

Statutes of The Order of Chivalry in Caid

Version 1.2 – 3/5/2008

<http://chivalry.sca-caid.org>

I. General Provisions

A. Introduction:

1. The chief concerns of The Order of Chivalry in Caid are the promulgation, enhancement, and maintenance of the standards of chivalry throughout the Kingdom. The purpose of this document is to delineate the rules and procedures by which the Order shall conduct its business when meeting in formal session.
2. We assent that it is the duty and responsibility of The Order of Chivalry, consisting of all Knights and Masters-at-Arms, to stand as examples of Chivalry and Valor to the populace, to instruct and impart such knowledge as befits Chevaliers, and to succor The Crown to the best of our ability.
3. We create these Statutes of The Order of Chivalry in Caid to provide procedural governance of The Order, that by improving our own governance, we might best serve the needs of The Crown and populace of the Kingdom of Caid.
4. These Statutes are supplemental to the various laws and regulations affecting Caid, The Society for Creative Anachronism, Inc., and the individual members under these Statutes. These Statutes outline the formal procedures for The Order of Chivalry in Caid insofar as the Order acts as an organized body.

B. Amendments

1. Over time, these Statutes may require such amendments as the Order may deem necessary so that it may better serve the Kingdom. Approval of such amendments shall require a 2/3 majority vote of the Members in attendance at a meeting of the Order.
2. Spelling or punctuation errors that do not change the intrinsic meaning of the Statutes may be changed by the Liaison without submitting said change(s) to a vote of the membership.

C. Disputes

1. We believe that the need to foster harmony and goodwill between all members of the Order is of paramount importance. Further, that it is in the interest of the Order to try to settle issues between our brethren that our ranks are not split by enmity or sectarian conflicts that shall lower our esteem in the eyes of the populace. Therefore the Order shall strive to resolve disputes and grievances within the order with trust, openness and good faith if the contending parties are unable to resolve their issues.
2. This does not nullify recourse to the Marshallate to deal with matters of safety, calibration and similar field concerns. These are all the province of the Kingdom Earl Marshal, whenever possible. The Order shall strive to work with erring fighting brethren, before the issue in question requires the input of the Marshallate.

D. Sanctions

1. Refer to the Boke of Caidan Law, Article VII, Part A, Section 5.

II. Membership

A.

1. Members of the Order that meet the requirements to participate in Caidan Crown Tournament, as outlined in Corpora and Kingdom Law, may send in Absentee Votes (V.B.).

2. Members of the Order that do not meet the requirements to participate in Caidan Crown Tournament, as outlined in Corpora and Kingdom Law, must attend the Chivalry Council they wish to vote at.

B. Special dispensation at a meeting that already meets Quorum, by a simple majority vote, may be granted on an ad hoc basis to include any other Member of the Chivalry who may be present.

C. Reigning monarchs and heirs to the throne are invited and welcome at meetings of the Order.

III. Officers

A. Liaison

1. There shall be a Liaison of the Order who shall function as secretary, proposed by the current Liaison and elected from within the membership by a majority vote of the members at a meeting of the Order.

2. The Liaison's term of office shall be for two year's. The Liaison may serve longer if the Liaison and the Order agree.

3. Duties shall include:

a. receiving requests for convening meetings of the Order;

b. determining dates and locations of those meetings;

c. distributing meeting announcements and agendas to the Order;

d. appointing a moderator if the elected moderator is not available;

e. receiving correspondence directed to the Order;

f. maintaining the lists, Candidate, Watch and Problem;

g. reading correspondence directed to the Order;

h. taking detailed notes of the discussions held during the meeting for inclusion in the minutes.

i. preparing minutes of each meeting, including voting results and any decisions on elevation recommendations reached, and distributing those minutes to the Order within two weeks of the meeting;

j. providing a liaison function between the Order and the Crown to enable the Crown's attendance and to communicate decisions and recommendations to the Crown.

B. Moderator

1. There shall be a Moderator of the Order to run the meetings, proposed by the current Liaison and elected from within the membership by a majority vote of the members at a meeting of the Order.

2. The Moderator is selected at each individual meeting, as the first order of business.

3. Duties shall include:

- a. determining if the quorum requirement has been satisfied;
- b. chairing the meeting,
- c. tabulating and reporting results of any voting;

IV. Meetings

A. General

1. Members of The Order of Chivalry in Caid may take counsel among themselves at any time or place in whatever numbers may be available. Statutes governing Chivalry Council meetings are not intended to suppress any other activities or interactions between the Members of the Order, or between individual Members of the Order and the Crown.

2. It is understood that any Member, in response to the call of their own honor, has the right to express their individual opinion without risk of censure by the Order.

