<u>**SENESCHAL TIMELINE FOR BARONIAL POLLING**</u>
Rev. 2, Effective 02/11/2026

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

LOI: Letter of Intent
RS: Regional Seneschal
TRH: Their Royal Highnesses
TRM: Their Royal Majesties

Activity	Approximate Time Frame	Date
RS: 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	
RS: Inform 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 email address	Within 4 weeks after the Crown Tournament at which the Heirs are determined (typically in May and November)	
RS: Notify the ESP Admin of the upcoming polling as well as the polling's start/end dates so he/she/they can begin membership verification procedures (for people submitting ballots) **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 may request a paper ballot to be sent via email. Members must notify the RS to receive the one-time-use paper ballot. **RS:** 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/ **RS:** Request LOIs from candidates, including their email addresses, via newsletter, e-list, and social media. Cc request to BS	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 BS assistance might be needed getting requests posted to all appropriate media	

RS: Due date to receive LOIs from candidates **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	
RS: Publish all accepted LOIs 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 BS assistance might be needed getting LOIs posted to all appropriate media	
RS: As needed, email paper ballots to Populace, with email address for TRH **RS:** Notify Populace that the polling window is open, as well as the closing date 3 weeks later **RS:** Inform candidates that they are not permitted to announce the results of the polling. This is reserved for the BS.	11 weeks prior to Investiture date	
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!	