



# **ADRIAN EMPIRE**

## **CHANCELLOR'S GUIDELINES**

ACCEPTED NOVEMBER 2000  
AMENDED MAY 2002, JULY 2006, OCTOBER 2009, OCTOBER 2010, DECEMBER 2012  
LAST UPDATED DECEMBER 2013

©Copyright 1993-2012 The Adrian Empire, Inc.  
All rights reserved. Adria is a registered trade name of the Adrian Empire, Inc.  
Anyone is welcome to point out any error or omission that they may find.  
Imperial Chancellor: [chancellor@adrianempire.org](mailto:chancellor@adrianempire.org)  
Empress: [empress@adrianempire.org](mailto:empress@adrianempire.org)  
Emperor: [emperor@adrianempire.org](mailto:emperor@adrianempire.org)

# TABLE OF CONTENTS

<b>PREFACE .....</b>	<b>4</b>
<b>I. PURPOSE.....</b>	<b>4</b>
<b>A. PHILOSOPHY .....</b>	<b>4</b>
<b>B. CONSTRUING LAW .....</b>	<b>4</b>
<b>II. MEETINGS.....</b>	<b>4</b>
<b>III. AGENDA .....</b>	<b>5</b>
<b>A. FORMAT AND PROCEDURE .....</b>	<b>Error! Bookmark not defined.</b>
<b>B. EMERGENCY BUSINESS .....</b>	<b>8</b>
<b>C. PREPARATION AND DISTRIBUTION .....</b>	<b>8</b>
<b>IV. CONDUCTING MEETINGS: GENERAL .....</b>	<b>9</b>
<b>A. RULES OF ORDER .....</b>	<b>9</b>
<b>B. CONSIDERATION .....</b>	<b>9</b>
<b>C. VOTING .....</b>	<b>9</b>
<b>D. ABSTENTIONS.....</b>	<b>9</b>
<b>E. UPGRADING DOWNGRADING PROPOSALS .....</b>	<b>9</b>
<b>F. WITHDRAWAL OF PROPOSALS .....</b>	<b>9</b>
<b>G. TYPOS .....</b>	<b>9</b>
<b>H. CHANCELLOR’S POWER TO CREATE LANGUAGE .....</b>	<b>10</b>
<b>I. DEBATE .....</b>	<b>10</b>
<b>V. PARLIAMENTARY PROCEDURE .....</b>	<b>11</b>
<b>A. PRIMARY MOTIONS .....</b>	<b>11</b>
<b>B. SECONDARY MOTIONS .....</b>	<b>11</b>
1. Objection to Consideration of an Item.....	11
2. Motion to End Debate.....	11
3. Motion to Limit Debate.....	11
4. Motion to Table Indefinitely .....	11
5. Motion to Table Definitely.....	12
6. Motion to Amend.....	12
7. Nomination Procedure .....	12
8. Motion to Refer a Matter to the Committee of the Whole .....	12
9. Motion to Refer to Committee .....	13
10. Division of the House .....	13
11. Motion to Consider Agenda Item(s) Out of Order .....	13

<b>C. TERTIARY MOTIONS .....</b>	<b>13</b>
1. Motion to Appeal the Decision of the Chancellor .....	13
2. Motion to Suspend the Rules.....	13
3. Motion to Recess .....	13
4. Motion to Adjourn .....	13
<b>D. PRIVILEGED MOTIONS .....</b>	<b>14</b>
1. Point of Order.....	14
2. Point of Law .....	14
3. Point of Clarification .....	14
4. Point of Personal Privilege.....	14
<b>VI. LEVELS OF LAW.....</b>	<b>15</b>
<b>A. IMPERIAL BYLAWS.....</b>	<b>15</b>
<b>B. WRITS AND CHARTERS.....</b>	<b>15</b>
1. Writs.....	15
2. Charters .....	15
3. Level of Law .....	15
4. Conflicts.....	15
<b>C. CIVIL COURT RULINGS.....</b>	<b>16</b>
<b>D. AUTHORIZED DEVIATION FROM LAW.....</b>	<b>16</b>
<b>E. IMPERIAL CROWN POLICY .....</b>	<b>16</b>
<b>F. GOVERNMENTAL PROCEDURE .....</b>	<b>16</b>
<b>G. GUIDELINES NOT RISING TO THE LEVEL OF LAW .....</b>	<b>16</b>
<b>H. PRACTICE.....</b>	<b>16</b>
<b>APPENDIX A: SAMPLE AGENDA COVER LETTER.....</b>	<b>17</b>
<b>APPENDIX B: CONCERNING CONDUCT IN AN IMPERIAL ESTATES MEETING .....</b>	<b>18</b>
1. RULES REGARDING THE MEETING.....	18
<b>APPENDIX C: ADVICE FOR CHANCELLORS .....</b>	<b>20</b>

## PREFACE

This manual is provided for the Imperial Chancellor and the Imperial Estates. Chapters may use it or any parliamentary procedure they adopt so long as the fundamental rights of their Estates are conserved.

### I. PURPOSE

The Empire is vast. At times, many votes cast at a meeting of the Estates may be by proxy. In order to conserve the rights of all Estates to participate in our process, the rules of procedure are used. The term "government" refers to the Imperial Crown and its Ministries. The "Estates" refers to the Imperial Estates.

