

**MANUAL OF PROTOCOL  
and Order of Operations of the College of Monarchs**

I ARTICLE ONE: THE MINISTER OF PROTOCOL

I.1 Section One: Election of the Minister of Protocol

I.1.1 Within Thirty (30) days of the transition meeting of the Board of Directors, the College shall convene for the purpose of electing the Minister of Protocol who shall be the presiding officer of the College.

I.1.2 The Minister of Protocol shall be selected from and by the College by simple majority vote of the College.

I.1.3 Election of the Minister of Protocol shall be conducted by secret ballot.

I.2 Section Two: Term of Office and Succession

I.2.1 The term of office of the Minister of Protocol shall be from the date of his election to the date of the election of his successor.

I.2.2 The Minister of Protocol may succeed himself in office.

I.3 Section Three: Rights and Duties of the Minister of Protocol

I.3.1 The Minister of Protocol shall preside over the meetings of the College of Monarchs. He shall have no vote except in the case of a tie, or as otherwise provided in this Manual of Protocol.

I.3.2 The Minister of Protocol shall have the right to call special meetings of the College of Monarchs pursuant to the by-laws of the corporation.

I.3.3 The Minister of Protocol shall keep a written record of the Lines of Descent and of all other titles bestowed by the Reigning Monarchs and shall update this record as necessary throughout the Reign.

I.3.4 The Minister of Protocol shall have the right to interpret and apply the Manual of Protocol and his sole discretion at the functions of the Court.

I.3.5 Prior to Coronation, the Minister of Protocol shall submit a listing of all certified perpetual titles of the Court for review and approval by the College of Monarchs, said list to be utilized by the Minister of Protocol at the Coronation Ball as titles ratified for perpetual recognition by the College of Monarchs.

- I.3.6 The Minister of Protocol shall have the right to refuse and disallow recognition of any title at any function of the Court for good cause, except that the Minister of Protocol shall recognize titles which have been certified as perpetual pursuant to I.3.5 by the College and the Minister of Protocol shall recognize titles bestowed by the Reigning Monarchs, including the Lines of Descent of the Monarchs and any honorific titles bestowed by them.
- I.3.7 The Minister of Protocol shall oversee the scripting and protocol at all State Functions of the Court.
- I.3.8 The Minister of Protocol shall maintain and update the listing of all perpetual titles recognized by the Court.
- I.3.9 The Minister of Protocol shall maintain and update the listing of all Coronation dates and themes held by the Court.
- I.3.10 The Minister of Protocol shall oversee the implementation of the provisions contained herein with respect to the Coronation Ball.
- I.3.11 The Minister of Protocol shall be required to attend at a minimum one event per quarter, a minimum of four (4) events per year.
- I.4 Section Four: Removal from Office
- I.4.1 The Minister of Protocol may be removed from office for willful neglect of duty, behavior unbecoming his position on the Court while acting in that official capacity, or for acting in any other manner deemed to be detrimental to the Court and/or to the College of Monarchs.
- I.4.2 The Minister of Protocol shall be removed from office by three-quarters (3/4) vote of the College of Monarchs.
- I.4.3 Removal of the Minister of Protocol from office pursuant to the terms of this section shall not have the effect of removing the Minister of Protocol from his vested seat on the College.
- I.5 Section Five: Resignation of Minister of Protocol
- I.5.1 A letter of resignation shall be submitted to the President of the Board of Directors for resignation. Upon receipt the President shall notify the College of Monarchs to schedule a special meeting in no less than forty-eight (48) hours and no more than two (2) weeks for the purpose of the election of a new Minister of Protocol.
- I.5.2 Resignation of the position of Minister of Protocol does not affect any perpetual titles held by the individual.

- II ARTICLE TWO: COLLEGE MEMBERSHIP, TERM, MEETINGS & DUTIES
  - II.1 Section One: Initial Membership
    - II.1.1 The initial membership of the college shall be the initial members of the Board of Directors as set forth in the initial Articles of Incorporation of the Court.
  - II.2 Section Two: Membership by Invitation
    - II.2.1 The College of Monarchs may invite any Monarch to join the College of Monarchs once the Monarch title of the invitee is certified as perpetual.
    - II.2.2 A member of the College may invite any eligible invitee by motion. Upon second the motion, an invitee is invited to join the College by simple majority vote of the College, said vote to be taken by secret ballot.
    - II.2.3 Any member of the College who served as a Reign partner to an eligible invitee may not vote on the question of inviting the eligible invitee to the College, though less than a quorum may consider this question.
    - II.2.4 Upon simple majority approval by the College on the question of invitation of an eligible invitee to the College, the invitee is automatically installed to the College, with all rights and privileges of said membership immediately in tact.
    - II.2.5 No person, though otherwise eligible, may be invited to join the College for a period of one (1) year following the College declining to extend an invitation to the person after prior motion and second.
  - II.3 Section Three: Term of the College
    - II.3.1 The term of the college shall be perpetual.
    - II.3.2 Once installed to the College, membership to the College shall be perpetual so long as the College member retains recognition of the title or titles through which membership to the College is vested, and so long as the member retains membership to the Court.
    - II.3.3 Any College member who fails to renew their membership to the Court, or who is otherwise a non-member or an associate member, shall be placed on inactive status which shall result in an automatic suspension of that member's College voting privileges. Voting privileges of an inactive member shall be reinstated upon attainment of six (6) months membership tenure as calculated according to the Manual of Orders and Operations.
  - II.4 Section Four: Meetings of the College
    - II.4.1 The College of Monarchs shall meet at a time and place as it designates from time to time.

