



NOVEMBER 2008 IMPERIAL ESTATES AGENDA

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TABLE OF CONTENTS

I. CALL TO ORDER	3
II. ROLL CALL	3
III. APPROVAL OF MINUTES	3
IV. REPORTS	3
V. CROWN BUSINESS	3
CRB1. Charters	3
VI. CHANCERY BUSINESS	5
CH1. Review Imperial Budget.....	5
CH2. Judicial Decisions.....	5
CH3. Replace Rolls and Lists Manual	5
CH4. Removing a Member of the Board of Directors.....	5
CH5. Elect Members to the Board of Directors.....	5
VII. OLD BUSINESS	6
OB1. Amend Imperial Estates Writ #2, 12 Codex Adjudicata Article IV. Conduct of Judicial Courts.....	6
OB2. Amend Imperial Estates Writ 2, 12: Codex Adjudicata to Create an Independent Judiciary	7
OB3. Amend Article III.A. Number of Directors	8
OB4. Amend Article III. Board of Directors to elect Treasurer, limit terms of Board of Directors members.....	8
OB5. New Physicker Manual	9
OB6. Modification of the New Rolls Manual.....	9
OB7. Amend Chancellor's Manual III.A.5. Government Reports.....	15
OB8. Publication of Minutes of the Board of Directors	15
OB9. Plain Language Bylaws i.e.: Lex Adria.....	16
OB10. Publication of Estates Meeting Agendas	16
OB11. Define Separation duties between President & Vice President & the Imperial Crowns	16
VIII. NEW BUSINESS	17
NB1. Amend Missile Weapons Construction Manual	17
NB2. Freeze all enacting of all new legislation for one year	17
NB3. Amend Article IX.D.14. to create the title of Baron/Baroness Royal	17
NB4. Amend Article IX.D.11 to add Term/Title Lord/Lady Mayor	18
IX. DISCUSSION	19
D1. Revamp of "Noble Order of the Crown Guard"	19
D2. Amend Article IX.C. Ranks to create Fourth Level Knighthoods.....	20
D3. Changing the Voting Structure of the Imperial Estates	21
D4. Changing the way we elect our Imperial Crowns.....	21
D5. The Year Ahead	21
X. NEXT MEETING OF THE IMPERIAL ESTATES	22
XI. ADJOURNMENT	22

AGENDA

- I. **CALL TO ORDER**
- II. **ROLL CALL**
- III. **APPROVAL OF MINUTES**

Approval of the minutes of the July 2008 Imperial Estates Meeting.

- IV. **REPORTS**
- V. **CROWN BUSINESS**

CRB1. Charters

All Chapters who have not reported in a timely manner, and are not in communication to correct their deficits, and all Chapters who do not maintain the numbers for their status will be placed on the November Imperial Agenda for voluntary reduction in status. Reporting is required and not doing so makes it difficult to determine the status of the Empire. Additionally, all Chapters are required to maintain a specific number of members to establish and retain their status within Adria. This is in accordance with Imperial Bylaws. We also request that all Chapters submit, to Us directly, a copy of their Writs and Codicils for review. Once approved, the Crown of the Chapter will be notified and the documentation placed under their region on the Imperial Website. Additionally, if your current Charter does not appear on the Website, you are responsible for contacting us, in writing, to ensure that is corrected.

a. Charter Elevations

Requires 2/3rds to approve.

The Archduchy of Alhambra requests an elevation in status to that of Kingdom, having met all of the requirements for said status as detailed in Article VIII.D.1.

b. Charter Reductions

Kingdoms: Requires 2/3rds to approve. All other chapters: No action required.

In accordance with Article VIII.D.1.b.vii., the charters of the following Kingdoms are presented for revocation for failure to maintain a population of at least 100 members, as specified in Article VIII.D.1.a.ii. If revoked, a new charter shall be issued immediately reflecting the chapter's new status as Archduchies, based on the size of their current population.

- Kingdom of Esperance
- Kingdom of Umbria
- Kingdom of York
- Kingdom of Castilles

In accordance with Article VIII.D.2.b.xi., the charters of the following Archduchies and Duchies are revoked; new charters shall be issued immediately to reflect their respective status based on the size of their current population, indicated below in parentheses.

- Archduchy of Brandenburg (reduction to Duchy)
- Archduchy of Bisqaia (reduction to Duchy)
- Archduchy of Kincora (reduction to Duchy)
- Duchy of Isle De Mort (reduction to Shire)
- Duchy of New Exeter (reduction to Shire)

Note: Past Crown practice is to put onto the above lists only Chapters that are not with 10% of the target number. Any Chapter that is not on this list who is not at their numbers by the time the agenda is published for March may be put on notice for the March Estates Meeting.

c. Recognizing New Charters.

No Action Required

El Dorado-Western Texas (See Appendix 2)

Northern Border: US 60

Southern Border: US/Mexico Border

Western Border: Arizona/New Mexico Border

Eastern Border: New Mexico/Texas extending south to the US/Mexico Border.

See Map

d. Sponsorship of a Imperial Shire by a Chapter as a Canton

Requires 2/3rds to approve

The Kingdom of Umbria herein requests to sponsor an Umbrian canton known as El Dorado in the Imperial lands of Texas and New Mexico as noted below. The Canton Viceroy would be Bjorn in Gauzki (MKA Kenneth Webb). There are currently nine (9) Umbrians residing in these lands and we expect further growth over the next year.

e. Placing Shires on the Inactive List.

No Action Required

Lowenburg

Carolingia

f. Revocation of a Charter

No Action Required

Al-Wadi Al-Shadin

VI. CHANCERY BUSINESS

CH1. Review Imperial Budget

Note: Will be published separately by their Imperial Highnesses

Pursuant to Article VI.E.3, the estates shall review the Imperial budget.

CH2. Judicial Decisions

Note: Will be published separately.

In accordance with Imperial Estates Writ #2, 12, Codex Adjudicata Article IV.8.

CH3. Replace Rolls and Lists Manual

Requires majority to approve.

The Emperor will cause to be published the New Rolls and Lists Manual by September 24, 2008.

