

**Society of American Archivists  
Council Meeting Minutes  
May 28 – 30, 2015  
SAA Headquarters, Chicago, Illinois**

*Agendas and background materials for SAA Council meetings are publicly available via the SAA website at: <http://www2.archivists.org/governance/reports>. Each Council meeting agenda comprises Consent Items, Action Items, Discussion Items, and Reports, and the number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The minutes summarize actions taken and the outcomes of discussions. Reports generally are not summarized in the minutes, but provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see the SAA website.*

President Kathleen Roe called the meeting to order at 5:00 pm on Thursday, May 28. Present were Vice President Dennis Meissner; Treasurer Mark Duffy; Executive Committee Member Tanya Zanish-Belcher; Council members Pam Hackbart-Dean, Geof Huth, Michelle Light, Lisa Mangiafico, Tim Pyatt, James Roth, Helen Wong Smith, and Rachel Vagts; and SAA Executive Director Nancy Beaumont, Finance/Administration Director Peter Carlson, and Web and Information Systems Administrator Matt Black. Publications Director Teresa Brinati attended the May 29 and May 30 sessions of the Council meeting.

Guests at the meeting were Diversity Committee Chair Tywana Whorley (May 28 and 29 sessions) and newly elected Council members (2015-2018) Kris Kiesling (May 28 and 29 sessions) and Amy Cooper Cary (for the entire meeting).

## **I. COUNCIL BUSINESS**

### **A. Adoption of the Agenda**

Roe introduced the agenda with changes proposed by the Executive Committee. The Council agreed to add, under “Other Discussion Items,” 1) the process for vetting public statements (both public policy related and other) and the feasibility of holding a joint annual meeting with the International Council on Archives in 2020. The Council further agreed to re-order several agenda items to accommodate guests and enhance the efficiency of the meeting. (Agenda items are presented in these minutes based on the original sequencing to minimize confusion.)

Huth moved adoption of the agenda as revised, Zanish-Belcher seconded, and the agenda was adopted unanimously (**MOTION 1**).

### **B. January 2015 Conference Call Minutes**

Roe noted that the minutes of the Council’s January 6, 2015, conference call were adopted via online vote of the Council on February 12, 2015, and were posted on the SAA website

immediately. SAA members were notified of availability of the minutes via *In The Loop*, the website, and social media.

### **C. Status of Council Action List**

Council members briefly reviewed and provided updates on the status of actions listed in this internal working document.

## **II. CONSENT ITEMS**

The following items were adopted by consent (**MOTION 2**).

**Move Consent Items:** Pyatt

**Second Consent Items:** Huth

**Vote:** PASSED (unanimous)

### **II. A. Ratify Interim Council Actions**

**THAT the following interim actions taken by the Council between January 16 and May 8, 2015, be ratified:**

- Unanimously adopted the January 16, 2015, SAA Council conference call minutes. (February 12, 2015)
- Unanimously approved the creation of an SAA Student Chapter at Emporia State University in Emporia, Kansas. (April 7, 2015)
- Unanimously approved “SAA Statement on Indiana Religious Freedom Restoration Act and Subsequent Action by Indiana General Assembly and Governor” (Appendix A.) (April 7, 2015)

### **II.B. Ratify Interim Executive Committee Actions**

**THAT the following interim actions taken by the Executive Committee between January 16 and May 8, 2015, be ratified:**

- Signed on to a letter to President Barack Obama regarding White House actions in commemoration of Sunshine Week. (March 5, 2015)
- At the request of SAA Representative to WIPO/SCCR William Maher, approved endorsement of a statement by the International Federation of Library Associations and Institutions (IFLA), entitled “Global Library and Archives Community welcomes new report from United Nations Special Rapporteur on Copyright Policy and the Right to Science and Culture.”<sup>1</sup> (March 10, 2015)

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<sup>1</sup> <http://www.ifla.org/files/assets/clm/statements/global-library-and-archives-community-welcomes-new-report-from-un.pdf>