- II.4.2 The College of Monarchs shall meet no fewer than four times per year in full session.
- II.4.3 General business of the College shall be approved by simple majority, unless otherwise prescribed in this Manual of Protocol.
- II.4.4 The Minister of Protocol shall appoint a Secretary to the College to serve at the pleasure of the Minister of Protocol and who shall transcribe the minutes of the meetings of the College and present them to the College in written form for approval at the following meeting. In addition the Secretary shall act as the Event Chair for the Coronation Ball. The Secretary to the College shall be appointed for the term of the Minister of Protocol and he and his successors shall maintain the record of minutes in perpetuity.
- II.4.5 This Protocol Manual and *Robert's Rules of Order* shall control the manner of meeting operation with this Protocol Manual superceding any contrary rules contained in *Robert's Rules of Order*.
- II.4.6 The Minister of Protocol shall provide written or electronic (if it is confirmed that the college member has a valid email address) notice to all voting members of any regular meeting of the College which is scheduled to be held more than sixty (60) days from the date and time of the adjournment of the last regular meeting of the College. Notices shall be provided no later than ten (10) days prior to the next regular meeting of the College.
- II.4.7 Written or electronic (if it is confirmed that the college member has a valid email address) notice shall be provided by the Minister of Protocol to all voting members of the College prior to any special meeting. Notices shall be provided in no less then 48 hours.
- II.4.8 Any member of the College may provide the Minister of Protocol a current, active e-mail address for the purpose of receiving written notice of meetings.
- II.4.9 The Secretary of the College shall be authorized to preside over meetings of the College in the absence of the Minister of Protocol. Additionally, should the Minister of Protocol be unable to carry out the duties of office, the College hereby authorizes the Secretary to fulfill the duties of the Minister of Protocol, pro tem, until such time that the Minister of Protocol reassumes the duties of office (for a term of no longer then ninety (90) days), or his successor is nominated and elected by the College. In the event the Secretary should have to fulfill the duties of the Minister of Protocol he shall appoint an interim secretary to fulfill the duties of the Event Chair.
- II.5 Section Five: Duties of the College
- II.5.1 The College shall elect a Minister of Protocol from and by the College, whose membership is active.
- II.5.2 The College shall oversee all aspects of planning and execution of the annual Coronation Ball including the satellite events.

- II.5.3 The College shall oversee the implementation of customs of manner of the Court.
- II.5.4 The College shall oversee the designation and recognition of all perpetual titles of the Court.
- II.6 Section Six: Duties of the Event Chair
- II.6.1 The Event Chair shall establish and coordinate work within all committees for the Annual Coronation Ball and report updates to the College.
- II.6.2 The Event Chair shall be designated, along with the Minister of Protocol as a hotel contact.
- II.6.3 The Event Chair has no empowerment of decision making other than that designated by the college.
- III ARTICLE THREE: DESIGNATION AND RECOGNITION OF PERPETUAL TITLES
- III.1 Section One: Definition of Perpetual Titles
- III.1.1 A perpetual title is defined as a title accorded perpetual recognition by the Court.
- III.1.2 Persons holding certified perpetual titles shall have the right to recognition of those titles at any State Walk of the Court pursuant to the rules of protocol for any State Function.
- III.1.3 The Minister of Protocol shall maintain and update the listing of certified perpetual titles.
- III.2 Section Two: The Empress Title
- III.2.1 The title of "Empress of Kentucky" shall be bestowed on the person duly elected as Empress according to the by-laws of the Court.
- III.2.2 Each Empress shall utilize in her title the appropriate Reign number as designated by the College.
- III.2.3 The title "Empress of Kentucky" together with the appropriate Reign number, shall automatically be certified as perpetual at midnight on the day of the Coronation Ball at which she is stepping down.
- III.2.4 Should a vacancy of office of the elected Empress occur, the title of "Regent Empress of Kentucky", together with the appropriate Reign number, shall be bestowed to the person appointed by the Board of Directors to fill the vacancy. The "Regent Empress" shall have all of the rights and privileges of protocol as one duly elected to hold the "Empress" title.

III.3 Section Three: The Emperor Title

- III.3.1 The title of “Emperor of Kentucky” shall be bestowed on the person duly elected as Emperor according to the by-laws of the Court.
- III.3.2 Each Emperor shall utilize in his title the appropriate Reign number as designated by the College.
- III.3.3 The title “Emperor of Kentucky” together with the appropriate Reign number, shall automatically be certified as perpetual at midnight on the day of the Coronation Ball at which he is stepping down.
- III.3.4 Should a vacancy of office of the elected Emperor occur, the title of “Regent Emperor of Kentucky”, together with the appropriate Reign number, shall be bestowed to the person appointed by the Board of Directors to fill the vacancy. The “Regent Emperor” shall have all of the rights and privileges of protocol as one duly elected to hold the “Emperor” title.

III.4 Section Four: The Imperial Crown Princess and Imperial Princess Royale

- III.4.1 The titles of “Imperial Crown Princess of Kentucky” and “Imperial Princess Royale of Kentucky” shall be bestowed and withdrawn by the Reigning Empress at her pleasure.
- III.4.2 Each Imperial Crown Princess and Imperial Princess Royale shall utilize in her official title the Reign number of the Empress who appointed her.
- III.4.3 The titles “Imperial Crown Princess” and “Imperial Princess Royale”, together with the appropriate Reign number, shall automatically be certified as perpetual at midnight on the day of the Coronation Ball at which the Empress appointing them steps down.

III.5 Section Five: Imperial Crown Prince and Imperial Prince Royale

- III.5.1 The titles of “Imperial Crown Prince of Kentucky” and “Imperial Prince Royale of Kentucky” shall be bestowed and withdrawn by the Reigning Emperor at his pleasure.
- III.5.2 Each Imperial Crown Prince and Imperial Prince Royale shall utilize in his official title the Reign number of the Emperor who appointed him.
- III.5.3 The titles “Imperial Crown Prince” and “Imperial Prince Royale”, together with the appropriate Reign number, shall automatically be certified as perpetual at midnight on the day of the Coronation Ball at which the Emperor appointing them steps down.

III.5 Section Six: Official Designations for Perpetual Titles

- III.5.1 The Reigning Empress shall be designated as “Her Most Imperial Majesty”.
- III.5.2 The Reigning Emperor shall be designated as “His Most Imperial Majesty”.

