manuals, etc. In reading the minutes and Bylaws, you will note that the Chancellor is responsible for a lot each year. You may wish to put it all in an easy-to-read handbook so future Chancellors can see at a glance what is expected of them each year. A time-table is always helpful.

In dealing with the law, I have some advice. Be minimalistic. Give no advice to anyone unless the question is formally before you in writing. Even then, make no opinion unless there is no way to refer it to a lower court in a Chartered Subdivision. If there is no way out, issue your opinion. This sort of reluctance is good for everyone. It causes the populace to respect the chain of command. If you are too free with your opinion, pretty soon, everyone will skip the middle-man and simply call you every time. Your phone will NEVER stop ringing. Also, you will step on the toes of chartered subdivisions. You should avoid that. Whenever possible, allow court cases to be handled locally, and deal only with appeals if they come. Exceptions might be court cases where multiple chartered subdivisions are involved, or where a Crown is a defendant. In Adria, a complainant requires "standing" to complain. That means that the act complained of must have injured the complainant (or the person the complainant represents, such as a squire) in some direct way. The rule is "no harm, no foul." If no one complains, there is no violation of law. It's like the tree in the forest. Predictably, this leads to a lot of local variation in interpretation of law. That's fine. For example, in some regions, the Chancellor cannot vote except in the event of a true tie, even if that Chancellor has a vote apart from his/her office (such as being a Sire). In other regions, the Chancellor has a vote in a tie AS A CHANCELLOR, even if the Chancellor has no vote normally, but if the Chancellor has a vote for a reason other than being the Chancellor, the Chancellor may vote freely! At the Imperial level, Chancellors have been allowed to vote proxies. Also, Chancellors have been allowed to give their proxy (based on a right to vote independent of the Chancery, e.g. due to being a Marquis) to one of the body to vote FOR them. This split in authority is fine until it actually causes a problem.

Similarly, every chartered subdivision has its own rule as to who the two senior Estates Minor are. All agree that a County is senior to a House, but how to determine seniority between Estates Minor of equal stature? Some go by seniority of the person holding the title (tenure-- which individual has been at the job longest). Others go be seniority of the Estate itself (which Estate has been in existence the longest. The Imperial Government has never resolved this question as of this writing as there never seems to have been a need to. The local chartered subdivisions have decided who they were sending to represent them to the Imperial Estates General, and no one has ever appealed..

The corollary of this is that if all interested parties agree, there is no problem, even if the Bylaws are technically violated. The Bylaws are what we use when we can't agree.

Sometimes, the Estates and the Crown might be in conflict. The question might arise, if a power is not specifically enumerated, is it reserved to the Estates, the populace, or the Crown. Use common sense. The Crown is the executive and deals with exigencies and administration. The Estates deal with long-term law and policy. The populace must be served in any event.

Our honeymoon is coming to an end. Get ready!

Good Chancellor:

Here is another operational tidbit. The Statute of Limitations is 30 days from the alleged offense. This is usually construed to mean 30 days after the complainant discovers the offense or should reasonably have discovered the offense. This interpretation is to protect us from the person who secretly uses his position to steal thousands without our knowledge (hypothetically, of course), or some other crime which might not be revealed until later. Folks often file charges within the statutory time to protect their rights, but delay prosecution for purposes of attempting to reach an amicable resolution. There is nothing wrong with that, unless the defendant demands immediate justice. In the last reign [of Dame Isabeau and Sir Mathghamhain], Sir Jehan ruled that the right to immediate justice was absolute, even if the defendant was not under judicial ban. You may or may not agree.

Judicial ban should almost never be used prior to trial. It is only for defendants who allegedly would use their position to destroy evidence or otherwise create irreversible abuses which must be prevented pending trial. Just sharing some tidbits as I think of them. I am sure a lot of this is familiar as you are already a Chancellor….

Good Chancellor:
It is appropriate that the outgoing Chancellor to transmit all relevant materials to the incoming counterpart. To that end, I hope you will soon receive the most up-to-date stuff, including Bylaws, manuals, cases, and Estates Minutes. If you do not already have a current set of Bylaws, once you have obtained them, I would suggest that you review the requirements of the Chancellor. There is a section devoted solely to that office. Also, Article VI sets forth the minimum number of meetings per year of the Imperial Estates General, and the notice requirements. The Imperial Chancellor is also involved in pre-Imperial War/Civil War procedure. Finally, of course, the Chancellor is involved in our justice system which is described in the Bylaws, Codex, and in case law. You've a lot of reading.

You will find that the archives include legal precedents and case law. It is your responsibility to familiarize yourself with published cases, and to make sure that those cases are well-distributed to Chancellors throughout the Empire. During your term, I am sure you will be adding published cases to the archives. The Sovereign of Arms will help you with that. You will also be updating the Bylaws (and other manuals under your jurisdiction) as they change.