#### A. PHILOSOPHY

It has been pointed out more than once that, by law, it takes a unanimous vote of the Imperial Estate to permanently banish a member, but it only takes 2/3rds to change that law. In theory, if 2/3rds of the members present wanted to permanently banish a member, they could vote to suspend notice, vote to change or suspend the law, and vote to waive publication of that law and vote to permanently banish (by only 2/3rds), but, in practice, the law of unanimity is a strong statement of policy, which the Estate Holders have ALWAYS respected. We understand the loophole. We have never used it. We agree that we want complete consensus before permanently banishing a member.

Similarly, the “grandfather clause,” the prohibition on passing a law which affects anyone’s previously-earned titles and honors, is no protection at all because it can be changed just like any other law. Although this is true, it has never happened. The “grandfather clause” has been in our Bylaws since February 16, 1992, and has never been overturned. It strongly states our philosophy that we make no law affecting our members' earned rights and privileges.

#### B. CONSTRUING LAW

When interpreting law, use common sense. When it requires someone to do something, read into it, “as far as possible.” For example, the site of an Imperial Estates meeting is to be published at least 60 days in advance. What if a host Chapter suddenly backs out, does not make adequate preparations, or arrangements are too expensive? Under such circumstances, we apply the law as best we can, following its intent to the best of our abilities.

### II. MEETINGS

The rules allow Estates who cannot attend to send proxies with confidence. Nevertheless, our regional rotation rules encourage Estates to participate.

*(Chancery Note: See Imperial Estates Writ 21)*

The place of the meeting should be announced through official Imperial channels, including the newsletter, at least 60 days prior to any meeting, unless the meeting is a special meeting (not a regular date set in the Bylaws) in which case the place should be announced at least 30 days in advance.

*(Chancery Note: Currently, Chapters bid to host a meeting of the Imperial Estates in their region. Bids must provide a reasonable budget and event-schedule.)*

## III. AGENDA

### A. FORMAT AND PROCEDURE

The Agenda is the notice to all Estate Holders regarding what is to be discussed at the meeting.

1. The Agenda should be in enumerated outline format for easy reference. NOTE: A sample agenda is included (Appendix A).
  - a. Agenda items are numbered with capitalized Roman numerals (I, II, III, IV, ...).
  - b. Items of business are identified by a two or three letter prefix identifying the type of business and a consecutive Arabic numeral for the specific item, e.g. CRB1, CHB3, OB2, ...
  - c. Sub-items, options, etc. are identified by Capital letters.
  - d. If additional subdivision is required, the sequence should continue with Arabic numerals, lower case letters, then lower case Roman numerals.

All items should indicate what vote is required for consideration and passage (majority, 2/3rds, unanimous, etc.)

2. The organization of the Agenda should be as follows:

#### COVER PAGE

The cover page should identify the date of the meeting, the Imperial Chancellor and the Deputies involved in the preparation of the agenda, and the date the Agenda was prepared. If the agenda has been amended or updated, it should show the date of the latest update.

#### TABLE OF CONTENTS

Starting on the next page is a complete table of contents indicating each section and each item of business, including all appendices and exhibits. If an item requires more than one or two pages, the text and details of the item may be placed in an appendix or addenda with the item number and title being included in the text of the agenda proper.

#### GENERAL MEETING INFORMATION

Include the date, time, and place of the meeting, as well as scheduled breaks accommodations, nearest airport, shuttle availability, hotel arrangements, information about other related activities such as a feast, coronation, tournaments, collegia, courts, etc., and any special rules which might apply to the meeting.

#### Authority, Disqualification, and other Requirements

Include the Authority (legal requirement or justification) for the meeting by quoting the bylaw(s) or the Lex Adria that authorizing this meeting (e.g. Article VI.E.\_) including any special requirements for this meeting as specified therein.

Include the article of the Lex Adria for including or disqualifying votes, either estate or personal (see Lex Adria - Article VI.E.6)

Include the requirement for valid proxies.

#### I. CALL TO ORDER

#### II. ROLL CALL

#### III. APPROVAL OF THE MINUTES

The minutes from the last meeting must be ratified. These should have been posted in advance of the publication of this agenda, so including them in the agenda is not necessary. However, if changes are requested of the Chancellor’s after the publication of the minutes and prior to the

publication of the Agenda, they should be included either here or in an appendix/addenda for review by the members of the Imperial Estates prior to the meeting.

#### IV. REPORTS

Each of the Imperial Ministers should have published their report prior to the meeting, but, since that will occur after the posting of the minutes, all that is required here is a list of the reports due, including the Crowns and (President of) the Board of Directors (BOD). Also included are any committees formed by the Crowns, Estates, Churches, or other domains who need or wish to report to the Imperial Estates.

#### V. CROWN BUSINESS

This section includes any and all business of and from the Imperial Crowns. If the business item is one of the Crowns duties, whether specified by bylaw, Lex Adria, policy, practice, tradition, or default, or was added to the agenda at the specific request of and authored (directly or indirectly) or specifically sponsored by the Crown, it belongs here. Examples include (but are not limited to) the status of Chapters, the budget, and the approval of Crown Writs. These are assumed to have been authored and sponsored by the Imperial Crowns unless otherwise specified.

#### VI. CHANCELLOR’S BUSINESS

Any agenda items required by law at this meeting or falling under the jurisdiction of the Chancellor’s are included in this section. This includes any and all Imperial Judicial Decisions, ratification of past Civil Courts, the Election of members of the BOD, acceptability of Crown Contenders, evaluation of previous reigns, changes to the Bylaws, Lex Adria, or manuals resulting from a Chancellor’s rewrite that require approval of the Estates, and other, similar proposals from the Chancellor’s. These are assumed to have been authored and sponsored by the Chancellor’s unless otherwise specified.

