

TICOT



The Imperial
Court of Toronto

Emperor/Empress Candidate Application Package

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Additional Documents/Information

Download from www.theimperialcourtoftoronto.com

- Constitution of The Imperial Court of Toronto
- By-Laws of The Imperial Court of Toronto
- Candidate Event Dates and Deadlines

Emperor/Empress Candidate Application Package

Emperor/Empress Candidate Application Procedure

All candidates will turn in a package containing all of the items listed in the check listing below to the Vice Chair of the Society at the deadline and location prior set - determined annually. The package should contain all original document. When possible candidates are asked to prepare a digital verion (pdf) of the entire package - sent by email to vicechair@ticot.org.

Emperor/Empress Candidate Application Check List

Emperor/Empress Candidate Application Form:

Complete the attached form and sign.

Supporting Documents:

Bio of Candidate & Picture:

Attach a brief bio outlining your personal and community achievements.

Attach a current 8.5"x 11" - black & white headshot of you in character. Please forward an electronic version of the same image in .jpg format (same size) at 150 dpi or better to vicechair@theimperialcourtoftoronto.com. This photo will be used for promotional purposes and at the voting booth.

Reason for applying Essay:

Attach a separate document outlining the reason you are applying for the position as Emperor or Empress of TICOT.

Letter(s) of Support:

Attach originals of your letters of support from sponsor(s).

Documentation:

Be sure your valid passport is available for inspection at the interview.

Emperor/Empress Contract:

Complete the attached contract and sign.

Application Fee:

\$350.00 - certified cheque or money order payable to TICOT Social Society Inc. If your application is accepted, the appication fee is NOT refundable.

Prepare for Candidate Interviews by reading the following documents:

The Oath of Office

The Candidate Interview Information

The Constitution

The Bylaws

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Emperor/Empress Candidate Application Form

I wish to become a candidate for _____ of The Imperial Court of Toronto.

(Emperor or Empress)

Full Legal Name _____

Stage Name _____

Address _____

City _____, Ontario Postal Code _____

Phone _____ Cell Phone _____

Email _____

Years residing in the Realm _____ Date of Birth _____ (dd/mm/yyyy)

Length of Membership with TICOT (specify months or years) _____

List the four (4) out of town Coronations you have (will) attend(ed), during the reign prior to the Coronation at which you are seeking election.

1. _____
2. _____
3. _____
4. _____

Canadian Passport expiration date _____ day _____ month _____ year.

As supporting documents be sure to include, as separate pieces, your Bio & Picture, Reason for Applying Essay, Letter(s) of Support from sponsor(s) and please remember to bring your Valid Passport to the interview.

By signing below, I consent to the information in my application being made available to the Interview Board by hard copy and digital format.

By signing below, I certify the information provided above and in the supporting documents to be the truth.

(print full name)

(signature)

Note: Please use your legal name and signature

Date _____ (mm/dd/yyyy)

Emperor/Empress Candidate Application Package

Rules and Regulations for Candidacy

Purpose: To provide a fair campaign to each of the candidates.

Rules and Regulations - Points taken from the Constitutional/By-law:

- Any person who wished to seek election as either Emperor or Empress shall be required to submit the application form which is provided no less than sixty (60) days prior to the election date. (By-laws Article 11 Point 13)
- All applicants shall be interviewed by a quorum of The Executive and The College of Monarchs (Interview Board) to ensure that they have sufficient understanding of the responsibilities of the position. (By-laws Article 11 Point 14)
- All applicants shall be notified as to the acceptance/non-acceptance of their candidacies immediately following completion of the interviews. (By-laws Article 11 Point 17)
- Should there be only one (1) candidate for the position of Emperor or Empress, a yes/no referendum will be held to determine the acceptance of the candidate. (By-laws Article 11 Point 18)
- Eligibility for seeking election as either Emperor or Empress is restricted to those persons who have been a resident of the Realm for no less than one (1) year and has held membership in the Society for not less than nine (9) months prior to the Coronation at which one is seeking election. (Constitution Article 11 Point 11.01)
- Any person seeking election as either Emperor or Empress must have attained at least twenty-one (21) years of age by Coronation, be unrestricted from international travel and be in possession of a valid passport in their name. (Constitution Article 11 Point 11.02)
- A stepping down Monarch will be eligible to seek re-election. (Constitution Article 11 Point 11.03)
- The election of the E&E shall be administered by the Vice-Chairperson in accordance with the election by-laws. (Constitution Article 11 Point 11.04)
- No member of the current executive that has resigned may apply for the position of E&E for a period of one (1) year. (Constitution Article 11 Point 11.05)
- Any person seeking election as Emperor or Empress must have traveled and attended a minimum of four (4) out-of-town coronation balls during the reign prior to the coronation at which one is seeking election. (Constitution Article 11 Point 11.05)