- III.5.3 Past Empresses shall be designated as “Her Imperial Majesty”.
- III.5.4 Past Emperors shall be designated as “His Imperial Majesty”.
- III.5.5 The Reigning Imperial Crown Princess and the Reigning Imperial Princess Royale shall be designated as “Her Most Imperial Highness”.
- III.5.6 The Reigning Imperial Crown Prince and the Reigning Imperial Prince Royale shall be designated as “His Most Imperial Highness”.
- III.5.7 Past Imperial Crown Princesses and past Imperial Princesses Royale shall be designated as “Her Imperial Highness”.
- III.5.8 Past Imperial Crown Princes and past Imperial Princes Royale shall be designated as “His Imperial Highness”.
- III.6 Section Six: Imperial Proclamations
  - III.6.1 Reigning Monarchs may make Imperial Proclamations upon approval by two-thirds (2/3) vote of the College. The proposed Imperial Proclamation may be presented to the College by the Reigning Monarch desiring perpetual recognition of the proclamation at any meeting of the College. Reigning Monarchs may, together, present joint proclamations for Imperial recognition.
  - III.6.2 Imperial Proclamations made by a Reigning Monarch and approved by two-thirds (2/3) vote of the College shall be recognized in perpetuity and the proclamation language shall reflect such.
  - III.6.3 No sort of corporate enfranchisement whatsoever may be derived through Imperial Proclamation and no Imperial Proclamation may create a vesting right.
  - III.6.4 No Imperial Proclamation may in any way supplement, detract from, contradict, reinforce, nor change or affect the by-laws of the Court, nor any other governing document of the Court.
  - III.6.5 Reigning and Past Monarchs may submit Imperial Proclamations for consideration by the College. Imperial Proclamations from Reigning Monarchs shall be deemed given by the Reigning Monarch, whereas Imperial Proclamations given by Past Monarchs shall be deemed given by the College of Monarchs as a whole.
  - III.6.6 Imperial Proclamations are certified as perpetual upon approval by the College of Monarchs.
  - III.6.7 The Minister of Protocol shall maintain in perpetuity, a listing of all Imperial Proclamations.

III.7 Section Seven: State Functions of the Court

III.7.1 All rules of protocol and customs of manner shall be strictly enforced by the Minister of Protocol at State Functions of the Court.

III.7.2 The Investitures Ceremony and Event shall be designated as a State Function of the Court.

III.7.3 The Julie Vaughn Memorial Closet Ball shall be designated as a State Function of the Court.

III.7.4 The Coronation Ball and all associated satellite functions shall be designated as a State Function of the Court.

IV ARTICLE FOUR: THE LINES OF DESCENT AND ROYAL PROCLAMATIONS

IV.1 Section One: The Empress' Line of Descent

IV.1.1 The Empress' Line of Descent shall be as follows in descending rank of title:

- A. Imperial Crown Princess of Kentucky
- B. Imperial Princess Royale of Kentucky
- C. Queen Mother of Kentucky
- D. Duchess of Kentucky
- E. Marquise of Kentucky
- F. Countess of Kentucky
- G. Viscountess of Kentucky
- H. Baroness of Kentucky

IV.1.2 The Queen Mother, Duchess, Marquise, Countess, Viscountess, and Baroness shall not use numerical Reign designations in their titles and shall only be entitled to recognition during the Reign of the Empress appointing them.

IV.1.3 The Duchess and Marquise shall be designated as "Her Highness".

IV.1.4 The Countess and Viscountess shall be designated as "Her Grace".

IV.1.5 The Baroness shall be designated "Her Excellency".

IV.1.6 The Queen Mother shall use the designation of any prior perpetual title held by her, or if she holds no prior perpetual title, she shall be designated "Her Grace".

IV.1.7 The Reigning Empress may appoint any person to her Line of Descent so long as said person is a legal resident of the Empire.

- IV.1.8 The Reigning Empress may withdraw any title or Royal Proclamation given by her, except that once any titles given by her have been certified as perpetual, she may not withdraw said title without leave of the College.
- IV.1.9 The Reigning Empress shall not appoint more than one person to hold the same title on her Line of Descent.
- IV.2 Section Two: The Emperor's Line of Descent
- IV.2.1 The Emperor's Line of Descent shall be as follows in descending rank of title:
- A. Imperial Crown Prince of Kentucky
  - B. Imperial Prince Royale of Kentucky
  - C. King Father of Kentucky
  - D. Duke of Kentucky
  - E. Marquis of Kentucky
  - F. Count of Kentucky
  - G. Viscount of Kentucky
  - H. Baron of Kentucky
- IV.2.2 The King Father, Duke, Marquis, Count, Viscount, and Baron shall not use numerical Reign designations in their titles and shall only be entitled to recognition during the Reign of the Emperor appointing them.
- IV.2.3 The Duke and Marquis shall be designated as "His Highness".
- IV.2.4 The Count and Viscount shall be designated as "His Grace".
- IV.2.5 The Baron shall be designated "His Excellency".
- IV.2.6 The King Father shall use the designation of any prior perpetual title held by him, or if he holds no prior perpetual title, he shall be designated "His Grace".
- IV.2.7 The Reigning Emperor may appoint any person to his Line of Descent so long as said person is a legal resident of the Empire.
- IV.2.8 The Reigning Emperor may withdraw any title or Royal Proclamation given by him, except that once any titles given by him have been certified as perpetual, he may not withdraw said title without leave of the College.
- IV.2.9 The Reigning Emperor shall not appoint more than one person to hold the same title on her Line of Descent.

IV.3 Section Three: Royal Proclamations

- IV.3.1 Reigning Monarchs may, at their pleasure, make Royal Proclamations. These proclamations are specific to the Reign of the Monarch, and the proclamation language shall reflect such at the discretion of the Minister of Protocol. Once the Reigning Monarch's title is certified as perpetual, any and all Royal Proclamations made by that Monarch become null and void.
- IV.3.2 The titles of Queen Mother, and all titles ranked at or below Queen Mother in the Empress' Line of Descent, and any other title given by the Empress during her Reign without College approval or the implied consent thereof, shall be bestowed by Royal Proclamation.
- IV.3.3 The titles of King Father, and all titles ranked at or below King Father in the Emperor's Line of Descent, and any other title given by the Emperor during his Reign without College approval or the implied consent thereof shall be bestowed by Royal Proclamation.
- IV.3.4 No Royal Proclamation may in any way add to, detract from, supplement, contradict, reinforce, nor change or affect in any manner the by-laws of the Court nor any other governing document of the Court.
- IV.3.5 Neither Past Monarchs, nor anyone other than a Reigning Monarch, may make Royal Proclamations, or bestow any other form of title.

V ARTICLE FIVE: VESTING TITLES, NON-RECOGNITION, AND REMOVAL FROM THE COLLEGE

V.1 Section One: Definition

- V.1.1 Membership to the College is derived and protected by vesting perpetual title(s) which give members right to a seat and voting rights on the College.
- V.1.2 A vesting title is defined as any Monarchial title, which is certified as perpetual, held by the College member.
- V.1.3 For members of the College who do not hold Monarchial titles, their vesting title shall be defined as all perpetual titles held by them, and they shall hold these titles jointly and expressly not severally for the purpose of application of the rules contained herein.
- V.1.4 Members of the College who hold multiple Monarchial titles shall have those titles considered jointly and expressly not severally for the purpose of application of the rules contained herein.

