



July 2013
Agenda for the Meeting of the
Imperial Estates General
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GENERAL MEETING INFORMATION

Date and Time:

Fri, 19 July: TBA BoD Meeting

Sat, 20 July: 8:00 – 9:00 Sign In

9:00 – 6:00 Imperial Estates Meeting

Sun, 21 July: 9:00 – 5:00 Imperial Estates Meeting (as needed)

Civil Courts (dates and times TBA):

1. Revisit CivCt 1200722-2– Define One Event
2. Do mundane delineation changes affect chapter borders?
3. Appealing a finding of “No Merit” (IF CH12 is not addressed)
4. Requirements for the elevation of a Duchy to an Archduchy

Location:

Clarion - Hotel and Conference Center

2930 Waterfront Pkwy W.Dr.

Indianapolis, In. 46214

Hotel is Wi-fi enabled

Reservations:

Phone: (317)299-8400

Fax: (317)299-9257

www.ClarionWaterfront.net

When you call make sure you say you are with the Adrian Empire

Room Rates:

Doubles or Single \$72. plus tax. Room rates honored 2 days before and after meeting.

Airport:

Indianapolis Airport (IND)

Local Transportation:

There is a Shuttle, call when you arrive. Cost \$15 a trip. Anytime no cut off.

Restaurant Information:

Restaurants close by

Site Autocrats:

David Bradtmueller (419)506-1301

Authority:**As per Bylaws Article III.A.4.b:**

The Imperial Estates shall elect four (4) members and two (2) alternates to serve on the special panel that considers membership suspension and may consider revocation.

Authority: Article VI.E.5 Meeting Date, July

The Imperial Estates General meet on the third Saturday of July (and the day following), at which time they shall conduct appropriate business, including but not limited to:

- a. Qualify and determine acceptability of Imperial candidates.
- b. To finalize enough data to prepare the corporation's tax returns (if necessary)
- c. Each chartered subdivision's Crown shall present a copy of his or her chartered division's financial records at this meeting. Attendance at this meeting shall be mandatory for at least one ruling Crown or representative from each chartered subdivision.
- d. Review (at its discretion) any system of conversion for analogous activities developed by the Imperial Crown. (Article IX.E)

Disqualification (Article VI.E.6)

Members entitled to a seat by virtue of rank or office whose dues are not current, are under judicial ban, or have not attended at least (2) official events in any chapter within the previous six (6) months will be denied a seat. The membership entitled to vote at a meeting of a given body is fixed as of the summoning of the meeting. It may not be subsequently altered by any means (including expiration of dues, non-participation formation of a new Estates or change in Estate held by a given member) until the meeting is concluded with these exceptions:

- Resignation of a given member
- Judicial Ban
- Creation of a greater estate that does not reduce another greater estate below minimum membership (subject to 2/3 approval of the Estates to waive notice and seat the Estate.)

The Crown, if available, will convene the summoned Estates at the appointed time and place and the meeting will be presided over by the Chancellor, if available.

Requirement for Written Proxies. (Ratified November, 2010)

Emailed written proxies must be received by the Imperial Chancellery Office by Friday evening prior the Imperial Estates Meeting, and/or presented to the Imperial Chancellor at Roll Call. If a proxy is not presented to the Chancellery Office by the end of Roll Call, the vote will not be counted.

Legend:

~~Deleted or replaced text~~

Added or new text

Passage requirements

Chancellor's Notes, comments, and explanations

AGENDA

I. CALL TO ORDER

II. ROLL CALL

- A. Seating of qualified members and written proxies
- B. Petitions to waive as per Article VI.E.6. Disqualifications
(Requires 2/3 to approve)

III. APPROVAL OF MINUTES

(Requires majority to approve)

Approval of the minutes of the March 2013 Imperial Estates Meeting

IV. REPORTS

A Executive

- 1 Crown
 - a. Playtest report: Use of the Rawlings brand synthetic sword in Shinai (See Appendix C)
- 2 Board of Directors

B Ministers

- 1 Archery
- 2 Arts and Sciences
- 3 Chancellor
- 4 Hospitaler
- 5 Joust and War
- 6 Physiker
- 7 Publishing (includes Imperial Webmaster, Chronicler, etc.)
- 8 Rolls and Lists
- 9 Sovereign of Arms
- 10 Steward
- 11 Other Officers

V. CROWN BUSINESS

CRB1. Charter Amendments

A Name Change:

(Requires majority to approve)

None

B Elevate the following Chapter in status:

(Requires majority to approve)

None

C Approve the Creation of a New Chapter

- 1. Shire of Crete

2. Shire of Fortriu

Comment: We the members of house of Nordvestkirk in the Archduchy of Connacht in B.C. Canada who live in Northeastern Washington State, USA, propose to form a chapter of the Adrian Empire. We ask for a vote to release Stevens County Washington to become the Imperial Shire of Fortriu and the use of the Fortriu's heraldry arms, Or three leaves Gules.

Thane Cryspin MacMorrighu, An-Ridire Tailltiu Inghean Olcan, Squire Tresoch O'Callon, Squire Mal Bear Shanks, Master Avian Gray

Chancellor's Note: This will require a 2/3 majority vote of the Imperial Estates because it is actively opposed by the Duchy of Alhambra.

The petitioners are active in Stevens County, WA. They contend that Alhambra has not used Stevens Co. in nearly 2 years, and request the Imperial Estates amend Alhambra's Charter to release Stevens Co. The petitioners believe that they fulfilled an agreement made a year ago with Alhambra and have been denied recognition of their canton and sanction of their events.

Alhambra opposes this action and claims that the petitioners did not fulfill their agreement.

If received, additional statements from both factions will be published prior to the meeting.

CRB2. Amend IEW-20 to add the Archivist

(Requires 2/3 to approve)

Add the following to Writ 20:

L. The Archivist

The Archivist shall be responsible for collecting, organizing, and maintaining copies, physical and electronic, of all Adrian records, Imperial and Corporate.

CRB3. Approve implementation of the Independent Judicial Council immediately

(Requires 2/3 to approve)

CRB4. Review and Address Efforts to Recover Chattels

(Requires 2/3 to approve)

Direct the Crown to disregard the recommendation of the BoD and legal counsel, and cease collection effort and punitive action regarding the chattel goods. The Crown shall formulate policy to prevent future occurrence.

Commentary: The Imperial Crown received counsel's advice that They have the mundane authority to conduct legal business on behalf of the corporation.

Their efforts to recover the chattel property are based on counsel's advice.

All information is being made available to the Estates, and we are encouraged to review and advise the Crown.

If the Estates wish to amend Adria's structure or take action contrary to counsel's advice, TIMs place this item on the agenda to address.

Chancellor's Note: TIMs strongly recommend any actions be voted on by roll call. The Chancellor reminds the Estates that any member may have their votes recorded in the minutes.

VI. CHANCELLOR'S BUSINESS

CH1. Finalize enough data to prepare the corporation's tax returns

CH2. Election of BoD Members

(Plurality to elect)

Region 1 (1, 2 year term)

Paul Roselius (Dorn der Schwarzen Rose)

Region 2 (1, 2 year term)

Scott Fitzpatrick (Cameron Kilshannig)

Doug Hammerberg (Doom Solig)

William "Bill" Lukey (Waldham van Torsvan)

Region 3 (1, 2 year term)

Edwina Dellinger-(Etaine Llywelyn)

Tia Kitchen (Cerridwyn Fiend)

Kristal Mize (Isobel Tech)

Jessica Silvers (Rosa Fiend)

At Large (2, 1 year term)

Tom Cottone (Thomas Weimar)

Edwina Dellinger-(Etaine Llywelyn)

Scott Fitzpatrick (Cameron Kilshannig)

Doug Hammerberg (Doom Solig)

Tia Kitchen (Cerridwyn Fiend)

Kristal Mize (Isobel Tech)

Jessica Silvers (Rosa Fiend)

Chancellor's Note: See Appendix D for the letters of intent.

CH3. Amend Bylaws to elect the Article III panel members annually

(Requires 2/3 to approve, requires 2/3 to implement immediately)

Modify Article III.A.4.b as follows:

Upon notification of the above (a.), the Imperial Crown shall convene a special panel composed of the Crown(s) of the member's Chapter, and two Royal Crowns from a rotational list rotating ~~each regular Imperial Estates Meeting~~ each time the panel is used, and four members elected by the Imperial Estates General to serve on the panel ~~[until the next regular meeting of the Imperial Estates General]~~ starting in March to serve for one year (at which time, new members would be elected). The Imperial Estates General shall also elect two alternate panel members to serve in the stead of any elected panel members who be unavailable to serve.

Comment: This will eliminate the need to elect a new panel at each IEM.

The rotation schedule can be set to change at each meeting or each time the panel is used.

Chancellor's Note: If passed by 2/3 majority, this can be implemented immediately, extending the service of the current panel until March of 2014.

CH4. Election of Article III panel members

Nominees:

Linda Hammerberg (Seraphine MacLaren of O'Neill Mor)

CH5. Acceptability of Candidates for Imperial Crown

(Requires majority to approve)

A. Dame Mary Elizabeth and Sir Wright Bentwood

B. Dame Margarita duBois and Sir John Roper

CH6. Consideration of the Success of the Reign of TIMs Thomas Weimar and Etaine Llewelyn.

(Requires majority to approve)

Chancellor's Note: Requests have been made to the Chancellor's to divide the question and to have a secret ballot. Motions may be made on the floor to do either or both, each requires a majority. Ballots will be available. This was tabled in March to be considered at this meeting.

CH7. Court Reports

(While no action is required, the Estates may review.)

C. Judicial Courts

(None received)

D. Civil Courts

(See Appendix A)

CH8. A request to clarify the rules for the advancement from Duchy to Archduchy

(Requires majority to approve as Imperial Estates Writ, 2/3 to amend Lex Adria)

Chancellor's Note: This may be resolved by approving the decision of the Civil Court or by rejecting it and passing on of these options.

Option A: The advancement of a Chapter from Duchy to Archduchy is based solely upon time and membership and is automatic upon the Chapter's request to the Imperial Crown.

Option B: The advancement of a Chapter from Duchy to Archduchy is a procedural act recommended by the Imperial Crown and requires the approval of the Imperial Estates.

Option C: The advancement of a Chapter is a procedural act recommended by the Imperial Crown or the approval by the Chapter in addition to the approval by the Imperial Estates.

Comment: *TIMs have requested a clarification of Lex Adria, Articles:*

VI.F.1 – "... advancement. ... to be encouraged as long as the following standards and procedures are met: membership prerequisite is achieved ..."

VI.D.2.a.ii – "A Duchy must have at least 20 members. An archduchy has over 50 members."

VI.D.2.b.v – "The Ducal Crown from a Duchy consisting of 50 or more members shall be styled Archduke or Archduchess."

VI.D.2.b.xi – "A Duchy must continue to meet all the requirements of this Article and of its charter or may have its charter revoked by the Imperial Crown upon notification to the Imperial Estates General."

VI.D.2.b.xii – "A Duchy that has existed for at least one (1) year and demonstrated an ability to govern its affairs well may be granted increased sovereignty in local matters."

VI.F.1, VI.D.2.a.ii and VI.D.2.b.v merely indicate a membership requirement; however, VI.D.2.xi and xii both indicate the Duchy must meet requirements to the satisfaction of the Imperial Crown and exist as a Chapter or as a Duchy for 1 year to be granted increased sovereignty.

Chancellor's Note: This was tabled in March to be considered at this meeting.

Author: TIMs Thomas Weimar and Etaine Llewelyn, and Chancellor's

CH9. Proposed Amendments to the Chancellor's Manual*(Requires majority to approve)*

Adopt standard formats for agendas and minutes and clarify policies and procedures for agendas, meetings, and minutes. *(See Appendix B)*

Rename the document, "Chancellor's Guidelines", authorize the Chancellor to maintain it, and approve as guideline.

Chancellor's Note: The Chancellor's Manual is a guideline not rising to the level of law.

Commentary: In March, the Estates asked us to research and explain our position that the document is a guideline and not Law. The document is based on a letter from Prince Nikolai to then Imperial Chancellor Sir William. It was advice and explanation. It was not intended to be a rule book. Being useful, it was revised for successors' use. Even in its adoption in 2006 and most recent amendments, the preface has remained the same, which clearly states:

"This manual is provided for the Imperial Chancellor and the Imperial Estates General. Chapters may use it or any parliamentary procedure they adopt so long as the fundamental rights of their Estates are conserved."

This is the language of guideline, not Law. The rules of procedure are flexible, and the Estates have changed them without notice. For these reasons, we wish to clarify its legal status as guideline.

The problem is that when the manual was adopted in 2006, it was done on a voice vote requiring a majority BUT without further explanation, and, though many of us remembered where it came from, others did not have the background and reference. This was placed before the Estates because the proposed changes will affect documents that the Estates will be seeing and dealing with in the future, not because their permission is required.

CH10. Add Crown Justice to the Codex Adjudicata, Section IV.A*(Requires 2/3 to approve)*

Add a second item to the Codex Adjudicata Royal Court Section IV. COURTS OF JUSTICE A. ROYAL COURT :

Option A:

2. The term "Crown Justice" is applied to those individuals who choose a Royal Court, but instead choose to plead guilty and waive the right of a trial. The sentence is determined by the Crowns. The Crowns may consult with both plaintiffs and defendants regarding the sentence.

Option B:

2. The term "Crown Justice" is applied to those individuals who choose a Royal Court, but instead choose to plead guilty, and waive the right of a trial. If the Crowns approve, a plea of "No Contest" may be entered in lieu of 'guilty', which does not require any admission of guilt from the defendant. The sentence is determined by the Crowns. The Crowns may consult with both plaintiffs and defendants regarding the sentence.

Commentary: There have been complaints that the word "Crown Justice" is not clearly defined. The long time interpretation is that it is a plea of guilty to a Royal Court, waiving all rights to a trial. Option 2 officially adds a plea of "no contest".

CH11. Add Complaints and Charges to the Codex Adjudicata, Section IV.A*(Requires 2/3 to approve)*

Option A:

3. If the Plaintiffs who filed a complaint that has been found with merit choose not to participate in the trial, all merit will be dismissed and the defendant found innocent of all wrongdoing.