- Discussed and approved signing on to an OpenTheGovernment.org letter to Secretary of State John Kerry and Archivist of the United States David Ferriero expressing concerns about the manner in which former Secretary of State Hillary Clinton’s emails were handled. (March 17, 2015)
- Discussed and approved SAA’s “[Statement on Use of Non-government Email Accounts for the Conduct of Public Business.](#)” (See Appendix B.) (March 23, 2015)
- Discussed a situation involving release of University of Oregon records, on which President Kathleen Roe authored a March 26 blog post on *Off the Record*: <http://offtherecord.archivists.org/2015/03/26/developments-at-the-university-of-oregon/>
- Discussed issuing additional SAA statements on the University of Oregon records release issue. (March – May 2015)
- Discussed a request from the Web Archiving Roundtable steering committee and the Records Management Roundtable that the groups be permitted to send a letter to Facebook regarding “group page harvesting.” The Executive Committee agreed that any such letter should come from SAA as a whole, and President Kathleen Roe agreed to seek assistance in fact checking. (April 2015)
- Approved President Kathleen Roe’s recommendation that she send a letter to Rhode Island Secretary of State Nellie Gorbea in appreciation for her recent support of the State Archives. (May 4, 2015)

### **II.C. Approve Records Management Roundtable Revised Bylaws**

**THAT the bylaws of the Records Management Roundtable, as revised, be adopted.**

(See Appendix C. Underline = addition; strikethrough = deletion.)

## **III. ACTION ITEMS**

### **A. Proposed Revision to SAA Member Dues**

SAA Treasurer Mark Duffy noted that the Council had, in November 2014, agreed that implementation of a dues increase, effective July 1, 2016, is critical to support both the ongoing financial stability of the organization and its strategic growth, to reflect cost-of-business increases since the last dues change (July 2011–June 2014), to accommodate changes in non-dues revenue streams (including publications and annual meetings), to ensure a fair distribution of the dues burden among the various categories of membership, and to bring SAA into alignment with association best practices and recommendations. He outlined a number of key considerations in recommending a dues increase and presented the following motion.

#### **MOTION 3**

**THAT the SAA Council propose to the Annual Business Meeting in August 2015 and to the general membership via online referendum in Fall 2015 that, effective July 1, 2016, a graduated dues increase totaling 10% of current dues be phased in over a three-year period according to the following schedule:**

Membership Category	2015 Dues Current	Proposed Dues (FY2017)	Proposed Dues (FY2018)	Proposed Dues (FY2019)
Retired	\$70	\$73	\$75	\$77
Bridge	\$50	\$52	\$53	\$55
Student	\$50	\$52	\$53	\$55
ID1 (<\$20k/yr)	\$80	\$83	\$85	\$88
ID2 (\$20-\$29k/yr)	\$105	\$109	\$112	\$115
ID3 (\$30-\$39k/yr)	\$130	\$135	\$139	\$143
ID4 (\$40-\$49k/yr)	\$160	\$166	\$171	\$176
ID5 (\$50-\$59k/yr)	\$200	\$208	\$214	\$220
ID6 (\$60-\$74k/yr)	\$225	\$234	\$241	\$248
ID7 (≥\$75k/yr)	\$250	\$260	\$267	\$275
Regular Institutional	\$300	\$312	\$321	\$330
Sustaining Institutional	\$550	\$572	\$589	\$605
Associate Domestic	\$100	\$104	\$107	\$110
Associate International	\$125	\$130	\$134	\$138

**Support Statement:** SAA has set itself on a growth-oriented path with an ambitious five-year Strategic Plan, healthy but leveling membership numbers, a high-demand education program in keeping with the Society’s core mission, an enlivened but still young Foundation, and commendable staff leadership. The Council must either sustain this growth strategy from predictable revenue sources or acknowledge that its plans are heavily contingent on the increasing success of such products and services as publications, workshops, and the Annual Meeting.

Implementation of a dues increase, effective July 1, 2017, is critical to support the ongoing financial stability of the organization, to reflect cost-of-business increases since the last dues change, to accommodate changes in non-dues revenue streams (including publications, workshops, and annual meetings), to ensure a fair distribution of the dues burden among the various categories of membership, and to bring SAA into alignment with association best practices and recommendations. Implementation of a modest dues increase over time enables members and SAA to budget accordingly and allows SAA to develop programs and balance operational costs with anticipated income. A planned increase also minimizes the risk of financial crisis and reactionary budgeting.

In addition, it is highly advisable that SAA ensure that future dues revenue, in combination with the Society’s non-dues revenue, will not only support association operations but also provide approximately 3% to 6% yearly contribution to reserves to support advances in technology, communication, and future member services.