3. However, to reach decisions concerning the business of the Order, including providing consultation to the Crown regarding additions to the Order, a Chivalry Council meeting must be convened.

4. Decisions made by the Order at Council meetings shall be considered the Will of the Order.

B. Definition

1. A Chivalry Council meeting is defined as one that:

- a. is scheduled;
- b. has an agenda that is distributed to the Order in advance of the meeting;
- c. satisfies the quorum requirement.

2. Schedule

a. Chivalry Council meetings shall be convened no less frequently than once per reign and be scheduled at least one month in advance of the selected date.

b. By custom in the Kingdom of Caid, scheduling of meetings of the Chivalry' Council are coordinated with the Crown so that they may attend to benefit from and contribute to the discussions.

3. Agenda

a. The agenda should be provided as part of the meeting notification, but shall be distributed no later than two weeks in advance of the session.

b. It shall include all business that will be eligible to be voted on at the meeting;

- i. old business from prior meetings;

- ii. new business brought to the liaison's attention;
- iii. names of fighters being discussed with what list they are on.

4. Quorum

- a. The quorum requirement shall have been met if at least 23 Members of the Order are in attendance, or represented by absentee vote, to poll on lists and agenda items.
 - i. The quorum number is based on an informal assessment of the average number of knights in attendance at council meetings during an extended period of time, weighed against the estimated number of knights actively participating in kingdom events.
- b. Absentee votes on business requiring more than a simple yes/no response shall be subject to review by the Liaison for their applicability.
- c. Items that do not require a quorum for discussion/decision are only those which do not affect nor reflect the opinion of the Order as a whole.

C. Meeting Conduct

1. Unless there is compelling reason to modify the order of conduct, which meets with majority approval of the Chivalry present, meetings of the Order shall proceed as follows:

- a. call to order by the Liaison (or designated Moderator);
- b. determination of quorum by the Liaison;
- c. review of agenda by the Liaison;
- d. reading of correspondence. Reading of correspondence concerning individual fighters (recommendations, complaints, etc) may be deferred until the appropriate point(s) of the agenda.
- e. review of qualifications for elevation to the Order of Chivalry. This shall include reading of the requirements for conferring a Patent of Arms found in Corpora VIII.A.1 (pg. 20) and VIII.A.4.a (pg. 21) and any additional points of consideration (see section V.E.1.b of these Statutes) that the Order has determined to be relevant to the assessment of a Candidate's readiness for elevation;
- f. review of Candidates List. A discussion of each individual on the Candidate list shall take place, noting any significant updates since the last meeting, assessing the Candidate's qualifications and the degree to which the Candidate satisfies the qualifications for elevation to the Order of Chivalry. Following discussion of each individual the floor shall be opened to motions and voting. Once all individuals on the Candidates List have been addressed and dispositioned, the membership shall be polled for nominations of additions to the Candidates List who are not already on the Watch or Problem List;
- g. review of Watch List. A discussion of each individual on the Watch List shall take place, noting any significant updates since the last meeting. Following discussion of each individual the floor shall be opened to motions and voting. Once all individuals on the Watch List have been addressed and dispositioned, the membership shall be polled for nominations of additions to the Watch List who are not already on the Problem List;

h. review of the Problem List. A discussion of each individual on the Problem List shall take place, noting any significant updates since the last meeting. Following discussion of each individual the floor shall be opened to motions and voting. Once all individuals on the Problem List have been addressed and dispositioned, the membership shall be polled for nominations of additions to the Problem List;

i. old business. This will consist of reviews of any topics carried over from previous meetings, reports on any continuing tasks and reading of any correspondence pertaining to old business. Following discussion of each topic the floor shall be opened to motions and voting. on any topics requiring formal decisions;

j. new business. This will consist of presentations and discussions of any special topics and reading of any correspondence pertaining to new business. Following discussion of each topic the floor shall be opened to motions and voting on any topics that were on the agenda, requiring formal decisions;

k. meeting summary. The Liaison (or Moderator) shall summarize discussions and decisions made during the meeting;

l. call for agenda items for the next Chivalry Council meeting;

m. adjournment.

V. Voting

A. Proxies

1. Proxy Votes (authorization by one member to allow another member to vote in their stead on an issue) shall not be allowed.

B. Absentee Votes:

1. Absentee votes shall be collected by the Liaison prior to each meeting following the dissemination of the agenda, and prior to the start of the meeting. Absentee votes may be sent in via hard copy or electronic.

2. Absentee votes must be specifically stated opinions on named candidates and agenda items. (Not "If the Majority votes yes on "X" I do too, otherwise I Abstain".)