Author: HIM Sir Terrin Greyphis

CH4. Removing a Member of the Board of Directors.

Requires 2/3rds to approve

Author: President William K Haldeman(HG Sir William Baine)

Note: The Board of Directors will meet electronically within the next two weeks and will give a report to the Estates on a recommendation for this action no later than 30 days before the meeting.

- Region 3 Director: Kevin Plummer (Sir Rhydderch ap Eirwyn) – 1 year remaining

CH5. Elect Members to the Board of Directors.

Pursuant to Article IV of the Bylaws of the Adrian Empire, Inc., elect the Board of Directors for a 2-year term. Arizona Corporate Law requires President, Vice President and Secretary/Treasurer to be on the Board of Directors. Membership on the Board requires limited disclosure to the State of Arizona regarding your personal financial and legal history. Copies of the form will be available at the meeting to review.

- President: William K. Haldeman (HG Sir William Baine)
- Vice-President-Elect: Warren A. Mitchell (HG Sir Warren Anthony)
- Secretary/Treasurer: TBD
- Region 2 Director: Rita Torres (HG Dame Margarita duBois) – 1 year remaining
- Region 3 Director: Kevin Plummer (Sir Rhydderch ap Eirwyn) – 1 year remaining
- 3 directors will be elected to 2-year terms
- 1 director will be elected to a 1-year term

The following nominees have submitted letters of declaration:

Region 1

Elect one for a 2-year term, and one for a 1-year term.

- Jeffery Kout (HRM Callon Bryn Corey) (One year term only)
- Mary Ann Coe (HG Marion Leal Durius)

Region 2

Elect one for a 2-year term.

- Randy Allison (HRM Winfred Randall Llewellyn ap Alyson)
- Bill Lukey (HG Waldham Von Torsvan)
- Sherrie Gibbons (HG Dame Shahara)
- Clyde Games (HG Sir Angus Killshinnig)

Region 3

Elect one for a 2-year term.

- Janna Wince (HG Ariana RuddCatha)
- Christopher A Bayonet (HG Sir Gabriel Lennox)

In accordance with the law, the letters submitted for declaration of intent appear in Appendix 1.

VII. OLD BUSINESS

OB1. Amend Imperial Estates Writ #2, 12 Codex Adjudicata Article IV. Conduct of Judicial Courts

Note: This a rewrite submitted by the Minister of Justice.

Was OB2. Requires majority to remove from the table; majority to approve.

Amend to Read:

Once complaints have been presented in writing to the appropriate Minister of Justice ~~or Magistrate~~, the Minister of Justice shall find a member to serve as Magistrate. The Minister of Justice shall serve as the Magistrate unless the complaint is filed by the Imperial Crown, in which case the Minister of Justice shall act as the Prosecutor (see Article XXX) and not as the Magistrate. Once a Magistrate has been assigned, the ~~Minister of Justice~~ Magistrate shall have no more than 30 days to evaluate them and determine if they are legitimate charges and warrant trial, unless proper cause is submitted in writing to the Crown and Imperial Chancery that more time is necessary. If they are so determined, the following procedures shall be followed.

1. The ~~Minister of Justice~~ Magistrate shall notify the named defendants in writing. This shall be done in any of the following methods:
 - Hand delivered
 - Via fax
 - Via email
 - Via mail
 - Via phone conversation (In order to setup a meeting to hand deliver)

Notification of a vassal's Liege-Lord shall qualify as notification of the individual.

2. ~~Mediation must be attempted within 15 days of the date that the Complaint was elevated to a Charge. Mediation may be conducted through electronic media, so long as all parties are involved and the Magistrate maintains a written record. If mediation fails, or is refused by either party, the matter shall go to Trial.~~
3. Once ~~notified~~ mediation ends, the Defendant shall be informed that the date of the Trial shall not be less than thirty days of ~~this notification~~ the end of mediation unless the Defendant requests Immediate Justice. Immediate Justice shall be defined as within 30 days of the end of mediation. If the trial is to be held concurrent to a sanctioned event, the trial shall not be conducted during any scheduled activities at an event, but shall occur during breaks, before, or after the event itself.
4. The Magistrate/~~Minister of Justice~~ will then request the Defendant to choose a date for their trial, which must occur within six (6) months from the date the defendant was notified of a Charge being filed. This date must be acceptable to Magistrate/~~Minister of Justice, Crown~~ and ~~plaintiff~~ Complainant ~~as well as the Defendant~~. If a date has not been set within 4 months from the date mediation ended, the Magistrate shall have 30 days to set a trial date to occur within the remaining 2 months.
5. The Magistrate/~~Minister of Justice~~ shall select the time and place of the trial, provided Immediate Justice was not called for, in which case it will take place during the next Scheduled event. The Date, Time, and Place of this trial shall be published ~~through official channels in the Adrian Herald as well as announced at the next Crown Event, unless Immediate Justice is demanded.~~

6. If the Defendant fails to appear at the prescribed time, date, and location of the trial, they may be tried in absentia, and the Magistrate will allow any of the trial attendees to speak on behalf of the Defendant.
7. The Defendant shall be afforded every opportunity to prepare a defense. This will include but not be limited to reviewing evidence and questioning witnesses. The plaintiff shall also be afforded this same opportunity to prepare their case. This "Period of Discovery" shall continue until ~~seven (7) days~~ ~~forty-eight (48) hours~~ prior to trial at which point all witness lists and evidence lists shall be frozen and reviewed by the Magistrate. This may be appealed ~~by~~ to the Magistrate during the trial, and the opposing ~~council~~ Counsel shall have an opportunity to argue against such an appeal, after which the Magistrate shall decide if the added testimony/evidence shall be heard.
8. All open Judicial Proceedings shall be recorded by the Magistrate using an audio recording device (or equivalent). Judicial Proceedings may also be recorded by the Magistrate using a video recording device. The Magistrate shall provide a copy of all such recordings created to the Imperial Chancery. ~~videotaped, audio-taped (or equivalent), and copies of the tape provided to the Imperial Chancery.~~
9. Lastly, it shall be understood throughout Adrian Courts that the primary responsibility of the Court is to determine the Truth of the Matter. ~~That this~~ This Search for the Truth shall be the over-riding determinate in the process, and not procedure. Objections due to procedure should be discouraged if they may be used to hide or diffuse the truth.
10. All court decisions must be published as an appendix to the next Imperial Estates Agenda.