V.2 Section Two: Jurisdiction of the College

- V.2.1 The College shall oversee recognition of all perpetual titles, including vesting perpetual titles and non-vesting perpetual titles, of the Court.

- V.2.2 The College has no jurisdiction over titles held by the Reigning Emperor and the Reigning Empress, nor titles bestowed by them while Reigning, as recognition of these titles are governed by the procedures of the Board of Directors.
- V.3 Section Three: Removal of Vesting Titles – Manner and Effect
- V.3.1 Upon written motion by any member of the College in which it is alleged that a member of the College has caused intentional harm to the integrity of the Court and upon second thereof, recognition of vesting titles are suspended pending further action by the College. The written motion shall specify the acts and/or omissions which are deemed to have caused intentional harm to the integrity of the Court. Upon suspension of a vesting title, the member under suspension shall also have his voting privileges to the College suspended.
- V.3.2 Notice of suspension of a vesting title shall be served by the Minister of Protocol via first-class mail to the last known address of the individual. The notice shall contain a copy of the written motion for suspension, and shall contain a date no sooner than fourteen (14) days prior to the date of the notice for hearing on the motion by the College.
- V.3.3 The College shall convene a hearing within the time restrictions provided by Article V.3.2. The movant will first present his case to the College and then the individual under suspension may present his case. Once the College has heard all of the evidence it determines relevant, it shall reconvene in executive session for deliberation.
- V.3.4 Upon 3/4 vote of College members, recognition of all vesting titles are permanently rescinded and the individual under suspension is permanently removed from the College. The vote on the question of permanent rescission of recognition shall be made by secret ballot and tabulated by the presiding officer.
- V.3.5 The presiding officer shall cause written notice to be made to the individual of the permanent rescission of recognition of all vesting titles to the last known address of the individual via first-class mail, and he shall also cause such notice to be given to the International Court Council by publishing same on the "Impcourt" electronic listserv and by mailing a copy of same to the last known addresses of all Courts within the International Court System.
- V.3.6 The presiding officer over any rescission hearing shall be the Minister of Protocol, except that if the Minister of Protocol is under suspension, the College shall designate a presiding officer by simple majority.
- V.3.7 The presiding officer shall have a vote on the question of rescission of recognition of vesting titles.
- V.3.8 Upon rescission of vesting titles, all records pertaining to that individual as having held said titles shall be deleted from all future records and official publications of the Court.

- V.3.9 Rescission of an individual's vesting perpetual title(s) shall automatically result in the rescission of any non-vesting perpetual title(s) held by the individual.
- V.4 Section Four: Removal of Non-Vesting Perpetual Titles – Manner and Effect
- V.4.1 The College may rescind recognition of a non-vesting perpetual title for good cause by 3/4 vote of the College, taken by secret ballot and tallied by the Minister of Protocol.
- V.4.2 Upon rescission of recognition of a non-vesting perpetual title, the Minister of protocol shall cause written notice to be made to the individual of the permanent rescission of recognition of the title to the last known address of the individual via first-class mail, and he shall also cause such notice to be given to the International Court Council by publishing same on the "Impcourt" electronic listserv and by mailing a copy of same to the last known addresses of all Courts within the International Court System.
- V.4.3 Upon rescission of a non-vesting perpetual title, all records pertaining to that individual as having held said title shall be deleted from all future records and official publications of the Court.
- V.5 Section Five: Reinstatement of Titles
- V.5.1 The College may reinstate recognition of perpetual titles, whether previously recognized as vesting or non-vesting, by 3/4 vote of the College for good cause shown and upon reinstatement, said individual shall be given all rights of protocol appurtenant to the reinstated title with said reinstatement resulting in the certification of the perpetuity of the reinstated title.
- V.5.2 Reinstatement of a perpetual title which formerly vested the individual with a seat on the College shall result in that title being recognized as a non-vesting perpetual title and therefore no seat to the College shall automatically ensue.
- V.5.3 Individuals whose Monarchial or other previously vesting title(s) are reinstated, or who have titles rescinded by the College but who remain otherwise qualified for membership to the College, may be invited to the join the College pursuant to the provisions for invitation contained herein.
- V.5.4 No individual who has had recognition of a perpetual title rescinded shall be eligible for reinstatement of recognition for a period of fifteen (15) years following the date of rescission.
- V.6 Section Six: Effect of Impeachment and Removal from and by the Board
- V.6.1 Individuals holding either vesting and/or non-vesting perpetual titles who are impeached by the Board of Directors shall have recognition of all perpetual titles suspended pending

further action by the Board. Suspension of a vesting title pursuant to this provision shall result in suspension from membership to the College as well.

- V.6.2 Upon removal by the Board, an individual holding vesting perpetual title(s) shall be subject to a rescission hearing by the College pursuant to the terms for notice and hearing contained herein under the standards of conduct prescribed herein, except that any individual removed for misappropriation of Court funds shall have the recognition and rights derived therefrom of any and all vesting titles rescinded and notice shall be provided to the individual and other entities pursuant to the rules and regulations provided herein.
- V.6.3 Upon removal by the Board, an individual holding non-vesting perpetual title(s) shall have recognition and rights derived therefrom of said titles automatically rescinded and notice shall be provided to the individual and other entities pursuant to the rules and regulations provided herein.
- V.6.4 Removal of a Reigning Emperor or a Reigning Empress shall result in the automatic rescission of recognition of their titles, and of any Royal Proclamations made by them, and notice shall be provided to the individual and other entities pursuant to the rules and regulations provided herein.

V.7 Section Seven: Resignation

- V.7.1 Individuals holding certified perpetual titles shall not have the right to cause the non-recognition nor rescission of said title through resignation.
- V.7.2 Members who wish to resign from the College shall submit a written letter of resignation to the Minister of Protocol. The Minister of Protocol shall then present the letter of resignation to the College at its next meeting. A resignation is accepted by simple majority vote of the College. Upon acceptance of resignation, the vesting perpetual title(s) of the individual shall become non-vesting perpetual titles.
- V.7.3 An individual who has resigned from the College may be reinstated to the College through the invitation procedures, so long as the individual is otherwise qualified to sit on the College.
- V.7.4 No person against whom impeachment, rescission, or non-recognition procedures have been instituted shall have the right to resign from the College.