#### VII. OLD BUSINESS

This includes all items of Old Business from previous meeting that were tabled, all items of New Business that were discussed but neither passed nor failed, and items for reconsideration or ratification. Note that any items that were Old Business at the previous meeting that were referred for clarification or rewrite for which the rewrite or clarification has not been received are considered to have been withdrawn and must be resubmitted at a later meeting as New Business.

#### VIII. NEW BUSINESS

This includes all proposals submitted with adequate sponsorship (see Lex Adria - Article V.E) since the last agenda was published, all items of Old Business that were referred for rewrite or clarification for which the rewrite has been received, and all New Business items from the previous agenda that were not discussed. Since New Business items are not voted on, only discussed, the requirement for consideration is 2/3 majority, even if the item only requires a simple majority for passage.

#### IX. DISCUSSION ITEMS

This section is for items that are for discussion only and not requiring action. These items should be submitted by the deadline for publication, but, since they are not actionable items, may be submitted at any time prior to adjournment.

#### X. NEXT MEETING

If this is known at the time of publication, that information (date, location and host) should be included in the agenda.

#### XI. ADJOURNMENT

3. The formatting of the Agenda should be as follows:

- a. The general text should be in 12 point Times New Roman font.
  - b. Section titles (Table of Content, General Meeting Information, and Agenda) should each be in 24 point Times New Roman bold and red and centered.
  - c. The numbered Agenda items should be in 16 point Times New Roman bold all caps and left justified with the tab set so that the text all begins at the same place.
  - d. Each action item (CHBx, CRBx, OBx, ... ) should be in 14 point Times New Roman bold with the indentation set so that the label and the text all begin at the same point for all items in the agenda
  - e. Each additional level of subdivision in the agenda should be indented so that the numbering starts at the same position as the text for the previous level.
  - f. Changes shall be indicated by formatting:
    - i. Deletions shall be indicated by square brackets around [red text with overstrike]
    - ii. Insertions shall be indicated by blue underlined text.
  - g. Each page, with the optional exception of the cover page, will have a header and a footer:
    - i. The header for even numbered pages will include, from left to right, the page number and number of pages, date of publication, and the document name with month and year of the meeting.
    - ii. The header for odd numbered pages will include, from left to right, document name with the month and year of the meeting, the date of publication, and the page number and number of pages.
    - iii. The footer shall include the copyright (“© Adrian Empire Inc.”) left justified and the website (<http://www.adrianempire.org>) right justified.
4. Agenda items will include the document and item being amended if known. For example:  
 Incoming Crown Budget {*no reference needed*}  
 Amend IEW 21 for clarification  
 Amend Lex Adria XV.B.3: Location of the Crown/Civil War  
 Amend Bylaws Article III to replace Imperial Crown with a 2/3rds vote of the panel to revoke, deny, or suspend membership {*multiple locations within a single document, the location of each change is then specified with the change*}  
 Approve CCW2 as IEW 38 {*add a new item whose numbering is known*}  
 Add a new IEW as follows: {*add a new item whose numbering is not known*}
5. After the meeting, the notes from the meeting will be added to the Agenda to create the minutes:
- a. On the title page, change the title from Agenda to Minutes and update the publication date as appropriate.
  - b. Change the headers to indicate “Minutes” instead of Agenda.
  - c. Replace the General Meeting Information with a legend of standard annotations and color/formatting used.
  - d. For each business item:
    - i. Right justified on the line for each business item, add the final resolution of the item: “Passed”, “Failed”, “Tabled”, ...
    - ii. If the final resolution was too complex to fit on the line, add the basic resolution with “See Item”
    - iii. When possible, add the vote, e.g. on/by voice vote, 105-48, on visual
  - e. Additions, deletions, and other changes to the Agenda or business items will be identified as per A.3.f.
  - f. Identify minutes, comments, discussion, notes, etc. by green colored *italic* text. Blocks of text should be further identified by “Comments: “, “Discussion: “, “Chancellor’s Note: “, or similar annotation.

- g. Include any pertinent motions made and seconded and their final outcome along with the vote (as in A.5.d).
  - h. Adjust or format the Table of Contents to include the final resolution of the item right justified and in red before the page number for all business items.
6. The Agenda and Minutes will be kept in both standardized word processor format (e.g. MS Word® .docx) and .PDF. The word processor version will be password protected once it has been finalized. The .PDF version will be posted and saved for access by the members of the Estates &/or Empire. The final versions (both formats) of all Agendas and Minutes will be preserved by the Chancellor’s and made available to succeeding administrations along with the passwords for all word processor versions.

## **B. EMERGENCY BUSINESS**

By 2/3rds, the Estates may take up an item without prior notice, and without it even being on the agenda. Such an item shall be treated as an action at a meeting at which notice was waived (Lex Adria Article VI.G.). If the item passes, it shall appear as Old Business at the next meeting for reconsideration. If the item fails, no further action shall be taken. This is also how the Estates would consider any late non-budgeted expenditures which were made prior to the meeting but which did not get published in official sources (due to being made at the last minute). Any expenditures which are approved must still be reconsidered at the next meeting as part of the Steward's written report. If an expenditure is disapproved, no further action shall be taken with regard to that expenditure.