OB2. Amend Imperial Estates Writ 2, 12: Codex Adjudicata to Create an Independent Judiciary

Note: This is the rewrite submitted by the Imperial Minister of Justice

Was OB3. Requires majority to remove from the table; majority to approve.

For all Adrian Courts, Civil and Justice, Magistrates shall be selected randomly.

For Magistrates, annually, at each level and in all chapters, the Crown shall nominate candidates who are knowledgeable in Adrian Law; the Estates shall consider the nominees and may approve appointment by a majority to serve for two years. The process shall continue until three Magistrates are approved. A vacancy shall be filled by the same process to fill the term. Magistrates may be removed by a 2/3rds vote of the Estates, judicial sentence for conviction of Adrian or mundane crime, or revocation of membership. Magistrates shall be suspended during a limited judicial ban or suspension of membership. The process is repeated each year and may result in up to six Magistrates serving at any time.

For a Civil Court, the names of the former: Crowns, Chancellors, and Ministers of Justice, of the level or chapter, shall be written on cards, shuffled and drawn by the Magistrate. As each is drawn, he shall be called upon to serve, when three agree to serve impartially, they are empanelled. If three are not able or available to serve, the names of the landed Nobles of the rank of Baron or higher and the highest level of Knights available shall be added to the pool.

For a Court of Justice, the names of the landed Nobles of the level (rulers of Marches for an Imperial Court) or chapter (of the rank of Baron or higher), shall be written on cards, shuffled and drawn by the Magistrate. As each is drawn, he shall be called upon to serve, when one agrees to serve impartially, they are empanelled. If one is not able or available to serve, the names of the landed Nobles of the next lower rank and all Knights shall be added to the pool.

For a Court of Chivalry, the names of all the Knights of the level (K3s for an Imperial Court) or chapter shall be written on cards, shuffled and drawn by the magistrate. As each is drawn, he shall be called upon to serve, when three agree to serve impartially, they are empanelled. If three are not able or available to serve, the names of the Knights of the nearest chapter shall be added to the pool.

OB3. Amend Article III.A. Number of Directors

This item contains the options that were presented as part of OB4 and OB6 from July 2008. Requires 2/3rds to approve.

Body recommended that the options be rewritten.

Note: No Rewrite has been sent to the Imperial Chancellor

Option 1

The Board of Directors that is seated in November shall appoint the Treasurer to serve a one-year term. The Treasurer may serve successive terms.

Option 2

The Imperial Estates General shall elect the Treasurer to serve a one-year term. The Treasurer may be elected to one successive term.

Option 3

Consider if Option 1 or Option 2 is approved: The Treasurer shall serve as Imperial Steward.

Note: If not, the positions would be separated.

Chancery Note: If approved it will be enacted in November 2008. Region 1 currently has no members-at-large, Region 2 has 2 members-at-large, and Region 3 also has 2 members-at-large.

OB4. Amend Article III. Board of Directors to elect Treasurer, limit terms of Board of Directors members

Was OB6. Requires majority to remove from the table; majority to approve.

Note: No Rewrite has been sent to the Imperial Chancellor

All members of the BOD will be elected. The Chancellor, Steward, former President, and any other members found acceptable by the Board will serve in an advisory capacity. They may offer advice, expertise, and research and report on current issues. They may not hold a vote.

The Steward will serve as the Secretary for the BOD and will be responsible for creating Agendas, taking minutes, and posting them to the BOD group and other appropriate reporting forums.

BOD members will serve terms as follows:

- President/Vice President-as defined under Office of the Imperial Crown
- Treasurer elected to a two-year term-responsible for all mundane financial obligations of the organization including, but not limited to; filing taxes, authorizing checks, maintaining expense reports, and maintaining bank account information (including set-up of new accounts). *Note: The Steward of the Empire will be responsible for collecting and maintaining memberships, maintaining contact lists and paperwork, and will be a signatory on the bank account while working with the treasurer.*
- Members-at-Large-elected to a rotating 2-year term as currently defined.
- The treasurer and Members-at-large will be limited to two (2) consecutive terms.

Author: HG Ashlinn Tiernan (Countess Royal, Albion, Knight Premier)

Co-Sponsor: HRM Katriana MacBrus (Queen, Albion)

Option 1

The Board of Directors that is seated in November shall appoint the Treasurer to serve a one-year term. The Treasurer may serve successive terms.

Option 2

The Imperial Estates General shall elect the Treasurer to serve a one-year term. The Treasurer may be elected to one successive term.

Option 3

Consider if Option 1 or Option 2 is approved: The Treasurer shall serve as Imperial Steward.

Note: If not, the positions would be separated.

OB5. New Physicker Manual

Was OB10. Requires majority to remove from the table; majority to approve.

Replace the current version of the Physicker Manual.

Author: Sir Jordon Marlborough (Imperial Physicker)

Sponsors: HIM Sir Terrin Greyphis (Imperial Crown), HG Sir Tailan Bran McNeil (Earl Royal)

OB6. Modification of the New Rolls Manual

Was OB13. Requires majority to remove from the table; majority to approve.

Amend to read:

I. THE OFFICE OF ROLLS AND LISTS

C. STANDARD FLOW OF INFORMATION

- v. Once a month, within 30 days of the last event in that calendar month, the local Office of Rolls and Lists sends the original paperwork for the previous month to the Imperial Office of Rolls and Lists. The local Office may keep copies and is encouraged to do so. See *V.A.2. Physical Reporting (Sending in the Paperwork)* on page 16.
- vi. The Imperial Office of Rolls and Lists reviews the paperwork, handles questions that arise from the paperwork, compares the paperwork to the information in the Imperial Database, and ultimately verifies the entry of each event in the Imperial Database within 90 days.
- vii. The Imperial Office of Rolls and Lists is also responsible for paperwork resulting from Imperial Events and for entry of the event into the Imperial Database within 60 days.