VI ARTICLE SIX: FULL FAITH AND CREDIT

VI.1 Section One: Sovereignty of Foreign Empires Over Titles Bestowed by Them

- VI.1.1 It shall be the policy of the Court to give full faith and credit to the titles bestowed by foreign Empires when such persons are guests within the Empire of the Imperial Court of Kentucky so long as the foreign title was given by an Empire recognized as a member of the International Imperial Court system.

VI.1.2 It shall be the policy of the Court to retain the right to refuse recognition of any individual foreign title where the holder of such title has been subject to rescission of title within the Empire of the Imperial Court of Kentucky.

VI.2 Section Two: Recognition of Foreign Empires

VI.2.1 It shall be the policy of the Court to give full faith and credit to the governing body of the International Imperial Court System with respect to recognition and non-recognition of foreign Empires.

VI.2.2 It shall be the policy of the Court to refuse recognition of any foreign title where such title was not bestowed by an Empire recognized as a member of the International Imperial Court System.

VI.2.3 The Court shall recognize and honor the Proclamations of the Queen Mother of the Americas Nicole the Great and walk the Imperial Court of San Francisco first, the Imperial Court of Vancouver British Columbia Canada second, and the Imperial Court of Portland third when recognizing foreign Empires.

VI.3 Section Three: Expectation of Reciprocity

VI.3.1 In giving full faith and credit to the several foreign Empires and to the International Imperial Court System, it is expected that the foreign Empires will give full faith and credit to the decisions of the College with respect to recognition of titles bestowed by the Empire of the Imperial Court of Kentucky.

VI.3.2 Where a foreign Empire refuses upon written notice to cease and desist recognition of a title rescinded by the College, the College shall cause a written complaint to be made to the governing body of the International Court System specifying the acts and omissions of the foreign Empire and in which immediate relief from the grievance is demanded.

VI.3.3 The College reserves the right to suspend recognition of foreign titles from any Empire which refuses to give full faith and credit to the decisions of the College with respect to recognition of titles bestowed by the Empire of Kentucky.

VI.4 Section Four: Foreign Titles Held by Kentucky Court Members

VI.4.1 With the exception of Monarchs, both Reigning and past, titleholders within the Imperial Court of Kentucky may only accept title(s) bestowed by foreign Empires. However, the titles bestowed will not be recognized within our Empire.

VI.4.2 Reigning and past Monarchs may accept or decline any title offered by a foreign Empire, or by the International Court Council, and upon acceptance shall notify the Minister of Protocol who shall include the title in the individual's list of titles to be used in accordance with the rules of protocol as prescribed herein.

- VI.4.3 No foreign title shall be afforded perpetual recognition within the Empire of Kentucky unless the foreign Empire bestowing the title confirms in writing to the Minister of Protocol that the foreign title shall be accorded perpetual recognition within the foreign Empire.
- VI.4.4 In the event a titleholder within the Kentucky Court accepts a foreign title, the foreign title shall in no way be construed to vest the holder with any privilege or authority within the Empire of Kentucky than if the titleholder held no such foreign title.
- VI.4.5 No titleholder within the Court of Kentucky shall be afforded recognition of any foreign title where the foreign title is construed to be higher in rank than any Kentucky title held by the individual.

VII ARTICLE SEVEN: THE CORONATION

VII.1 Section One: Date, Time, and Location

VII.1.1 The Coronation shall be held annually on a date and at a time specified by the College of Monarchs.

VII.1.2 The Coronation shall be held in a venue chosen by the College located in Lexington, Kentucky. The Event Chair and Minister of Protocol shall be the official contacts of the Court for the venue and who shall communicate the decisions of the College with respect to the venues management.

VII.2 Section Two: Coronation Committees

VII.2.1 The College shall form the following Coronation committees no later than three months prior to Coronation: set design; opening production; ballroom coordination; hospitality; advertising and publicity; program design; and satellite activities.

VII.2.2 The duties of the Coronation committees shall be prescribed by Appendix A, incorporated herein by reference as if set out in full.

VII.2.3 The College shall select a chair from each committee, who shall be a member of the College or the Board.

VII.2.4 The committee chair shall then appoint no fewer than two (2) members to the committee. At least one (1) of these members must be a member of either the College or the Board. The committee chair shall report the names of the members of the committee to the Event Chair in a timely manner.

VII.2.5 The committee chair shall retain the right to remove any member of a Coronation committee when the chair determines that any member is not fulfilling his committee duties as prescribed by Appendix A , the College, and the committee chair.

VII.2.6 For good cause shown, the College may remove a Coronation committee chair by 2/3 vote at any meeting of the College without prior notice to the committee chair subject to removal.

VII.2.7 The committee chair shall report to the College the progress of his committee at each meeting of the College subsequent to his appointment to the position of committee chair. The committee chair shall present the proposals of the committee to the College in the form of a motion, and no action of any committee shall be deemed final until approval by the College.

VII.3 Section Three: Expenditures

VII.3.1 The College is without the authority to authorize expenditures from the corporate bank accounts.

VII.3.2 The College shall approve recommended Coronation expenditures for presentment to the Board of Directors by the Minister of Protocol at the next meeting of the Board of Directors following recommendation by the College.

VII.3.3 The Board of Directors reserves the right to disapprove any recommended expenditure. However, the Board should approve any expenditure which fulfills the corporate requirements with respect to the Coronation as contained in the By-Laws and Manual of Order and Operations of the corporation.

VII.3.4 In the event that the Board and College cannot reconcile proposed expenditures, a joint committee of the College and Board shall convene. The joint committee shall consist of the Minister of Protocol, two (2) members of the College designated by the Minister of Protocol, the President of the Board of Directors, the Vice-President of the Board of Directors, and Treasurer of the Board of Directors. The joint committee shall convene for the purpose of resolving the disputed recommended expenditure. The Minister of Protocol and the President of the Board shall serve as co-chairs of the joint committee.

VII.3.5 Any expenditure associated with Coronation shall be distributed in a manner prescribed by the Board of Directors.

VII.4 Section Four: The Kentucky State Walk

VII.4.1 The rules of Coronation protocol shall apply to state walks and introductions at the Coronation Ball and to the satellite functions associated with the Coronation Ball.

VII.4.2 The Reigning Monarchs of Kentucky shall be entitled to use of their royal designations, their Monarchical Titles, any secondary title, and any five additional titles held by them of their individual choosing during introductions at the Coronation Ball.