Commentary: This prevents people filing frivolous or harassing charges against members and then dropping out of the trial, such that the accusations are left hanging.

Option B:

3. If the Plaintiffs who filed a complaint that has been found with merit choose not to participate in the trial, all merit may be dismissed and the defendant may be found innocent of all wrongdoing.

Commentary: This could be an option for the Crown but not an inflexible rule. Complainant may have second thoughts or become intimidated, but the Crown may determine that the case should be pursued anyway (truth must be more important than technical issues).

Option C:

3. If the Plaintiffs who filed a complaint that has been found with merit choose not to participate in the trial, all merit will be dismissed and the defendant found innocent of all wrongdoing, and the plaintiffs will be immediately charged by the Ministry of Justice for harassment of a member and the government.

Commentary: See the commentary for A, but this also adds a punishment.

CH12. Add Appeals of a finding of "No Merit" to the Codex Adjudicata, Section IV.D

(Requires 2/3 to approve)

Option A:

Appeals to a finding of "No Merit" may be made to one successive Imperial administration. This administration will consult with the Plaintiffs, Imperial Ministry of Justice, Imperial Chancellor and the previous Imperial Crowns. No evidence from the defendant can be considered as merit is determined "without rebuttal".

Option B:

Appeals to a finding of "No Merit" may be made. A Civil Court will be held to review the findings. This court will consult with the Plaintiffs, Imperial Ministry of Justice, Imperial Chancellor and the Imperial Crowns. No evidence from the defendant can be considered as merit is determined "without rebuttal".

Option C:

Appeals to a finding of "No Merit" may be made. These will be reviewed by a committee as defined in the Bylaws Article III.A.4. This committee will consult with the Plaintiffs, Imperial Ministry of Justice, Imperial Chancellor and the Imperial Crowns. No evidence from the defendant can be considered as merit is determined "without rebuttal".

Commentary: Currently there are some lack of procedures in the process that continuously cause confusion and distrust. There needs to be some way to appeal without trying the case before the Imperial Estates.

CH13. Amend the Codex Adjudicata, Section IV.A, Royal Courts of Justice *(Requires 2/3 to approve)*

4. All complaints must be corroborated by prima facie (without rebuttal) evidence (examples: witness statements, emails, announcements, meeting minutes, agendas, IM printouts.) This evidence must prove that the plaintiff has standing in

the case and experienced harm. At least three Knights without direct standing in a case can conjoin to represent the Chivalry as a body in a complaint of Conduct Unbecoming.

Commentary: This procedure was defined in a ruling in 2002 which is difficult to understand and should have been rolled into the Codex.

CH14. Add a Penalty For Breaches to Codex Adjudicata, Section IV

(Requires 2/3 to approve)

Option A:

K. A member who breaches a sentence or mediated agreement will be immediately put on Judicial Ban preventing participation within the Adrian Empire. A panel as described in the Bylaws Article III.A.4 will be convened no later than the next IEM to determine membership and participation suspension within the Adrian Empire for the period of not less than one year. All mediated agreements and sentences must be in writing. If a member does not renew, all sentences and agreements are put on suspension to be completed in full upon membership renewal. Membership must remain in place to fulfill banishments not expressly requiring a "do not accept" status.

Option B:

K. A member who breaches a sentence or mediated agreement will be immediately put on Judicial Ban preventing participation within the Adrian Empire. The case will be brought before the Imperial Estates at the next IEM and will automatically be in conjunction with a sentence appeal. All mediated agreements and sentences must be in writing. If a member does not renew, all sentences and agreements are put on suspension to be completed in full upon membership renewal. Membership must remain in place to fulfill banishments not expressly requiring a "do not accept" status.

Commentary: Members agree to follow the laws and codicils of the Adrian Empire upon membership. Every few years, we have the case where a mediated or court applied sentence is not followed. We need a way to enforce the process in some way or it is a pointless process. Mundanely they have agreed to follow our rules. The last two sentences are reflecting a process that has been in place for over 14 years.

Option C: (may be added to either Option A or B)

Any alleged breach must be adjudicated.

Suboption 1:

The breach shall be treated as a separate offense, requiring a finding of merit, and a trial and conviction or guilty plea.

Suboption 2:

A special magistrate shall be appointed by the Crown to investigate and rule whether a breach of sentence has occurred. The ruling of the special magistrate is subject to an appeal.

Commentary: Technically, breaches are separate crimes. Merely being accused of one is not proof nor a finding of guilt. Judicial bans or membership suspension could be adopted, but if the accusation is for an improper purpose (such as manipulating the Crown process to make a candidate ineligible for office)--how do we avoid abuse and how seriously do we punish abusers? Some Adrian equivalent to mundane parole and probation procedures may work and satisfy due process concerns.

VII. OLD BUSINESS

OB1. Review Rules Governing Board of Directors

(Requires 2/3 to approve)

Revise the Bylaws to restore the Crown as President and Vice President and Steward as Secretary Treasurer of the Corporation and Board of Directors, and clarify that they hold the ordinary corporate authority.

Adopt a standard corporate Board of Directors under the advice of mundane counsel, that shall be charged with a detailed list of mundane duties and necessary authority, which shall be limited to corporate, IRS, and banking, accountability and filings.

(The Imperial Estates will continue to elect and remove the members of the Board of Directors.)

(Previous) COMMENTARY: a normal corporate Board of Directors is a reasonable and proper approach to satisfying our legal obligations--it does not have to usurp any role or duty not specifically assigned to it. Simple rules for replacing its membership should reassure everyone that it is under control without subjecting the entire Imperial Estates membership to liability as the de facto BoD.

Chancellor's Note: The elements above appeared previously as separate options (see the March '13 Agenda, item OB2). They have been combined and presented here as a single proposal.

Author: Sir William Baine, Imp Chanc, CR, KPr

Sponsors: HIM Sir Thomas, Dame Ariana, KPr, Dame Margarita, CR KPr

OB2. Define when a complaint goes before the local Minister of Justice and when a complaint goes before the Imperial Minister of Justice

(Requires majority to approve)

Amend the Codes Adjudicata, Article III.D

All complaints shall be filed with the complainant's local Minister of Justice by default, but shall instead be filed with the Imperial Minister of Justice only under the following exceptions:

- The complaint is against a seated Crown
- The complaint is against the Imperial Crown or any of their ministers
- The member accused in the complaint is a member of a different chapter than the complainant
- The complainant is a member of a Shire
- The alleged infraction occurred at an Imperial event

Once a complaint has been filed with the local Minister of Justice, the Minister may, at their discretion, petition the Imperial Minister of Justice to handle the case if it is felt that there would be difficulty handling the case locally due to potential bias.

If a complaint is against the local Minister of Justice, it should instead be filed with the Crown of that chapter. If a complaint is against the Imperial Minister of Justice, it should instead be filed with the Imperial Crowns.

Neither the complainant nor the accused being either an Imperial peer or a member of the Imperial family shall be considered grounds for the complaint to be filed with the Imperial Minister of Justice.

Any complaints submitted to the Imperial Minister of Justice which do not meet the aforementioned criteria should be referred back to the local Minister of Justice.

Should the local Minister of Justice receive a complaint that should instead be filed

Imperially, they shall provide the complainant with the appropriate contact information to do so.

No one may ever rule on the merit of a complaint, act as magistrate for a case, nor sit as judge for a trial, of which they themselves are either a complainant or one of the accused. If a complaint is filed against an Imperial Crown, the Co-Crown, should there be one, may not rule on its merit, act as magistrate, nor sit as the sole judge for the trial, and the Imperial Minister of Justice shall not be subject to the orders of the Imperial Crowns as it pertains to said Minister's handling of the case. If a complaint against an Imperial Crown goes to trial, it must be convened as a Court of Chivalry.

Amend the Lex Adria as follows:

Crowns may carry out the functions of any of their appointed ministers as necessary, with exception to that stated in Codex Adjudicata Article III.D.

COMMENTARY: Having served as an Imperial Minister of Justice, I empathize greatly with those who offer their souls in this often thankless service to the Empire, as we are often seen as the bogeymen. It has long been a complaint of our office that there is little actual definition in law of when a complaint should be dealt with locally and when it should be dealt with Imperially. It has also been a long-standing tradition that those who are Imperial peers or members of the Imperial family shall have the right for a complaint in which they are involved to be referred Imperially. This is one tradition which I feel needs to end. It is my hope that this proposal will finally provide the separation of jurisdiction so desperately needed by the Ministry.

Author: HE Sir Henry Neville, KCiv

Sponsors: HE Dame Ariana Neville, KPr, HRM Fionnghualla inghean Ruaidhri of York

OB3. Amend the Codex Adjudicata Article IV for a Guilty Plea

(Requires majority to approve)

Add the following as VI.6 and renumber accordingly:

Should the Defendant plead guilty to the charges against them at any time prior to a trial, and the matter is not settled through mediation, a hearing shall be convened as a Court of Chivalry. However, instead of the Court ruling on whether the Defendant is guilty, they will instead determine the appropriate punishment in accordance with Article III.I. of the Codex Adjudicata. The tradition known as "Crown Justice", a Crown determining a Defendant's sentence without holding a hearing or trial, is hereby abolished.

COMMENTARY: I have too often seen Crown Justice requested as a means for Defendants to throw themselves at the mercy of a Crown who happens to be their personal friend, or, at the very least, someone more positively disposed toward them. As it is, Crown Justice currently has no basis in law, and this will finally and explicitly end the much abused practice. Also, it has not been defined in law what actually happens if someone wants to plead guilty to charges against them. In this, it gives the option of having a hearing where the Defendant has the opportunity to explain why they did what they did, with the judges taking that into account in the punishment. If the Defendant would rather not have a hearing, they can always settle it in mediation.

Author: HE Sir Henry Neville, KCiv

Sponsors: HE Dame Ariana Neville, KPr, HRM Fionnghualla inghean Ruaidhri of York

OB4. Amend Lex Adria Article XVI.A.5, (Crown) War

(Requires 2/3 to approve)

Option A:

Amend to read:

At least four (4) group battles, one (1) champion's battle, and three (3) arts points shall be decided on the first day when possible. At the end of the first day, the top two (2) armies shall be allowed to continue the following day. The members of the eliminated armies must, prior to closing court, bind to a new army in order to participate the next day.

COMMENTARY: This proposal is a nod to Sir Dorn whom I just got off the phone with and pointed this gem out to me. I figured, heck, I'm in a proposal-writing mood, so why not write this one? In short, is it even possible anymore for every war site to finish 3 arts points in a single day? I understand why it says this, to weed out armies, but I think we probably need to come up with a better way. This proposal may not do that, but it does ease the burden on the war ministers (well, really, let's be honest...the arts minister and judges) and says, "Hey, if you can, make sure you do it...if you can't, don't worry about it." I welcome any friendly amendments or counterproposals to make this law more realistic and less burdensome.

Author: HE Sir Henry Neville, KCiv

Sponsors: HE Dame Ariana Neville, KPr, HRM Fionnghualla inghean Ruaidhri of York

Option B:

Amend XVI.A.5 as follows:

a. First day of war1. Two sets of contenders:

At least four (4) melee battles, one (1) champion's battle, and half arts judging sheets completed and two (2) archery points shall be completed.

2. three (3) or more sets of contenders:

All Three (3) armored battles, one (1) renaissance weapons melee battle, one (1) light weapon melee battle, all four (4) arts knights lists points, and two(2) archery points: bowman's list and huntsman's list shall be completed. Upon completion the points will be determined for each set of contenders. The two sets of contenders with the most points will continue. The members of the eliminated armies may, prior to continuing the war, bind to a new army in order to participate.

b. Second day of war

All remaining combat battles, arts judging sheets and archery list shall be completed. Once complete, the total war points will be calculated to determine a wining set of contenders.

Amend XVI.A.6 as follows:

c. Four (4) Archery Points

- i. One (1) Bowman's List (combined score of all Bowmen)
- ii. One (1) Huntsman's List (combined score of all Huntsmen)
- iii. One (1) Open List (combined score of all supporters for each contender regardless of rank, in a separate shoot)
- iv. One (1) Champion's List [~~battle (highest score of any member). This will be determined by the highest score by any member from the list of~~]

~~supporters of any given candidate; the candidate need not select a champion.~~][The highest score from any army](#)

Chancellor's Note: These are [four](#) separate matches, and must be competed in separately

COMMENTARY: *This is the counter proposal that I agreed to provide*

Author: HRM Freidrich von Burg

CoSponsor: HRG Sir William Baine, Count Royal

OB5. Amend Continuing Crown Writ #2: Missile Weapons Manual - Test *(Requires majority to approve)*

Add a test to the manual for target archery qualification as per Article I.D.2. See Appendix E for proposed test.

COMMENTARY: *On page 3 of the CONTINUING CROWN WRIT #2, MISSILE WEAPONS MANUAL, 2.Archer Qualification Archers must be qualified by the Range Master or Minister of Archery. Archers will be tested on archery safety, range safety, and equipment maintenance. However, the manual does not provide a test as does the Combat Manuals. We here in Bisqaia have been using this test since 25 Nov 2007. Its manner is similar to those in the Combat Manual: open book, 70% to pass and 90% for Marshal. Upon acceptance the answer key, if needed, will be provided.*

Author: TRGs Sir Gilbert Ost Westley, Dame Alinor D'Arcy du Calais, Archduchy of Bisqaia

Sponsors: TEs Sir Mandrea Kahn and Dame Rose Thorne of the Barony of Blood Haven, Lady Knight Rhiannon Roysdotte of House Kynligr Mjoor (Sr Minor Estates)

Chancellor's Note: Any action by the Estates, other than a resolution, will convert a Continuing Crown Writ to an Imperial Estates Writ. To remain a Crown Writ, it must be amended by the Crown.