Author's Note: Requiring submission by the 10th of the month places an unfair disadvantage to chapters which meet at the end of the month. It is not always possible for our volunteer ministers to dedicate that specific a time period to Adrian activities. The current Imperial Rolls Minister maintains that "common sense should apply" and that 30 days is reasonable. If 30 days is reasonable our law should read 30 days. It is not reasonable to pass into law that which we know will be broken.

II. THE MINISTERS

A. IMPERIAL MINISTER OF ROLLS AND LISTS

- 5. On a monthly basis:
 - viii. Oversee the collection and filing of physical Rolls and Lists records that support and document participation and accomplishments
 - ix. Oversee the updating and **verification** of the on-line Rolls and Lists records
 - x. Report to the Imperial Crown regarding the Office

Author's Note: The Crown is the Granting authority of points, not the Imperial Minister. Point entries may only be altered by permission of the granting crown or an Adrian Court. Imperial Rolls minister is only verifying that the points are recorded correctly.

III. EARNING POINTS

C. HOW ARE POINTS GRANTED

All points are granted by the authority of the Crown. Points in local chapters are granted by the Crown(s) of that chapter, subject to review and approval by the Imperial Crown(s) within one year from the date of submission. All points awarded by local Crowns and not objected to within that time will be considered approved. Points awarded by local Crowns before March 2007 will be considered grandfathered and may not be removed except for clerical errors or evidence of fraud or malfeasance by the awarding Crown. These corrections must ALWAYS have supporting evidence. Points for chapter Crowns and Imperial Ministers as well as points earned at Imperial Events are granted by the Imperial Crowns.

Author's Note: Both Imperial Rolls Minister and Imperial Crowns should have a chance to review all points submitted by the chapters to make certain that we are all playing on as fair and level of a field of rules and their interpretations as possible. If problems are found the member should be advised of the removal of points and the awarding Crowns and their ministers informed of the reasons and corrections to me made in their future awards.

However, removing points beyond a year deprives the member not only of that point but from the year plus of game time in which they could have made up that point. A member has every reason to expect that the points awarded to them by their local Crowns are theirs and as it says in III, 3 ,iv of this manual "are never removed unless a clerical correction is being made or unless an Adrian Court issues that order".

1. Basic Participation Points and Tourney Wins

Clearly observable or verifiable achievements such as participating in a tournament and winning a tournament (in Arts, Archery, and Combat) are normally delegated to the duties of the Office of Rolls and Lists. The Minister of Rolls (or delegate) will note the participation on the appropriate form. It is common practice for the Crown to later (either late in the event or after the event) physically sign each rolls form to indicate approval of those points granted.

All members in good standing may participate in any and all tournaments and activities which they attend. In the case of new members joining at an event, they may participate in all tournaments and activities, even if those events are make-ups for months preceding their membership providing all dues and taxes are paid and any required tests and qualifications are completed.

Author's Note: It creates an extremely negative first impression when a new member is denied participation in an activity simply because it is a "make-up" for a month which precedes their membership date. We claim to strive toward chivalrous ideals and yet often times a new member's first or second participation includes what seems to be an unfair exclusion to a part of the game.

3. DIs and DPs

Upon your request, your local Crown may grant you up to one (1) DI for every three (3) months of service as their minister and the Imperial Crown may grant up to one (1) DI for every two (2) months of service as an Imperial Minister. If a DI is granted for this service, it is in addition to monthly ministry points and is based on the concept that an overworked minister will not have time to also earn DIs using other methods. **Adria points are never removed unless a clerical correction is being made or unless an Adrian court issues that order.**

However, these points corrections may not strip a knight of their rank, the Knight will be permitted to make up the necessary points before continuing on the STK further.

F. TOURNAMENTS AND WARS

1. Tournaments

If there are not enough people to fill a list (archery or combat), it is called a short list. There are ~~two~~ **three** ways in which a short list may be handled:

- xi. The participant may “bump up” to the higher list (if they have been authorized for that list) and the short list is cancelled. This new list is called a “combined list” but is still treated as being the higher list (huntsman’s list or knight’s list). If the participant bumps up, their points are recorded on the higher list. If the participant does not bump up, they receive an EP on the lower list.
- xii. The list may be cancelled. If this happens, everyone who signed up for the short list receive EPs. The crown may require participation (doing the shoot or fighting the short tourney) in order to receive the EP.
- xiii. One participant from the higher list may be bumped down to fill an open space in the lower list. This participant may not earn a participation or a win for doing so.

***Author’s Note:** This proposed change in policy benefits no one and does much harm. We need to stay with the traditional policy.*

If a knight’s list fighter is allowed to “bump down” it benefits him in no way other than the enjoyment of an extra fight. If one of 3 sergeants on a short list, can beat each other AND a combatant from the knights list they have achieved a win which at least equals if not exceeds a regular sergeants list win.

If we pass this new ruling without change we are handicapping are newest members. They have little or no chance of winning a tournament, or even surviving long enough on the field to gain any real fight experience against more experienced and possibly 2nd and 3rd L Knights. This is not good for encouraging and retaining new members.

Moreover, in small chapters they might go several months, or have to wait until new members can be recruited before having enough lower level combatants to hold a full list. This is not good for promoting the growth of a small chapter.

Points earned on a higher list (Knight or Huntsman) may be used in place of requirements on the corresponding lower lists (Journeyman, Sergeant, or Bowman). The Rolls Minister or other person recording the event should record the facts of what actually happened but is encouraged to make a note that the lists were combined. The use of a higher list to cover the requirement on a lower list will be done when the points report is created or when the points audit is done.

IV. SOURCES OF INFORMATION

1. Event Participation Form

This is an overall sign-in form in which **all** attendees are recorded. Use this form for any sanctioned event: tournament, war, demo, feast, etc. Each person at the event must sign this sheet and may not alter the waiver. If the attendee is legally a minor (usually if he or she is under eighteen (18) years of age), a parent or legal guardian must be present at the event and must sign on his or her behalf or have approved waiver signed and notarized on file with the Local Steward.

