

**Candidacy Handbook for
The Imperial Court de' Fort Worth/Arlington, Inc.**

Introduction

The Candidacy Handbook is a guide to the rules and requirements set forth by the Board of Directors (the BOD) of The Imperial Court de' Fort Worth Arlington, Inc. (ICFWA). All rules are subject to change at any time before and/or during the candidacy period and interpretation of the rules is strictly at the discretion of the BOD and/or its designated Candidate Coordinator.

The BOD will elect a single member of the BOD as Candidate Coordinator as the focal person a candidate may approach with any questions regarding candidacy matters. If the response given by the Candidate Coordinator is in question, the candidate will be encouraged to go before the full BOD for verification or explanation.

The decision to run as a candidate should be seriously considered by each applicant. It entails a great deal of responsibility. The campaign for Emperor and Empress as well as the year in which you reign, if elected, will be long and demanding involving a great deal of time, energy and financial expenses. Be sure you are able and willing to make this commitment as well as abide by the rules set forth in this handbook.

APPROVAL OF A CANDIDATE IS AT THE SOLE DISCRETION OF THE BOARD OF DIRECTORS!

Minimum Candidate Qualifications

- Must be at least 21 years of age.
- Must have served 1 year as a member of the Imperial Court de Fort Worth/Arlington, Inc. prior to the application pick up.
- Must have lived in realm 2 years. In the event that you leave realm, you will be vested for the amount of time that you already lived in realm
- Have not been charged or convicted on any count connected with misuse of Fiduciary Responsibility within the past seven (7) years and comply with provisions of *Proclamation P 14-A*
- A candidate must have been an active Imperial Court member from the Organizational meeting to the Candidate application approval meeting of the BOD, of the current reign. An active member will be: one who willingly participates in all Imperial Court functions, promotes the growth of the Imperial Court and has no more than three (3) consecutive unexcused absences from regular Court meetings per year and have 50% or more attendance per month, or active 70% per year *in accordance to Emperor XXIV Proclamation, see proclamations P 24-A* (a year is defined as being from Investitures to Candidate Application Release)
- Be gainfully employed or be able to demonstrate the financial resources to serve in the office, if elected.

- Have reliable transportation
- Must be a member in good standing and have promoted the goodwill of the Court throughout the realm within the guidelines of **Appendix B. Code of Ethics Policy.**
- A Monarch may not succeed him/her self. However, there is no limit on how many times a monarch may run; but there must be at least one (1) year between Reigns.
- Any Past Monarch in good standing and wishing to run for Emperor and Empress must meet all criteria as any other Imperial Court member.

Members of the Board of Directors as Candidates

If a member of the BOD picks up an application to become a candidate, he/she will forfeit the right to vote on any issues involving candidacy coming before the BOD. Any member of the BOD who becomes a candidate may request a leave of absence from the BOD. If he/she loses the election, his/her rights and privileges as a member of the BOD will be reinstated to complete his/her term of office, if any portion is remaining. BOD members must meet the same minimum qualifications as any other eligible candidate.

Campaign Schedule

- **Candidacy Application Pick-up:** Shall be on a date and time to be determined by the BOD.
- **Candidacy Application Deadline:** Shall be on a date and time to be determined by the BOD.
- **Candidate Interview and Notification:** Shall be on a date and time to be determined by the BOD.
- **Candidate Presentation:** Shall be on a date and time to be determined by the BOD. This event is a State Attire required event.
- **Performance Order:** Performance order will remain as drawn prior to the start of Candidate Interview. Candidates will perform in that order at any Court show in which more than one of the candidates are performing. Candidates will use the same number throughout candidacy, including Coronation evening.
- **Candidate Events:** The BOD will schedule candidate events throughout the realm during Campaign Season. All Candidates will be responsible for hosting, performing, and general operations for these events.
- **Voting for Candidates:** The election for the Emperor and Empress is held at the discretion of the BOD who, along with the election, committee will govern the election. The election committee as appointed by the Reigning Monarchs in conjunction with the BOD, and one (1) person appointed by each candidate tallies the votes. This will be done on Coronation night. No write-in candidates are allowed. The BOD maintains when and where the election will be held.