Election Information - Points taken from the Constitution/By-laws:

- The Coronation of the E&E shall be held within ten (10) days of the Election. (By-laws Article 18 Point 22)
- Eligible voters are those persons who reside within the geographical boundaries of the Realm - see attached map. (Constitution Article 10 Point 10.03)
- The Vice-Chairperson acting as Deputy Supervisions Officer (DSO) will take charge of the election proper. (By-laws Article 18 Point 24)

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Rules and Regulations for Candidacy - cont.

- Each candidate may appoint one (1) scrutineer to observe the voting procedure. (By-laws Article 18 Point 25)

Procedural Manual for the Elections - General Rules and Regulations - By-Laws:

- a. All printed/published campaign material shall commence no earlier than fourteen (14) days prior to the polling.
- b. All campaigning shall cease at 3am (0300 hours) on Election Day.
- c. The election advertising shall include a place and time for the election poll, the Society logo and may include an Advance Poll prior to the normal Election Poll for those who are unable to vote on Election Day (election advertising is produced by the Society and is not Campaign materials).
- d. The hours of voting shall not exceed ten (10) hours - total between the advanced poll and the regular poll.
- e. No election or campaign material shall be allowed on or within the polling building.
- f. A poster containing all the candidates shall be placed in the polling station. This poster shall contain a list including the candidate's legal name followed by the a.k.a. chosen by each candidate accompanied by a photograph clearly indicating each one.
- g. Each resident of The Imperial City who wished to vote must first complete a Ballot Registration Form and produce two (2) pieces of Ontario Identification. (the bylaw is superceded by the Constitution Article 10.03 'Eligible voters are those persons who reside within the geographical boundaries of the Realm.')
- h. The Ballot Registration Forms shall be placed in alphabetical order, by last name, in a folder and shall be retained by the DSO until closing of the polls.
- i. The Voting Ballot shall list each candidate in alphabetical sequence.
- j. The only acceptable ballots are those which clearly indicate the choice of the voter.
- k. The marked ballots shall be placed in a sealed ballot box after being returned by the voter to the Deputy Supervising Officer (DSO).
- l. At the close of an advanced poll location and the regular polling location, the sealed ballot box(es) shall be placed in safe keeping with the Appointed Official Tabulator. All the ballots cast shall then be counted.
- m. The Chair of TICOT must cast a vote for Emperor and Empress and it must be sealed. It shall remain sealed until the Appointed Official Tabulator confirms and equality of votes. Only then shall the sealed ballot be opened and counted with the Chairperson's vote breaking the tie.
- n. The names of the Emperor Elect and Empress Elect shall be placed in a sealed envelope which shall be retained by the Appointed Official Tabulator and the named not be revealed until the appropriate time on Coronation Night.
- o. The Appointed Official Tabulator must be a responsible person (lawyer, accountant, priest etc.) hired and paid for by The Society to perform this function. The person shall receive a pair of complimentary tickets to attend Coronation. At Coronation he/she shall present on stage the sealed envelope to the Chairperson of TICOT Social Society, Inc. The Chairperson in turn shall present the sealed envelopes to the Chairperson of The

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Rules and Regulations for Candidacy - cont.

College of Monarchs.

- p. The sealed envelope with the results must be on official letterhead and contain the results of the election including the numerical count of the ballots cast and those spoiled. Copies must be available that night for each candidate.
- q. All election materials (ballots, registrations etc.) shall be retained by the Official Tabulator and held for eleven (11) business days after Coronation. If there are no irregularities of ballot count and if no candidate has requested a recount, the registration forms of voters shall be given over to the Vice-Chairperson for presentation to the new secretary at the Annual General Meeting. All ballots cast/not cast shall be destroyed by the Official Tabulator.

Guidelines:

- You are NOT a Candidate until you have been approved by the Interview Board.
- The start of the campaign is declared by the host of the official TICOT Campaign Kick Off Show, during the official TICOT Campaign Kick Off Show.
- The age of eligible voters is defined by the laws of Ontario (18 years of age or older - June 11, 2009).