**Fiscal Impact:** There is no material direct cost associated with implementing a dues increase. Member attrition as a result of a dues increase cannot be predicted at this time. The projected change in revenue based on the proposed model is an increase over FY 2015 projected actuals of

\$42,280 by the end of FY 2017; \$68,535 by the end of FY 2018; and \$97,445 by the end of FY 2019.

**Move:** Duffy

**Second:** Huth

**Vote:** PASSED (unanimous)

## **B. Proposed FY 2016 Budget**

SAA Treasurer Mark Duffy provided an overview of the budget development process, including review by the Finance Committee prior to the Council's consideration. The staff had prepared a draft based on 1) activities outlined in the current Strategic Plan and 2) operational needs and trends, with an overall goal of ensuring the sustainability and growth of key programs and achieving a net gain sufficient to allow the organization to continue planning for transition to a more robust association management software system in the next two to three years. The Council and staff discussed specific proposed activities and considered both operational and budgetary effects. No changes were made in the draft submitted to the Council.

### **MOTION 4**

**THAT the FY 2016 Proposed Budget of \$2,752,778 in revenues, \$2,733,902 in expenses, and a net gain of \$18,876 be adopted, and**

**THAT any net gain realized in FY 2016 be used to fund a Council-designated reserve for technology.**

**Support Statement:** The FY 2016 budget represents a realistic work plan for the Society that places appropriate emphasis on maintaining operations at a sustainable level while addressing SAA's strategic priorities. The organization's ability to succeed in key areas of advocacy and public awareness, education, knowledge dissemination, and member services is highly dependent on staying current with communication technology and information management systems. Unlike most other strategic priorities, large technology investments cannot be accommodated within normal operating budgets. The FY16 budget projects a modest net gain that allows staff to plan appropriately to meet member service expectations.

**Impact on Strategic Priorities:** Planning for a contribution to a Council-designated reserve for technology will enable SAA to address a critical component of Strategic Plan Goal 4: Meeting Members' Needs.

**Move:** Duffy

**Second:** Pyatt

**Vote:** PASSED (unanimous)

### C. Proposed Revision of SAA Public Policy Agenda

Among the responsibilities assigned to the Committee on Advocacy and Public Policy (CAPP) is to “recommend to the SAA Council the public policy priorities on which SAA should focus its attention and resources, within the context of the Society’s mission and strategic plan.” CAPP conducted a review of the Society’s Public Policy Agenda and recommended a revised version for the Council’s consideration.

#### **MOTION 5**

**THAT the Public Policy Agenda as drafted by the Committee on Advocacy and Public Policy be adopted.**

### **Society of American Archivists Public Policy Agenda**

Because archival records ensure the protection of citizens’ rights, the accountability of governments and organizations, and the accessibility of historical information, the Society of American Archivists (SAA) believes that the archival profession must take an active role in advocating for the public policies and resources necessary to ensure that these records are identified, preserved, and made accessible. This Public Policy Agenda identifies a limited set of broad priorities that serves to guide the Society’s advocacy efforts in the public policy and legislative arenas. Requests for SAA’s commitment to a specific advocacy issue will be more vigorously pursued if that issue fits within these priorities.<sup>2</sup>

SAA believes that archival records created by government serve certain public needs that are fundamental to the nature of a democracy. These records:

- Ensure the transparency and accountability of government at all levels.
- Ensure the protection of citizens’ rights and individual privacy.
- Guarantee the administrative continuity necessary for good governance.
- Make accessible evidence of the diverse and complex elements of the human experience.
- Preserve historical documentation for the next generation.

To serve these needs, sufficient public funding of archives and records management functions is required at all levels of government.

In pursuit of these beliefs, SAA will advocate in the following policy areas:

**To hold government accountable and ensure its transparency, SAA will pursue the public’s right to equal and equitable access to government information found in archives. For example, SAA will:**

- Advocate for reform of the Presidential Records Act of 1978 to ensure that it is enforceable on both the President and the Vice President, adequately encompasses electronic as well as paper records and

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<sup>2</sup> See “For SAA Members: How to Suggest that SAA Take Action on an Advocacy Issue” here: <http://www2.archivists.org/groups/committee-on-advocacy-and-public-policy/procedures-for-suggesting-saa-advocacy-action>.

communications, and cannot be altered at the discretion of a sitting chief executive via executive order. [[See Issue Brief.](#)]

