

**Society of American Archivists  
Council Meeting  
March 17, 2021  
Virtual Meeting**

**Consent Agenda: Ratify Council Interim Actions**  
(Prepared by Governance Manager Felicia Owens)

**BACKGROUND**

Current parliamentary policy agrees on validating board decisions made remotely, and ratifying the Council's online and conference call decisions via the Consent Agenda does not conflict with any existing SAA policy.

**DISCUSSION**

Given the Council's use of an e-mail discussion list to function as a group and make decisions remotely, approving interim Council actions via the Consent Agenda contributes to streamlining the group's work and improves access to the interim decisions of SAA's elected decision makers.

**RECOMMENDATION**

**THAT the following interim actions taken by the Council between February 1, 2021, and March 15, 2021, be ratified:**

- Approved the January 13, 2021, Council virtual meeting [minutes](#). (February 1, 2021)
- Approved the charge for the Council Internal Working Group on Diversity & Inclusion. (Appendix) (March 15, 2021)

**Society of American Archivists  
Council Interim Action  
March 8, 2021**

**Charge for the Internal Working Group on Diversity & Inclusion  
(Prepared by the SAA Executive Committee)**

**RECOMMENDATION**

**THAT the following charge for the Council Internal Working Group on Diversity & Inclusion be approved.**

**SAA Council Internal Working Group on Diversity & Inclusion**

By May 31, 2021, the Council Internal Working Group on Diversity and Inclusion will draft a work plan for incorporating diversity, equity, inclusion, accessibility, and cultural competency into all aspects of SAA's work, taking into account the Society's Strategic Plan 2020-2022 and informed by existing goals and strategies developed by component groups.

The plan will be comprehensive in its approach and will consider the breadth of the Society's programs, including membership, staffing, and governance and leadership structures, in developing recommendations and a course of action that will bring about change at every level in SAA.

The work plan will outline a multi-year approach to expanding the Society's resources with the use of external experts and facilitators; meeting the education and training needs of SAA leaders, members, and staff; and developing internal resources for future leaders.

The plan will be incorporated into and will inform the ongoing revision of the Society's Strategic Plan.

**Support Statement:** The Council Internal Working Group on Diversity & Inclusion will submit recommendations/steps for the SAA Council to implement specific changes across the organization that will center diversity and inclusion in the day to day work of SAA. This work will be instrumental in bringing groups within SAA in alignment with the strategic plan and provide essential information needed for future strategic and budget planning.

**Fiscal Impact:** The charge does not commit SAA to any specific expenses at this time.