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# THE FLEUR HANDBOOK

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The Order of the Fleur d'Æthelmarc (also called the Fleur of Æthelmarc, or simply, the Fleur) is the Kingdom's Order of High Merit for Arts and Sciences. Gentles who are made Companions of our Order at given a Grant of Arms, unless they have previously received a Grant or Patent of Arms. The customary title for Fleurs is "The Honorable Lord/Lady so-and-so" (sometimes THLord or THLady) in written documents, or "Your Lordship" or "Your Ladyship" (or its equivalent in the language of the Companions' persona) in conversation, unless the Companion has a higher-ranking title (such as "Master" or "Your Grace").

## **The Principle of the Order of the Fleur**

Mistress Geirny þorgrimsdottir

## **The Clerk of the Order of the Fleur**

Meesteres Odriana vander Brugghe

(term expires January 2019)

## Duties of a Fleur

Kingdom Policy defines the basic duties of all members of Orders of High Merit within Æthelmarc:

### IX-500

The Orders of High Merit in Æthelmarc are given by the Crown after consultation with the orders. These orders will confer a Grant of Arms to the recipient, if he/she does not already possess a Grant of Arms.

### IX-501

Each Kingdom polling order shall select a clerk for the order every two years. The clerk shall maintain and make available to the members of the order and the Crown the names and qualifications of persons brought to the attention of the order for consideration, and shall make available to the Crown the stated opinion of the members of the order about those persons.

#### IX-600

Companions of each Order of High Merit shall rank equally with Companions of the other Orders of High Merit.

#### IX-700

Each Companion of an Order of High Merit is charged with the following duties: to keep the clerk of the order advised of their current contact information, and to notify them should he/she wish to become inactive, to resume activity, or to resign from the Order; to continue the endeavors and increase skill in the areas for which the award was given; to encourage others in their efforts in the areas governed by the award and to teach such people as shall evidence a desire to learn, to the extent of his/her abilities; and to seek to expand the range of his/her activities”<sup>1</sup>

In addition to these defined duties, the Order encourages its Companions to continue their pursuit of the Arts and Sciences, to develop their talents and abilities, and to increase their knowledge. We encourage and assist gentles who are not yet Companions of our Order in their endeavors and their development, and bring deserving gentles to the attention of the Royalty and to the Order. We share our knowledge and talents with others through teaching, whether it takes place in a formal class setting, or in a more informal or on-to-one setting. It is also our duty to periodically advise the Crown about particular gentles who we believe should be made Companions of our Order. To that end, we endeavor to learn about and discover artisans and scientists within our Kingdom who are not yet Companions of our Order.

## Duties of the Clerk of the Fleur d’Æthelmearc

The Clerk is responsible for ensuring the smooth operation of the Order from an administrative point of view and is directly answerable to the Crown of Æthelmearc and to the Order. The Clerk serves a two-year term with the option of taking on two terms (serving for a total of four years).

The Clerk shall maintain a list of candidates. Where possible, the Clerk shall endeavor to list the candidate’s field(s) of expertise and the candidate’s home group, so that the Companions might seek out candidates and learn about them more easily.

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<sup>1</sup> From

[http://www.aethelmearc.org/downloads/lawandpolicy/The\\_Laws\\_of\\_theAethelmearc\\_Web\\_Publication\\_date\\_02-05-15\\_corrected.pdf](http://www.aethelmearc.org/downloads/lawandpolicy/The_Laws_of_theAethelmearc_Web_Publication_date_02-05-15_corrected.pdf) (web publication date 5 February 2015)

The Clerk shall conduct a Survey as per the desire of the Crown that follows the rules set forth in the policies of the Order. The Clerk shall also provide the results of any survey to the Royalty within five days of the survey's close (this allows time for any physically mailed surveys to reach the Clerk and be entered into the survey results).

The Clerk shall provide commentary to be shared with the order no fewer than four times during the course of the survey. Commentary shall be collected at a time convenient for the Clerk but calculated in order to ensure as many new comments as possible.

The Clerk is also responsible for maintaining confidentiality and neutrality as it pertains to both candidates and the members of the Order. As the Clerk has access to the voting choices and commentary of every survey respondent, even those who prefer to only have that information shared with the Royalty, it is imperative that the Clerk is extremely conscientious about the responsibility with which they have been entrusted and that the highest level of confidentiality be maintained.

## Selection of a New Clerk for the Order

1. As per Kingdom Policy, the Clerk of the Order serves for two years.
2. The clerk will call for letters of intent within a reasonable time before the end of their term and post three times the date when letters of intent are due. If the Clerk is interested in another two-year term, that intent must be announced to the Order when the call for letters is made.
3. Once letters are called for, interested parties should post their letter of intent to the Fleur list before the deadline. If the Clerk is interested in extending their two-year term, and there are no other letters, no letter from the current Clerk is required.
4. If there is more than one candidate, a survey will be released by the Clerk within two weeks after the deadline for letters of intent. Whomever receives the most votes becomes the next Clerk. If there is only one candidate, that person becomes the next Clerk.
5. There will be at least a one month transition period between Clerks beginning at the end of the survey determining a new Clerk and the end of the previous Clerk's term.

