

# Imperial Manual of Web Procedure

v 1.0

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This document is in addition to the duties and responsibilities laid out in the Legis Imperium. All matters not covered by this document fall under the dictates therein.

## I. Imperial Web Minister

A. In case of mundane concerns overriding the Imperial Web Minister's ability to maintain an active hosting account and domain one of the following must be done:

1. The necessary URLs, logins, and passwords must be provided to a member of the board.
2. A non-family, non-household deputy must have the pertinent information and their contact information must be provided to a member of the board.

B. When the position of Imperial Web Minister is transferred from one individual to another, it is the responsibility of the exiting officer to provide their replacement:

1. Contact information for all Kingdom and Territorial Web Ministers and their deputies as applicable.
2. All the URLs, logins, and passwords necessary for the maintenance of the Imperial website.
3. All the URLs, logins, and passwords necessary for the maintenance of the Kingdom or Territorial websites for which the Imperial Web Minister is acting as emergency back-up.

## II. Kingdom and Territorial Web Ministers

A. All Kingdom and Territory Web Ministers will provide to the Imperial Web Minister the following information and update that officer as the information changes:

1. Legal Name
2. Game Name and associated ranks and titles
3. Contact E-mail Address
4. Non-internet form of contact (preferably a phone number, fax numbers are acceptable)

B. In case of mundane concerns overriding a Kingdom or Territorial Web Minister's ability to maintain an active hosting account and domain one of the following must be done:

1. The necessary URLs, logins, and passwords must be provided to the Imperial Web Minister.

2. The contact information of a non-family, non-household deputy who has the information must be provided to the Imperial Web Minister.
- C. When a Kingdom or Territory Web Minister position is transferred from one individual to another, the exiting officer must notify the Imperial Web Minister of the name, preferably both mundane and game, of their replacement. The individual taking over the position must provide the Imperial Web Minister the above listed contact information within 30 days of assuming the office. If the individuals listed cannot provide this information due to mundane concerns, it falls upon the ranking territorial representative to provide the information.

### III. Websites

- A. All websites within the Empire and operating under the name of The Empire of Chivalry and Steel must obey the following:
1. No language that is derogatory to a specific group or individual for reasons of race, color, sex, sexual orientation, age, or religion is allowed on official sections of the website.
  2. Kingdom websites must contain an information page for each territory contained within it until such a time as the territory wants to have its own website.
  3. If a subject territory of a kingdom has a separate website, that website must be linked from the kingdom website.
  4. Subject territories of a kingdom must have a link to the kingdom website.
  5. All websites must have a link to the Imperial website.
- B. If a territory can no longer maintain a website, they are to inform the Kingdom Web Minister within 30 days of the shut down of the territory website and provide the Kingdom Web Minister with information for the kingdom's territory specific page.
- C. If a kingdom can no longer maintain a website, they are to inform the Imperial Web Minister within 30 days of the shut down of the kingdom website and provide the Imperial Web Minister with information for a kingdom specific page on the imperial site. Kingdoms are highly encouraged to maintain their own website. Imperial maintained kingdom websites should be a last resort only.
- D. No one, without the verbal or written consent of a site's Web Minister may make any changes or additions to that Web Minister's site of authority. If it is found that a Web Minister is unable to perform their stated tasks, only then may the Imperial Web Minister begin the process to allow the deputy access to make changes to the Web Site that they have been assigned to maintain in place of the named Web Minister. However, if the deputy is made aware by the Web Minister and given permission, they may maintain the site. Once the Imperial Web Minister is made aware that a Web Minister is not performing or cannot perform their duties, the process will be as follows:
1. The Imperial Web Minister will make contact with the assigned deputy granting them permission to begin maintaining the site until the Web Minister can resume. If the Web Minister will not be resuming their

duties, the deputy is instantly re-assigned as the Web Minister with the permission of the relevant crown.

2. If contact cannot be made with the deputy within 1 calendar week of the Imperial Web Minister's first attempt, they may then get into contact with the Web Minister's and deputy's superior. In the case of a Territorial Officer, this would be the Territories' Crown. In the case of a Kingdom Officer, this would be the Kingdom's Crown.

3. If contact cannot be made with any of the afore mentioned parties within 2 calendar weeks of the first attempt, the Imperial Web Minister may take action to get the Imperial Estates involved. If this occurs, penalties may follow.

### **Definitions of Terms**

**Family:** Individuals immediately related through blood, marriage, or domestic partnership.

**Household:** Individuals residing at the same address. It should be noted that this definition follows the standard definition and not the Empire of Chivalry and Steel internal definition.