3. Absentee votes will be counted toward the quorum, and will be tabulated with the result of the live vote at meetings.

4. In cases where a member objects to the collection of absentee votes by the liaison, that members votes may be sent to the Crown.

C. Western Seas

1. By custom and owing to their unique geographical nature, absentee votes from Members residing in the Barony of Western Seas concerning fighters from that barony are to be given great import. Those Members are most familiar with the qualities of their unbelted fighters and their input is highly valued. Should the Kingdom acquire other remote territories, or institutions, the same rule shall apply.

D. Sponsors

1. All individuals added to a list will have a sponsor, preferably two, assigned to them, who will work with them regarding the conduct that brought them to the attention of the Order and how to improve themselves. If no one will sponsor the individual then the vote, or motion, to put them on the list will be considered void and they revert to their prior status without prejudice.

E. Candidates

1. Requirements

a. Corpora requirements for the conferring of a Patent of Arms (VIII.A.1 (pg. 20) and VIII.A.4.a (pg. 21)) are the minimum criteria for elevation to the Chivalry.

b. The Order of Chivalry in the Kingdom of Caid may hold itself to higher standards than Society minimums and may insist that those higher standards apply to those the order is considering for elevation in order to ensure that new members of the order can proudly represent the standards of the Caidan Chivalry to newcomers and guests to the kingdom.

2. Discussion

a. Discussion shall take place in an open forum with the Liaison calling on each member participating in the discussion in order. Comments are allowed to be as detailed as the Member wishes; however “me too” comments should be avoided. A simple thumbs up, or down during discussion can help move things along without additional commentary. Only those individuals on the Candidate List for the agenda of the current meeting shall be discussed.

3. Motions

a. After discussion the floor shall be opened to motions to vote. Options are; Move to Recommend to Elevate, Move to place on the Watch list, Move to place on Problem List, Move to strike from Candidates list. If there is no motion the Candidate remains on the Candidate list. All motions require a second.

4. Voting

a. The options for voting are: YES, NO, or ABSTAIN. The vote shall be done by open ballot via show of hands, after the absentee votes have been declared

b. Following the vote, the Liaison of the Order shall tabulate the results, incorporating the wishes expressed on those absentee votes that have been received. The Liaison shall then report the number of YES votes, the number of NO votes, the number of ABSTAINS, and the percentage of the YES votes relative to the total of the YES and NO votes. Abstentions must be 50% or less of the total vote for the vote to be valid.

c. Votes to Recommend to Elevate require a 2/3 YES majority of those voting YES or NO to be considered a recommendation for elevation to Membership in the Order. All other votes regarding Candidates require a simple majority.

d. The Liaison shall then inform Their Majesties of the Will of the Order. A summary of the discussions concerning each Candidate and their vote results shall be published in the meeting minutes.

e. The Crown will make a decision at It’s discretion.

5. Recommendation for Elevation to the Order

a. By Custom and Tradition in the Kingdom of Caid, Candidates are only elevated to the Order of Chivalry upon consultation with and recommendation by the Order of Chivalry. The Order shall consider itself to have been consulted when the procedures established in these Statutes have been followed.

b. If the Crown has issues with any Candidate and demurs in offering elevation to said Candidate, the Order's recommendation for elevation to the Order will be considered open and in force for one year and one day. If, at the end of that period, no offer of elevation has been made by the Crown, the candidate will be put to a vote to be readmitted to the Candidate List.

6. Nomination to the Candidate List

a. Following Discussion, Motion and Voting on existing members of the Candidates list the Members shall be polled for nominations of additions to the Candidates List who are not already on the Watch or Problem List. Addition to the Candidates list requires a simple majority. Fighters not receiving a majority vote shall automatically be considered added to the watch list.

F. Watch List

1. Requirements

a. Placement on the watch list is for fighters who are noteworthy of discussion, but not currently considered potentially ready to be voted on for Elevation.

2. Discussion

a. Discussion shall take place in an open forum with the Liaison calling on each Member participating in the discussion in order. Comments on Watch List fighters should be kept brief and "me too" comments should be avoided. A simple thumbs up, or down during discussion can help move things along without additional commentary. At the discretion of the Liaison Member commentary may be restricted to a limited number of participants.

3. Motions

a. After discussion the floor shall be opened to motions to vote. Options are; Move to place on the Candidates list, Move to place on Problem List, Move to strike from Watch List. If there is no motion the fighter remains on the Watch List. All motions require a second.