VII.4.3 Perpetual Titleholders of Kentucky shall be entitled to use of their royal designations, their Highest Perpetual title or titles as determined by the Minister of Protocol, any secondary

title in the case of former Monarchs only, and the highest title bestowed on them if any by a Reigning Monarch of Kentucky.

- VII.4.4 Other titleholders of Kentucky shall be entitled to recognition of the highest title bestowed on them by either of the Reigning Monarchs.
- VII.4.5 In ranking highest titles, the Minister of Protocol shall consider the Line of Descent as prescribed in descending order from Monarch through Baron/Baroness. Honorific titles shall be considered of equal rank, at the sole discretion of the Minister of Protocol.
- VII.4.6 The Minister of Protocol shall script a State Walk of the Imperial Court of Kentucky to be included in the Coronation Ball schedule and said walk shall be scripted in the following order: honorific titleholders; counterpart male and female titleholders in the Lines of Descent; Perpetual Titleholders (excluding former Monarchs) without numerical reign designation ending with the Founder titles; Perpetual Titleholders (excluding former Monarchs) with numerical reign designations from lowest to highest number introduced in male and female counterparts; and former Monarchs from lowest to highest reign number introduced in male and female counterparts.
- VII.4.7 The Minister of Protocol shall accept all protocol associated with the Coronation Ball and the associated satellite functions at a time and place and in a manner made known to persons eligible to participate in the Kentucky Walk. Persons who fail to tender protocol in the manner and at the time and place designated by the Minister of Protocol shall not be entitled to recognition of any title at the Coronation Ball and/or the satellite events.
- VII.4.8 The Minister of Protocol shall script the State Walk of the Kentucky Court whenever representatives of the Empire appear at a foreign Coronation Ball in accordance with the rules prescribed in this section.
- VII.5 Section Five: Protocol for Foreign Empires and Their State Walks
- VII.5.1 Titleholders visiting from Foreign Empires who meeting the requirements of Article VI of this Manual shall be entitled to recognition, when applicable, of their royal designations, their highest title, any secondary title (in the case of foreign Monarchs only), and one title bestowed on them by the Reigning Monarchs of Kentucky.
- VII.5.2 A representative of a Foreign Empire shall present the Minister of Protocol with the scripted walk of the Foreign Empire at a time and place and in a manner designated by the Minister of Protocol. The Minister of Protocol is vested with the sole authority to edit protocol submitted by Foreign Empires to ensure the compliance with the rules herein set forth.
- VII.5.3 Visitors from Foreign Empires shall be entitled to introduction for the purpose of a State Walk at the Coronation Ball, and the Minister of Protocol shall include such in the Coronation script.

VII.6 Section Six: Command Performances

VII.6.1 The Reigning Monarchs shall each have the right at their sole discretion to command up to three (3) persons to perform at the Coronation Ball. Upon the issuance of any such command, the Reigning Monarch shall notify the Minister of Protocol who shall then include the command performance in the Coronation script.

VII.6.2 The College may by simple majority command any person to perform at the Coronation Ball. Upon issuance of any such command, the Minister of Protocol shall include the command performance in the Coronation script.

VII.6.3 Upon notice by a Reigning Monarch or by the College of the issuance of a Command Performance, the Minister of Protocol shall, within two (2) months of the Coronation Ball, issue written requests for confirmation to the performers under command. Failure of the invitee to confirm in a timely manner shall result in the automatic withdrawal of the Command Performance at the discretion of the Minister of Protocol.

VII.6.4 Command performances shall be limited to no more than seven (7) minutes.

VII.7 Section Seven: Guests to the Dais

VII.7.1 The Reigning Monarchs shall each have the right to invite dignitaries to be guests to the dais.

VII.7.2 The number of guests which each Monarch may invite to sit on the dais shall be divided equally between the Reigning Monarchs and shall be in a number prescribed each year by the College. Failure of the invitee's to confirm in a timely manner shall result in the automatic withdrawal of the invitation and shall be filled at the discretion of the Minister of Protocol.

VII.8 Section Eight: Coronation Emcees

VII.8.1 The Reigning Monarchs shall jointly recommend their choice for Coronation Emcee(s) to the College in a number prescribed by the College prior to the extension of any invitation.

VII.8.2 Upon approval of the recommendation for Coronation emcee(s) by the College, the Minister of Protocol shall issue an invitation to any proposed emcee within two (2) months of the Coronation Ball. The invitee must confirm attendance in a timely manner, or have the invitation automatically withdrawn at the discretion of the Minister of Protocol.

VII.9 Section Nine: Final Walk of the Dowager Monarchs

VII.9.2 The Monarchs who stepped down at the Coronation Ball prior to the instant Coronation shall be designated as the "Dowager Emperor" and the "Dowager Empress".

VII.9.1 The Dowager Monarchs of Kentucky shall each be entitled to perform a Final Walk of their choosing. The Dowagers' Final Walks shall be limited to no more than five (5) minutes.

VII.10 Section Ten: Anniversary Monarchs

VII.10.1 Past Monarchs who were crowned ten (10) years prior to the date of Coronation shall have the right to perform an anniversary performance commemorating the anniversary which shall be limited to no more than seven (7) minutes.

VII.10.2 Past Monarchs who were crowned twenty (20) years prior to the date of Coronation shall may be recognized in a manner prescribed by the College.

VII.11 Section Eleven: Satellite Events

VII.11.1 The College shall oversee the execution of an In-Town Show which shall feature, in order of preference, the Reigning Monarchs, their Lines of Descent, Past Monarchs, and perpetual titleholders.

VII.11.2 The College shall oversee the execution of an Out of Town Show which shall feature visiting dignitaries from foreign Empires. Foreign Monarchs and ICP's (or their equivalent) shall be entitled to perform at the Out of Town Show on a first-come, first-serve basis as time permits.

VII.11.3 The College shall oversee the execution of a State Dinner and the Chair of the Committee overseeing this event shall include in the schedule presentations from the President of the Board, the Minister of Protocol, the Empress' State of the Empire Address, the Emperor's State of the Empire Address, and any other speakers designated by the College.

VII.11.4 The College shall oversee the execution of a Victory Brunch at which the outgoing Monarchs may present awards bestowed by them prior to the time of their respective step-downs, and at which the newly elected Monarchs may make any Royal Proclamation or other announcement concerning the new Reign.