2. Combat Sign-in Form

Used by the combatants to sign in to acknowledge the combat waiver and so that the list keeper can create a combat tree, the Minister of Rolls can later see what combat took place, and to record the list winners and marshals. A note should be made to indicate anyone who dropped out prior to participating. Each combatant must sign this sheet and may not alter the waiver. If the attendee is legally a minor, a parent or legal guardian must be present and must sign on his or her behalf or have approved waiver signed and notarized on file with the Local Steward.

F. MEMBER-PROVIDED INFORMATION

These sources of information are perfectly valid, but should be used as a last resort. They are intended to help fill in holes that may exist in Rolls records. If Rolls records exist for the events stated, then the Rolls records take precedence over these sources of information.

For example, Arts and Sciences Score Sheets may be presented by the member. Every time an arts entry is judged, the comments and scores are recorded. At the end of the judging process, these score sheets (also known as comment cards) are provided to the artisan. These may be used as proof of participation in an arts tournament.

In rare cases where the paperwork for the event is missing completely, 2 knights may verify a member's participation in a Civil Court. This verification must then be backed up in writing and sent to the Imperial Office of Rolls and Lists. A request maybe made by a member to the local chancellery for a civil court. At which time the member must provide two knights in attendance at the event in question to give witness as to the participation in question. Should the two knights verify participation the point or points shall be granted. Notification of the finding must be sent to the Imperial Chancellery and the Imperial Rolls office.

V. REPORTS

A. REPORTS TO THE IMPERIAL OFFICE OF ROLLS AND LISTS

2. Physical Reporting (Sending in the Paperwork)

The local Minister of Rolls shall provide a written report of all participation and accomplishments of the members who have participated in their chapter. This report must be provided to the Imperial Office of Rolls and Lists no later than **the 10th of the month 30 days after the final event in that calendar month (including Canton and special events)** for the previous month's activity.

Author's Note: Necessary to agree with I above and for the same reasons: Requiring submission by the 10th of the month places an unfair disadvantage to chapters which meet at the end of the month. It is not always possible for our volunteer ministers to dedicate that specific a time period to Adrian activities. The current Imperial Minister of the Rolls maintains that "common sense should apply" and that 30 days is reasonable. It is not reasonable to pass into law that which we know will be broken.

The physical monthly report to the Imperial Office of Rolls and Lists must include all of the rolls forms used at all of the events that month including event sign-ins, sign-ins for each discipline, combat and archery trees, and honors reports. Each form must be dated (including year) and complete. Summaries and re-typed versions may be provided for additional clarity (e.g. the local minister may have an easier time interpreting poor penmanship by a member), but if used, these must be in addition to the original forms. It is helpful to include a printout of the event report provided by the Imperial Database after you have completed data entry. If your chapter is unable to do data entry, use the Rolls Event Summary Report form.

Local chapters are encouraged to keep copies of all paperwork sent to their Imperial counterpart for their records and to help recover when information is lost or misplaced. Any records kept by the local chapter in addition to the originals sent to the Imperial Office of Rolls and Lists are expenses incurred by said chapter, and become chapter chattel goods.

Scanned originals of forms sent via email, may be considered originals if they are clear, complete and include all notations in margins and back if any. Imperial Office of Rolls and Lists may request the original forms if the scanned copy is deemed unclear or incomplete. If scanned copies are used, the original records

kept in the chapter's Office of Rolls and Lists are considered Imperial property.
Scans must be at least 300 dpi, in PDF format.

Author's Note: 2008 technology should be legal to utilize in order to save paper, ink, time and postage.

VI. AUDITS

A member may not advance in knightly rank without the Office of Rolls and Lists confirming their qualifications (regarding participation points, etc.). The entire process of confirmation is often called a points audit. Points audits for first and second level knighthoods **may are to** be performed by the chapter's Rolls Office, Audits to verify any third level knighthoods must be performed by the Imperial Minister of Rolls and Lists within 90 days of the request.

The member ~~tracks~~ **is responsible for tracking** their own points, recording their participation and milestones. When the member wishes to advance in rank and believes that they have accumulated enough points to do so, they shall request an audit of their points. This is a review of the points to determine if they have, indeed, met the minimum requirements for the advancement. The Minister of Rolls must confirm that the points provided by the member matches the records in the Office of Rolls. Once the Minister of Rolls concurs with the accuracy of the information; they provide formal confirmation to the member.

D. Responsibilities of the Imperial Minister of Rolls for 3rd Level Audits

- xiv. Imperial Audits must be completed within 90 days of the request.
- xv. If 1st and 2nd level knighthoods have already been granted, they cannot be revoked unless stripped by a Court; neither should the credit involved in the award unless accompanied by charges of malfeasance.
- xvi. 3rd level audits will only verify points from the 3rd level STK submission
- xvii. The Imperial Minister of Rolls and Lists will provide the member and their local Minister of Rolls and Lists with verified copies of the completed audit.

Author's Note: Reasonable time limit should be set for Imperial Audits. Currently there are audits in process for over 16 months with out either approval or denial so that it can be appealed through the Imperial Courts or Estates.

E. CORRECTIONS

A completed audit (confirmed and signed off by the Minister of Rolls) does not mean that corrections to errors cannot be made. If information comes to light that points were (or were not) awarded in error, the Minister of Rolls can authorize a change to the records.

The member has the same rights to appeal as during the original audit. Points issued before March 2007 are considered "grandfathered". See III 3 See Conflicts in the preceding section.

*Note: Changes to the rules are never retroactive. A Rolls Minister may not "go backwards" and change points awarded under different rules or different interpretations of the rules. See **Appendix A. Policy Changes: Changing Awarded Points** on page 21.*

APPENDIX A. POLICY CHANGES

From time to time, the way points are awarded and recorded has changed. This manual contains today's rules about points. This appendix contains previous policies and their effective dates of changes, etc.

A. CHANGING AWARDED POINTS

Points issued before March 2007 are considered "grandfathered" (see III 3).

O.