## **C. PREPARATION AND DISTRIBUTION**

Agendas are crucial. Without them, meetings are chaos, and proxies are disenfranchised. It is up to the Chancery to make sure agendas are comprehensive and published in a timely manner. Meetings of the Estates are set on certain dates by the Bylaws. Additional meetings may also be called. As far as the fixed meetings are concerned, the agendas should be published thirty days before each meeting. To allow preparation of the agenda, submission deadlines should be thirty days before that. Additional meetings called by the Imperial Crown or members of the Estates for special purposes should have 60 days notice but no less than 30 (unless notice is waived). The agenda should be limited in consideration of those special purposes, and the submission deadline should be 45 days before the meeting.

You may receive long proposals. The agenda should be in enumerated outline form. Lengthy proposals can be attached as appendices and referenced. Minimum distribution of the agenda is accomplished by electronic publication. The Imperial Chancery should keep a list of all the Imperial Estates for reference and preparation of the voting roster.

## **IV. CONDUCTING MEETINGS: GENERAL**

### **A. RULES OF ORDER**

We have tended to use a form of Robert's Rules, although what follows is clearly a deviation. Call these rules the Adrian Expedited Rules of Order. Some changes have been made with regard to majority/supermajority requirements and debatability.

### **B. CONSIDERATION**

Agenda items may be considered without the necessity of "moving and seconding." Other motions require a motion and a second (except the privileged motions below).

### **C. VOTING**

Whenever a motion is on the floor, the Chancellor will ask if there is any opposition. If there is none, the motion passes without a vote or further debate. If there is any opposition, the matter is debated and considered normally. In general, all motions require a simple majority to pass, unless they implicate the rights of the Estates (waiving of notice, suspending or amending Bylaws, etc.), in which case they require 2/3rds.

### **D. ABSTENTIONS**

"Abstaining" from voting means the Estate isn't voting. For the item in question, it is as if the Estate is not present at all (except for counting quorum). A vote may be unanimous if the only votes cast are "ayes" and "abstentions."

### **E. UPGRADING DOWNGRADING PROPOSALS**

At the discretion of the author, moderated by that of the Chancellor, a proposal may be upgraded or downgraded in terms of level of law. For example, an Imperial Crown Writ may be presented for approval as an Imperial Estates Writ (upgrade) or even a Bylaw addition. Conversely, a proposed Bylaw change, which seems to lack the votes it needs to pass, may be submitted as a "guideline not rising to the level of law," or an "authorized deviation from the law," "play- test," or even a non-binding "resolution" (downgrade). However, exceptions to conflicting law must be approved by the same vote necessary to amend the law in conflict (2/3rds exception to a bylaw, majority exception to writ, etc). Variations not in direct conflict with Bylaw may be approved by a majority. Proposals which pass as upgrades or downgrades from what is set forth in the Agenda shall be reconsidered at the next meeting (since they are essentially new, non-Agenda items). The way to avoid this is to submit alternate proposals at different levels of law.

### **F. WITHDRAWAL OF PROPOSALS**

Proposals may be withdrawn by an author unless there is objection from the Estates. Once the matter is on the Agenda or on the floor, it belongs to the Estates and may not be withdrawn over objection.

### **G. TYPOS**

Typographical and other clerical errors may be corrected on the floor by the Chancellor or by the author of a proposal without the necessity of formal amendment.

## **H. CHANCELLOR'S POWER TO CREATE LANGUAGE**

Some proposals use inexact language. The Chancellor has the authority to clean up language of proposals to make it appropriate to the Law. A proposal may be approved and delegated to the Chancery for drafting. In this case, the final version is presented for review at the next meeting along with other corrections.

## **I. DEBATE**

Expedited debate procedure is described in another section. New Business should not even be read unless it is certain there is time. The Imperial Crown may exercise its prerogative to speak on any topic at any time. Where debate is conducted with individual speakers, the Chancellor may choose to recognize speakers in an order based on the timeliness of their getting the Chancellor's attention (e.g. raising a hand to be put on a speaker's list). Another method would be to allow all the Estates to speak once in order of seating (right to left or left to right). Only members of the body may address the body, except non-members giving solicited reports, invited guests or anyone invited to speak by a member of the Estates. In the last case, if another member objects a majority must vote to hear the speaker.

## V. PARLIAMENTARY PROCEDURE

### A. PRIMARY MOTIONS

These are the proposals. If they are on the agenda, they require no motion or second. Non-agenda proposals require a suspension of the rules (2/3rds) to be considered, but thereafter require no motion or second (as obviously, a supermajority wishes to consider the matter). Under this system, motions to approve items are no longer necessary. However, a motion to "Discuss"(without action) or to "Disapprove" would require a formal motion. Such motions are not debatable and require a majority. The purpose of a motion to discuss may be to raise and answer concerns before future consideration. The purpose of a motion to disapprove is usually to dispose of an unpopular proposal which is unlikely to pass without non-productive debate. After discussion or failure to disapprove, the original item may be considered. If the Chancellor believes a motion to disapprove is being made to stifle proper discussion it should simply be ruled out of order.

### B. SECONDARY MOTIONS

These are the motions which affect primary motions, and therefore have priority. Some motions which are available from Robert's Rules are specifically disfavored, as indicated below. Some have been modified to a small degree. In order of priority, the secondary motions are:

#### 1. Objection to Consideration of an Item

This is a motion to not consider an item at all. It is not debatable and requires a 2/3rds vote. If the Chancellor believes the motion is inappropriate (grandstanding, etc.) and would stifle proper discussion it should simply be ruled out of order.