OB6. Amend Imperial Estates Composition

(Requires 2/3 to approve)

Replace the current voting structure to increase the minor Estates representation at the Imperial level by amending the Lex Adria as follows:

Article VI.A

The governing body of the Adrian Empire is the Imperial Estates General

[~~com~~posed of the Imperial Estate, the Estates Royal, the Estates Major, and [~~the two senior members of the Estates Minor from each chartered subdivision~~][a specified number of senior members of the Estates Minor from each chapter as follows:](#)

1. [A maximum of two senior Estates Minor from a Shire as per Article VIII.D.3.b.ii.](#)
2. [A maximum of four senior Estates Minor from a Duchy.](#)
3. [A maximum of six senior Estates Minor from an Archduchy.](#)
4. [A maximum of eight senior Estates Minor from a Kingdom.](#)

Glossary

Imperial Grand Assembly - The Imperial legislative body consisting of the Estates Major, [~~the two senior members of the Estates Minor from each chartered subdivision;~~][a specified number of senior members of the Estates Minor of each Chapter as per Article VI.A](#) and any non-landed peer who chooses to sit on the Imperial Estates General for that term of office.

COMMENTARY: *There has been a lot of debate over the years as to how to handle the increasing ratio of personal votes to representative votes. At the March 2012 IEM, according to the roll from that meeting, personal votes outmatched representative votes by a ratio of 1.5:1 (the 1.5 being rounded up from over 1.45).*

The idea to limit personal votes has been bandied about, but this has been met with, not surprisingly, strong resistance. Plus, the majority of individuals who actually show up to Imperial Estates meetings happen to be, more often than not, those with their own personal votes. After seeing numerous proposals put forth to deal with this imbalance, most notably those from HIH Sir Le'Bete, I decided to offer this method. The entire proposal as a whole seeks to open up the Imperial Estates to more representative votes. I have written each item in such a way that, if the Imperial Estates wished to approve one without the other, the items wouldn't be codependent. This item in particular seeks to grant more Estates Minor an Imperial vote, depending on the level of their chapter (Duchy, Archduchy, Kingdom). Shires remain at the current level of no more than 2 Estates Minor, as per Article VIII.D.3.b.ii. Duchies would gain an additional 2 Estates Minor votes, putting them at a maximum of 4. Archduchies would gain an additional 4 Estates Minor votes, putting them at a maximum of 6. Kingdoms would gain an additional 6 Estates Minor votes, putting them at a maximum of 8. I understand that some of my brethren in the smaller chapters might worry about their voices being even further diminished by this proposal, but, if we really want to make the Imperial Estates more representative, I feel that it only makes sense that larger chapters have greater representation. I also feel that this will give Estates Minor a bigger incentive in helping to grow their chapters. I do not expect this proposal to completely flip the balance between personal and representative votes, I'm cautiously optimistic, but I'm hoping this will at least hold it back some. As an aside, I figure we'll probably end up having to rephrase the glossary definition for Imperial Grand Assembly or Imperial Estates General, and I welcome the Imperial Chancellor's's input on that.

Author: HE Sir Henry Neville, KCiv

Sponsors: HE Dame Ariana Neville, KPr, HG Sir Tailan Bran McNeil Earl, KPr
Chancellor's Note: The author has asked that this be voted on at this meeting.

OB7. Elevation of Counties to Estates Major

(Requires 2/3 to approve)

Amend the Lex Adria to elevate Counties to being Estates Major:

Article VI.D CHARTERED SUBDIVISION GOVERNING BODY; SUMMONING MEETINGS

Estates Major (Lord/Lady Protector, Count/Countess Royal, Marquis/Marquessa, Founder, and Third-Level Knight, [Count/Countess](#))

Estates Minor (~~[Count/Countess,]~~ Baron/Baroness, Second-Level Knight, Household Lord/Lady)

Article IX.D. Titles

10. Count/Countess

The ruler(s) of a County. Part of the Estates [~~Minor~~Major]. (Voting)

Glossary

Estates Major - That portion of the Estates General consisting of Lord/Lady Protector, Count/Countess Royal, Marquis/Marquessa, Founder, [Count/Countess](#), and Third-Level Knight.

Estates Minor - That portion of the Estates General consisting of [~~Count/Countess,]~~ Baron/Baroness, Second- Level Knight, Household Lord/Lady.

COMMENTARY: This proposal item, combined with the previous one, is intended to try to help shift the balance back towards representative votes. It always seemed odd to me that a County, which must have a minimum of 35 members, wasn't considered an Estates Major, and thus guaranteed its own Imperial vote, when a Duchy must have a minimum of 20 members. I understand that the latter is a chapter, and the other is a subdivision, but it always still seemed odd given the considerable difference in minimum # of people required.

Author: HE Sir Henry Neville, KCiv

Sponsors: HE Dame Ariana Neville, KPr, HG Sir Tailan Bran McNeil Earl, KPr

OB8. Request purchase by Adrian Empire.

(Requires majority to approve)

Request the authorization, from the Imperial Estates, for the Adrian Empire to purchase a medium priced, Profession grade laptop, with a long warranty (3-4 years) and a licensed copy of Microsoft Office. The laptop will be kept by the Chancellor's, for official Chancellor's business, and listed as Imperial Chattel with the Imperial Steward. It will become the Master storage location for working copies of all Adrian documents, like the Imperial Estates Meeting documents and copies of the Laws, Writs, Manuals, Resolutions and Guidelines, that the Chancellor's is responsible for creating and/or maintaining. The Chancellor's will be able to maintain documents in both a Word format and a PDF format, as required. The PDF form will be sent to the Web Master for posting to the Website.

When there is a change in the Chancellor's personnel, the laptop will be shipped by one method (hand carried, UPS, FedEx, USPS, etc.) and a backup copy of the files sent by a different method, to the new keeper of the laptop. The Imperil Steward will be kept informed as to who has possession to the laptop.

The Chancellor's will be responsible for the maintenance and software update to the laptop. The Chancellor's will responsible for any non-warranty damage to or loss of the laptop. The Chancellor's will ask for authorization, from the Imperial Estates, for the purchase of any upgrades (software or hardware) to the laptop.

After the warranty has expired, the Chancellor's would need to request authorization to purchase a new laptop. All data and software would be transferred and the old laptop turned over to the Imperial Steward for sale to any active members of the Adrian Empire. The laptop will be evaluated for Fair-Market-Value (FMV), the licensed software uninstalled, any sensitive data removed and auctioned online to the members, to help recoup some of the purchase cost of the new laptop. The length of time for and format of, the auction to be determined by the Imperial Steward in office at the time, but sale price must be for at least FMV, otherwise kept as a backup unit until it can be sold for FMV.

Comments: The current documents are mostly found in PDF format and created by as many as six (6) different methods. Even with Acrobat Pro XI (current version) we cannot read all the files and some have password locks for updates. Who remembers the password for a 2002 document that has not been updated in ten (10) years? Having a copy of documents in Word, with no password and publishing PDF files with a password, makes it easier for the Chancellor's to make updates, keep formats from being lost in translation and still keep things secure.

With this ten year re-check of changes, we just did, most Minutes were in PDF and had to extract the information into a MS Word document. Then you had to delete headers and footer, most times the formatting (like color and paragraph indenting),

were lost, some special characters (quotes, apostrophes) converted to other characters and in many documents, each line had an end-of-paragraph character that had to be deleted and a space added. This required multiple checks to ensure proper extracts were done. If the documents had already been in MS Word format, the process would have been much faster and more accurate. Then the documents that needed to be updated were in PDF and not all could be read for update, requiring translation to MS Word (with a possible reformatting being required), updated and converted into PDF again.

The type of laptop I was suggesting to get would be similar to a Dell Latitude and Lenovo ThinkPad T, 14+ inch screen, 4GB ram, DVD-RW, 250+GB hard drive., and 3-4 year warranty and might cost between \$700-1200 and may have a FMV later of \$200-400.

Sponsors: Sir Robert LaCroix of Albion, KnF, KnC

Sir Gregor Pent Graf vonSchongau of Albion, KnPr, KnA

OB9. Amend the Combat Manual, IEW 17

(Requires majority to approve)

Amend IEW 17, the Combat Manual, as follows:

Shinai Armor Standards:

III.B.3. Body

- a. [~~a gambeson or equivalent padding~~]... is replaced by [a minimum of one layer 6 oz. fabric, about the thickness of heavy t-shirt weight material...](#)

III.B.4. Arms & Legs

- a. [~~One layer of sweatshirt or terrycloth weight material~~] is replaced by [a minimum of 6 oz. fabric, about the thickness of one layer of heavy t-shirt weight material](#)

Item b is removed.

Item "c" becomes Item "b" and updated to state [Elbow pads and](#) kneepads are...

Rapier Armor Standards:

III.C.3.Body

- a. A minimum of one-quarter-inch (1/4") thick quilted gambeson, [lined medium weight canvas or denim](#), or leather buff coat is required.

Cut & Thrust Armor Standards:

III.D.3. Shoulders

- a. [~~One-quarter-inch (1/4") padding under shoulder armor~~] replaced with [lined medium weight canvas or denim under shoulder armor](#)

III.D.4. Body

- a. [~~A one-quarter-inch (1/4") quilted gambeson with a coat of plates~~]... is replaced with [lined medium weight canvas or denim with a coat of plates](#)...

Comment: These rule changes to Armor Standards are intended to roll back some of the padding requirements deemed to be excessive. Having seen no injury reports for some time regarding inadequate padding and hearing the concerns for overheating in many areas, I am proposing these changes.

Author: Sir Arion Hirsch von Schutzhundheim, Knight Champion

Co-sponsor: Sir Karl von Rothenburg, Knight Champion, Sir Eric Harbinger, Imperial Prince

VIII. NEW BUSINESS

NB1. Permit Kingdoms to choose an alternate method of selecting their Crown(s)

Amend the Lex Adria to allow Kingdoms to create codicils defining an alternative method for selecting their Crown. These methods may include, but are not limited to: direct election by the populace, Estates election, lottery, This could allow Crowns to serve more than 2 consecutive terms.

Comment: If Archduchies may choose the method of selecting their Crown, why should Kingdoms be more restricted?

Author: Sir William Baine, Count Royal, KPr

Sponsor: Sir Gregor Pent Graf von Schongau, Count Royal

NB2. Establishing a South-Central War Site in Texas

The site is be the current location of Bisqaia's monthly events, Killeen, TX. It includes a feast hall with full kitchen, an archery range, fighting field, a ship, and a bardic fire pit. Note: The outside facilities can be seen by going to the interactive map on the Imperial web site.

Comments: A South-Central site would signal the desire to develop the middle of the Empire by making a war site much closer for groups currently too far away to participate in the current sites.

Author: TRGs Sir Gilbert Ostwestley and Dame Alinore D'Archy du Calais, Archduchy of Bisqaia

Sponsors: TEs Sir Mandrea Kahn and Dame Rose Thorne of the Barony of Bloodhaven, Dame Rhiannon Roysdotter of House Kynligr Mjoor (Sr Minor Estates)

NB3. Amend Imperial Bylaws, Article III, selection of a special panel

Withdrawn: See CH3

NB4. Amend the Combat Manual

(Requires 2/3 to consider, majority to approve)

5. Combat archery, shinai: [13]12 years of age

6. Combat archery, rapier: [~~13~~]14 years of age

Comment: What I am proposing is changing the listed combat archery age minimum to reflect the tournament ages (I.E. 12 for shinai, 14 for rapier, 16 for c&t and armored). I just want everything to be accurate.

Author: Sir Ritter Dietrich Von Holstein, KCh

Co-Sponsor: Chancellor

**NB5. Proposal to change the wording of the Articles of Incorporation
EXHIBIT A, ARTICLES OF INCORPORATION AND RESTATEMENT OF
ARTICLES OF INCORPORATION OF THE ADRIAN EMPIRE,
INCORPORATED**

(Requires 2/3 to consider, majority to approve)

ARTICLE II, Purposes

A. The Corporation ... shall be operated [~~exclusively~~] for charitable, educational and literary purposes ...

B. ... promoting activities and education in the field of ...

C. ... the field of medieval Western European Culture ...

D. ... between [~~1150 A.D.~~] 1066 C.E. and [~~1550 A.D.~~] 1603 C.E. ...

E. ... events which re[-]create the environment ...

- F. ... present activities and events ... but not limited to ... [~~jousts,~~ demonstrations, tournaments, fairs, revels, classes, etcetera ...
- G. ... to encourage its members and chapters to research, acquire or produce [list of stuff] ...
- H. ... to [~~acquire authentic or reproduced replicas of chattels~~] research, acquire and produce items representative of said era ...
- I. ... to collect a library of works relevant to the era ...
- J. ... The Corporation , or its authorized chapters as defined in the Bylaws may ... [make] gifts, grants or other payments to other qualifying organizations as defined in Article VIII of this document. From time to time the Corporation may authorize one of its chapters to make such a gift, grant or other payment. Chapters at a kingdom level (as defined in the Bylaws) may make such gifts, grants or other payments without prior Corporation authorization, but must adhere to the rules as set out in this article....

ARTICLE III, Activities and Restrictions

- K. [~~Section 5. Whenever the Corporation is a private foundation ...~~]

ARTICLE VII, Amendment

- L. ... [~~These Articles of Incorporation may be amended by the Estates of the Corporation by vote of~~ 2/3rds of [~~the number of directors in office at the time that the amendment is adopted~~] said Estates of the Corporation ...

ARTICLES VIII, Principal Office; Registered Office and Registered Agent

- M. At the March Estates meeting, the incorrect address was crossed off, and the correct address penciled in. Type the correct information

COMMENTARY:

- A *There is no need to take the absolute most narrow view of our purpose. By eliminating the word "exclusively" we still define our purpose but give ourselves just a little bit of room to breathe.*
- B *As it stands, everything we do must be education-based. If this addition is accepted, then activities are included as well as education. Some of our activities are questionable as to the medieval education purpose. For instance, the purpose of our Imperial Estates meetings are to address the government of our modern organization. The only medieval education there is purely accidental. (If there are classes, they are held in conjunction with the meeting and aren't part of the meeting itself.)*
- C *We need to say we are European history, not North American history.*
- D *The years have been 1066 to 1603 for a number of years now. The change from A.D. to C.E. (Common Era) simply reflects current standards.*
- E *This fixes a typographical error and more accurately describes our mission.*
- F *1. We have consistently resisted hosting jousts so it should not be stated so obviously in this document. If we ever host a joust, it is covered by the phrase "not limited to".*
2. The same should be said of revels, which are defined as "frolic noisily, dancing, drinking, or partying" (source: several internet and hard copy dictionaries), not something we endorse as a family friendly corporation. 3. Demonstrations are not included in this list of our common (or most important) examples of our activities.