## Advising the Crown

It is our duty to advise the Crown about gentles we feel should be made Companions of the Fleur. Because the Crown cannot be everywhere, Royalty often relies upon Their Orders to provide this information. However, the Crown is not required to act upon any advice provided by any of its orders; it may also decline to act upon Orders' advice. By way of further example, the Crown may make a gentle a Companion of the Fleur who was not recommended by the Order, in fact, the Crown may make a gentle a Companion of the Fleur even though the gentle was not under consideration by the Order (i.e., did not appear on the Survey). The Crown may also decline to make a gentle that has been recommended as suitable for the Order of the Fleur. This is the prerogative of the Crown. The surveying method, as described later in this document, should never be construed as overruling the Crown's prerogative. As per Kingdom Policy, the Crown does need to consult the Order, however, the definition of "consultation" is subject to the interpretation of the Crown. Members of the Order advise the Crown; once we have discharged that duty, the matter is out of our hands.

## Survey

The survey (with its accompanying commentary) is the primary tool we use to carry out our duty to advise the Crown. Ideally, the Order conducts one Survey per Reign, and reports the results to the Crown. Typically, we will report the numerical results of the Survey, unless the Crown prefers to have us report results in a different manner (e.g., providing the candidate names in a defined order without statistics or only providing the names of the top six candidates in specific categories (highest surveyed, greatest number of remove votes, etc.)).

The Survey itself is done using the survey website, Obsurvey (<http://www.obsurvey.com>). The Survey is password protected and that password will be changed with each Survey. The Clerk will provide the URL to the Survey on Obsurvey along with the new password on the Fleur Mailing List on the opening day of the Survey and again with each subsequent reminder. Survey dates will be defined by the Royalty with the suggestion of the Clerk. A survey will take place over no more than a three-week period to allow for the maximum number of participants.

In order to conform to ADA requirements<sup>2</sup>, a PDF version of the survey can be generated directly from Obsurvey and sent to any Order member that requires it. The survey can then be

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<sup>2</sup> Legally, "places of accommodation" continue to legally be defined solely as physical locations. The definition being used in this policy includes websites as a "place of accommodation". The definition being used here is to provide maximum access while conforming to a recognized standard of disability access.

filled out and returned via email, USPS, or in person by the final date of the Survey (if sent by USPS, the postmark must match the final date of the Survey, even if physically received after the final date).

The Crown may, from time to time, ask our opinion of a gentle outside of the regular Surveying period. When we are asked for such advice, a new Survey will be created on Obsurvey (including being password protected), and will follow the same guidelines as the regular Survey (including ADA accommodation).

## Survey Responses

There are five answers possible for each prospective candidate on a Survey: Yes, No, Wait, Remove, and Abstain. A “yes” vote indicates that the Companion believes that the candidate is ready to be inducted into the Order based on their individual requirements for inclusion. A “no” vote indicates that the Companion does not believe the candidate is ready to be inducted into the Order at this time. A “wait” vote indicates that the Companion thinks that the candidate is within six months to a year of being ready for inclusion in the Order. A “Remove” vote indicates that the candidate should not be under consideration by the Order based on the Companion’s requirements for inclusion. An “Abstain” vote indicates that the Companion is not voting on the particular candidate (see below).

## Abstentions

An abstention is a non-vote; it is not a “nice” way of voting “no”. Companions abstain for many reasons. These have included: lack of sufficient familiarity with the candidate, lack of sufficient familiarity with the candidate’s field(s) of expertise, and inability to be appropriately objective about the candidate for whatever reason. A Companion may choose to explain their reason for abstention in the commentary, or choose not to.

## Commentary

Along with providing the numerical results of the Survey, Companions are encouraged to share their commentary on prospective Fleurs with the Order and the Crown. Comments are entered into the comment field on the online Survey or, if requested, the comment areas on the PDF version of the survey, and are then compiled and then presented according to the respondent’s wishes as expressed by stating that they would like their commentary:

Shared with the Order, using their name.

Shared with the Order, anonymously.

Shared with the Royalty ONLY.

This question will appear on the Survey so that the Clerk is able to correctly identify and then follow the respondent's wishes in this matter.

Commentary may also be shared with the Clerk via email with the same restrictions. Completely anonymous comments will be discarded. It is expected that Companions of the Fleur will behave honorably and respect the privacy of their fellow Companions, and will not share commentary with gentles who are not members of the Order.

### Presentation of Results

The Clerk shall present the results of the Survey by giving the total number of "Yes", "No", "Wait", "Remove", and "Abstain" votes. Additionally, the "Top Six Yes", "Top Six Wait", "Top Four Remove", and "Top Six Abstain" results will also be included as part of the survey information.

## Nomination/Removal Policy

1. Every nominee must be nominated and seconded, or must be added by the Crown to be added to the Survey.
2. Every candidate will appear on a minimum of three surveys.
3. After three surveys, a candidate will be removed if:
  - a. They have not received a substantial number of YES votes on each survey (>33%) AND
  - b. have not received an increasing number of YES votes across the 3 surveys. OR
  - c. The candidate meets one of the two criteria and no substantive commentary on the candidate's work has been received for two consecutive surveys.
4. After 3 years on the survey, a candidate must be given a simple yes or no vote from the Order to determine if they should continue on the survey.
5. Once dropped from the list, a nominee may not be re-nominated by a member of the Order for six months. The Crown may re-nominate anyone at any time.