LIMITATION ON GRANTING OF DI'S FOR SERVICE AS A MINISTER AND GUIDELINE FOR DOING SO

- f. Crowns are encouraged to set criteria for acceptable service. DIs granted for Crown and ministerial service are based on the concept that an overworked minister will not have time to also earn demo initiations using other methods. Crowns are advised to grant these points to their ministers that have served above and beyond the call of duty, whose basic duty is so challenging as to deserve this reward, or who have held multiple positions at once so as to achieve this level of service in their overall effort. The manner and practice of granting these service credits is subject to the review of the Imperial Crown. The decision of the Crown is final except for review by the Imperial Crown. SEE III C

Authors Commentary: On Behalf of the Committee to Revise the Roles Manual

Good Sir:

Each of us in reviewing the proposed NEW ROLLS MANUAL, which was implemented as an Imperial Writ, were concerned with the direction the changes were taking our Empire. Having various discussions of the Rolls Manual at differing times we have spontaneously come together to pool our concerns and submit a joint submission of alternative portions of the Rolls Manual. We request that the Imperial Estates be allowed to vote on each item separately, and the resulting Rolls Manual then be presented for ratification.

Most of the changes presented address a common issue: Section III Earning Points, Paragraph 3, “Adria points are never removed unless a clerical correction is being made or unless an Adrian court issues that order.”

This has been our history and law and is included in the new Rolls Manual submitted Nov.2007. Yet, several additions were included in the new version that appears to override this keystone. It is the Imperial Minister’s job to verify that points awarded by the chapter Crown are recorded properly, and not to approve or disapprove them.

This level of scrutiny is bogging down the already overwhelming task the Imperial Minister of Roll has of completing and maintaining the Imperial Rolls Data Base. In turn, work on the Data Base has significantly delayed the approval of qualified 3rd Level Knight Candidates, beyond reason.

We know of NO GAME played in a Casino, a ball field or on a board at the family table where points can be removed after numerous rounds of play have already been completed, without an outright charge and proof of cheating. Our game should be no different. Once a reasonable period of time has passed, points should be locked in place, unless removed through court action.

Finally, we offer the following for your thought:

To become an Eagle Scout is a real life big deal. Adding Eagle Scout to your résumé will get you preferred entry into colleges, is de-facto required for nomination to our Nation’s Military Academies, and gives one extra step in grade and pay in the armed services.

Yet when any one of the thousands of Scout Troops nationwide and its leaders advance a scout to Eagle Scout, Boy Scout International does not require that every piece of documentation be sent for review. They do not send anyone to look at the scout’s handbook to see that every box for every badge is properly dated and initialed. They trust their leaders to follow the rules, determine the candidate worthy, and fairly due their duty.

Becoming a Knight of Adria, at any level is of no benefit what so ever in the mundane world. We are an organization of Chivalry and Honor. Can we not trust our local Crowns to award points fairly and with in the rules?

We ask that all of our submitted revisions to the Rolls Manual (Writ) be jointly Sponsored and C-Sponsored by all members of the Committee. We entrust the Imperial Chancellor to resolve the final format in which the submitted changes are presented to the Imperial Estates.

Authors: The Committee for Rolls Manual Revision Membership

YORK: Sir Hawthorn Perigord, Dame Cerridwyn Emalia Fiend

CAMBRIDGE: Sir Francesco Gaetano Greco de Edessa

CASTILLES: Sir Thomas Weimar, Sir Derfel Cadaron, Sir Alfred of Clophill, Dame Evelyn Taliaferro

KINCORA: Sir Haunsard

CONSTANTINOPLE: Sir L'Beté de Acmd

PEMBROKE: Sir Alaric Thorne

ESPERANCE: Sir Coda de Drachesohn von Rammstein

Chancellor's Note: *The New version of the Rolls Manual may address many of the above issues but since the authors of OB13 will not have time to review the Rolls Manual (Which will be published after this addendum) we leave their item of business here and allow them to withdraw it (or parts) at the meeting itself if they wish to.*

Note from Chancery: *The Rolls Manual is currently a Continuing Imperial Crown Writ. Approving the Manual as Imperial Estates Writ returns ownership and control of the document back to the Imperial Estates. Defeating this motion leaves the Manual in the current state and allows the Imperial Crown to make changes at any time. More details forth coming once author's evaluate the proposed rolls manual.*

Note from the Imperial Crown: *With these clarifications in place including updates from feedback received at the March Imperial Estates meeting, it is no longer necessary to leave the manual as Imperial Crown Writ.*

OB7. Amend Chancellor's Manual III.A.5. Government Reports

Requires a Majority to approve.

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. These items will be treated as new 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~~ **must** be made in writing so that proxies may benefit from them. Reports ~~should~~ **must** be submitted to the Chancery by the same deadline as all other agenda submissions.

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.

Government reports are to be published no later than 30 days prior to the meeting. Reports may be updated on an emergency basis, updates must be submitted and published to the agenda no later than one week prior to the meeting date.

Author: *Dame Cerridwyn of York (Countess Royal)*

Sponsor: *Sir Hawthorn, Crown of York*

OB8. Publication of Minutes of the Board of Directors

Amendment suggested to strike all mundane names from minutes publications.

Requires 2/3rds to adopt as Law, majority to adopt as Writ.

The minutes for all Board of Directors meetings will be published to all Crowns, the Adrian Empire Website, and Yahoo Groups within 30 days of the meeting. The names of any minors will be redacted for their protection.

Author: *Dame Cerridwyn Fiend of York*

Sponsor: *Dorn das Schwarz Brause, Knight Civil*

OB9. Plain Language Bylaws i.e.: Lex Adria

Requires 2/3rds to approve.

The document will follow separately.

OB10. Publication of Estates Meeting Agendas

Lex Adria already specifies allowable official publication. This proposal, if approved, doesn't elevate to law – it still remains guideline.

Chancellor's Manual page 10

Minimum distribution of the agenda is accomplished by transmission to all Crowns of all chapters, ~~publication to the Adrian Empire Website and to the Adrian Empire Yahoo Groups by any means acceptable to each recipient (including electronic transmission)~~. 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 chapter. 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~~ will post the Agenda on the web and electronically distributing it to as many Imperial Estates as possible. The Chancery should further consider direct mailing of Agendas when it deems it appropriate.