G The purpose of The Adrian Empire is not to go out and buy [list of stuff]. Our members do, but their items remain their own private property. Less frequently the Adrian Empire, or its chapters, will acquire [list of stuff].

Note: The [list of stuff] is addressed as separate items. They are not included here to avoid confusing the issue.

H This phrasing is much more representative of what we actually do (and encourage) in Adria.

I If item G is accepted, then no change is needed to this item. If it is not accepted, the proposal is to eliminate this phrase in its entirety. There has never been an Adrian Empire Library and it is dishonest to include it in our articles of incorporation.

J As this reads (or strongly implies), The Adrian Empire may make gifts to other groups only at an Imperial level. There is ample precedence that chapters also make gifts or donations to other groups. As to which organizations are "acceptable", I have referred to Article VIII, Dissolution. It describes organizations with "purposes substantially similar to those of the Corporation" and with specific IRC codes (for instance, ours is 501(c)3). Kingdoms currently control their own funds (including bank accounts) and should be allowed to make gifts and payments without asking permission of Mom and Dad. It is very strict about what organizations can be on the receiving end of a gift, so there should be no fear of kingdom mismanagement. Everything they do is still submitted to the Imperium for review.

Note: If the Imperial Estates wish to place a ceiling on the value of such a gift, grant or other payment, it may make a separate proposal to that effect. This is to change the Articles to accurately reflect current practice, not to define it for the future.

K This section should be deleted in its entirety. We are not a privately funded organization, and any reference to being one does not belong in our documents.

L As this reads, we can change the Articles of Incorporation by having an Imperial Estates proposal that is passed by a vote of 6 in favor of the change. 6 is 2/3rds of the number of directors currently in office. This is a serious error that needs to be changed as soon as possible.

M Handwritten changes to a document like this are unacceptable. It makes us look far more unorganized and unprofessional that we actually are. It also indicates to the government agency receiving the document a lack of attention to detail and a lack of care for proper procedure. To me, it would immediately raise the question, "What else do they do sloppily?"

Commentary: *There are inaccuracies in the Articles of Incorporation that were submitted to Arizona after approval during the March Imperial Estates Meeting. Both serious and more trivial issues are included in this proposal. To avoid confusion, each proposed change is presented separately. If the Imperial Estates wish to consider the items separately, it will be considered a friendly amendment to the proposal that would not be opposed. Sir Jehan*

Commentary: *I want to stress that this is NOT to change Adria or the Articles' intent, just to clarify what I feel are mistakes. If someone wanted to present a change to the Articles, I would not accept it as a friendly amendment. Let's get it right before we start to change the way things really are. Dame Maeb*

Author: *HIH Dame Maedb Hawkins*

CoSponsor: *HIH Sir Jehan von Hapsburg*

NB6. Modify the Standard Flow of Information in the Rolls & Lists Manual, IEW 34

Modify Article I.C as follow:

- e. Once a month, within 30 days of the last event in that calendar month, the local Office of Rolls and Lists sends the original or scanned sign-in forms for the previous month to the Imperial Office of Rolls and Lists. The local Office should keep copies and is encouraged to do so, if more time is needed to address actual problems the Imperial Rolls Minister shall be notified and told why. . See V.A.2. Physical Reporting (Sending in the Paperwork) on page 18.
- f. 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 verifies the entry of each event in the Imperial Database within [~~90~~] 30 days, if more time is needed to address actual problems the local Rolls Minister shall be notified and told why.
- g. 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~~] 30 days, if more time is needed to address actual problems the Imperial event autocrat shall be notified and told why.

CounterProposal:

As the primary proposal but in f, the change would be to 60 days, and g would not be modified.

COMMENT: I first posted this in March of 2012 since that time I have had many inquiries as to why it is taking so long, so I am reposting it. I want to change the amount of time from 90 days to 30 days for Imperial recording. No more time than that is needed to look the events over and approve them. 90 days to post the events coming from the Chapters and 60 days to post the events coming from the Imperial Events is much more time than needed. 30 days is plenty of time to get those posted. If there are problems with the events, it could take a little longer for the Rolls Minister to get an answer back, but the local Rolls minister or Imperial event autocrat should know why it hadn't been posted yet.

Authors: TIM Dame Etaine and Sir Thomas

IX. DISCUSSION ITEMS

DI1. Alternative Makeup of Imperial Estates

Reestablish the Senate and Assembly with the Senate consisting of those voters who attended the IEM in person, and those who “stayed home” would constitute the Assembly. The Senate would debate the items on the agenda, make modifications as appropriate, and recommend for or against each item. The Assembly would then vote for, against or abstain on each item. The Assembly votes would be cast electronically or by mail no later than one month after the meeting of the Senate. Proxies are no longer valid.

Option A: The members of the Senate would cast all of their votes in the Senate and have no vote in the Assembly.

Option B: The members of the Senate must use one of their votes in the Senate. If they have 2 votes (one landed and one personal/non-landed), they may choose which vote they are casting in the Senate and may cast the other vote in the Assembly.

Option C: The members of the Senate may choose to either cast all of their votes in the Senate or to split their votes between the Senate and Assembly.

Comment: *There have been many discussions about the problems with the IEMs: the IE has too many voters which makes meetings long and difficult and voting hard to count; the IE is not representative of the members because there are too many non-landed voters and not enough landed estates votes; proxies come in late; changes to agenda items can't be made because the proxy holders don't know about them; proxy holders don't vote the will of the estate when the proxy is an open proxy; etc. This item seeks to correct all of the above problems by:*

1. *eliminating all proxies (if you are there, you vote in the Senate, if not, you vote in the General Assembly, and if you have 2 votes, you vote up to 1 in the Senate and the rest in the General Assembly),*
2. *limiting the discussion and voting in the Senate to those who are present at the meeting,*
3. *allowing everyone a direct vote after all of the changes to the proposals have been made and discussed openly,*
4. *General Assembly votes would be counted electronically, so the count is "guaranteed" to be accurate.*

The time-table and operation would be as follows:

1. *60 days prior to the Imperial Senate Meeting (ISM), the call for agenda items is posted and the membership in the Imperial Estates General is set.*
2. *45 days prior to the ISM, the ISM agenda is published*
3. *30 days prior the ISM, the ISM agenda is finalized*
4. *The ISM is held:*
 - a. *All those in attendance sign in and specify which vote they are casting.*
 - b. *The Agenda is discussed and modified as appropriate.*
5. *The day after the ISM, the Chancellery and the Ministry of Information establish the make-up of the Assembly of the Imperial Estates (aka General Assembly or AIE) and the AIE discussion and voting group is established over the next 7 days.*
6. *7 days after the ISM:*
 - a. *The minutes of the ISM are published and the AIE Agenda is published with those items approved by the Imperial Senate (IS) only.*
 - b. *The members of the AIE sign in to the discussion and voting group and -*
 - c. *Online discussion now begins in a "closed" group of all of the Imperial Estate holders, both landed and non-landed (the general public is not allowed access to this group but all members of Adria could be given read-only access with only the members of the AIE being given posting privileges).*
7. *21 - 24 days after the ISM: The discussion is closed and the online voting begins*
8. *28 - 30 days after the ISM voting ends.*
9. *1-4 day after the AIE voting ends, the results are published.*

We realize that there are still some details to be worked out (how the AIE discussion board will be created, how the AIE will vote, how Estates with no viable internet access will participate, ...), but we believe those issues can be resolved (including testing) prior to or within 3 months of passage with implementation beginning after the IEM following the approval, e.g. if this item is approved at the March 2014 IEM, it can be implemented in time for the November 2014 meeting.

Authors: *Sir Robert LeCroix, Marquis, Sir Gregor Pent Graf von Schongau, Count Royal, Sir William Baine, Count Royal, KPr*

DI2. Create a policy for IT

Establish an IT policy for all Imperial activities

1. Asset Management: A system that monitors and maintains items of value.
 - a. Laptop: Who is responsible for maintaining? Where do we obtain?
 - i. Warranty
 - b. Software: What software is needed to perform duties of position maintaining the physical item? How often do we upgrade software we get to newer versions?
 - i. Editor: Word, Open Office?
 - ii. Virus: Kaspersky, Norton, MacAfee? Which offers the best protection?
 - c. Domain: Who controls, who has access? If we had to gain control of the domain how would we do that?
 - i. Do we have the option to set up emails through the domain for Imperial positions?
 1. This will maintain a central location for business emails to be located. And will maintain continuity of information coming into Imperial Positions across the years. This also removes personal emails from public sites.
 - d. Working Documents: What documents does the Empire maintain and who do they belong to?
2. Back up
 - a. Site: Who maintains a backup?
 - i. What's the policy of our hosting provider should things go bad with the hosting plan?
 - b. Working docs: Per our hosting providers Terms of Service files on the hosting plan have to be used for the site. We need to come up with a central location to store and make documents available for edits. Something like Google Docs or Online File Storage through Go Daddy. Not sure if Blue Host has something similar.
 - c. Update protocols: Who updates what? How are things 'checked out' for edits? Some services allow multiple people in the same document for edits: Google Docs, SharePoint

COMMENTARY: Seeing a need for a policy for IT within the Adrian Empire, I have drafted this as a beginning.

Author: HRM Giselle Arndt of Umbria

CoSponsor: Gregor Pent Graf von Schongau, Count Royal

X. NEXT MEETING OF THE IMPERIAL ESTATES:

XI. ADJOURNMENT:

Appendix A. Civil Court Reports

Case: Cv Ct Imp 110326-1 – Concept of Discovery
Petitioners: Sir Tailan Bran, Sir Cameron Kilshannig
Petition: We request to clarify discovery. We wish the court to confirm that when the offence was committed does not matter; it is when the act was discovered.
Panel: HG Sir Polonius Fiend (Presiding Justice), HIM Sir Hawthorne de Tallyrand Perigord, HIH Sir Wright Bentwood
Summary: Complaints are rejected if they are filed more than 45 days after the offence.
Reasoning: Codex Adjudicata is clear on this matter.
Ruling: We should use a standard of what a reasonable person should be able to discover, using ordinary practice.

Case: Cv Ct Imp 110326-2 – Appeals of Rulings
Petitioners: Sir Tailan Bran, Sir Cameron Kilshannig
Petition: To clarify the role of appeals after the Justicar has ruled on Merit. We ask the court to give direction on what constitutes an appeal and how it should be handled?
Panel: HG Sir Polonius Fiend (Presiding Justice), HIM Sir Hawthorne de Tallyrand Perigord, HIH Sir Wright Bentwood
Summary: The right of appeal is defined in the Codex as occurring after the accused is found guilty. Otherwise, there does not seem to be a place in the timeline for or a definition of appeals. There is a concept that you can appeal an action by a Minister to their Crown, but this is now being applied to all levels of the judicial process. The method and what constitutes an appeal is being addressed from case to case. Additionally the appeals are also slowing down the process and arguments that should be heard at the trial are being used in the process of appeals.
Reasoning: Traditionally, the Justicar uses only the evidence presented by the Complainant to determine merit. Evidence to show innocence is to be used only during the “Trial” phase of the process.
Ruling: The appeal process should not be used during the “Merit” phase of a complaint, except for procedural errors. This cannot be used to “prove innocence”. It is to be understood that appeals of pretrial decisions do not extend the normal timeline as defined in the Codex Adjudicata. An appeal should not extend the case.

Case: Cv Ct Imp 110326-3 – Role of Crowns in Appeals
Petitioners: Sir Tailan Bran, Sir Cameron Kilshannig
Petition: To clarify the role of the Imperial/Local Crown in Judicial issues. Are Crown rulings appealable in the Judicial process appealable to the corresponding Estates.
Panel: HG Sir Polonius Fiend (Presiding Justice), HIM Sir Hawthorne de Tallyrand Perigord, HIH Sir Wright Bentwood
Summary: (facts and arguments)
Reasoning: The Crown delegates’ authority to Their ministers, but the Crown can act as any given minister. Under current law, the ministry is not separate from the authority of the Crown.
Ruling: If a Crown wishes to assume the duties of one of Their ministers, it is understood that They have the authority to assume those duties.

Case: Cv Ct Imp 120722-2 – Define One Event
Petitioner: Sir Dorn Das Schwarz Brause
Petition: Define “one event per month” as stated in Lex Adria Article V.E.

1. What is the limit for abuse:
2. What is the legal event for deciding this?
3. How much flexibility is allowed per Chapter?
4. Should there be a penalty if not all events are held?

Panel: Prince Wright Bentwood, Princess Lenora Greyphus, Countess Royal Margarita Dubois

Summary: Concerns were raised that Chapters holding multiple make-ups at a single event were exceeding their authority. In some cases, an entire winter's worth of events were held on the same day. Other Chapters acted similarly regarding summer. This was seen as abuse of the "other conditions" section of the Law.

Reasoning: We believe the intent is to hold regular monthly events when possible. The intent was not to hold a few multiple events that equal 12 e.p.s. Make-up event procedures for situations beyond Crown control are listed in the Lex Adria. Abuse should be reported by Shires to Imperial Crowns, and larger chapters should report to their Estates.

Ruling: In answer to questions 1 & 3, "it is our opinion that holding more than 2 make-ups in addition to the normal event (for a total of 3 events) is abuse and excessive."
In answer to question 2, it is the act of holding more than three or failing to hold an average of 1 per month.
In answer to questions 4, "the Crown may be charged with malfeasance." (*Chancellor's note: This is interpreted by the Chancellor's as misconduct, a proper charge should be*

- *Nonfeasance of office which is defined as nonperformance of duties and responsibilities*
- *Misfeasance of office which is defined as poor performance of duties and responsibilities*
- *Malfeasance of office which is defined as deliberately bad performance of duties and responsibilities*

in accordance with Codex Adjudicata (IEW #2, Oct 2010), Article III.E.6.)