4. Voting

a. The options for voting are: YES, NO, or ABSTAIN. The vote shall be done by open ballot via show of hands, after the absentee votes have been declared.

b. Following the vote, the Liaison of the Order shall tabulate the results, incorporating the wishes expressed on those absentee votes that have been received. The Liaison shall then report the number of YES votes, the number of NO votes, the number of ABSTAINS, and the percentage of the YES votes relative to the total of the YES and NO votes. Abstentions must be 50% or less of the total vote for the vote to be valid.

c. All votes regarding the Watch List require a simple majority.

5. Nomination

a. Following Discussion, Motion and Voting on existing members of the Watch List the Members shall be polled for nominations of additions to the Watch List who are not already on the Problem List.

b. Fighters may be placed on the watch list by a motion and a second; a fighter cannot be added to the Watch List at the same meeting s/he was removed from the list.

G. Problem List

1. Requirements

a. Placement on the Problem List is for fighters who are noteworthy of discussion through the negative impact they have created on members of the Order, either through direct observation, or complaints received. This List exists so that all Members of the Order may be aware that special attention is to be paid to these individuals' actions on the combat field, and, in larger measure, at any official SCA event.

b. Placement on the Problem List does not nullify recourse to the Marshallate to deal with matters of safety, calibration and similar field concerns. These are all the province of the Kingdom Earl Marshal, whenever possible.

c. While a fighter can be under the attention of the Marshallate and the Order at the same time as there is broad overlap, the Problem List is generally used for matters the Marshallate is unable to deal with.

2. Discussion

a. Discussion shall take place in an open forum with the Liaison calling on each member participating in the discussion in order. Comments are allowed to be as detailed as the Member wishes; however "me too" comments should be avoided. A simple thumbs up, or down during discussion can help move things along without additional commentary.

3. Motions

a. After discussion the floor shall be opened to motions to vote. Options are; Move to place on the Candidates list, Move to place on Watch List, Move to strike from Problem List, Move to Sanction. The level of Sanction (no fighting, no fighting under certain circumstances, or with certain weapons, observed and logged fighting, etc) is to be stated by the member making the motion at the time of the motion. If there is no motion the fighter remains on the Problem List. All motions require a second.

4. Voting

a. The options for voting are: YES, NO, or ABSTAIN. The vote shall be done by open ballot via show of hands, after the absentee votes have been declared.

b. Following the vote, the Liaison of the Order shall tabulate the results, incorporating the wishes expressed on those absentee votes that have been received. The Liaison shall then report the number of YES votes, the number of NO votes, the number of ABSTAINS, and the percentage of the YES votes relative to the total of the YES and NO votes. Abstentions must be 50% or less of the total vote for the vote to be valid.

c. Votes to Sanction require a 2/3 YES majority of those voting YES or NO to be considered a recommendation for Sanction. All other votes regarding the Problem List require a simple majority.

d. Votes to Sanction require the approval of the Crown, which will make a decision at It's discretion.

5. Nomination

a. Following Discussion, Motion and Voting on existing members of the Problem List the Members shall be polled for nominations of additions to the Problem List who are not already on the Candidate, or Watch List.

b. Fighters may be placed on the Problem List by a simple majority.

H. Voting on Other Issues

1. Any formal decision intended to reflect the will of the Order involving matters not covered in these statutes shall require a 2/3 majority of those Members in attendance. Absentee votes shall be allowed at the discretion of the Liaison based on their applicability.

2. Discussion and motions will be handled at the discretion of the moderator of the meeting.

3. The options for voting are: YES, NO, or ABSTAIN. The vote shall be done by open ballot via show of hands, after the absentee votes have been declared.

4. Following the vote, the Liaison of the Order shall tabulate the results, incorporating the wishes expressed on those absentee votes that have been received and allowed. The Liaison shall then report the number of YES votes, the number of NO votes, the number of ABSTAINS, and the percentage of the YES votes relative to the total of the YES and NO votes. Abstentions must be 50% or less of the total vote for the vote to be valid.

VI. Confidentiality of Meetings

A. Confidentiality Statement

1. It is the custom of the Order that the discussions of the Order be kept confidential both to protect fighters, and as a courtesy to the Crown for whom we act as counselors. Thus, the discussion of fighters and the results of discussion are considered privileged information. Suggestions for the improvement of fighters' skills may, and should, be made as the function of the fighters sponsor, but must never contain attributed comments derived from discussions of the Order. Any member of the Society who receives privileged information or hears rumors concerning peerage discussions is encouraged to speak to the Crown about them. The Crown is encouraged to consult with the liaison and members of the Order to confirm the veracity of such rumors. As a courtesy, the Crown should notify the Liaison if it has spoken to a member of the Order about a breach of confidence.

2. Second and successive breaches of confidence by a member of the Order shall be brought into a forum of the Order. The Order as a body shall decide on a case-by-case basis what shall constitute appropriate action.