#### 2. Motion to End Debate

Using expedited debate procedure, this rarely comes up. If the forum has been opened up to regular debate, it can be a problem. If there is a motion to end debate, the Chancellor should see if there is objection. If there is (to add a point which was not previously raised), the Chancellor may simply make a quick head count as to how many still wish to speak, then let them speak (essentially ruling the motion to end debate out of order, but limiting debate to those who knew they had something to say). Motions to end debate should be disfavored may stifle debate when people still have things to say. The motion is not debatable and requires 2/3rds. If such a motion passes, the body proceeds immediately to vote on the underlying proposal without [any] further discussion. The Chancellor has the right to politely interrupt a speaker who is just repeating things.

#### 3. Motion to Limit Debate

Limits on debate may be based on time (total time and time per speaker). The motion is not debatable and requires a majority. A motion to extend debate beyond a set limit is also not debatable and requires a majority.

#### 4. Motion to Table Indefinitely

This is a motion to put a proposal on the table and keep it there until the body is ready to take it from the table. Since we have the mechanism to refer matters to committee (which essentially tables the matter to the next meeting anyway), a motion to table indefinitely is usually superfluous. In [such a] rare circumstance, a motion to table indefinitely might make sense. The motion is debatable and requires a majority. The indefinitely tabled motion must be formally taken from the table for consideration.

## 5. Motion to Table Definitely

This is a motion to put a proposal on the table for a definite time (usually to the next meeting). The motion is not debatable and requires a majority. The tabled motion may be considered at the specified time without formally taking from the table.

## 6. Motion to Amend

As an amendment entails submitting a proposal which is not on the agenda, any substantial change to the proposal requires suspension of the rules (2/3rds). In general, drafting on the floor is extremely disfavored as it burns up so much time. A "friendly amendment" is where an Estate Holder suggests to the author some minor changes. If there is no objection, this can be allowed. An amendment which is not accepted as "friendly" simply becomes an alternate proposal. The proposals are winnowed out using nomination procedure.

## 7. Nomination Procedure

Where there are several versions of a proposal dealing with the same issue, the Chancellor submits each version to a vote of the body. In one of the following manners:

- a. Each member may vote for each acceptable version. After the votes, the one which received the most votes is then considered by the body. It will either pass or fail. If it fails a motion may be made to consider another version. This method quickly indicates the likely compromise but allows members to reject a proposal they still object to.
- b. A motion is made to approve the general proposal. It will either pass or fail. If it passes, each member then may vote for each acceptable version. After the votes, the version which received the most votes is considered approved. This method works best when the Estates agree in concept but cannot resolve details. Members are reminded that any action may be further amended or rescinded in the future.
- c. Each member may vote once for the most acceptable version. After the votes, all proposals except those two which received the most votes are eliminated. A run-off is then held between the two proposals, and the winner is the one which is then considered by the body. It will either pass or fail, and that will dispose of all proposals on that issue. It is called nomination procedure because a very similar procedure is used when electing people to an office.
- d. Election: Nominations are opened (usually by the Chancellor, with no motion being necessary), and Estate Holders then make nominations. Nominations continue until there are no more, at which point, nominations are closed. An election is then held in the manner indicated in c. above. In elections to a body with more than one open position, the Estate Holders may vote for as many candidates as there are positions. An election may use "secret ballots." Discussion is usually limited to a brief statement by each candidate followed by brief questions from the Estates and answers. Debate or rebuttal is not generally used.

## 8. Motion to Refer a Matter to the Committee of the Whole

The Chancery may often decide to do this on its own without the necessity of a motion if a proposal seems to require extra informal discussion. A Committee of the Whole is an informal discussion among the Estates. Referral is almost always for a definite period of time. If there is an objection, the motion is not debatable and requires a majority.

9. **Motion to Refer to Committee**  
Any issue may be referred to a committee. Unless it is a standing body (such as a ministry), the motion must include the composition of the proposed committee (usually authors, opponents, appropriate ministers, and volunteers; the chair must be indicated or by tradition it is the first member named). The motion is debatable and requires a majority.
10. **Division of the House**  
This is the motion to have a roll-call vote. This can be requested by anyone. The Chancellor should accommodate such a request for any vote where a record is desirable (e.g. banishment of a member) or where the vote count is in doubt. Otherwise, it is a waste of time, and the Chancellor may rule the request out of order.
11. **Motion to Consider Agenda Item(s) Out of Order**  
This only requires a majority vote, but the Chancellor will usually accommodate a reasonable request to do this without a vote, if there is no objection. This should not be confused with a motion to suspend the order of the day (which suspends the order of the Agenda and allows the proposals to be taken up in any order, usually at the Chancellor's discretion). In general, the Crown and Chancellor have the authority to deviate from the order of the Agenda where the situation and common sense makes it appropriate, even in the absence of a motion to suspend the order of the day.

## C. TERTIARY MOTIONS

These are the motions which have to do with the operation of the meeting itself and thus have priority over Secondary and Primary Motions. They are presented in Adrian order of priority.

1. **Motion to Appeal the Decision of the Chancellor**  
Any decision of the Chancellor may be appealed by a majority of the Estates unless the result would avoid a vote requiring 2/3rds. This is important because as you have seen above, the Chancellor is encouraged to streamline procedure and rule many motions out of order if they seem to be superfluous (unnecessary), or dilatory (delay, slowing things down). This motion is debatable.
2. **Motion to Suspend the Rules**  
The motion is not debatable and requires a majority unless the result would avoid a vote requiring 2/3rds (waiving a Bylaw or notice, adding emergency items, hearing New Business, etc.).
3. **Motion to Recess**  
Recesses may be called by the Chancellor or by the Estates. If called by the Chancellor the recess is immediate and cannot be appealed. Recesses are set for lunch, to conduct other events, in the evening with a time set to reconvene in the morning, and as an alternative to numerous personal privileges. The Chancellor may also use a recess to cool tempers, deal with disruptions, or permit extended caucuses. If called for by the Estates, the motion is not debatable and requires a majority.
4. **Motion to Adjourn**  
As adjournment is also built into the Agenda, it is almost always out of order (in direct contradiction of Robert's Rules) until the meeting is concluded (because we meet only three times a year). At the conclusion of the agenda, the Chancellor may simply declare the meeting adjourned, no vote is necessary. If the motion is made and not ruled out of order, it is debatable (also in direct contradiction of Robert's Rules) and requires a majority.