Case: Cv Ct Imp 120722-3 – Define "reside"

Petitioner: Sir Hawthorne and Dame Cocah Anatoli

Petition: What does "reside" mean in the context of Lex Adria Article XVI.B.1.iii and the Bylaws Article III.E

1. Does it mean "where you live (mundanely)" or "where you play"?
2. Who does the Imperial Crown get permission from when Imperial Crown approval is required?
3. Can memberships be moved outside of the renewal period, what constitutes "special circumstances" (referred to)?

Panel: Prince Wright Bentwood, Princess Lenora Greyphus, Countess Royal Margarita Dubois

Summary: Members have questioned Crown attempts to comply with the Law when they felt war sites in their home chapters were unavoidable.

Reasoning: Lex Adria is very clear on the definition of when Lifetime membership may be moved. The word reside was written into our laws when Chapter location and mundane address were the same. If was put in two location in the Bylaws, one for location (membership) and one for Crown Wars. Later, mundane address did not have to equal physical location. Bylaws were then divided into Bylaws and Lex Adria. The word reside in this division was never changed.
For the portion dealing with membership in the Bylaws we believe the intent of the word resides means your physical street address. In regards to Crown Wars, Lex Adria we

believe the reside comment had to do with undue influence and in our opinion that would apply to physical residence as well as Adrian Chapter residence.

Ruling: In answer to question 1, reside means: where you live.

In answer to question 2, the Imperial Crown gets guidance following the advice of the Chancellor before the decision is made and with regards to permission, they already have permission from the Imperial Estates to make decisions that require Imperial Crown approval. However, this decision can be revoked by the Imperial Estates.

In answer to question 3, Special circumstances are subjective on purpose. You can never define all the special circumstances. The Crowns shall have the decision of the special circumstances.

(Chancellor's Note: The following case is not concluded.)

Case: Cv Ct Imp 120722-4 – Disposition of Chattel Goods

Petitioner: Dame Marion Leal

Petition: How shall or may a Chapter transfer chattel or money to another Chapter?

What is defines “chattel goods” subject to this ruling?

If transfers are permissible, who has the approval? Chapter or Imperial Crowns or Estates?

Panel: Prince Wright Bentwood, Princess Lenora Greyphus, Countess Royal Margarita Dubois

Summary: Adria is aware that its property is being transferred without approved procedures.

Reasoning: The court discussed the following definitions:

Dispose = to place, distribute or arrange in an orderly way, to transfer to the control of another, to get rid of: to deal with conclusively

Transfer = to convey from one person, place or situation to another; move, shift , to cause to pass from one to another

Chattel Goods = Moveable article of personal property

Capital Asset Definition = an asset that is not easily sold in regular course of business' operation and is generally owned for its role in contributing to the business' ability to generate profit. Over a certain amount significant amount of money

Non-Capitalized Asset = anything under a certain amount of money

Restricted Assets = Not allowed to move around or release

Allocated Assets = don't need approval to move.

Ruling: The Court issued no ruling. The Court recommended that it obtain advice from the Chancellor's on a definition of chattel before proceeding.

(Chancellor's Note: The simple definition of chattel is: “a movable possession; not real estate”.

However, the Chancellor's recommended the Crown confer with competent counsel to draft a policy.)

Case: Cv Ct Imp 121104 – Points Conversion for two Events

Petitioner: Prince Wright Bentwood

Petition: Correct and verify point conversions for members listed in events 11260 and 11047 of the Rolls & Lists database.

To correct and verify point conversions for members listed in event ID: 11260 and 11047

Panel: King William Baine, King Phillip DuBois Guilbert, Princess Lenora Greyphus

Speakers: Dame Cocah Anatoli, Sir Hawthorne de Tallirand Peregord, HIM Thomas Wiemar,

Queen Isabelle, Dame Cerridwyn Emailia Fiend, Princess Shahara of Lion's Court

Summary: Petitioner challenged corrections to point conversion from FLARF from Sir Hawthorne and Dame Cocah. Evidence included email from Sir Hawthorne and witness testimony.

Points were granted for two fairs, and removed for 1 fair and for all recipients of a certain

rank. Petitioner argued for reinstatement of points for the second fair and conceded limiting points to newer members. Evidence suggested then Crowns were trying to follow previous policy but apparently, under the previous reign and Theirs, one Ruler awarded points that the other Ruler would not have. Crown expected formal request, petitioner presented records to Imperial IMOR&L. After much discussion, it was agreed that presentation to the Imperial Minister substantially met the requirements of the request, and it was reasonable for a co-ruler to agree to the actions of the other co-ruler.

Reasoning: The agreement concluded the dispute, noted miscommunication, and presented a negotiated settlement.

Ruling: The settlement was accepted: “No one who had the points to take the accolade of knighthood are not eligible for conversion points. No one will receive an EP or DI for the events. If a person had previously received a conversion, Sir Hawthorne agreed that they should receive conversion points.” Referred to TIMs for implementation. A highlighted list was given to TIMs indicating points removed and points approved.

Appendix B. Amendment to the Chancellor's Manual

Replace Chancellor's Manual Article III.A as follows:

A. 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: NOTE: A sample~~

~~agenda is included (Appendix A); all items should indicate what vote is required for consideration or passage~~

~~(majority, 2/3rds, unanimous, etc.)~~ **CONTENTS**

~~A complete table of contents indicates each item of business. The Chancellor should include or attach a list what is being included in the Agenda packet, including all appendices and exhibits.~~

~~GENERAL MEETING INFORMATION~~

~~Include the date, time, and place of the meeting, as well as scheduled breaks accommodations, directions to the location, and any special rules which might apply to the meeting.~~

~~1. Call to Order~~

~~2. Roll Call~~

~~Estates and proxies in attendance sign in and are counted. The members are officially seated. If a quorum is established, the meeting may commence. At this time, petitions for waiver to seat new members may be considered.~~

~~3. Consent Calendar~~

~~Agenda items may be placed on the consent calendar in advance (by the Chancellor) or at the meeting (by any member). If any member objects, either present or by proxy, that item may not be placed on the consent calendar. When the consent calendar is concluded those items are approved without a formal vote. Items objected to, are considered normally as they appear on the agenda. Note: to avoid wasting time, only offer items not likely to be opposed.~~

~~4. Approval of Minutes~~

~~The minutes of a meeting should be published as per Imperial policy 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. Additional corrections, of course, may be submitted at any time. The minutes of the previous meeting, as well as any corrections, shall be presented for approval by majority. Corrections shall be recorded in the minutes of the current meeting and the previous minutes amended.~~

~~5. Reports~~

~~The various Ministries, Imperial Crown, President and Board of Directors, Committees formed by the Estates or the Imperial Crown, the Churches, and others make their 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 as a whole). All reports should be made electronically, in advance so proxies may consider them.~~

~~Reports should be submitted to the Chancellor's in time to be published with the agenda. Non-budgeted expenditure items shall be presented for approval during the Steward's report or as Crown Business. In the section for the Steward's report, the Agenda should direct the Estates to official government sources where any non-budgeted expenditures made after the submission deadline would be published, so [that] the Estates can consider them if they will not be on the agenda.~~

~~6. Crown Business~~

~~Crown Business are items offered or adopted by the Crown for immediate consideration, including:~~

~~Charters; Crown Writs; Review Imperial Budget (November); Review Associate Memberships (November), Receive Financial Statements from the Chartered Subdivisions (July); Finalize Data for Corporate Tax Preparation (July); Review Systems of Conversion (July); and, appropriate new proposals. They are presumed to be authored and sponsored by the Crown unless otherwise indicated.~~

~~7. Chancellor's Business~~

~~Chancellor's Business are items offered or adopted by the Government for immediate consideration, including Review of Corrections and Updates of the Law, Clarifications of Law, Board of Directors Elections (in November), Evaluation of Previous Crowns' Reigns (in March), Qualify and Determine Acceptability of Imperial Candidates (in July) and appropriate new proposals. They are presumed to be authored by the Chancellor's and co-sponsored by the Crown unless otherwise indicated.~~

~~8. Old Business~~

~~Old Business is business which was New Business at a previous meeting or which is related to current or former Business (i.e. alternate proposals on the same issue). Old Business also includes items for reconsideration including those 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 either passed or failed. If there are alternate proposals on the same issue, they remain Old Business until they pass or fail. The only exception is where the Estates specifically set an item which has been acted upon for review at a subsequent meeting. In that 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 should be clearly designated. In regards to items designated for re-write; Any item referred for rewrite shall appear on the next Imperial Estates agenda only if the rewrite is submitted to the Imperial Chancellor by the deadline for submissions. If a rewrite has not been submitted by the second Imperial Estates meeting following referral, the proposal shall be considered withdrawn and must be resubmitted as New Business.~~

~~9. New Business~~

~~New Business refers to items which were not in the last Agenda and which are not identified as items above. They are placed on the Agenda by being sponsored by two members of the Imperial Estates (Bylaws 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. If the Estates wish to act on an item of New Business immediately, it takes 2/3rds to consider (like a waiver of notice pursuant to Bylaws Article VI.G.).~~

~~New Business not considered becomes Old Business next meeting. Items that are considered also become Old Business next meeting for reconsideration in accord with Article VI.G. The turnaround on legislation will be at least two meetings if it is not an emergency or sponsored by the government. Actions of a nonemergency nature in a functioning organization should be well considered.~~

~~10. Discussion~~

~~This section is for discussion of topics not requiring action. Topics should be submitted in writing by the submission deadline, but if there is time, nothing prevents members from making appropriate announcements or having other discussions prior to adjournment.~~

~~11. Next Meeting~~

~~This is when the Estates set the next meeting. The number and approximate dates are set by Bylaw. The Estates may alter these by 2/3rds vote. Writ explains how the regional rotation shall be conducted. The Estates may alter this by majority. The Crown selects the location and host.~~

~~12. Adjournment~~

~~The Estates may be adjourned by the Chancellor or by 2/3rds of the Estates.]~~

The Agenda is the notice to all Estate Holders regarding what is to be discussed at the meeting.

1. The Agenda should be in enumerated outline format for easy reference. NOTE: A sample agenda is included (Appendix A).
 - a. Agenda items are numbered with capitalized Roman numerals (I, II, III, IV, ...).
 - b. Items of business are identified by a two or three letter prefix identifying the type of business and a consecutive Arabic numeral for the specific item, e.g. CRB1, CHB3, OB2,
 - c. Sub-items, options, etc. are identified by Capital letters.
 - d. If additional subdivision is required, the sequence should continue with Arabic numerals, lower case letters, then lower case Roman numerals.

All items should indicate what vote is required for consideration and passage (majority, 2/3rds, unanimous, etc.)

2. The organization of the Agenda should be as follows:

COVER PAGE

The cover page should identify the date of the meeting, the Imperial Chancellor and the Deputies involved in the preparation of the agenda, and the date the Agenda was prepared. If the agenda has been amended or updated, it should show the date of the latest update.

TABLE OF CONTENTS

Starting on the next page is a complete table of contents indicating each section and each item of business, including all appendices and exhibits. If an item requires more than one or two pages, the text and details of the item may be placed in an appendix or addenda with the item number and title being included in the text of the agenda proper.

GENERAL MEETING INFORMATION

Include the date, time, and place of the meeting, as well as scheduled breaks accommodations, nearest airport, shuttle availability, hotel arrangements, information about other related activities such as a feast, coronation, tournaments, collegia, courts, etc., and any special rules which might apply to the meeting.

Authority, Disqualification, and other Requirements

Include the Authority (legal requirement or justification) for the meeting by quoting the bylaw(s) or the Lex Adria that authorizing this meeting (Article VI.E.) including any special requirements for this meeting as specified therein.

Include the article of the Lex Adria for including or disqualifying votes, either estate or personal (Article VI.E.6).

Include the requirement for valid proxies.

I. CALL TO ORDER

II. ROLL CALL

III. APPROVAL OF THE MINUTES

The minutes from the last meeting must be ratified. These should have been posted in advance of the publication of this agenda, so including them in the agenda is not necessary. However, if changes are requested of the Chancellor's after the publication of the minutes and prior to the publication of the Agenda, they should be included either here or in an appendix/addenda for review by the members of the Imperial Estates prior to the meeting.

IV. REPORTS

Each of the Imperial Ministers should have published their report prior to the meeting, but, since that will occur after the posting of the minutes, all that is required here is a list of the reports due, including the Crowns and (President of) the Board of Directors (BOD). Also included are any committees formed by the Crowns, Estates, Churches, or other domains who need or wish to report to the Imperial Estates.

V. CROWN BUSINESS

This section includes any and all business of and from the Imperial Crowns. If the business item is one of the Crowns duties, whether specified by bylaw, Lex Adria, policy, practice, tradition, or default, or was added to the agenda at the specific request of and authored (directly or indirectly) or specifically sponsored by the Crown, it belongs here. Examples include (but are not limited to) the status of Chapters, the budget, and the approval of Crown Writs. These are assumed to have been authored and sponsored by the Imperial Crowns unless otherwise specified.

VI. CHANCELLOR'S BUSINESS

Any agenda items required by law at this meeting or falling under the jurisdiction of the Chancellor's are included in this section. This includes any and all Imperial Judicial Decisions, ratification of past Civil Courts, the Election of members of the BOD, acceptability of Crown Contenders, evaluation of previous reigns, changes to the Bylaws, Lex Adria, or manuals resulting from a Chancellor's rewrite that require approval of the Estates, and other, similar proposals from the Chancellor's. These are assumed to have been authored and sponsored by the Chancellor's unless otherwise specified.

VII. OLD BUSINESS

This includes all items of Old Business from previous meeting that were tabled, all items of New Business that were discussed but neither passed nor failed, and items for reconsideration or ratification. Note that any items that were Old Business at the previous meeting that were

referred for clarification or rewrite for which the rewrite or clarification has not been received are considered to have been withdrawn and must be resubmitted at a later meeting as New Business.

VIII. NEW BUSINESS

This includes all proposals submitted with adequate sponsorship (q.v. Lex Adria Article V.E) since the last agenda was published, all items of Old Business that were referred for rewrite or clarification for which the rewrite has been received, and all New Business items from the previous agenda that were not discussed. Since New Business items are not voted on, only discussed, the requirement for consideration is 2/3 majority, even if the item only requires a simple majority for passage.

