

## Seneschal Timeline for Baronial Polling

Activity	Approximate time frame	Date
BS: Contact your Baronage regarding the expiration of their reign in order to determine if they are stepping down or wish to continue as Baronage	1-2 months prior to the Crown Tourney within which the Royals who would be investing the new Baronage will be determined	
BS: Contact TRH regarding your upcoming Baronial Polling, inform Them of the Baronage wishes to step down and ask when They would like to conduct the Investiture. Suggestions are recommended, however TRH do not have to choose the recommendation(s).	Within 2 weeks of the determination of Heirs at Crown Tourney	
<p>TRH should notify the BS of the date They wish to conduct the Investiture</p> <p>BS: complete timeline and forwards to TRH/TRM, cc: KS &amp; RS</p> <p>BS: remind populace to update their addresses with the SCA &amp; memberships.</p>	Within 4 weeks of the determination of the Heirs at Crown Tourney	
BS: request LOI's from candidates to be forwarded to BS via newsletter, e-list, social media – cc: RS	20 weeks prior to Investiture	
<p>Letters of Intent due to BS.</p> <p>BS: forward LoI's to RS &amp; KS (single e-mail).</p>	16 weeks prior to Investiture	
<p>RS: validate membership information</p> <p>BS: fwd LoI's to TRM/TRH upon receipt of verification of membership from RS (single e-mail)</p>	2 days after due date of LoI's	
<p>TRM/TRH should provide their approval of candidates to BS. cc: RS/KS</p> <p>TRM/TRH are requested to notify any candidates not approved personally.</p>	14 weeks prior to Investiture	
BS: get permission to publish email & phone from approved candidates.	13 weeks prior to Investiture	

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<p>BS: publish all accepted LoI's to baronial e-list, baronial webpage and baronial social media. (The only contact information for the candidates included here is their email and phone )</p> <p>BS: provide TRM/TRH with sample polling letter for Their approval</p> <p>BS: ask TRM/TRH for color of paper to send pollings on</p> <p>BS: provide listing of zipcodes to RS so RS can determine populated zip codes</p>		
<p>RS: provide populated zip code list to KS</p> <p>RS: Provide approximate # of branch members to BS.</p> <p>BS: Contact the KS to request labels with preferred mailing date.</p> <p>BS: print, stuff, and stamp pollings</p>	12 weeks prior to Investiture	
<p>KS returns labels to BS (cc: RS &amp; TRM/TRH)</p> <p>BS: mail polling letters to populace</p>	<b>Upon receipt</b> 11 weeks prior to Investiture	
Pollings due to TRM/TRH	8 weeks prior to Investiture	
<p>TRM/TRH notifies KS, BS, candidates of decision</p> <p>KS: cc: RS, GOofS</p>	6 weeks prior to Investiture	
Investiture	Today! (i.e. May 15)	

BS: Baronial Seneschal  
 RS: Regional Seneschal  
 KS: Kingdom Seneschal  
 TRH: Their Royal Highnesses  
 TRM: Their Royal Majesties  
 GOofS: Great Officers of State  
 LoI: Letters of Intent