- Support all efforts to strengthen the federal Freedom of Information Act (FOIA) to ensure that agencies follow both the letter and the spirit of the law, delays and backlogs in the FOIA request process are reduced to a minimum, and communication between agencies and FOIA requesters and between the government and the public regarding FOIA matters is improved. [[See Issue Brief.](#)]
- Advocate for reform of the processes through which, and the length of time for which, government records may be classified, as well as for the streamlining of declassification procedures.
- Support all efforts to strengthen access to state and local records. [*Issue Brief on State Freedom of Information Laws, pending Council approval in 0515.*]

**To ensure the protection of citizens' rights as well as the individual's right to privacy, SAA will consistently take into account privacy concerns in certain categories of archival records. For example, SAA will:**

- Support efforts to strengthen the Health Insurance Portability and Accountability Act of 1996 (HIPAA) to:
  - Redefine "protected health information" to balance privacy and access concerns regarding access to personal health information (PHI) about individuals whose death dates are not known;
  - Allow access to PHI for family members doing medical genealogy research;
  - Clarify which archival repositories holding health-care-related materials are subject to Business Associate Agreements and provide guidelines for them;
  - Revise the Privacy Rule so that previously published individually identifiable information and photographs are not considered PHI; and
  - Support efforts to standardize PHI definitions and requirements in state law and regulation based on federal rules and regulations, with the goal of creating a single, nationally recognized standard regarding PHI. [[See Issue Brief.](#)]
- Support efforts to determine the fate of documentation collected by the National Security Agency (NSA) regarding individuals.

**To guarantee the administrative continuity necessary for good governance, SAA will:**

- Advocate for the National Archives and Records Administration's (NARA's) authority to regulate records designated as archival throughout the federal government. [*Issue Brief pending Council approval in 0515.*]

**To make accessible evidence of the diverse and complex elements of the human experience, SAA will:**

- Oppose any attempt to restrict further the very limited exceptions in Section 108 of the U.S. Copyright Act and work to update the law to reflect the realities of the digital world in which we live. [[See Issue Brief.](#)]
- Support legislation that would more appropriately balance copyright owners' interests with the diligence incumbent upon users in cases of "orphan works" (i.e., situations in which the owner of a copyrighted work cannot be identified and located by someone who wishes to make use of the work in a manner that requires permission of the copyright owner). [[See Issue Brief.](#)]
- Support revision of the length of current copyright protection.

**To support the public's need for strong and adequately funded institutional stewardship of the**

### **American historical record, SAA will:**

- Advocate for funding within public archives programs (and within governmental grant programs) that is comparable to that provided to libraries, museums, and other cultural heritage organizations throughout the U.S.
- Support reauthorization of the National Historical Publications and Record Commission (NHPRC), the grant-making arm of the National Archives and Records Administration. [\[Read more.\]](#)
- Advocate for passage by Congress of the Preserving the American Historical Record Act (PAHR). This legislation would create a federally funded formula grant program to provide essential resources to support and enhance the capacity of state and local records sources to provide access to the “other half” of America’s story—that is, those significant records that are kept by sources other than the federal government. SAA supports authorization and funding of PAHR at \$50 million. [\[Read more.\]](#)
- Support the conduct of meaningful studies to determine the direct and indirect costs of identifying, maintaining, and making available for use the public records housed in archives across the nation.

In stating these priorities, SAA understands that reasonable accommodation must be made so that:

- Confidential or personal information held by government at all levels is not disclosed in ways that may cause significant harm.
- Information—or more properly the expression of information in a particular way—can be excluded for a limited time from the public domain and used exclusively by the creator for private gain.

SAA firmly believes that the critical nature of information in a democracy places the burden to prove the need for confidentiality, or the legitimacy of excluding information from the public domain, on those asserting such claims. Unless there are legal or other compelling reasons to the contrary, SAA will consistently value the general good obtained through open access to information over the limited good achieved by information closure or proprietary use.

### **ADDITIONAL RESOURCES:**

[For SAA Members: How to Suggest That SAA Take Action on an Advocacy Issue](#)

For more information and perspectives, see the Committee on Advocacy and Public Policy’s [microsite](#).

Several other SAA groups track issues of importance to archivists and the archival community. See, for example, the microsites of SAA’s [Committee on Ethics and Professional Conduct](#), [Intellectual Property Working Group](#), and [Issues and Advocacy Roundtable](#).