IX. DISCUSSION ITEMS

This section is for items that are for discussion only and not requiring action. These items should be submitted by the deadline for publication, but, since they are not actionable items, may be submitted at any time prior to adjournment.

X. NEXT MEETING

If this is known at the time of publication, that information (date, location and host) should be included in the agenda.

XI. ADJOURNMENT

3. The formatting of the Agenda should be as follows:
 - a. The general text should be in 12 point Times New Roman font.
 - b. Section titles (Table of Content, General Meeting Information, and Agenda) should each be in 24 point Times New Roman bold and red and centered.
 - c. The numbered Agenda items should be in 16 point Times New Roman bold all caps and left justified with the tab set so that the text all begins at the same place.
 - d. Each action item (CHBx, CRBx, OBx, ...) should be in 14 point Times New Roman bold with the indentation set so that the label and the text all begin at the same point for all items in the agenda
 - e. Each additional level of subdivision in the agenda should be indented so that the numbering starts at the same position as the text for the previous level.
 - f. Changes shall be indicated by formatting:
 - i. Deletions shall be indicated by square brackets around ~~red text with overstrike~~
 - ii. Insertions shall be indicated by blue underlined text.
 - g. Each page, with the optional exception of the cover page, will have a header and a footer:
 - i. The header for even numbered pages will include, from left to right, the page number and number of pages, date of publication, and the document name with month and year of the meeting.
 - ii. The header for odd numbered pages will include, from left to right, document name with the month and year of the meeting, the date of publication, and the page number and number of pages.
 - iii. The footer shall include the copyright (“© Adrian Empire Inc.”) left justified and the website (<http://www.adrianempire.org>) right justified.
4. Agenda items will include the document and item being amended if known. For example: Incoming Crown Budget {no reference needed}

Amend IEW 21 for clarification

Amend Lex Adria XV.B.3: Location of the Crown/Civil War

Amend Bylaws Article III to replace Imperial Crown with a 2/3rds vote of the panel to revoke, deny, or suspend membership {multiple locations within a single document, the location of each change is then specified with the change}

Approve CCW2 as IEW 38 {add a new item whose numbering is known}

Add a new IEW as follows: {add a new item whose numbering is not known}

5. After the meeting, the notes from the meeting will be added to the Agenda to create the minutes:
 - a. On the title page, change the title from Agenda to Minutes and update the publication date as appropriate.
 - b. Change the headers to indicate “Minutes” instead of Agenda.
 - c. Replace the General Meeting Information with a legend of standard annotations and color/formatting used.
 - d. For each business item:
 - i. Right justified on the line for each business item, add the final resolution of the item: “Passed”, “Failed”, “Tabled”, ...
 - ii. If the final resolution was too complex to fit on the line, add the basic resolution with “See Item”
 - iii. When possible, add the vote, e.g. on/by voice vote, 105-48, on visual
 - e. Additions, deletions, and other changes to the Agenda or business items will be identifies as per A.3.f.
 - f. Identify minutes, comments, discussion, notes, etc. by green colored *italic* text. Blocks of text should be further identified by “Comments: “, “Discussion: “, “Chancellor’s Note: “, or similar annotation.
 - g. Include any pertinent motions made and seconded and their final outcome along with the vote (as in A.5.d)
 - h. Adjust or format the Table of Contents to include the final resolution of the item right justified and in red before the page number for all business items.
6. The Agenda and Minutes will be kept in both standardized word processor format (e.g. MS Word[®] .docx) and .PDF. The word processor version will be password protected once it has been finalized. The .PDF version will be posted and saved for access by the members of the Estates &/or Empire. The final versions (both formats) of all Agendas and Minutes will be preserved by the Chancellor’s and made available to succeeding administrations along with the passwords for all word processor versions.

Appendix C. Playtest report: Use of the Rawlings brand synthetic sword in Shinai

Scope:

The intent is to determine the suitability, if possible, of the Rawlings brand synthetic sword as a possible replacement to the shinai that has been used for the past 20 years to simulate armored/unarmored medieval combat. The author refuses to provide an opinion for or against this weapon and leave it to those who read this document to form their own opinion.

Weapon details

Longsword:

Retail Price: \$73 + tax (complete sword)

From the website (<http://www.woodenswords.com/SearchResults.asp?Cat=1837>):

Blade Length 96.5cm (38") - \$43 Guard 24cm (9 ½") - \$16 Handle/Grip 19.5cm (7 ¾") - \$16 Pommel 6.5cm (2 ½") - \$16 Hilt Length 27cm (10 ½") Total Length 124cm (48 ½") Total Weight 785g (1.73lbs) POB 6" All sizes are approximate.

From the manufacturer's website: Our swords are designed as the ultimate training tool. They can be used like a waster for Drilling and Pell Work and can also be used for Sparring (with appropriate protection). The Blades are constructed to flex in the last 1/3 towards the tip. This gives us a blade that can be used for thrusting (protection should ALWAYS be worn) without being whippy. The blade/tang joint (traditionally a weak point) is reinforced by a steel rod running along the full length of the handle. This also removes any flex in the handle traditionally associated with plastic training swords. The Standard Guard is constructed from nylon. The ball shaped quillions are designed for safety when sparring (large surface area = less chance of being impaled). They are modeled using the same dimensions as seen on an existing 15th Century Longsword. This is a nice example of a historical design that helps us with safe sparring. The slide on Grips are constructed from a thermoplastic elastomer to provide the feel of leather over wood. They offer excellent impact absorption without feeling spongy. The Pommel is constructed from nylon. This provides our swords with excellent balance and makes them safer than metal pommels for pommel strikes. A brass nut is molded into the pommel to provide a tight metal on metal joint to the tang. The swords can be taken apart easily by unscrewing the pommel. This not only makes transporting them easy – it also allows you to customize your sword with our range of interchangeable parts (available separately).

Materials Our range of swords is manufactured in the U.K to the highest quality. They are constructed from high grade nylon (U.K. sourced for quality control) instead of cheaper polypropylene used by other manufacturers. Nylon swords offer much greater durability, impact resistance and perform in a wider range of temperatures.

Shortsword:

Retail Price: \$70 + tax (complete sword)

From the website (<http://www.woodenswords.com/SearchResults.asp?Cat=1854>):

Blade Length 86.5cm (34") - \$43 Guard 20cm (8") – \$16 Handle/Grip 11.5cm (4 ½") - \$16 Pommel 6.5cm (2 ½") \$16 Hilt Length 19cm (7 ½") Total Length 106cm (41 ½") Weight 698g (1.54lbs) POB 5.5" All sizes are approximate.

From the manufacturer's website: Our swords are designed as the ultimate training tool. They can be used like a waster for Drilling and Pell Work and can also be used for Sparring (with appropriate protection). The Blades are constructed to flex in the last 1/3 towards the tip. This gives us a blade that can be used for thrusting (protection should ALWAYS be worn) without being whippy. The blade/tang joint (traditionally a weak point) is reinforced by a steel rod running along the full length of the handle. This also removes any flex in the handle traditionally associated with plastic training swords. The Standard Guard is constructed from nylon. The ball shaped quillions are designed for

safety when sparring (large surface area = less chance of being impaled). They are modeled using the same dimensions as seen on an existing 15th Century Longsword. This is a nice example of a historical design that helps us with safe sparring. The slide on Grips are constructed from a thermoplastic elastomer to provide the feel of leather over wood. They offer excellent impact absorption without feeling spongy. The Pommel is constructed from nylon. This provides our swords with excellent balance and makes them safer than metal pommels for pommel strikes. A brass nut is molded into the pommel to provide a tight metal on metal joint to the tang. The swords can be taken apart easily by unscrewing the pommel. This not only makes transporting them easy – it also allows you to customize your sword with our range of interchangeable parts (available separately). The swords weigh about 2/3 of the weight of a real sword. This is designed to lower the impact when sparring. The weight is kept back towards the hilt further lessening this impact. They are very well balanced and are heavier than most wooden wasters on the market. Materials Our range of swords is manufactured in the U.K to the highest quality. They are constructed from high grade nylon (U.K. sourced for quality control) instead of cheaper polypropylene used by other manufacturers. Nylon offers much greater durability, impact resistance and performs in a wider range of temperatures.

Practical application analysis.

Joel has personally owned the longsword for 2 years and has been using it weekly for that time. The sword has proven very durable against both shinai and another Rawlings sword. No other types of swords have been used against this weapon. Stainless steel pommel and cross guards are available but were not purchased as they add about 10.5 oz of weight each and change the balance point of the weapon. They were also not available 2 years ago.

The manufacturer analysis is fairly accurate. The sword is not very whippy when wielded properly but did exhibit some floppiness when wielded improperly (such as on the flat), but these characteristics are actually no different than the metal feather swords on the market that are also used for unarmored combat.

The sword was taken to the National Steel Tournament (NST) in Nevada in October of 2012. The crowns of Albion allowed their field to be used to test the swords and demonstrate them to the Empress. The sword was handed to both knights and current shinai fighters to spar with and described their opinions about them. As these were intended to be true analogs to the metal originals, thrusting was allowed and was done frequently. The blades flexed reasonably, even when run upon and no one expressed a fear of the sword breaking or of being injured. Each fighter went to Empress Etaine, who was present, and gave their opinion of the weapon to her. Overpowered testing did occur in which a subject either struck or were struck intentionally with blows of significant power deemed in excess of the rules. This was done with permission and demonstrated the weapon's ability to withstand strikes that are considered too hard. Protective equipment, including the fencing mask was not damaged. It does need to be noted that a metal shield, normally used in steel, was used as part of the playtest and noticeable damage was incurred on the weapon. Shinais used against this shield also noted similar gouges, but not as deep as was done to the nylon. This particular shield had a metal rolled edge and not covered in leather or rubber.

Some combatants remarked that receiving strikes with the weapon did feel like it hit harder than when struck with a shinai but also noted that due to the lighter weight of the weapon it was easier to strike harder because they could swing faster. These same combatants also noted that when fighting someone who was more skilled at controlling the strikes, the hits were less painful. All of these combatants were wearing at least one piece of armor that was the bare minimum allowed by Adria rules and these were the areas they expressed pain when struck.

Cost and benefits vs detriments comparison.

The shinai offers a cheap means of participating in combat. On average a typical, non-tournament grade shinai runs \$30, and once broken you would replace the entire weapon for another \$30. The Rawlings sword costs \$70/\$73 for a complete sword. This is a one-time cost. After this, when the sword breaks you only need to replace the part that broke (\$16 or \$43). The blade itself is \$13 more than a whole shinai, but the characteristics of both are completely different and really cannot be compared with any kind of reasonable accuracy.

Before now the technology did not allow for an accurate analog to a medieval sword without it being made of metal and still conform to the necessary protection requirements currently in place. The swords provided by Rawlings are the analog we've been waiting for.

The benefits of this weapon are:

- 1). The increased level of accuracy to the real western medieval sword of the period.
- 2). The sword is safe for thrusting, which was a characteristic of a sword that was unavailable to us before.
- 3). It's customizable and parts interchangeable, you can choose different pommels and if something breaks you only need to purchase the broken part, not a whole new sword.
- 4). They hold up to a shinai, so shinai's can be used on the same field as the Rawlings synthetic sword, However, the detriment is to the shinai as you cannot thrust with a shinai like you can with the Rawlings synthetic sword.

The detriments of this weapon are:

- 1). Increased cost. The cost of buying a complete weapon is twice that of a shinai, the cost of a replacement blade if it breaks is still \$10 more than the average cost of a shinai as noted earlier in this document.
- 2). They are not indestructible. While nylon and bamboo are not the same material, both can still be damaged in the course of using the weapons and can eventually lead to the weapon breaking. The overall life of this weapon can be decreased at a faster rate if used improperly, possibly in less time than the shinai. However, this is only theory as no destructive testing was conducted here.
- 3). There is a learning curve. Shinai's, just like rattan do not require a specific manner in which to wield them, the Rawlings synthetic sword is much like a real sword and therefore requires more training/practice to use them effectively.
- 4). There are no pole weapons, axes or maces. Only swords currently exist from Rawlings. There is a rubber headed poleaxe on the market, however the size and density of the head make it unsuitable and unsafe for unarmored combat.
- 5). Have the potential to hit harder because of the thinner surface area and significantly lighter weight (blade edge as opposed to the shinai slat).

Incidents:

1. On 4/13/13. Ritter Dietrich was injured during a war scenario when he received a thrust that went under the bib of his mask and struck his gorget. While the strike did cause him to stop and get his breath, no damage to the throat area or bruising was present. Ritter Dietrich commented that the feeling was similar to taking a rapier thrust to the gorget. Physicker did not feel it necessary to pull him from the field and Ritter Dietrich chose to continue. His analysis detailed below.
2. On 4/13/13. Ritter Dietrich was again injured during a war scenario when he received a slash to the index finger to his right hand. Sir Geoffrey chose to sacrifice himself to the opposing arming in an attempt to take someone out of the battle with him. He came forward and dropped to his knees with the blade extended and struck Ritter Dietrich with the strong of the weapon, on top of the index finger near the back of the hand. Ritter Dietrich was wearing a leather work glove for protection. His finger did show some swelling and bruising and Ritter Dietrich chose to pull himself from the field.

Ritter Dietrich later confirmed that he suffered a fractured finger as a result of this incident (see email below)

FAQ:

Q: Can these things hit too hard?

A: Absolutely. Just like any weapon currently used within the Empire, these have the potential to be “abused” or used with excessive force leading to potential injury. Also like any weapon currently used within the Empire a certain amount of training and practice is expected to the point where one can use the weapon in a safe manner. Of course accidents happen, if they didn’t we wouldn’t need a physicker. The challenge will be most apparent with veteran combatants as they have the greatest potential of overpower since they are accustomed to the speed and force necessary to be effective in shinai related scenarios and these will require a more skilled touch.

Q: Is this playtest intended to replace shinai altogether?

A: No. Maybe in the future someone will make that proposal, but this is simply meant to introduce a new type of light weapon analog that is more physically accurate for our corporate framework that was previously unavailable.

Q: Does this company make pole weapons?

A: No. Rawlings does not make poleaxes. Purpleheart Armory, where I purchased these swords does make a rubber headed poleaxe that are to be attached to wood hafts. My personal opinion is that these are more suited for armored combat. As a result, the shinai “poleaxe” is still the only suitable weapon for simulating the use of a poleaxe in unarmored combat.