Author: Dame Cerridwyn Fiend of York

Sponsor: Dorn das Schwarz Brause, Knight Civil

OB11. Define Separation duties between President & Vice President & the Imperial Crowns

Requires 2/3rds to approve.

Any issue not addressed below remains within the authority of the Crown as authorized by the Estates, or custom and practice.

Corporate Authority to be exercised by the President or the Board

To act as the legal representative of the Adrian Empire, Incorporated.

To authorize chapter presidents/vice-presidents (Crowns) to act as legal representatives of the President.

All legal contracts including insurance, banking, professional services, etc.

All legal filings including corporate and tax.

Policy regarding financial procedures, donations and acknowledgement of them.

Review rules and procedures of the Adrian Empire and its chapters to: satisfy mundane legal requirements and prevent conflicts, fulfill contract obligations, and prevent unreasonable liability.

Protect corporate property and rights to use intellectual property provided to Adria.

To address mundane misconduct including membership suspension, revocation, denial, and to determine whether membership is not in good standing, as per the Bylaws and Law of the Empire, and the use of the panel. This includes the authority of the President or any chapter president to suspend attendance until the panel can be convened.

Add to Bylaws:

Cite wherever authority of the Law of the Empire affects the BoD or must otherwise be addressed in the Bylaws (member discipline, election of the Members of the BoD, limits, etc.).

Add to Law of the Empire:

The Crown shall confer with the President and Treasurer in preparing the budget to insure that all legal obligations will be met.

VIII. NEW BUSINESS

NB1. Amend Missile Weapons Construction Manual

Requires 2/3rds to consider; majority to approve.

Alter the Construction Manual to authorize the use of Baldur's Blunts in Construction of war arrows.

Author: Dame Cerridwyn of York (Countess Royal)

Sponsor: Sir Hawthorn, Crown of York

NB2. Freeze all enacting of all new legislation for one year

Requires 2/3rds to consider; 2/3rds to approve.

With all the recent legislation passed, there needs to be a grace period to allow for time to update manuals, and let the populace catch up to what is current law. To accomplish this, we propose a one year freeze on enactment of any new legislation brought before the Imperial Estates. In Case of Emergency Need, the Estates could pass a piece of legislation by a 2/3rds majority vote.

Author: Sir Angus Kilshannig (Knight Premier)

Sponsors: Sir Pavo Rosalia (Imperial Prince, Count Royal, Knight Premier), Sir Waldham Von Torsvan (Count Royal, Knight Premier)

NB3. Amend Article IX.D.14. to create the title of Baron/Baroness Royal

Requires 2/3rds to consider, 2/3 to approve.

Current Law:

14. Baron/Baroness of the Court/Empire

- a. Court title awarded by the Crown, as per Article VI.F.3 and VIII.D. (Non-voting)
- b. Title granted to a retired ruler of a Duchy for a successful term of office. (Non-voting)

Amend to read:

14. Baron/Baroness Royal

Title granted to a retired ruler of a Duchy for a successful term of office. (Non-voting)

15. Baron/Baroness of the Court/Empire

Court title awarded by the Crown, as per Article VI.F.3 and VIII.D. (Non-voting)

Author's Note: We have Baron and Baronesses of the Court for Ducal and Royal Awarded titles to honor those members who have gone above and beyond in their capacity to their chapter; but how do we differentiate these men and women from those who have received the exact same title given to them by their Estates for the services to their chapter. The Northeast has adopted the usage of Baron/Baroness Royal to reflect the Count/Countess Royal awarded by Kingdom Estates to their retired rulers.

To note, the author of this proposal will accept all friendly proposals in relation to the name used for this honor, the only restriction that the author would like to impose is that the new "turn of phrase" does not conflict nor cause confusion with any standing title currently in usage.

Author: HG Sir Gabriel Aidan Lennox, Duke

Sponsor: HG Sir Tailan Bran McNeil, Earl

NB4. Amend Article IX.D.11 to add Term/Title Lord/Lady Mayor

Requires 2/3rds to Consider, 2/3rds to approve.

Current Law:

11. Viceroy

- a. The holder of an Imperial warrant of appointment to a Shire and serves as its appointed ministerial governor. (Voting if shire has at least 5 members)
- b. The holder of a Royal or Ducal warrant of appointment to a Canton within the Chapter and is the appointed ministerial governor of a Canton. (Non-voting)

Amend to read:

11. Viceroy

The holder of an Imperial warrant of appointment to a Shire and serves as its appointed ministerial governor. (Voting if shire has at least 5 members)

12. Lord/Lady Mayor

The holder of a Royal or Ducal warrant of appointment to a Canton within the Chapter and is the appointed ministerial governor of a Canton. (Non-voting)

Author's Note: Currently in the Northeast we have Shires and Duchies which border upon each other. We see the members intermingle with each other. And we have Cantons in these Duchies as well as some Cantons still standing in Shires which were Duchies prior to demotion. But, we also see there be a Viceroy/Vicerine of the Shire as well as the Canton. Many of the chapters in the Northeast have chosen to use the "turn of phrase" of Lord/Lady Mayor to reflect the difference from leadership of a Canton as opposed to the leadership of a Shire.

Author: HG Gabriel Aidan Lennox, Duke

Sponsor: HG Sir Tailan Bran McNeil, Earl

IX. DISCUSSION

Note: The first three Items for Discussion were proposals that were submitted but did not have the required amount of Sponsors. The Chancellor has included them in the Discussion section so that they may pick up sponsors for the next estates meeting.

D1. Revamp of “Noble Order of the Crown Guard”

Current Law:

10. THE NOBLE ORDER OF THE CROWN GUARDS

Sable, two spears in saltire or. (Black background with two crossed gold spears.)

This Order grants precedence equal to that of Lord or Lady. This award is given by any Great Estate (Knight Third Level, Founding Viscount, March, or Count/ess Royal) to individuals who display extraordinary examples of courage, chivalry and grace on the battlefield.

Option 1

Granting bestowing abilities to all retired crowns who have been granted a “successful reign” by their local Estates.

Amend to read:

10. THE NOBLE ORDER OF THE CROWN GUARDS

Sable, two spears in saltire or. (Black background with two crossed gold spears.)