VII.12 Section Twelve: Half Monarchs

VII.12.1 The Reigning Empress may appoint an Empress and a Half. The appointee shall be a former or Reigning Empress.

VII.12.2 The Reigning Emperor may appoint an Emperor and a Half. The appointee shall be a former or Reigning Emperor.

VII.12. Section Thirteen: Final Walks of the Royal Family

VII.12.1 Reigning Monarchs shall be entitled to perform a final walk at the Coronation Ball which shall be limited to fifteen (15) minutes each.

VII.12.2 The reigning Imperial Crown Prince & Princess, and the reigning Imperial Prince & Princess Royale shall perform a step-down designated by the College.

VII.13 Section Thirteen: Announcement of Election Results and Crowning

VII.13.1 Any former Monarch of the Court shall be entitled to participate in the crowning ceremony so long as the member expresses such interest in a timely manner as determined by the Minister of Protocol.

VII.13.2 The Minister of Protocol shall script the crowning ceremony in accordance with the traditions of crowning of the Imperial Court of Kentucky and shall cause the presentation of the State Jewels of the Empire.

VII.13.3 Any former Monarch called to the stage for crowning shall be shown the results of the election prior to any announcement.

VII.13.4 The newly elected Emperor shall be administered the following oath: "Do you promise to protect the by-laws of the Imperial Court of Kentucky and to restore the things that have gone to decay, maintain the things that are restored, reform what is amiss, and confirm what is in good order, that in doing these things you may be glorious in all virtue and so faithfully serve the people of the Commonwealth as her duly elected Emperor? Do you solemnly swear so help you God?"

VII.13.5 The newly elected Empress shall be administered the following oath: "Do you promise to protect the by-laws of the Imperial Court of Kentucky and to restore the things that have gone to decay, maintain the things that are restored, reform what is amiss, and confirm what is in good order, that in doing these things you may be glorious in all virtue and so faithfully serve the people of the Commonwealth as her duly elected Emperor? Do you solemnly swear so help you God?"

VII.13.6 The newly elected members of the Board of Directors shall be administered the following oath simultaneously: "Do you promise to protect the heart of the Imperial Court of Kentucky, to uphold the by-laws, and support the Monarchs in their endeavors, that in doing these things you may be glorious in all virtue and so faithfully serve the people of the Commonwealth?"

VII.13.7 The newly elected members of Parliament shall be administered the following oath simultaneously: "Do you promise to protect the heart of the Imperial Court of Kentucky, to uphold the by-laws, and support the Monarchs in their endeavors, that in doing these things you may be glorious in all virtue and so faithfully serve the people of the Commonwealth?"

VII.14 Section 14: The Coronation Theme

VII.14.1 The College gives its deference to the wishes of the Reigning Monarchs who shall jointly name the Coronation Theme for the Coronation Ball at which they will step down.

VII.14.2 Within thirty (30) days of their ascension, the Reigning Monarchs shall jointly propose to the Minister of Protocol a theme for the following Coronation. Thereafter, the Minister of Protocol shall inform all members of the College of the proposed theme.

VII.14.3 The Coronation Theme shall be deemed approved by the College if no action is taken by the College to alter, amend, and/or veto the theme proposed to the Minister of Protocol by the Reigning Monarchs within sixty (60) days of the proposal.

VIII ARTICLE EIGHT: CUSTOMS OF MANNER AND ADORNMENT OF CROWNS  
AND REGALIA

VIII.1 Section One: The Reigning Monarchs

VIII.1.1 The Reigning Monarchs shall be afforded due respect at all functions of the Court.

VIII.1.2 Any person who does not hold a Monarch Title shall bow, in the case of male titleholders, and shall curtsey, in the case of female titleholders, when approaching the Reigning Emperor and/or Empress of the Court. This provision should be closely followed when participating in a State Walk of the Court and the courtesy herein afforded the Reigning Monarchs of Kentucky shall be afforded to Reigning Monarchs of foreign Empires.

VIII.1.3 No Monarch, past or reigning, shall be required to bow or curtsey before any other titleholder.

VIII.1.4 Whenever possible and/or practical, the Reigning Emperor and the Reigning Empress should be afforded the respect of a bow or curtsey as appropriate.

VIII.2 Section Two: Crowns and Regalia

VIII.2.1 The Reigning Empress shall adorn her crown, either chosen by her or given by the Court, at each and every state function of the Court.

VIII.2.2 The Reigning Emperor shall adorn his crown, either chosen by him or given by the Court, at each and every state function of the Court.

VIII.2.3 The Reigning Imperial Crown Princess shall adorn the crown given to her by the Court at each and every State Function of the Court.

VIII.2.4 The Reigning Imperial Crown Prince shall adorn a Coronet and Medallion given to him by the Court at each and every state function of the Court.

VIII.2.5 The Reigning Imperial Princess Royale shall adorn the crown given to her by the Court at each and every State Function of the Court.

VIII.2.6 The Reigning Imperial Prince Royale shall adorn the Crown Pin and Medallion given to him by the Court at each and every state function of the Court.

VIII.2.7 The provisions contained in this section shall only apply to former Monarchs and perpetual titleholders at the Coronation Ball.

VIII.3 Section Three: Line Partners

VIII.3.1 When each are present, titleholders of the Court shall be introduced for any State Walk with their respective line partner.

VIII.3.2 Male titleholders shall be introduced prior to his female counterpart.

VIII.3.3 Male titleholders shall escort their female counterpart on his right arm.

VIII.4 Section Four: Enforcement

VIII.4.1 Upon violation of the rules contained within this Article, the Minister of Protocol shall give verbal notice to the offending party.

VIII.4.2 Upon violation of the rules contained within this Article after verbal notice, the Minister of Protocol shall cause written notice to be made to the offending party with a copy of said notice to be mailed to each member of the College and to the President of the Board of Directors.

VIII.4.3 Upon violation of the rules contained within this Article after written notice, the Minister of Protocol shall suspend recognition of any title held by the offending party and convene a special meeting of the College for disposal of the issue, except that if the offending party holds a title bestowed by a Reigning Monarch, the Monarch which bestowed the title shall be summoned before the College.

VIII.4.4 Upon violation of the rules contained within this Article by a Reigning Monarch, the Minister of Protocol shall summon the Reigning Monarch in violation before a specially convened meeting of the College for disposal of the issue.

