SENESCHAL TIMELINE FOR BARONIAL POLLING
Effective 09/21/2022

AEL: Atlantian Enterprise Login   LOI: Letter of Intent
BS: Baronial Seneschal   TRH: Their Royal Highnesses
RS: Regional Seneschal   TRM: Their Royal Majesties
KS: Kingdom Seneschal

Activity	Approximate Time Frame	Date
BS: Ask Baronage if they wish to step down at the end of their present term, or if they wish to continue as Baronage. For a Polling, assume the answer is that They do not wish to continue, or that They have reached the maximum permissible term	-- If Investiture will take place between October and March, contact Baronage the previous April -- If Investiture will take place between April and September, contact Baronage the previous October	
BS: Inform RS and TRH that the Baronage wishes / needs to step down, and that a Polling must be held. Provide a proposed date for the Investiture, and ask TRH if this would be acceptable. (They may say 'no')	Within 2 weeks after the Crown Tournament at which the Heirs are determined (typically in May and November)	
TRH: Tell RS on which date They wish to hold the investiture **RS:** Provide timeline to TRH; cc BS & KS **RS:** Ask TRH for Their mailing address	Within 4 weeks after the Crown Tournament at which the Heirs are determined (typically in May and November)	
RS: Contact ESP Admin. for training on using the ESP for Baronial pollings **RS:** ESP is the default system for Baronial pollings; all members must have accounts to use the system. Those without (or who do not wish to have) an ESP account will receive a one-time-use code, via email or postcard, or they may request a paper ballot. Members must notify the RS to 'opt-out' of the ESP online system and receive the one-time-use code or paper ballot. Members choosing to receive such a one-time-use code or paper ballot will be verified from the membership list the RS receives from Corporate **BS:** Remind populace to check / update membership expiration date and addresses, via https://members.sca.org/apps/#MbrManage, and to confirm that their email address is correct in the ESP. https://polling.atlantia.sca.org/ **BS:** Ask Baronial Financial Committee or Populace for authorization to spend needed funds for the mailed postcards and/or paper ballots; such as card stock paper, labels, stamps **BS:** Request LOIs from candidates, via newsletter, e-list, and social media. Cc request to RS	20 weeks prior to Investiture date This is the Office of the Webminister, Special Projects Deputy If a member (i.e. a participant with a paid and current status) ever has logged into the University of Atlantia [using the AEL], any of the polling orders, the award recommendation system, or the fighter authorization card database, that login also is used for the ESP. However, having an AEL <u>does not</u> automatically carry over to the ESP. Member must ensure that their AEL account is linked to the ESP This may be done by or in conjunction with the RS. In the ESP, populace also must choose their polling preference: electronic, postcard code, or paper ballot This may be done by or in conjunction with the RS	

BS: Due date to receive LOIs from candidates **BS:** Forward all LOIs to RS **RS:** Compile all LOIs into one email; send to KS	16 weeks prior to Investiture date	
KS: Validate candidates' membership **RS:** Forward compiled LOIs to TRH immediately after validation of candidates' membership	2 days after due date of LOIs	
TRH (may be TRM by this time): Approve candidate list. Notify RS; cc BS & KS **TRH:** Notify any not-approved candidates	14 weeks prior to Investiture date	
BS: Obtain, from approved candidates, permission to publish email addresses **BS:** Publish all accepted LOIs, with candidates' email addresses, to baronial e-list, baronial webpage and baronial social media **RS:** In ESP, complete 'Proposed Form for a Baronial Polling'. Send to TRH for approval	13 weeks prior to Investiture date	
RS: Provide to KS the list of SCA-populated zip codes in the barony **RS:** Request membership address file from KS, for those members who opted for a one-time-use postcard code or paper ballot **KS:** Request membership address file from Corporate, for those members who opted for a one-time-use postcard code or paper ballot **RS:** Enter Polling letter in ESP. Prepare postcards with one-time-use code, or paper ballots, for any member who requested to opt-out of ESP	12 weeks prior to Investiture date This is the Polling letter that was approved by TRH	
KS: Forward opt-out address file to RS; cc TRH **RS:** As needed, mail one-time-use postcards and paper ballots to Populace **BS:** Notify Populace that the polling window is open, as well as the closing date 3 weeks later	**Upon Receipt** 11 weeks prior to Investiture date This may be done by or in conjunction with the RS	
Populace: Pollings due to TRM	8 weeks prior to Investiture date	
TRM: Notify KS, RS, BS, and candidates, of decision **BS: Notify Populace**	6 weeks prior to Investiture date	
Investiture	Congratulations; today's the day!	