For a complete list of SAA component groups, see:

[http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/committees/ListAllGroups.html?Action=List\\_Committees&](http://saa.archivists.org/Scripts/4Disapi.dll/4DCGI/committees/ListAllGroups.html?Action=List_Committees&)

*Approved by the SAA Council, May 2015.*

**Support Statement:** The Public Policy Agenda identifies a limited set of broad priorities that serves to guide the Society’s advocacy efforts in the public policy and legislative arenas. It is presented as a summary of SAA’s views, with links to additional information (including Council-adopted issue briefs) for those audiences that wish to understand the issues in more depth.

**Relation to SAA Strategic Priorities:** Addresses Goal 1 (Advocating for Archives and Archivists), Activity 1.2. (Educate and influence decision makers about the importance of archives and archivists).

**Fiscal Impact:** Adoption of the Agenda does not commit SAA to expend funds on any particular advocacy effort.

**Move:** Huth

**Second:** Roth

**Vote:** PASSED (unanimous)

### **D.1. Issue Brief on Strengthening the Authority of the National Archives and Records Administration**

Among the tasks assigned to the Committee on Advocacy and Public Policy (CAPP) is to “prepare drafts...of position papers, statements, issue briefs, and other documents related to public policy issues, seeking input from members and experts (including component groups) as appropriate and feasible.” Issue briefs provide members and other prospective audiences with background and context for SAA positions on the issues identified within the Public Policy Agenda. CAPP had prepared an issue brief on strengthening the authority of the National Archives and Records Administration. Council members discussed the issue brief in depth and determined that several changes would be required prior to approval. The brief was returned to CAPP with a request for revision to be submitted for the August 2015 Council meeting.

### **D.2. Issue Brief on State Freedom of Information Laws**

Among the tasks assigned to the Committee on Advocacy and Public Policy (CAPP) is to “prepare drafts...of position papers, statements, issue briefs, and other documents related to public policy issues, seeking input from members and experts (including component groups) as appropriate and feasible.” Issue briefs provide members and other prospective audiences with background and context for SAA positions on the issues identified within the Public Policy Agenda. CAPP had prepared an issue brief on state freedom of information laws.

### **MOTION 6**

**THAT the following issue brief on State Freedom of Information Laws be approved:**

#### **SAA Issue Brief: State Freedom of Information Laws**

##### **SAA POSITION**

SAA supports state government efforts to examine all freedom of information laws and strengthen all pertinent legislation according to the following recommendations:

1. All state records laws should define the records of publicly elected officials and other government employees (including governors, legislative representatives, judges, and their staffs) as government records, subject to government records and freedom of information laws.
2. All state records laws should include specific language to prevent restrictions and exemptions for records of public officials and other government employees, other than those that are explicitly required by law. SAA specifically recommends that access to records of public officials subject to the freedom of information law should be made available five years after an archives gains custody, as modeled in the Presidential Records Act.
3. All state records laws should require agencies and/or state officials that handle freedom of information requests to implement reasonable and specific guidelines for costs and fees for responding to these requests.
4. All state records laws should be format neutral. Government records should be defined based on their content and creation during the course of conducting public business.
5. All state records laws should implement penalties for noncompliance with requests that do not fall under exemptions.
6. All state records laws should prevent gubernatorial veto power in restricting access to records that do not fall under exemptions.
7. All states should implement or improve existing request processes to facilitate public access within a reasonable and specific time frame.
8. All states should keep to a minimum the number and types of permissible exceptions to their freedom of information laws so as to maintain a presumption of open access.
9. Adequate resources should be allocated to examine, amend, and reinforce freedom of information laws according to these recommendations.

**SAA will:**

Closely monitor state legislation pertaining to state records laws, work with other organizations that are interested in FOIA, and advocate for and support amendments to state laws in accordance with these recommendations.

**THE ISSUE**

During the past decade, interest in and expectations for government transparency have increased. At the same time, public concern has grown regarding obstacles preventing rightful access to government records. Because each state legislature passes its own freedom of information (FOI) law, there is not a central or unified means either to create or to enforce consistent standards for these laws or ensure

consistency among states. As a result, several troubling instances have occurred<sup>3</sup> in which inadequate FOI laws resulted in the denial of public access to public records. These incidents have included misinterpretation of vague language in the state's FOI law, lack of specific fee structures, and omission of publicly elected officials from the language altogether.