Candidacy Application and Interview

- Once the BOD has made the applications available, the prospective candidates may obtain and complete one. The application with the application fee (\$100.00) in the form of a money order, cashiers' check or certified check must be received by the determined deadline, and in the method as determined by the BOD, no personal check or cash will be accepted.
- A candidate interview will be setup to review qualified applications. All applicants that meet the eligibility requirements shall be considered as potential candidates. This interview will be an educational meeting to determine candidate eligibility. Candidate's names will be drawn at random one by one to determine the order of presentation for each candidate.
- If the BOD, at the candidate interview, disqualifies a person(s), that person(s) will be refunded 100% of the application fee. If a candidate withdraws or is disqualified for any reason after being accepted by the BOD that person is not eligible for any refund
- A candidate must receive a simple majority of the votes of the BOD present and voting.
- A person can, at any time, declare him/herself a candidate for office but only in an informal person-to-person manner. A person may not announce candidacy for either office to any group or organization, orally or in writing, prior to approval by the BOD, and not before the official announcement at Candidate Presentation. Any person who announces his/her candidacy prior to such time will be **disqualified** as a candidate.

Candidate Presentation

Candidate presentation will take place at the discretion of BOD. Candidacy performance order will remain as drawn prior to the Candidate Interview. Campaign posters will be hung in local businesses throughout the community at the discretion of the establishment and any candidate provided and approved sashes will be distributed during the presentation.

Candidate Posters

Campaign posters may be no larger than 18" x 24". Lamination is suggested to prevent wear and tear. The Candidate Coordinator must approve all posters. When hanging posters at any location, please ask permission of the bar owner or staff and inquire as to where you may display your posters out of respect. It is suggested that all Candidate use the court seal on all campaign material.

Line Titles

The official campaign period is from Candidate Presentation to Election Day. You will be known as Aspirant to the Throne of Emperor/Empress throughout your candidacy. Your line titles will not be used except at State functions. You do not lose these titles, but you are now undertaking a new task. The title of Aspirant to the Throne will be included in your protocol during this time. Remember, the title Aspirant to the Throne is the primary title you hold during candidacy. Therefore, if you hold other bar titles or organizational titles, you should be introduced as Aspirant first. This rule also applies to members of the College of Monarchs.

You will walk with your reign title AND Aspirant to the Throne at Coronation.

Candidate Sashes

The sashes will be provided by you. Sashes **MUST** be worn at all Court events and public functions, and may also be worn at any other time during your candidacy, if you choose. When your candidate sash is worn, it must be the top layer of clothing. If you choose to wear any other article representing membership in another organization or title that you currently represent, your candidate sash must be the focal point of your attire. This decision is based solely on the fact that you are seeking the highest elected position of the ICFWA, and during the period of campaign we expect the ICFWA to be at the top of your priority list. In the event that you are elected Emperor or Empress, you will be expected to use the same standard of priority with regard to the crown and the ICFWA.

Other Candidate Material

Any other items used in your campaign, such as buttons, ribbons, flyers, business cards, etc., must be approved by the Candidate Coordinator. All candidates are suggested, but not required, to use the court seal on all campaign material. All candidate material should have the wording "Candidate for Emperor/Empress..." included on it. All potential candidate material, whether distributed at the beginning of the candidacy season or not, must be approved by the Candidate Coordinator not later than the evening of Candidate Presentation.

Campaign Events

The candidates may raise money for The Imperial Court or any worthy charity that is on the Court Charity roster. The Red Ribbon Show will be the final Candidate Presentation Fundraiser prior to voting day, *in accordance to Empress and Emperor XXIX proclamation, see proclamations P 29*. All campaign functions must be channeled through the BOD and follow all by-laws

Voting

- It is a mandatory requirement for the candidates to be in attendance. If a candidate does not show up or is late, they forfeit the privilege of inspecting the ballot box. Candidates and the BOD shall arrive at the voting place a half hour early to view the condition of the ballot box. After the examination, the box will be closed and locked. At that time, the candidates shall vote and then be dismissed and the BOD will hold a meeting. The purpose of the meeting is to vote secretly for the office of Emperor and Empress. Those eligible to vote are the BOD and the COM that live in realm and are active. Active COM are those who meet the same meeting requirements of the BOD. Refer to By-Laws Article III, Section 4, Attendance for BOD.
- These votes will be placed into an envelope with the vote of the President of the BOD being duly marked. Only in the event of a tie, will these votes be counted. Whichever candidate has the highest vote total from these secret ballots will win unless there is a second tie when the President of the BOD vote will be counted to break the second tie. If there is no tie, the Election Committee will destroy these votes thirty (30) days after Coronation
- When there is only one candidate for any particular office, there is a mandatory yes/no vote on the ballot. Majority vote will prevail. In the event that the "no" vote prevails, the BOD and the active COM who live in realm may appoint a "Regent" within thirty (30) days. Regent Candidates will not be discussed or voted on by the BOD and COM until after the night of Coronation

