

**Society of American Archivists
Council Meeting
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Virtual**

Title: Governance Manual Review Recommended Updates

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Executive Summary/Overview

The 2nd year cohort of Council is traditionally tasked with reviewing and making recommendations for Governance Manual updates. While Staff suggested that the 2023-2024 committee review/make recommendations for 1-2 sections of the manual, the committee determined that a full review of the manual was necessary since all sections impact others. Hence, the work of the committee has extended into 2025.

As SAA has grown exponentially over decades, the committee's approach to the review considered how SAA has developed in various ways, including membership growth, increased reliance on technology and virtual engagement, and an evident shift across the archival field to be attentive to care and wellness in our work, research, and interpersonal relationships with the communities we support and each other as colleagues. Therefore, the committee set out to update the Governance Manual by considering the following:

- Power dynamics
- People-centered priorities
- Address increased remote work and engagement
- Transparency and accountability
- Sustainable workflows
- Ensure flexibility

The committee has reviewed the document and made a number of changes to help clarify position duties, reduce repetitive information, and to ensure the manual is up to date in terms of language. Sections 2-5, 7-8, 10, and 13 have been reviewed and revised. We are asking the Council to approve the changes made to these sections. Future 2nd year cohorts should prioritize reviewing the remaining sections, and Section 9 will be informed by the recommendations of the Section Health Working Group.

Contextual Information

This action item is being submitted because:

- Reviewing and proposing revisions to the Governance Manual is an ongoing task for 2nd year Council members; however, the Manual has been reviewed inconsistently over time, and some sections have not seen changes since 1991.
- Continuing to update and review the Manual as the SAA changes and grows over time is an important maintenance action.
- The former 2nd year cohort (now 3rd year) is completing their work, in partnership with the current 2nd year cohort.
- The work that has been done in the 2023-24 year needs to be approved so that changes made by the 2024-25 committee can begin fresh.
- The majority of the recommended changes bring language into alignment with other sections of the manual, provide clarity, and correct errors.

Alignment with Strategic Priorities

- This is part of the Council 2nd year cohort duties

Fiscal Impact

- No fiscal impact

Potential Benefits

- Greater clarity for incoming leaders
- Governance that is more people-oriented
- Updates policies and workflows for working in a mostly remote environment
- More flexibility

Potential Drawbacks

- None

Recommendation (Action Items only)

- We recommend that all changes thus far be accepted by Council with the understanding that additional changes will be put forth to Council in 2026.