Participant Commentary:

This last Saturday (10/13/12) i participated in the play test of the new shinai replacement swords.

Thrusting: they seem to work very well to bring the thrusting aspect to the field without any problems.

Flat hit: the hit hard and left a pretty good welt and bruise on my right arm. On edge hit: i believe it hits too hard i took quite a few hits from it most hurt i bit nothing too bad but one to the knuckles caused me to have switch hands because i lost feeling in my hand and it still throbs today. A shot that landed on my left arm left a pretty good welt and limited the use of the arm for a while and those with a body shot caused me to pretty much say i was done with the fight even though i had energy to fight on i just did not want to get hit again. Now its possible the person i was fighting Was a little too powered up but I can’t remember taking a shinai hit that ever hurt like those did. Now as far as using them in the future I can see with knights and people not so new being deal able but for new people or 13 year olds I can see this being a problem and people getting hurt or not letting their kids fight or just not doing shinai. If the armor requirements went up a little it may be possible but without softening the slashing blows landing force somehow (like the foam versions) i don't see these being safe especially for the youth. Equipment worn: Motorcycle gloves with reinforced leather and elbow pads gorget and helm with hood and fencing jacket (it should be noted that the fencing jacket has no sleeves and only protected the torso, the sleeves of his shirt was the only protection against strikes to the arms). Sir Logan

It was much better this time though a little overpowering and it has the potential to hurt a lot
Sir Logan (after testing them a second time at a different event)

Sir Connor,

I want to thank you again for the opportunity to test out your new weapon. I enjoyed it tremendously. One of the things I liked most about using this weapon was that it allowed me to feel more in control of the weapon, I was able to move easier and better than with a Shanai. As I mentioned I am very new to this sport, so I cannot make a lot of comparison one vs the other. The one thing I didn't like about this weapon was that the hit was harder than with the Shanai. As it is light weight it will take some getting used to so as not to over power the hit. I apologize if that seems a bit contradictory I was able to handle the weapon better, able to block and go on the attack easier, but it was a bit more difficult to control the power behind some of the hits for me.

I look forward to trying this weapon again when I become a more experienced fighter.

Let me know if you require more input or information. I would be happy to answer questions about my experience using this weapon.

Sincerely,

YIS

Brigid Guildeforge

After fighting with the new shinai alternatives, I am impressed. They handle better, look better, and promote better technique. I did fracture my finger upon receiving a blow from them, but that was more the physics than anything unsafe. I also received a thrust to the throat, but this has happened to me in rapier and could very well be an armor issue on my part. Overall. I very much like these weapons and feel that Adria would benefit from their approval.

Ritter Dietrich Von Holstien

Imperial Minister of Joust & War

Knight Champion

Appendix D. Board of Directors Candidates' Letters of Intent

To the Adrian Empire members,

I would like to announce my intention to run for the open position on the East Coast. Most of you know me, having been the Imperial Rolls for 3 years and then the Empress. I have also been Queen of Castilles (Now Stirling) for 2 years, I have run local and Imperial wars, have been a local Arts min. and a Steward min. I have attended Board meetings so know what goes on and what would be needed of me. I have been a member for 13 years and have gone to the IEMs regularly.

Mundanely, I have been manager of Health and Beauty Aids in 2 different department stores, which means I learned how to deal with people, shipping, receiving, ordering, and money. I also did human resources which included hiring and firing, making up schedules to cover the store, keeping books, figuring and giving the raises. I have belonged to 2 different clubs and worked my way up, steward, V. President and President of both. If you have more questions please call or email me.

If I am not successful in my run for the Region 3 position, I would like to be considered for one of the At Large positions.

Edwina Dellinger-Dame Etaine Llywelyn

Greetings unto the Imperial Estates,

I, Jarl Doom Solig, mka Doug Hammerberg, come forth with my letter of intent for the two year position in Region Two or the one year position At Large.

My mundane experience is listed below:

University of Montana- Accounting Bachelor of Science

Colorado School of Mines-Professional Degree Mine Engineering

1974 to 1984

Heavy construction foreman, project foreman and assistant project superintendent for various projects. Multimillion dollar construction projects in Alberta, Wyoming, Nevada, Colorado, Arizona and Montana. Managed crews ranging from 20 to 150 persons, scheduled production, processed progress reports and carried out duties specific to my positions. Trained by MSHA in first responder first aid.

1984 to 1987

Completed my accounting degree with extra course work in finance and consumer law

1988 to 1998

Office/accounting manager, commodity trader and senior trader for Marubeni/Columbia Grain International specializing in malt barley, feed grains and wheat exports to the Asian markets. Worked in mergers and acquisitions of smaller grain companies to gain market share. High stress and high energy postions accounting for multi-million dollar portfolios. Started my own firm in 1994 and worked as a liason for large grain exporters and producer based strategies.

1998 to 2004

Self employed as a furniture maker specializing in Scandinavian/Shaker style furniture selling to high end customers and wholesaling. I still build on a part time commission bases.

2005 to present

Employed as an estimator/engineer for a major precast company in northwest Montana responsible for market share, production, design work, CAD work and scheduling with major contractors, municipalities, engineers and developers through out Montana for storm and sanitary sewer projects. I work on a regular basis in a high stress, competitive industry mediating disputes with contracts, production and design issues while expanding our market share in Montana and crossing the border in Canada.

The majority of my working career has been involved in high conflict, high stress situations that require a calm cool outlook to resolve disputes to minimize exposure and maximize rewards through daily mediation and problem solving.

Below are my Adrian experiences:

Knighthoods

Knight Archer 4-12-2008

Knight Forester 1-22-2011

Knight Robe 1-22-2011

Knight Minister 5-12-2007

Knight Civil 10-25-2007

Knight Premier 1-22-2011

Awards

Alhambra Order of St. Alban .

Alhambra Order of the Crown Companions

Alhambra Order of St Martin

Alhambra Legion of Alhambra

Alhambra Legion of Alhambra "Companion"

Alhambra Heine Enaide (Old Soul)

Imperial Lord of the Court by Empress Lenora, Emperor L'Bet'e.

Gloucester Order of the Gloucester Companions

Brunico Order of the Brunico Companion

Imperial Order of the Queen's Guard

Positions

Viceroy of the Canton of Gaeth Fionn

Viceroy of the Imperial Shire of Roanoke

Duke of Roanoke- Four years

Ducal Steward of Archduchy of Alhambra

I thank you for your time and appreciate your support.

Jarl Doom Solig mka Doug Hammerberg

To the Estates of the Adrian Empire,

I, Sir Cameron Kilshannig (M. Scott Fitzpatrick), Earl of Umbria and Knight Bannerette send greetings and regret that I cannot be there in person, so I do send this missive with the intent to declare for Region 2's 2 year seat or 1 of the 1 Year at-Large seats on the Board of Directors to be voted on at this July 2013 Imperial Estates Meeting.

I have been a member of the Empire since April 1995, 18 Years, and a lifetime member for more than 6 years. I've been a Knight for over 16 years and I'm currently a Knight Bannerette. In my years of Adria, I have sat 2 successful reigns as King of Umbria, one of which as single crown. I have also held the ministry positions of Chancellor, Steward, Rolls, and War and Joust.

In addition, in 1996 I was part of the original founding committee for the Kingdom Of Avalon in Arizona, and was one of a team of people, who created a completely new set of Bylaws and Manuals from scratch. In addition I was Kingdom Of Avalon's first VP on it's BOD and sat for 9 months till there first BOD elections. While I attend events for the first year after Avalon was created, I remained with Adria and helped build Umbria from a Duchy of 15 people, after the 1996 Split, back to a Kingdom in just over 2 and 1/2 years later. I'm active and continued to help keep Umbria the great chapter it is.

Mundanely, for last 7 years and currently, I work for Insight Enterprises, a large multi-national company; as a Project Coordinator & the Remedy Database Admin for Insights 3rd Party Break\Fix group, and Insight's Texas Managed Services group. I currently manage several Technicians and Sub-Contractors nation-wide to service and repair Printers and PCs, as well as network and hardware upgrades for a large nation-wide Hospital Group, the Texas Dept. of Motor Vehicles, the Texas Information & Resources Network, as well as several other State of Texas depts. on a daily basis.

If there are any further questions, I make myself available to anyone; Please feel free to contact me at msfitz1@cox.net

In Service to Adria,

Sir Cameron Kilshannig,
Earl of Umbria
Knight Bannerette

Greetings,

Let me introduce myself. My name is Dame Rosa Fiend (a.k.a. Jessica Silvers). I wish to announce my intent to run for a seat on the BoD in Region 3 or 1 of the one year seats.

I have been a member of The Adrian Empire and The Great Kingdom of York since 2001. I have received my knighthoods in all 4 disciplines. I am a first level combat knight, a first level arts knight, a second level archery knight and a third level ministry knight. On the local level I have served as royal crown, arts, rolls, steward and chancellor. On the Imperial level I have recently served 2 consecutive terms as Imperial Steward.

During my tenure as Imperial Steward I served 2 years as a member of the BoD. I am well versed with the financial workings of this great Empire. I was responsible for handling all corporate registrations with various state agencies. Having held this position it afforded me the opportunity to learn, grow and understand the interworkings of our organization.

In my mundane life, I am a middle school science teacher. I have been a school teacher for 23 years. 15 years as an elementary school teacher and 8 years as a middle school teacher. I work after school and on weekends with at risk students in my school helping them to recover failing grades. For many years when my son was younger I was an adult leader for our local Cub Scout pack then subsequently his Boy Scout Troop. I served as an organizational leader in both cases.

If approved for this opportunity to serve the Empire once again, I look forward to the challenges and demands that the position requires.

I look forward to seeing many of you again in July at The Imperial Estates meeting. If you have any questions you can contact me at the below e-mail or phone number,

In service,

HG Dame Rosa Fiend
Jessica Silvers
silversj@att.net
cell: 1-561-670-7962
Dame Rosa Fiend
Chancellor of York

Unto the good populace of the Adrian Empire, I, Bill Lukey (Sir Waldham van Torsvan) am submitting my letter of intent for the Region 2 Board of Directors position. I have been a member since 1995 and am a Life member. I have already served on the Board of Directors in 2004/2005. I would like the opportunity to serve the Empire as member again. I feel that the Board is where the business of our organization should be done. There has been a problem in recent years with the filings, required by mundane organizations being on time and completed in a professional manner.

My mundane qualifications are as follows:

Retired Motorola Security Specialist Supervisor.

Co-chaired the Motorola SPS world wide Computer Council for 8 years.

Wrote many SOP's and procedures for Security, Safety and Training.

Taught a Motorola University for 9+ years and was a Trainer for Motorola for 20 years.

Retired Mesa Community College Faculty and was a student adviser.

Co-owner Medieval Menagerie with my wife (Dame Diana) from 1995 until 2003.

Founding member, BoD member, VP multiple times and President for 3 terms of Lau Kanaka No Hawaii, a 501-C3 registered in Arizona since 1977 (approximately 350 families in size).

Within the Empire:

Currently Duke of Cyprus

IMoI/Webmaster under the last 5 Imperial reigns (except for period of time while recovering from an accident).

Earl of Lockerby

Knight Civil

Knight Bachelor

Imperial Baron of the Court

Umbrian Lord of the Court

Umbrian Baron of the Court

Imperial Order of the Crown Companions

Cyprus Order of the Crown Companions

Imperial Order of the Quill

Cyprus Order of the Cyprus Thistle

Numerous Kingdom and Ducal Ministry positions

Imperial Magistrate 2005/2006

I would like to thank everyone in advance for your consideration.

Bill

Greetings,

I would like to declare my intention to run for the Region 1 Seat on the BoD. I have been in Adria since 2005. Since then I have attained Knighthood in all four areas. I was the Viceroy of two Shires & became the first Duke of both. I have served as many of the local ministers as well as Imperial Deputies & Ministers.

Mundanely I have worked in the Hospitality industry for 20+ years. I have worked my way from a dishwasher up to working as an Executive Chef.

I was taught leadership, organization & decision making skills in the Military.

I would like to learn more about the "corporate side" by sitting on the BoD.

Feel free to contact me with any questions you have.

(Sir_Dorn@yahoo.com)

Sir Dorn der Schwarzen Rose

(MKA Paul Roselius)

Greetings to the Most Noble Empire of Adria,

My name is Dame Isobel Tecchi (m.k.a. Kristal Mize), and I intend to run for the Board of Directors, either the Region 3 seat or one of the at large seats. I have been a member of the Empire since 2007. I am a Knight Bachelor, Knight Master, and Knight Premier. Locally, I have served as Chancellor,

Minister of Rolls, Steward, Minister of Arts, and most recently Archduchess and then Queen of the Chapter now known as Stirling. Imperially I have served as both Deputy Chancellor and Chancellor of Operations.

Mundanely, I have spent the past 10 years in private post-secondary education. I am extremely familiar with academic standards and outcomes expected of educational organizations. I have also spent part of that time working in national public relations part time for two authors, and I am familiar with marketing, writing press releases and web content as well as having made several contacts in the television industry. Currently, I work in social media and web marketing.

I also serve The Sickle Cell Foundation of the Palm Beaches and Treasure Coast, another 501(c)3 charity corporation. In my time with that foundation, I have been instrumental in planning a charity golf tournament fundraiser, which raised over 250,000; and a gala dinner, which raised over 400,000. As a result of being with the foundation, I am now familiar with the mundane financial recording requirements of fundraisers and major events for 501(c)3 corporations.

I believe that my experiences both in Adria and mundanely would serve the corporation well.

Thank you for your consideration,

Kristal Mize
(AKA) Dame Isobel Tecchi

Greetings,

Allow me to introduce myself. My name is Dame Cerridwyn Fiend m.k.a. Tia Kitchen. I would like to continue to serve this great Empire as a seated board member and wish to announce my intent to run for a seat on the BoD for Region 3 or for a member at large seat.

I have been a member of the Adrian Empire and the Kingdom of York since 1998. I am a first level archer, a first level arts knight and a third level ministry knight. I am a retired Crown of the Kingdom of York, and a Duchess of the Blood. I have served as historian, rolls minister, steward and webmistress.