IX ARTICLE NINE: AMENDMENTS

IX.1 Section 1: Written Requirement

IX.1.1 A proposed amendment to this Protocol Manual must be submitted in writing by any member of the College at a lawfully convened meeting of the College.

- IX.1.2 If the proposed amendment will supercede, repeal, or amend an existing provision of this Protocol Manual, the written proposal shall identify the existing provision which would be superceded, repealed or amended.
- IX.1.3 If the proposed amendment would create a new provision herein, the written proposal shall contain the proposed Article, Section, and Sub-section number of the Protocol Manual under which the amendment would be enacted.
- IX.2 Section 2: Prohibited Amendments
  - IX.2.1 No proposed amendment to this Protocol Manual may be in contravention of the by-laws and Articles of Incorporation of the corporation.
  - IX.2.2 The threshold question upon consideration of any amendment to this Protocol Manual should be whether or not the amendment is in conformance with the by-laws and Articles of Incorporation.
- IX.3 Section 3: Consideration of Proposed Amendment
  - IX.3.1 Upon seconding of a proposed amendment to this Protocol Manual, the Collegewill debate the proposed amendment. At the close of debate the College will vote by roll call on the question of whether or not to approve the proposed amendment to the Protocol Manual.
  - IX.3.2 Amendments to the Protocol Manual are approved by a three-quarters (3/4) vote of the members of the College at a lawfully convened meeting of the College.
- X ARTICLE TEN RESERVED POWERS OF THE COLLEGE
  - X.1 Section 1: Supremacy of the College
    - XV.1.1 Any authority vested in the College by the By-Laws of the Court not covered by this Protocol Manual shall be left to the sound discretion of the College.

## APPENDIX A CORONATION COMMITTEES

### RULES OF COMMITTEE

1. The College will appoint a committee chair from the Board of Directors or from the College
2. The committee chair shall appoint no fewer than two members to his/her committee.
3. The committee chair shall report to the College the recommendations of the committee including recommended budgets, concepts, implementation, deadlines, and any other recommendations of the committee.
4. Without leave of the College, no person may sit on more than two coronation committees.
5. The chair of the committee shall be responsible for holding regular committee meetings and will ensure that the duties of the committee are fully implemented within appropriate deadlines.

### COMMITTEES AND THEIR DUTIES

1. **SET DESIGN** – The set design committee shall oversee the concept, construction, and ballroom set-up and breakdown of the Coronation set. The committee chair will consult with the ball room coordination committee as to the stage measurements and ballroom set-up as it relates to set design. The committee chair will also consult with the opening production committee for guidance in implementation of the overall Coronation theme. This committee will also oversee any table decorations.
2. **OPENING PRODUCTION** – The opening production committee shall oversee the production of the opening number in consultation with the Reigning Emperor and Empress. This committee will choose opening production participants, music, and will choreograph same. The committee will ensure that the opening production music is properly mixed, and will schedule practices for participants. This committee shall propose a budget in conjunction with the Ballroom Coordination committee for sound, lighting, and any costumes or other expenditures related to opening production.
3. **BALLROOM COORDINATION** – The ballroom coordination committee shall ensure that the ballroom is set up according to the ballroom diagram, including stage set-up, dais seating, podiums and platforms, and ticket intake and voting tables. The ballroom coordination committee shall be responsible for creating name cards for any reserved seating and ensuring that any reserved tables are marked accordingly. This committee shall be responsible for obtaining sound and lighting equipment and overseeing its installation and the running of audio/lighting equipment. This committee shall oversee obtaining flags and bearers for the National Anthems in accordance with the recommendations previously outlined by the Queen Mother of the Americas.
4. **HOSPITALITY COMMITTEE** – The hospitality committee shall oversee the corporate hospitality suite. The hospitality committee shall solicit donations, and shall propose a budget for hospitality to the College to cover those items which are not donated (eg. food, liquor, beer, set-ups, containers, plates, etc.). The hospitality committee shall ensure that the suite is properly staffed during all hours of operation. The hospitality committee shall ensure that the suite is opened and closed in a timely manner. And shall ensure the installation of required tables for protocol and ticket sales.
5. **ADVERTISING AND PUBLICITY** – The advertising and publicity committee will oversee all aspects of pre-Coronation advertising and publicity. The committee will

design all Coronation advertising and submit same to the College for approval. The committee will investigate the cost of various means of advertising and then propose an advertising and publicity strategy and budget to the College for approval. The committee will then oversee the implementation of the approved advertising and publicity strategy. The committee shall also oversee the creation and printing of Coronation tickets and shall be the distribution point for same. This committee shall oversee out-of-town Coronation, Victory Brunch, and State Dinner ticket sales within the hospitality suite.

6. PROGRAM DESIGN – The program design committee shall oversee the design and printing of the Coronation program. The committee shall design and be the distribution point for ad sales sheets. The committee shall propose a recommended budget to the College for approval, and shall set appropriate deadlines for submission of program ads and other program materials. This committee shall oversee the delivery and distribution of the Coronation program to the ballroom. This committee shall also oversee the design and production of the Emperor and Empress step-down pins and shall propose a recommended budget for same.
7. DINNER/BRUNCH COMMITTEE – The dinner/brunch committee shall oversee the State Dinner and Victory Brunch. This committee shall design and be the distribution point for tickets to the each of these events and shall provide the chair of the advertising/publicity committee with tickets for each of these events to sell in the hospitality suite. This committee, in consultation with the Reigning Emperor and Empress, shall invite, and confirm any guest speakers at the State Dinner, in addition to the following pre-designated speakers: Emperor, Empress, President of Board

#### CORONATION DUTIES OF THE EMPEROR AND EMPRESS

1. To jointly invite and confirm Coronation MC(s) and to inform MOP of same in a timely manner.
2. To individually invite and confirm people to sit on the dais (a number to be determined by the college) and to inform MOP of same in a timely manner.
3. To individually invite and confirm three persons each to do a command performance and to inform MOP of same in a timely manner.
4. To each write a step-down letter within the specification of the Program Coordinator and to submit same within the appropriate deadline.
5. To apprise the College of any requests for Imperial Proclamations.
6. To apprise the College of any other special requests.
7. Each write and deliver a “State of the Empire” address at the State Dinner.
8. Invite and confirm two persons each to sit at the head table at the State Dinner and to confirm same with brunch/dinner committee in a timely manner.
9. Update their final respective lines of descent and honorary titles and to provide copy of same to MOP.