Discrepancies:

- Any discrepancies (campaigns infractions) must be reported to the DSO in a timely manner and prior to the start of Election Day polls.
- All discrepancies within the polling stations shall be reported to the DSO outside of the polling station.

Discipline for Infractions to Rules and Regulations of Candidacy:

- Any and all materials that are NOT approved by the DSO and are posted without approval will be discarded.
- The Chair and Vice Chair will have the final word and make decisions regarding infractions to the rules and regulations.
- Infractions to the rules and regulation can result in the disqualification of the candidate(s).
- In the event of disqualification, there will be NO refund of the application fee.

Guidelines for Campaign Materials:

- The official TICOT logo MUST appear on all campaign materials produced by the candidate except when the material measuring less than two (2) square inches.
- "The Imperial Court of Toronto" wording MUST appear on all campaign materials produced by the candidate except when the material measuring less than two (2) square inches. The acronym "TICOT" can be used when referring to the society a

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Rules and Regulations for Candidacy - cont.

- 2nd time on any single piece of campaign material.
- “www.theimperialcourtoftoronto.com” wording MUST appear on all campaign materials produced by the candidate except when the material measuring less than four (4) square inches.
- Any publications which will advertise campaign information which contravene the campaigning opening/closing dates must be approved by the Vice Chair PRIOR to the publication deadline.

By signing below, I indicate I have read, understand, accept and will abide by the Rules and Regulations for Candidacy.

(print full name)

(signature)

Note: Please use your legal name and signature

Date _____
(mm/dd/yyyy)

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Emperor/Empress Contract

Purpose - Taken from the Constitution:

Operating with a Not-For-Profit status and recognizing that the LGBT Organizations are a community within the Realm, and all territories held in trust by the Society, in the Realm. The purposes of the Society are:

- To promote and support understanding of the Society.
- To preserve the annual Monarchal system within the Society.
- To promote and support the International Court System.
- To foster co-operation between the Homophile/Homophile-Positive organizations.
- To conduct and participate in fundraising events for the community organizations and charities.
- To offer counseling and assistance to its members.
- To provide and publish information on activities and accomplishments no less than four (4) times a year.

Objectives:

- To cultivate friendships among the Membership.
- To be of assistance and aid to all who are in need, if it is in your power to do so.
- To represent and promote the Society at various events in Toronto, across Ontario and North America.

Emperor & Empress Rights:

The Emperor & Empress are the reigning Monarchs and public face for the Society during their Reign (term of office) and have the following rights:

- To be supported by the Membership of the Society in their fundraising activities.
- To be treated with respect, dignity and civility by the Membership and members of the community.
- To choose a name for their Court and House.
- To select the Charity(s) of Choice for the reign.
- To offer Titles to the Membership of the Society and Community.
 - Purposes of Titles:
 - To promote/recognize/reward service to the Society and Reign.
- To choose their Coronation theme and all particulars relating to their “step-down” Coronation, including dais guests, attendants and command performers.
- To choose the theme for any State Events and the right to select dais guests, attendants and command performances at any State Event.
- To make Proclamations which will stand as lawful court protocol for the Realm and all future Monarchs - all Proclamations must be prior approved by the Executive and College of Monarchs and must not contravene the Constitution or any By-Law.

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Emperor/Empress Contract - cont.

- Each Monarch may name up to two (2) lifetime titles at Coronation, upon the successful conclusion of the Reign. Should one of those titleholders pass away, the Monarch may name another lifetime title (this will be announced annually at Victory Brunch in conjunction with Monarchical awards).
- To give awards at the Victory Brunch held after their step-down.
- To have voice and vote at all Executive and meetings of the Society.

Emperor & Empress Responsibilities:

- To uphold the Constitution and Bylaws of the Society.
- To represent the Society as goodwill ambassadors at in town and out of town functions.
- To treat all members of the Society with dignity, respect and civility.
- To serve without remuneration for any services offered to the Society during their Reign.
- To respect the democratic processes required in running the Society.
- To remove themselves from situations if conflict arises.
- To attend or have representation at all Coronations for all Daughter Courts (Buffalo, Cincinnati, London, St Catharine's and Hamilton).
- To attend Mother Court (Vancouver)
- To attend one (1) of the following Grandmother or Sister/Brother Courts: San Francisco, New York, Rhode Island or Connecticut.
- To encouraged attendance to all other Canadian Coronations and at least two (2) US Coronations.
- To attend at least two (2) General Member meetings during their Reign.
- To provide an Emperor/Empress Report at all General Member meetings during their Reign.
- To Organize and produce at least two (2) fundraising events, separate from State Events and from other events at which other members of the Society have organized.
- To be a Paid Individual Member in good standing during their Reign.
- To maintain a valid Canadian passport during their Reign.