I have also served this Empire on the BoD for the past 2 years for Region 3.

Mundanely, I serve as Human Resources for a small municipality performing all functions of Human Resources. My responsibilities include workman's compensation claims, accident claims, property claims, benefits administration and payroll. Additionally, I am responsible for the entire new hire process from posting a vacant position through performing the new hire orientation.

Thank you for your consideration,
Tia

Greetings unto the Estates,

I am announcing my intent to run for the one year at large BOD position. My main purpose is to see current issues through to their finish.

Mundanely, I have 20+ years of managerial experience in the operations side of materials management and home healthcare. I have dealt extensively with government agencies especially OSHA, DOT and the FDA. In Adria, I have served as Imperial Chancellor and Emperor. I have also been a local Crown as well as holding several local ministry positions.

Both my professional experience and my involvement in Imperial government give me a strong perspective to bring to the BOD.

Thank You,

Thomas Cottone

Appendix E. Proposed Archery Qualifications Test

ADRIAN EMPIRE ARCHERY QUALIFICATIONS TEST:

SCORE: _____ %

Legal name: _____ Date: _____

1. What types of bows are usable in Adria target archery? Circle all that apply.

- a. Compound bows
- b. Composite
- c. Recurve
- d. Longbows

2. Archer's may signal their readiness verbally.

- a. True
- b. False

3. What is the draw weight limitation for Adria target archery?

- a. 20 lb
- b. 50 lb
- c. 100 lb
- d. None unless imposed by hosting range.

4. What is called to stop shooting because of an unsafe situation?

- a. Stop!!
- b. Hey Dude!!
- c. Archer's stop!!
- d. Hold!!

5. The Range Master may participate in the tourney?

- a. True
- b. False

6. When scoring Target Archery, who arbitrates disputes?

- a. Your opponent.
- b. Yourself.
- c. No one, just reshoot it.
- d. The Range Master.

7. When archers on the firing line are ready to begin their round, they will signify their readiness by?

- a. Saying, "I'm Ready."
- b. Winking at the Range Master.
- c. Having one hand raised.

8. Dry firing a bow. Circle all that apply.

- a. Means shooting when it's not raining.
- b. Should never be done.
- c. Pulling and releasing a bow without an arrow notched.

9. Archers may take their bows with them when they retrieve arrows?

- a. True
- b. False

10. Circle all that apply. Which of the following demonstrates unsafe archery.

- a. Shooting an target arrow at someone.
- b. Aiming a bow with a target arrow at some one.
- c. Shooting a target arrow into the air to see how high it will go.
- d. Storing your arrows in a ground quiver.

11. Who is responsible for range safety?

- a. Minister of Archery
- b. Each archer
- c. Range Master
- d. The Crown

12. What are the two levels of competition in an Adrian archery tournament? Circle two.

- a. Archer
- b. Bowman
- c. Huntsman
- d. Master Archer

13. Target arrows with hunting tips are allowed.

- a. True
- b. False

14. Target arrow shafts must be made of?

- a. Steel
- b. Fiberglass
- c. Wood
- d. Aluminum

15. When the archer's returns from retrieving their arrows, they will? Circle all that apply.

- a. Pickup their bows and get ready for the next round of competition.
- b. Not pick up their bows.
- c. Go behind the Spectator line.
- d. Wait for the Range Master to give the okay to retrieve their bows.

16. What two things must happen before an archer may fire their bow? Circle two.

- a. Minister of Archery has checked equipment for safety.
- b. Range Master has checked equipment for safety.
- c. Minister of Archery give, the okay to fire.
- d. Range Master gives okay to fire.

17. What is the minimum number of archers needed to receive a participation point for a tournament?

- a. 1
- b. 2
- c. 3
- d. 4
- e. No minimum

18. When a "Hold" is called, what must the archers do? Circle all that apply.

- a. Calm down and get a hold on yourself.
- b. Lower their bows.
- c. Un-nock their arrows.
- d. Step back five yards off the shooting line.
- e. Freeze in place and maintain sight of the target.

19. Who is responsible for the condition and maintenance of an individuals archery equipment?

- a. Minister of Archery
- b. Range Master
- c. The Crown
- d. Each person is responsible for their own.

20. Which of the following not allowed in Adrian archery? Circle all that apply.

- a. Crossbows
- b. Compound bows
- c. Counterweights
- d. Hunting tips
- e. Levels
- f. Mechanical sights
- g. Spectacle sights
- h. Stabilizers
- i. String trigger releases
- j. Anything that you can prove with documentation.

Date completed: _____ Subdivision: _____

Minister of ARCHERY _____
 Print Legal Name Sign Legal Name

I, the undersigned, have read and understand the Archery Manual and Missile Manuals of the Adrian Empire, Inc. I agree to follow all rules included therein, and understand that it is my responsibility to stay current on all updates and changes in requirements and regulations regarding Archery in the Adrian Empire. I further understand that my privilege may be revoked if I do not adhere to this statement.

Print Legal Name Signature (Legal Name) Date

Appendix F. Rolls & Lists: Conversion Procedures

Chancellor's Note: This is being presented to allow the Estates to review this procedure as provided in the Law. At this time, no issues have been raised nor requests to discuss.

Adrian Empire

Rolls and Lists -Conversion Procedures

Lex Adria Article IX: E. SYSTEMS OF CONVERSION

The Imperial Crown has the authority and discretion to develop systems of conversion for participation, ranks or titles for members who have participated in activities analogous to activities in the Adrian Empire. The voting privilege of Knighthoods and titles gained through conversion shall not vest for one calendar year from the date of membership; all other rights and privileges vest immediately upon conversion. In developing such systems, the Imperial Crown shall be equitable and just, taking into consideration such factors as whether the member should be obligated to pay dues for the period for which that member may be given credit toward advancement. These systems shall be reviewed by the Imperial Estates General (at its discretion) at its regular meeting in July. Members may record points as outlined in Article V.F. Member Participation.

Imperial Estates Writ #34, Manual for the Office of Rolls and Lists

VII. Points Conversions

The Bylaws allow for the Imperial Crown to “develop systems of conversion such that members who have participated in activities analogous to activities in the Adrian Empire.” See Bylaws *Article IX.C. Ranks*. ONLY the Imperial Crown may approve these conversions. This section documents the general procedure currently in place. The specific policies for point conversions from specific organizations are shown in the separate document, Rolls and Lists -Conversion Policies.

A. PROCEDURE

The member will:

- Get the back-up information and confirmations from the original organization (currently SCA, ECS, HMR) to establish their claim. This should be from officers and former officers from that group (e-mails are acceptable).
- Prepare a recap page that will go along with your request. Include what points are being requested, and the dates those points were earned (if at all possible).
- Request in writing from the Imperial Crowns and the Imperial Rolls Minister, a points conversion. Include the confirmations from the other group, and the recap.

The Imperial Minister of Rolls Office will:

- Review the request and determine what points can be credited and if the member is eligible for any knighthoods based on the conversion per the policies set down by the Imperial Crown.
- If further clarification or documentation is needed, contact the local Crown and the member with instructions about what is needed.
- Verify that any other requirements for point conversion have been met including the possible back payment of dues.
- Check that any points to be converted do not violate the one-point-per-month rule (if so, notify the member and note it in the records).
- When sufficient information is gathered and verified, submit it to the Imperial Crowns for approval.
- Provide the status of the approval or disapproval back to the member.

- Keep a copy of the information (request, support information, and Imperial Crown response) in the Rolls records for future reference.

If the points are approved, the Imperial Minister of Rolls Office will:

- Provide the information to the member, the local Crown, and the local Minister of Rolls.
- Apply the points and advancements as directed by the Imperial Crown.

Restrictions:

- The member is still subject to the one-point-per-month rule, and any conversions shall not overlap with points already awarded for a month.
- The converted points will not be recorded until the Imperial Crown has been notified and approves the conversion.
- Conversions will only be allowed up to the 1st level.

The most common conversions.

The Society for Creative Anachronism (SCA)

This is perhaps the most difficult group to convert because the SCA does not track points as Adria does. So you need to get a letter from a SCA Crown that the member served under. Also any “witness” statements should be submitted. The more information that can be provided the better. Listing all the tournaments they entered not just the ones they won. For Ministry, use three (3) months SCA officer service to 1 Adrian point as a guideline. If “working” at a particular event is listed; use that as one Adrian point.

(Remember just because someone was at an event does not mean they did anything for the event). For participation in a War calculate as though they participated in the War portion as well as the tournament portion.

The Empire of Chivalry and Steel (ECS)

The ECS has a system of points that is close to Adria’s. In the ECS system, though, the points are weighted (in Adria, activity is a point, and a point is a point is a point). There is a mathematical formula that is used for the point’s conversion. This conversion is the most complex when it comes to math. The formula is in Appendix A. The ECS conversion formula was adopted as a writ (having been approved by the Adrian Senate in July 1998) in February 1999. This section is provided for reference only.

When submitting a request for conversion the member needs to provide an official document containing the most recent points listing, the name & contact information for the Kingdom Rolls officer.

Historical Medieval Re-Creation (HMR)

HMR does track points so this is a simple mathematical equation. The formula is in Appendix B. A clarification about calculating War points, for those submissions without War points. First calculate the regular conversion then any points that remain can be converted to war at a 50:1 ratio. When submitting a request for conversion the member needs to provide an official document containing the most recent points listing, the name & contact information for the Kingdom Rolls officer.

History of Chivalry (HOC)

HOC is the simplest to convert. Their points are 1:1 to Adria. When submitting a request for conversion the member needs to provide an official document containing the most recent points listing, the name & contact information for the Kingdom Rolls officer.

Appendix A: (ECS)

A. Combat

1. 25% of the points are allocated to DPs and are divided by fifteen (15), rounding down, to yield the number of DPs.

2. 75% of the points are allocated to EPs and are divided by fifteen (15), rounding up, to yield the number of EPs.
The number of EPs may not exceed the number of months the crossover has been a member of the ECS. Any excess EPs become DPs.
3. For every twenty (20) war points:
 - Add an additional month of membership for the purpose of this conversion, equivalent to participation in Imperial Crown/Civil Wars. This is limited to one "bonus month" per three actual months in the ECS, rounded down.
 - Add one WP without limitation as to months of membership, equivalent to participation in wars which are not Imperial Crown/Civil Wars. (Divide the number of war points by 20 and round down to yield WPs.)

B. Arts

1. 25% of the points are allocated to DPs and are divided by fifteen (15), rounding down, to yield the number of DPs.
2. 75% of the points are allocated to EPs and are divided by fifteen (15), rounding up, to yield the number of EPs. The number of EPs may not exceed the number of months the crossover has been a member of the ECS. Any excess EPs become DPs.
3. For every twenty (20) war points:
 - Add an additional month of membership for the purpose of this conversion, equivalent to participation in Imperial Crown/Civil Wars. This is limited to one "bonus month" per three actual months in the ECS, rounded down.
 - Add one WP without limitation as to months of membership, equivalent to participation in wars which are not Imperial Crown/Civil Wars. (Divide the number of war points by 20 and round down to yield WPs.)
4. Tournament Wins are calculated by dividing the total number of points by 125.
5. Masterworks convert one to one.

C. Ministry

1. To determine EPs, divide the total ministry points by twenty (20). The number of EPs may not exceed the number of months the crossover has been a member of the ECS.
2. To determine DIs:
 - Convert ministry projects one for one, and
 - Divide the number of ministry points by 170
 - Add together
3. To determine DPs:
 - One (1) DP if the ministry points total between 50 and 124
 - Two (2) DPs if the ministry points total at least 125
4. To determine WPs:
Divide the number of war points by 20 and round down to yield WPs.
For every twenty (20) war points:
 - Add an additional month of membership for the purpose of this conversion, equivalent to participation in Imperial Crown/Civil Wars. This is limited to one "bonus month" per three actual months in the ECS, rounded down.
 - Add one WP without limitation as to months of membership, equivalent to participation in wars which are not Imperial Crown/Civil Wars.

D. Archery

There is no Archery conversion at this time. ECS does not do Archery at this time

Appendix B: (HMR)

A. Combat

1. 5 Combat points (sergeant or Knight's list) = 1 Adrian Combat EP
(A maximum of 30 sergeant's points can be converted) A maximum of 5 points can be earned a month in HMR, and only 30 sergeant's point's count toward HMR knighthood.
2. In addition, 50 Combat points or 1 war participation = 1 Adrian Combat WP
* Some HMR kingdoms track WP's, some don't.*
3. 1 sergeant's win = 1 Adrian sergeant's list TW
1 Knight's list Renn win = 1 Adrian Knight's list TW
1 Knight's list steel win = 1 Adrian Knight's list Armored TW
4. All DP's must be earned in Adria HMR doesn't grant or track DP's

B. Arts

1. 5 Arts points (master's or Knight's) = 1 Adrian arts EP
(A maximum of 30 master's points can be converted) A maximum of 5 points can be earned a month in HMR, and only 30 master's point's count toward HMR knighthood.
2. In addition, 50 arts points or 1 war participation = 1 Adrian Arts WP
Some HMR kingdoms track WP's, some don't.
3. 1 master's win = 1 Adrian journeyman's list TW
1 Knight's win = 1 Adrian Knight's list TW
4. All masterworks must be earned in Adria HMR does not have an equivalent of the Adrian masterwork
5. All DP's must be earned in Adria HMR doesn't grant or track DP's

C. Ministry

1. 5 Ministry points = 1 Adrian ministry EP A maximum of 5 points can be earned a month in HMR.
2. In addition, 50 ministry points or 1 war participation = 1 Adrian Ministry WP
* Some HMR kingdoms track WP's, some don't.*
3. 1 Autocrat = 1 Adrian DI
4. All DP's must be earned in Adria HMR doesn't grant or track DP's

D. Archery

There is no archery conversion at this time. HMR does not do archery at this time.

**When calculating War points from HMR points subtract the amount used calculate the Adrian EP then divide the remainder by 50.

(A person has 153 HMR ministry points. 18 Adrian points would require 90 HMR points. 153 minus 90 equals 63. 63 Divided by 50 equals 1.26 they are granted 1 Adrian WP)