## **D. PRIVILEGED MOTIONS**

These motions are personal in nature and involve fundamental rights. They require no vote and take priority over everything.

1. **Point of Order**

The Estate Holder simply gets the Chancellor's attention by saying "point of order." The Chancellor responds by saying, "State your point." At that point, the Estate Holder asks a question regarding or explains a point of parliamentary procedure which is relevant to the proceedings. This is usually used to guide the member or correct a Chancellor who is about to make an error, or to assist a Chancellor whose control has slipped. The Chancellor makes an immediate ruling on the point of order.

2. **Point of Law**

This is the same as a point of order, except it deals with a point of law instead of parliamentary procedure.

3. **Point of Clarification (Also known as Point of Information)**

No Estate Holder should make a decision without being fully informed. This motion is used to ask a question, or to correct a misunderstanding regarding the current motion.

4. **Point of Personal Privilege**

Privilege is invoked when the member is discomforted:

- a. To excuse oneself from the meeting to take a personal break.
- b. To let the Chancellor know the room is too hot, cold, noisy, etc.
- c. To object to a personal comment which the Chancellor failed to immediately rule out of order.

## VI. LEVELS OF LAW

This defines our hierarchy of rules: Mundane Law; Imperial Bylaw; Imperial Writ; Imperial Civil Court; Imperial Crown Writ; Imperial Crown Interpretation; Imperial Ministry Interpretation; Codicil; Writ; Civil Court; Crown Interpretation; Ministry Interpretation; lawful orders of one's feudal lord. Imperial law is more fully explained below.

### A. IMPERIAL BYLAWS

The Laws of the Empire enacted by 2/3rds of the Estates (Chapters enact codicils). Bylaws may only be amended, rescinded, or suspended (waived) by 2/3rds. See Conflicts below.

### B. WRITS AND CHARTERS

#### 1. Writs

There are two kinds of Writ, Crown and Estates. Crown Writs are enacted by the Crown upon publication (if specified in the Writ) or 30 days from the date of publication. The Estates may review Crown Writ at any subsequent meeting of the Estates. At that time they may disapprove, revoking the writ; approve, thereby adopting it as Estates Writ; or, take no action, leaving it Crown Writ. It is appropriate to do so when the Estates wish the Crown to actively deal with an issue and retain the ability to freely modify the writ. Crown Writ expires at the end of the reign (often done as part of the Coronation Ceremony) unless it is adopted by the Estates or renewed by the new Crown. Otherwise, an Estates Writ is an act of the Estates approved by majority but not rising to the level of Bylaws which are enacted by 2/3rds. Estates Writs can include Crown Writs subsequently adopted by the Estates.

#### 2. Charters

Charters for Chapters, domains, etc., must be approved by the Imperial Crown and submitted to the Imperial Estates in the same manner as Estates Writs. Once enacted, amendments must be approved by the Crown, Chapter, and Imperial Estates (if the Chapter approves by 2/3rds, the Imperial Estates may approve by majority; if the Chapter approves by majority, the Imperial Estates may approve by 2/3rds; if the Chapter is defunct, the Crown may rescind the charter; if a situation arises where no other solution is possible, the Imperial Estates may waive these rules and act by 2/3rds).

#### 3. Level of Law

Charters are higher than Writ, Estates Writ is higher than Crown Writ (because more is required at each level to enact or alter the law).

#### 4. Conflicts

In case of conflict the level of law controls. If two writs of the same level conflict, the most recent controls. A Crown Writ is allowed where the laws and codicils are silent or ambiguous, or where law of the same level is in conflict. If such a Crown Writ is rejected by the Estates, the Crown may not reissue it. Writs may not conflict with the Bylaws, of course. The purpose of Imperial Estates Writs is to create a level of law which is more flexible than the Bylaws. The Estates of a Chapter have the power to enact Royal Estates Writs, so long as they are not in conflict with the Imperial Bylaws, Imperial Writ, or the Codicils and Estates Writs of the Chapter.

### **C. CIVIL COURT RULINGS**

The Ministry of Justice publishes all cases and minutes, with updates (results of review or appeal) as necessary. A decision of a fully-convened non-emergency court is binding precedent. It is the law unless overturned by an equal court or higher authority. It is binding on lesser courts and authorities. While the Estates may change the law, the Courts help define it.

### **D. AUTHORIZED DEVIATION FROM LAW**

In 1996, the Imperial Estates invented a new concept. The 1996 Manual of Arts and Sciences was adopted as an authorized deviation from the law for play test, and it was so reflected as an Imperial Estates Writ appended to the Bylaws. The 1992 manual remained the law. This legal concept increases our flexibility. They are binding for the purpose of their adoption.

### **E. IMPERIAL CROWN POLICY**

The Crown, may establish Policy. While it may not conflict with higher levels it is otherwise binding.

