

SENESCHAL TIMELINE FOR BARONIAL POLLING OF CONFIDENCE

Effective 09/21/2022

AEL: Atlantian Enterprise Login
 BS: Baronial Seneschal
 ESP: Electronic System for Polling
 KS: Kingdom Seneschal

RS: Regional Seneschal
 TRH: Their Royal Highnesses
 TRM: Their Royal Majesties

Activity	Approximate Time Frame	Date
<p>BS: Discuss with 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 of Confidence, assume the answer is that They wish to continue</p>	<p>-- If Re-Investiture will take place between October and March, contact Baronage the previous April -- If Re-Investiture will take place between April and September, contact Baronage the previous October</p>	
<p>BS: Inform RS and TRH of your Baronage's desire to continue. Ask TRH's permission to conduct a Polling of Confidence</p>	<p>Within 2 weeks after the Crown Tournament at which the Heirs are determined (typically in May and November)</p> <p><u>If permission is denied, immediately begin a Baronial Polling</u></p>	
<p>RS: Provide timeline to TRH; cc BS & KS</p> <p>RS: In the ESP, complete 'Proposed Form for a Baronial Polling of Confidence'. Send to TRH for approval. Ask TRH for Their mailing address</p> <p>RS: Contact ESP Admin. for training on using the ESP for Baronial pollings</p> <p>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</p> <p>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/</p> <p>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</p>	<p>30 weeks prior to Re-Investiture date</p> <p>This is the Office of the Webminister, Special Projects Deputy</p> <p>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</p> <p>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</p> <p>This may be done by or in conjunction with the RS.</p>	

<p>RS: Provide to KS the list of SCA-populated zip codes in the barony</p> <p>RS: Request membership address file from KS, for those members who opted for a one-time-use postcard code or paper ballot</p> <p>KS: Request membership address file from Corporate, for those members who opted for a one-time-use postcard code or paper ballot</p> <p>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</p>	<p>29 weeks prior to Re-Investiture date</p> <p>This is the Polling letter that was approved by TRH</p>	
<p>KS: Forward opt-out address file to RS; cc TRH</p>	<p>Upon receipt</p>	
<p>RS: As needed, mail one-time-use postcards and paper ballots to Populace</p> <p>BS: Notify Populace that the polling window is open, as well as the closing date 3 weeks later</p>	<p>Upon Receipt 27 weeks prior to Re-Investiture date</p> <p>This may be done by or in conjunction with the RS.</p>	
<p>Populace: Pollings due to TRH (may be TRM by this time)</p>	<p>24 weeks prior to Re-Investiture date</p>	
<p>TRH / TRM: notify KS, RS, BS, and Baronage, of decision</p>	<p>22 weeks prior to Re-Investiture date</p>	
<p>If Baronage ARE approved to remain</p> <p>BS: Notify Populace</p>	<p>21 weeks prior to Re-Investiture date</p> <p>Polling process is done</p>	
<p>RS: If Baronage ARE NOT approved to remain, immediately begin a Baronial Polling</p>	<p>21 weeks prior to Re-Investiture date</p>	
<p>Re-Investiture</p>	<p>Congratulations; today's the day!</p>	