By signing below, I have read, understand, accept and will abide by the Emperor/Empress Contract.

By signing below, I would like to become a Candidate for the position of

Emperor _____ Empress _____ of TICOT.

(print full name)

(signature)

Note: Please use your legal name and signature

Date _____ (mm/dd/yyyy)

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Candidate Interview Information

The Candidate Interview will be presided by the Chair of the College Council. The Interview Board will be made up of members of the College of Monarchs who shall have voice at the meeting along with members of the Executive (voice and vote). Only those members of the college who have RSVP to attend the meeting will be voting. Your interview will be about thirty (30) minutes in length and will consist of questions from those in attendance.

Purpose:

To further clarify your eligibility for the positions of Emperor/Empress of The Imperial Court of Toronto and to choose candidates who match the ideals of The Imperial Court of Toronto.

Interview Format:

Much like a job interview or audition, you will sit facing the entire Interview Board. Expect the meeting to be quite business like as it is meant to be rather impartial in all fairness to those being interviewed. You are allowed any materials or items that will make the interview process as comfortable as is possible. If you need anything during the interview (like a quick break) just address the Chair of the College Council. You are expected to dress appropriately for the position for which you are seeking election; so if you are to be our next Empress, we'd like to see you in 'face'.

The Interview Board will take turns asking you to clarify/quantify the information supplied on your application. You can anticipate a question or situation to be posed to you and the board will expect an appropriate answer. You should anticipate inquiries relating to any past conduct with TICOT; behavior, experience, situations, etc. The board is always interested in the future and almost always asks about what you are planning, what types of events/ideas you are thinking of and what might be your charity of choice, for instance. There are no WRONG answers during the interview; just answer to the best of your knowledge and ability.

Most of those in attendance have been through Candidate Interviews prior and understand that it can be a high pressure interview however, they only expect you to be honest and truthful; just be yourself. You can anticipate that Interview Board are pleased that you have put yourself up for candidacy and are generally looking to make a good match with candidates and the ideals of The Imperial Court of Toronto.

At some point, the questions period will be over and you will be asked if you have any questions of the Interview Board. Please feel free to ask any question relating to the interview. You will be asked for a final statement and will be expected to say a few words to further 'convince' the Interview Board you are an excellent candidate. You will then be asked to leave the room while the board discusses and votes. You will be invited back into the room and informed if you are to be a candidate; there will be no further discussion. The interview will then be over and you will be asked to leave the room.

Good Luck!

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Oath of Office

The Oath of Office is the final official document signed during the Crowning Ceremony. The following is a sample of this document - no need to fill it out.

In the presence of those assemble here and with full realization of the position of Emperor/Empress of the Imperial Court of Toronto,

I _____ promise to:

Devote myself to the service of the community which has elected me.

Discharge my duties as Emperor/Empress to the best of my ability.

Work with the Executive and Membership to advance the goals of TICOT.

Obey and uphold the Constitution and By-Laws of TICOT.

Obey and uphold the laws of Province of Ontario and Canada.

Dated in Toronto, this _____ day, in the month of _____

in this year _____.

H.M.I.S.M. Emperor _____

H.M.I.S.M. Empress _____

Chair, College Council

Chair of the Imperial Court of Toronto

Vice Chair, College Council

Vice Chair the Imperial Court of Toronto



The Imperial Empire (Realm) of The Imperial Court of Toronto



Map of Ontario

- The Imperial Empire (Realm)
- The Imperial Court of Toronto (Imperial City)
- The Imperial Court of Hamilton-Wentworth (Realm)
- The Imperial Sovereign Court of St. Catharines and the Greater Niagara Region (Realm)
- The Royal Sovereign Ducal Court of London Southwestern Ontario Inc. (Realm)

Updated - June 18, 2008
Boundaries expressed are approximations, see detail maps for exact boundaries