### **F. GOVERNMENTAL PROCEDURE**

The various governing bodies (e.g., the Government and its ministers, or the Imperial Estates) have their own procedures of meeting, conducting business, reporting, etc. These are binding on that body and those who report to it (example: Crown Ministers report to Imperial Ministries).

### **G. GUIDELINES NOT RISING TO THE LEVEL OF LAW**

In 1996, the Imperial Estates created another legal concept. The Judges Handbook (incomplete) and the Herald's Handbook were adopted by Imperial Estates Writ as Imperial Approved Guidelines. They are not law, which means that no one HAS to do what is suggested in the manuals. On the other hand, the Imperial Estates determined that if you can safely follow the approved guidelines.

### **H. PRACTICE**

Prior decisions of Crowns, Estates, or other officials may be considered “custom and tradition.” In general, they are not binding but are very persuasive in interpreting and creating new law or to support other decisions. The decisions of emergency courts, although they are only binding for the day of the event during which they are decided, may be considered “custom and tradition” insofar as those decisions were subsequently followed.

## APPENDIX A: SAMPLE AGENDA COVER LETTER

MARCH 2002 IMPERIAL ESTATES MEETING

MARCH 23-24, 2002

9 A.M. TO 5 P.M.

THE IMPERIAL ESTATES MEETING

Old World Village Catering & Banquets  
7561 Center Ave., # 68  
Huntington Beach, CA 92647

Refreshments: We are allowed to bring in our own soft drinks. We may bring coolers or use the facilities on site to keep drinks cold. Lunch will not be provided, but there are many restaurants and fast food places nearby.

Accommodations: There are several motels in the area, some are within 10 minutes of Old World.

Motel 6 Goldenwest, 13100 Goldenwest St, Westminster, CA 92683, (714) 895-0042  
\$45.35 King bed, \$51.83 for two Queen beds

Super 8 Motel Beach, 15559 Beach Blvd, Westminster, CA 92683, (714) 895-5584  
\$55 King bed, \$59 for two Queen beds

Best Western Westminster, 5755 Westminster Blvd, Westminster, CA 92683, (714) 898-4043  
\$55 King bed, \$59 for two Queen beds

Huntington Beach Hotel, 7667 Center Ave, Huntington Beach, CA 92647, (714) 891-0123  
Special weekend rate on March 23 & 24 is \$95 a night. The normal room rate is \$130.00 a night. There are further discounts if you are a member of AAA or AARP. (This hotel is located directly across the street from Old World - within walking distance.)

### GENERAL MEETING INFORMATION

As per the Adrian Empire, Inc. Imperial Bylaws (2001) the following requirements pertain to this meeting:

Article VI.E.4. Disqualification.

Members entitled to a seat by virtue of rank or office whose dues are not current, are under judicial ban, or have not attended at least (2) two official events in any Chapter within the previous (6) six months will be denied seat. The membership entitled to a vote at a meeting of a given body is fixed as of the SUMMONING of the meeting and may not be subsequently altered by any means, including expiration of dues, nonparticipation, formation of new Estates, or change in Estates held by a given member, until the meeting is concluded. The only exceptions are resignation of a given member, judicial ban, or creation of a greater estate that does not reduce another greater estate below minimum membership. A meeting is deemed summoned at the point of minimum notice. The point of minimum notice is defined as thirty days for the Estates of the Chapter or sixty days for anybody of Imperial Estates, unless a waiver of such notice is granted by the summoned body, in which case the point of minimum notice shall be the date of actual notice. The Crown, if available will convene the summoned Estates at the appointed time and place, and the meeting will be presided over by the Chancellor, if available. *(Chancery Note: past practice has permitted these estates, created after the notice period, to be seated (notice waived) when no objection is made. Examples: Count or Countess Royal, a new March, Third Level Knighthood.)*

Article VI.F.1.e.i.

Any two members (of the Imperial Estates): may put a proposal on the agenda before the Imperial Estates. *(Chancery Note: where only one sponsor's name appears, Their Imperial Majesties have directed Their Chancellor to serve as co-sponsor to satisfy the procedural requirement.)*

## **APPENDIX B: CONCERNING CONDUCT IN AN IMPERIAL ESTATES MEETING**

### **1. RULES REGARDING THE MEETING**

The agenda may be large, but with a degree of professionalism, and efficiency, we shall get through:

a. Come in Garb

This is a serious meeting. Garb is required to participate. Any weapons must be checked with the Sergeant at Arms, who shall be appointed by the Chancellor.

b. Only Agenda Items Will Be Considered

This includes late-published Writs and non-budgeted expenses. New Business will not be considered, only reviewed. This rule may be suspended for a given item by 2/3rds vote, but any item which is considered by suspension of this rule, and which is approved by the Estates, shall be reconsidered at the next Estates Meeting as Old Business.

c. Debate Will Be Handled in an Expedited Manner

The author will present his proposal. If any are opposed, they may request a caucus for five (5) minutes. A spokesperson for each side will summarize the points against. The author, or volunteer designated by the author, may rebut. Where there are multiple proposals on the same issue, each proposal will have its turn at the debate procedure before voting on any of them. After debate is concluded, proceed immediately to a vote unless the Estates vote to extend debate. The author, in the initial presentation, may present all of the proposals at once, or may present it in bits and pieces. For example, a manual may be proposed in sections. This is at the author's discretion, moderated by the discretion of the Chancellor. As action items are published well in advance, it is expected that lobbying and debate has already occurred prior to the meeting. Nevertheless, in the rare cases where certain items seem to need additional debate, those items may be addressed with longer caucuses, individual speakers, or a committee of the whole as seems appropriate to the Estates.

d. The Agenda is Closed

While amendments are allowed substantially changing the proposal may invalidate proxies such counterproposals/amendments should be submitted for the next meeting in accord with the procedure outlined in #6 Otherwise, the agenda is closed, proposals not properly noticed will not be considered; this rule may be suspended by 2/3rds vote, but will be treated as non-agenda proposals (see #2 above) and will be subject to reconsideration as Old Business at the next Estates Meeting.

e. Voting.