This Order grants precedence equal to that of Lord or Lady. This award is given by any Great Estate (Knight Third Level, Founding Viscount, March, **or Retired Crown which has been granted a “successful reign” by their local Estates**) to individuals who display extraordinary examples of courage, chivalry and grace on the battlefield.

Option 2

Same as proposal #1 but extending the abilities to a Shire Viceroy/Vicerine to allow them to personally recognize members of their chapters. If Proposal for Lord/Lady Mayor does not pass, please reflect verbage in this proposal to state “Shire Viceroy/Vicerine.

Amend to read:

10. THE NOBLE ORDER OF THE CROWN GUARDS

Sable, two spears in saltire or. (Black background with two crossed gold spears.)

This Order grants precedence equal to that of Lord or Lady. This award is given by any Great Estate (Knight Third Level, Founding Viscount, March, **Viceroy/Vicerine or Retired Crown which has been granted a “successful reign” by their local Estates**) to individuals who display extraordinary examples of courage, chivalry and grace on the battlefield.

Commentary: *Currently this order reads that it allows the “Great Estates” such as retired Kings/Queens, Marquis/Marquessa, as well as Third Level Knights to induct and recognize people for their prowess on the combat field. Why not allow all retired crowns to recognize these same people regardless of whether they are from a Kingdom, Archduchy or a Duchy? Recognition should not be limited to only the larger chapters, but to all chapters equally. Perhaps even extend it to allow Shire Viceroy/Vicerines to recognize these same people as well.*

Author: *HG Gabriel Aidan Lennox, Duke*

D2. Amend Article IX.C. Ranks to create Fourth Level Knighthoods

4th level Archer = Knight Archer Extraordinaire

Requirements:

- 54 additional Participations on the Huntsman's list at a Crown Event.
- 20 additional Wins on the Huntsman's list at Crown Events.
- 20 additional War participations.
- 20 additional Demo participations.
- Helped Archery Minister at 4 wars
- Teach 2 classes on Archery (examples: history of archery, rules in Adria, how to make a bow, how to make arrows, legionary battles using bows , etc.)

4th level Arts Knight = Knight Master Craftsman

Requirements:

- 54 additional Participations on the knight's list at a Crown Event.
- 20 additional Tournament wins on the knight's list at a Crown Event.
- Must have entered at least 4 arts entries in different field/categories examples: food, clothing, armor, painting, Calligraphy or Luminations, leather work, needlework, ceramics, woodcarving, etc.
- Teach 2 classes/collegiums on some type of arts (must be in different fields/categories)
- 8 additional Masterwork awards
- 10 additional War Participations at a Crown event
- 20 additional Demo Participations

4th Level Knight Ministry = Knight Supreme

- 54 Months Hold an Office:
- 20 additional War Participations at a Crown Event
- 20 additional Demo Initiations & Organizations
- Must have been a past Ruling Noble for 6 months or more
- Must hold 2 Ministry's position for 6 months each (examples: Minister of Roll, Arts and Science Minister, Minister of War and Joust, Chronicler etc.) (House Sire does not count this is for service to you local crowns, not yourself)
- Teach 2 classes pertaining to ministry (examples: how to give a demo, how to setup and run a war, heraldry, sumptuary, record keeping, manuals {arts, archery, combat, etc })

4th level Combat Knight = Imperial Champions

- 54 additional Participation on the Knight's Lists
- 10 additional Wins on the Knight's List at a Crown Events
- 20 additional War Participations at a Crown Events
- 20 additional Demo Participations
- Armored Combatants must have fought at least one in Rapier, and Rapier Combatants must have fought at least once in Armored Combat
- Teach 2 classes on the subject of combat (examples: different types of armors, different types of weapons and there use, combat rules, how to make armor, etc)

Commentary: Adria has been around long enough now for a lot of us to reach our 3rd level knighthood, and some are asking now what? I think if you participate and stay involved in Adrian long enough to reach 3rd level and still want to be involved we should add a 4th level. But I feel the 4th level should not just be numbers, to reach that 4th level you need to give more back by teaching what you have learned, more service, etc. for some of us it does not matter we will keep on doing what we do because we love it. But I want to open up the idea that we can still strive for more.

Author: HG Dame Willow de'Rara (Comtessa Royal, Knight Primer, Knight Doctor)

D3. Changing the Voting Structure of the Imperial Estates

This is a proposal to change the voting structure of the Imperial Estates.

Due to the ever increasing number of personal votes the Empire grants to individuals via retirement titles and K3 elevations, Adria has and continues to become a society where the will of the few outweighs the will of the many. We currently are faced with the concept that those holding individual votes if banned together under a common goal can enact or pass any policy they desire as the number of these votes on the Imperial Estates is already in excess of the 2/3rds required for any item up for consideration.

The solution offered here is not fully detailed but has the potential to resolve the problem and returns Adria to a system where the will of the actual membership is represented. Additionally it allows for each chapter to truly represent to the Imperial Estates the desires of their members by allowing for a split of the chapter's votes. Hence a Kingdom with 110 members gets 22 votes and can cast 20 for an item, 1 against, and 1 abstained if needed. This gives those involved in policy changes a better understanding as to what the members of the organization are truly feeling about items.

While I understand that this item will not be favored by the Chancery due to the need for a more advanced and increased level of accounting, I feel that it is needed to provide for a better system that represents the will of the membership.

Therefore I propose that we remove the concept of giving the 2 senior estates of each chapter a vote on the Imperial Estates; then give each chapter 1 vote on the IE for every 5 members. Each chapter will then be responsible for polling their membership and casting the votes in a proper manner to reflect the true wishes and desires of the membership. No other changes will be made to the makeup of the IE.

Author: Sir Rhydderch ap Eirwyn

D4. Changing the way we elect our Imperial Crowns.

D5. The Year Ahead

Authors: TIIH Sir L'Bet'e de Acmd & Dame Lenora Greyphis.

X. NEXT MEETING OF THE IMPERIAL ESTATES

March 2009.

XI. ADJOURNMENT

END OF AGENDA