XXXXXX is rifting over the charges issue. Both sides have contacted me, and have indicated that they had requested mediation. I did not solicit their contact. Both sides have agreed that due to my retirement, I would be the last choice for mediator.

I believe the issues underlying these charges must be addressed immediately. The Imperium needs to appear responsive. On the other hand, the Imperium should not appear impulsive or biased. While you review the charges for legal validity, perhaps the mediation process could begin forthwith. Usually, it starts with each side choosing a representative and proposing three candidates for mediator in order of preference. If a candidate is proposed by both sides, mediation can commence with that mediator. Otherwise, the Chancellor needs to pick one (in consultation with both sides). Picking a mediator is usually a rapid process. Mediation can usually proceed unsupervised. Mediation has some advantages. Often, issues which are not delineated in the charges are resolved. Also, during the mediation process, the Chancery has time to review the charges and prepare for trial if necessary. Thus, the Imperium can act quickly without seeming impulsive. No precipitous action is taken.

I urge quick action as the matter is already being tried on the Web and in the Internet. The rumor mill is working full time.

Perhaps the Chancery should issue a statement regarding the progress of the process. That might discourage some wild speculation….

EXHIBIT A: SAMPLE COVER

ADRIAN ESTATES MEETING: November 1 and 2, 1997

Good Gentles, Greetings!

Enclosed you should find the following:

- Agenda for the meeting

- Minutes for last year's meeting (November 2 and 3, 1996)
- Agenda for last year's meeting (November 2 and 3, 1996)
- Minutes for this year's Senate Meeting (July, 1997)
- Charges by Their Imperial Majesties against themselves for trial
- Charges by Sir Frederick von Burg against Their Imperial Majesties
- 1996 Bylaws (current law)
- Proposed Bylaw Changes [Sir Thomas]
- 1992 Steward's Manual [Terrance] (current law)
- The Rolls Manual [Terrance] (for approval as a continuing Writ)
- Proposed Manual of Combat [Sir Thomas and Sir Dave]
- Manual of Combat 1996 [Sir Frederick von Burg] (current law, for comparison to the proposed manual)
- The Physicker's Manual [Dame Lizbet] (for approval as a continuing Writ)
- Charters for Dragon Mist, Alba, AnneLynnRose, Avalon, Chesapeake, Draconia, Isenwold, Valley of Kings, Topeka, Georgia, North Carolina
- The Codex Adjudicata [Phillipe] (for comparison with current proposals)
- Arts and Science Manual 1992 [Chienne] (current law, for comparison to the proposed manual)
- Arts and Science Manual 1996 [Dame Delia von Burg] (deviation from current law authorized last year for play-test-- also for comparison to the proposed manual)
- Proposed Arts and Science Manual [Dame Katyana]
- Proposed Manual for the Ministry of Heraldry (with proposed bylaw changes) [Lord Nigel]
- The Herald's Handbook [Captain Del'Shaley] (placed for comparison only. The Agenda incorrectly indicates that it requires re-approval. It was approved last year as an Imperial Estates Writ.)
- Proposed Manual "French College of Heraldry of the Adrian Empire" [Dame Dorothea]

I apologize for the lateness of the agenda. It represents over 100 hours of preparation, and about 12,000 copies. In the Steward's report, I will present the final cost of this monstrosity, which I have paid out of my own pocket. Dame Pheonia, who has assisted me, will be presented under Miscellaneous Business for an appropriate accolade. At the end of the agenda, I have put forth some suggestions to avoid having the agenda arrive so late next year. As many of you know, I was appointed Imperial Chancellor on Labor Day Weekend. I have been playing catch-up ever since.

The Meeting of the Imperial Estates General will be from 10:00 a.m to 5:00 p.m. on Saturday November 1 and Sunday November 2. The following missive from Her Imperial Highness Katherine II will help you get there: Cahuenga Branch Library, 4591 Santa Monica Blvd. (Corner of Santa Monica and Madison), L.A. 90029 Phone: (213) 664-6418

FROM THE 101: Take the 101 [insert directions here]

FROM THE 5: Take the 5 (Golden State) Freeway to [insert directions here]

On Saturday, at 6:45 p.m., we shall have the Coronation Feast of the Their Imperial Highnesses, Katherine II and Jehan II. It shall be at the [insert directions here]

Directions to the Feast: From the 91 [insert directions here]

Breaks: Try to bring something with you to eat. Lunch will be at 1:00 p.m. for one half hour. There will be two fifteen-minute breaks at noon and at 3:15 p.m. This means that we will have only six hours each day for business. Please be prompt. This is our annual meeting. 12 hours to do a year's business is a pretty narrow margin. Remember, last year, we got through the whole agenda, but it was a little shorter, and we did not have the time constraints we have this year. Thank you for your cooperation.

{proposed manual ends}