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- After the candidates have voted, all candidates shall leave the voting place and shall not be permitted to return until the conclusion of the voting. Candidates may drop people off at the voting place, but they may not step onto the premises. This includes any location surrounding the polling place and parking lots.
- The polls are generally open for six (6) hours on the day of the election. Anyone may vote as long as they have a valid picture I.D. or proof of residency from the designated boundaries reigned over by the ICFWA. There will be no proxy or early voting.
- At the end of voting, the candidates and BOD shall return to the voting place and seal the ballot box. For the purpose of tallying on coronation night, two blank ballots shall be added to the ballot box. The sealed ballot box shall be delivered to the Voting Monitor which he/she will hold until coronation for tallying. Any unused ballots will be destroyed following the closing of the ballot box.
- On Coronation night, No electronic communication devices shall be allowed in the tabulation room or the candidate holding room during the time of being sequestered.

Out of Town Show

Candidates must be present when the doors open at the Out of Town show. Candidates are in charge of collecting music and doing the line up for the show. Candidates will also act as attendants to this function. Candidates may be called upon in numeric order to be introduced. Candidates must host the bus tour. Candidates must maintain a level of sobriety during the bus tour allowing them to act as appropriate hosts. Candidates who cannot meet these requirements will forfeit the privilege of performing their presentation number at Coronation and/or be removed from candidacy.

Coronation Day

Presentation music must be turned in to the Candidate Coordinator during protocol. Any candidate who fails to turn in his/her presentation music will forfeit the privilege of performing their presentation number at Coronation.

Candidate Presentation Numbers at Coronation

The ICFWA is an organization of pomp and grandeur. Please put your best efforts and thoughts into your presentation. This is potentially the first time many of our guests have seen you perform. They have seen it all before, so give them something to talk about. If any candidate uses additional persons during their candidate presentation, those individuals must purchase a coronation ticket, unless the Candidate chooses to purchase their tickets.

Each candidate has a maximum time of ten (10) minutes including setup and takedown. You are encouraged to include other individuals from the Court and community in your presentation number. It is suggested you provide two (2) copies of your music in the event of technical malfunction.

Candidate Conduct

Proper behavior by candidates in public is mandatory at all times in accordance with the policies and procedures of the organization. Your behavior not only reflects on you, but on the ICFWA as well. Temper tantrums, public intoxication, fighting or any other inappropriate behavior will not be tolerated, and could result in an immediate end to your candidacy.

- Candidates must determine which title they are seeking and campaign in the gender of that title (i.e., a candidate for Emperor may not campaign as a female impersonator). The only exception would be if it interfered with his/her livelihood.
- Candidates should not align themselves with one another as another candidate's popularity or lack of could adversely affect you.
- Candidates may discuss with someone what offices they might be interested in holding if the Candidate is elected, but there should not ever be a promise or an implication of a particular title.
- Punishments for infractions of the rules, up to and including revocation of their candidacy, will be at the sole discretion of the Executive BOD and as advised by the Candidate Coordinator. Appeals of such decisions should be directed to the entire BOD.

Conflict of Interest

Since you are seeking the highest elected office in the ICFWA, it is important all of your community and professional affiliations as well as positions held within said organizations be disclosed. On your application, you will be asked to disclose all organizational affiliations. Many organizations that a candidate is a member of will only serve to enhance the Court's community relationships. However, as Emperor/Empress maintaining some positions may create a conflict of interest.

The Board of Directors reserves the right to determine conflict of interest.
The decision of the Board of Directors will be FINAL.

Grievance Procedures

If a candidate is suspected of conducting a campaign contrary to those rules as set forth by the BOD or in any manner that might bring dishonor to The Imperial Court, any person may approach any member of the BOD with his/her concerns. If that member determines that sanctions or warnings may be necessary, a special meeting of the BOD will be called by the President of the BOD or any four (4) members of the BOD. At this meeting, the accuser and accused will discuss the problem. Any sanction or disqualifications, which may result from this meeting, will be voted on by the BOD members present and voting. The outcome must be determined by a 2/3-majority vote. No proxies will be allowed.