

**Drachenwald Guidelines for Holding
Official On-Line Business Meetings**
2020-03-27

During this period of time, when the majority of the Kingdoms have enacted Covid-19 precautions, the SCA Board of Directors allows official business meetings (courts, curia, A&S competitions) in Drachenwald to be held on-line. We have set up the following guidelines for you and your groups to follow when you hold on-line meetings. Note: *Other on-line gatherings in Drachenwald, such as A&S classes, or general meetings that are not conducting official business are not required to be pre-scheduled or announced. The below guidelines apply only to on-line meetings to conduct official business.*

1. All official on-line business meetings must be pre-approved and scheduled with the Kingdom Seneschal prior to them being announced or held. This may be done by sending an email to **onlinemeetings@drachenwald.sca.org** containing the following information:
 - a. The title of the meeting or court
 - b. Date and time
 - c. Name of the sponsoring group
 - d. Location (including address) of the event that was cancelled at which this meeting would have taken place (or, if it is a brand-new meeting or event, the address of the host).
 - e. A short description of what business will be conducted.

2. For an on-line business meeting to be official it must include:
 - a. At least one of the King, Queen, Prince, Princess, or (landed) Baron/Baroness, as appropriate for the event/meeting
 - b. Their Seneschal, or their Seneschal's designate
 - c. At least one other witness, who is an SCA or affiliate memberThese individuals must be present on-line and on screen during the course of the entire meeting.

3. All official on-line business meetings must be announced via the on-line Kingdom calendar, at least one week prior to their date of occurrence. This can be done by using the Kingdom calendar event form (<https://drachenwald.sca.org/events/calendar-add/>). The event announcement must include:
 - a. The title of the meeting or court
 - b. Date and time
 - c. The web link needed to join the viewing

4. The event should also be announced to the Drachenwald email list and to relevant Kingdom on-line groups with:
 - a. The title of the meeting or court
 - b. Date and time
 - c. The web link needed to join the viewing

5. Court reports and/or business meeting minutes are still required, just as they are for in-person courts and meetings. However, a copy of these should be sent to the Kingdom Seneschal in addition to the normal submission procedure (e.g. by the Herald in charge of the court).

Additional information:

- We recommend that the on-line venue have the capability to record the session so that these recordings may be posted on-line for later viewing by all of the people of Drachenwald.

**How to Set Up and Run an official
on-line Drachenwald Business Meeting:**

- Step 1. Get the meeting approved by the Kingdom Seneschal
- Step 2. Put it on the Kingdom Calendar
- Step 3. Notify the Kingdom via the Kingdom email list and other Social Media
- Step 4. Hold the meeting
- Step 5. Send the report to chronicler@drachenwald.sca.org, with a copy to seneschal@drachenwald.sca.org

If you have any questions about the process or these guidelines please contact Kareina Talventytär, the Deputy responsible for helping to coordinate Drachenwald's official on-line Business meetings, at **onlinemeetings@drachenwald.sca.org**