



**1 Current officer announces intent to step down.** This ought to be no less than six months\* prior to warrant expiration for Kingdom offices or local Greater offices. Local Lesser offices should be announced no less than three months\* ahead of time.

**2 Letters of Intent (LoIs) must be solicited** from members of the populace who wish to take on the officer role. These letters should be provided to the incumbent officer, the local Seneschal, local Baron[ess] if the position is for a Barony, and the Kingdom officer that they report to. Multiple announcements should be made to solicit the LoIs, across varying venues, such as Local and Kingdom publications, the group’s social media page(s), populace meetings, etc.

**3 Recipients of the LOIs will review the potential candidates,** their qualifications, and the needs of the office.

**4 Select the incoming officer.** Note, the Kingdom Officer for that position has final approval authority on, and may reject, any candidate.

**5 Announce the selected candidate (Officer Elect)** to the group they will be serving.

**6 Transition the office** to the officer elect. This should be an extended period (ideally one to three months) to allow the incoming officer to learn the expectations of the role, reporting guidelines, etc. and the outgoing officer to transfer official documentation, accounts, etc.

The local Seneschal will fill out the necessary warrant information for the new officer, and they, or the Kingdom officer, will provide updated contact information to the local and Kingdom Chronicler for publication.

\*NOTE: this timeline can be condensed in emergent situations. Please work with your local Seneschal or Kingdom officer should you need assistance in vacating your office quickly.