Items on the agenda need not be moved and seconded. They are on the agenda because they were placed there by the government, a committee of the Estates, or by two members of the Estates. This is sufficient sponsorship, and no time need be wasted on the formality of moving and seconding. Each agenda item will be dealt with in turn. Alternative proposals on the same issue will be taken up together. After debate, each proposal or set of proposals may be subject to up to four votes:

- i. **First Vote**  
If there are multiple proposals on the same issue, the Chancellor shall narrow the proposals down to one using nomination procedure. Voting in favor of a proposal at this point does not mean you like the proposal. It could mean that you only dislike it less than any of the others. Of course, if you truly oppose them all, you can abstain.
  - ii. **Second Vote**  
Once the issue is narrowed down to one proposal, the Estates vote on that proposal. The vote is yes, no, or abstain. If the proposal passes, there is no further voting.
  - iii. **Third Vote**  
If the proposal fails, the body may consider one or more of the other proposals as above.
  - iv. **Fourth Vote**  
If the proposal fails, the body may vote[s as to whether] to refer the issue to committee for redrafting by majority. The committee may be composed of the author, the opposition spokesperson, and any volunteers. A proposal which is withdrawn by the author may also be referred. In addition, a member on the prevailing side may serve notice of reconsideration for later in the meeting or at the next meeting. There will be no roll call votes, unless the body demands it by acclamation.
- f. **The Procedure is Rigid**
- The procedure, outlined above, may be more rigid than is comfortable. It is to ensure that we get through all the business in the short time allotted. It is also to ensure that we don't switch the ball on those sending proxies. On the other hand, there may be some important items requiring less stringent application of the above rules. Suspension of the rules may be called for at any time by a majority of the Estates, or by the Crown or Chancellor unless overruled by a majority of the Estates.
- g. **Proxies**
- Proxies must be carried by a live person in attendance at the meeting. Written proxies are preferred, but are not required. Currently we accept verbal proxies attested by a Knight. Any means acceptable to the Crown and Estates may be used to manifest the intent of an Estate Holder to have a proxy held by a person in attendance, so long as those means are clear and unequivocal. Proxies may be open (allowing the holder to vote your vote freely) or directed. Directed proxies should refer to each proposal by number and show whether you wish to vote yes, no, or abstain. For proposals on which you would vote no, indicate whether you would like the matter to go to committee if the proposal fails. With regard to, manuals, Bylaw proposal packages, or other lengthy proposals, you can vote on each of them as a whole, or by section. It is even ok to say, "I like the whole manual except for section 2.a." Whatever is easiest, as long as it is clear. If sending proxies by courier, you may even wish to mark right on the agenda and the proposed manuals and bylaw packages.

## APPENDIX C: ADVICE FOR CHANCELLORS

(Excerpts from correspondence between an outgoing Chancellor and his incoming counterpart and added comments)

### GOOD INCOMING CHANCELLOR:

Congratulations. You will probably be the busiest Chancellor in the history of Adria! Fortunately, your labor should be mostly positive. Your time will probably be taken up mostly with preparing agendas and minutes and running meetings; updating the law; and occasional opinions. Other ministries will cover the courts and publishing documents.

You should probably start working on the next agenda at the same time as you work on minutes. They usually closely parallel. The more you do early, the less you have to do at the last minute.

Review the Chancellor's manual. In reading the minutes and Bylaws, you will note that the Chancellor is responsible for a lot. In dealing with the law, I have some advice. Be minimalistic. Give no advice to anyone unless the question is formally before you in writing. Even then, make no opinion unless there is no way to refer it to a lower court in a Chapter. If there is no way out, issue your opinion. This sort of reluctance is good for everyone. It causes the populace to respect the chain of command. If you are too free with your opinion, pretty soon, everyone will skip the middle-man and simply call you every time. Your phone will NEVER stop ringing. Also, you will step on the toes of Chapters. In Adria, this leads to a lot of local variation in interpretation of law. That's fine. This split in authority is fine unless it actually causes a problem.

The corollary of this is that if all interested parties agree, there is no problem, even if the Bylaws are technically violated. The Bylaws are what we use when we can't agree. Sometimes, the Estates and the Crown might be in conflict. The question might arise, if a power is not specifically enumerated, is it reserved to the Estates, the populace, or the Crown. Use common sense. The Crown is the executive and deals with exigencies and administration. The Estates deal with long-term law and policy. The populace must be served in any event.

It is appropriate that the outgoing Chancellor transmit all relevant materials to the incoming counterpart. To that end, I hope you will soon receive the most up-to-date stuff, including Bylaws, manuals, cases, and Estates Minutes. If you do not already have a current set of Bylaws, once you have obtained them, I would suggest that you review the requirements of the Chancellor. There is a section devoted solely to that office. Also, Article VI sets forth the minimum number of meetings per year of the Imperial Estates, and the notice requirements. The Imperial Chancellor is also involved in pre-Imperial War/Civil War procedure. You will also be updating the Bylaws (and other manuals under your jurisdiction) as they change.

The Empire needs to appear responsive. On the other hand, the Empire should not appear impulsive or biased.