It has become increasingly apparent that there are many areas in which state FOI laws must be evaluated to prevent unnecessary obstacles to the public's rightful access to government records. Even the basic definition of a "government record" that would be subject to these laws is often unclear, especially where publicly elected officials are concerned. It is especially important that elected officials be subject to the same FOI laws as the rest of their state government. Without very specific language and attention to gaps in the law in each state, the laws often fail to serve the citizens who request access.

Furthermore, the lack of standards and accepted best practices results in discrepancies among states as well as between states and the federal model. This has created an inequality among citizens of various jurisdictions in gaining access to public records. Although the federal Freedom of Information Act (FOIA) applies only to federal agencies and the federal government does not dictate state FOI laws, the federal model outlines an assumption of openness and a commitment to disclosure that should be followed at the state level.

State laws should strive to emulate FOIA as well as the OPEN Government Act of 2007, which acknowledged and improved areas in which the law was not fulfilling its purpose in practice and put in place regular review of FOIA by Congress going forward. SAA urges states to review their FOI laws to ensure that citizens across states have the highest level of access to government records possible, both at the federal and state level.

## **BACKGROUND**

State freedom of information laws are based on the tenets of the Freedom of Information Act,<sup>4</sup> the law governing access to federal government records. Although state laws neither mirror FOIA nor have any direct ties to the federal government, they have the same intent: to ensure transparent and open government. Strength and application of the laws varies widely from state to state, however.

FOIA was enacted on July 4, 1966, and took effect one year later. This federal law gave people the right to access federal agency records, except in cases in which one of nine exemptions or one of three special law enforcement record exclusions applied. The spirit of FOIA supports a transparent government to the highest degree possible by balancing the public's right to know with the need to protect national defense or foreign policy, individual privacy and security interests, business proprietary interests, and the efficient operation of government functions.

In recent years, FOIA has been amended to help the law better achieve the intended goals and address weaknesses in the original act. A major amendment to the law, the OPEN Government Act of 2007, aimed to improve on the original Act by implementing disciplinary actions for "arbitrary and capricious rejections" of requests, implementing a 20-day time limit for filling requests except under unusual

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<sup>3</sup> Selected examples can be found in the following articles: "Deval Patrick is latest Massachusetts governor who says he's exempt from public records law": [http://www.masslive.com/politics/index.ssf/2013/03/deval\\_patrick\\_is\\_latest\\_massac.html](http://www.masslive.com/politics/index.ssf/2013/03/deval_patrick_is_latest_massac.html);  
"Governor, lawmakers off limits under public records law": <http://www.freep.com/story/news/local/michigan/2014/09/21/michigan-foia-law-exempts-governor-legislature/15881735/>;  
"The state of open records laws: Access denied": <http://www.publicintegrity.org/2012/06/01/9037/state-open-records-laws-access-denied>

circumstances, and including tracking numbers for requests, among other additions to the original law. The Act acknowledges that the original FOIA was intended to have a “strong presumption in favor of disclosure,” as noted by the United States Supreme Court in *United States Department of State v. Ray* (502 U.S. 164 [1991]),<sup>5</sup> but admits that “in practice, the Freedom of Information Act has not always lived up to the ideals of that Act.” Notably the Act also implemented a regular review of the law by Congress “to determine whether further changes and improvements are necessary to ensure that the Government remains open and accessible to the American people,”<sup>6</sup> ultimately acknowledging that freedom of information laws do not always achieve in practice what they set out to accomplish.

Several organizations that support government transparency and openness have recommended a similar reform of state FOI laws based on nationwide reviews of legislation in all 50 states. Investigations have revealed that often states suffer from problematic records laws, resulting in a significant impact on government transparency. These studies have identified common weaknesses across many state laws, pointing to very specific examples that highlight how rightful access to records is impeded by problematic legislation. One such investigation was the State Integrity Investigation, a partnership of the Center for Public Integrity, Global Integrity, and Public Radio International. Undertaken in 2011, the study examined the strength of laws and practices that encourage openness and deter corruption in each of the 50 states. Each state received an overall grade and ranking, as well as grades in 14 different categories. An article on the findings<sup>7</sup> stated that “nearly every law is riddled with holes,” citing up to 260 exemptions in a single records act, among other examples that bar access to records unnecessarily. These include states that exempt lawmakers from the policy entirely as well as examples of vague language, such as an exemption for records in the “deliberative process.” Among these criticisms, the investigation also made clear that a lack of enforcement and penalties is an underlying issue that undermines even the best state records laws.

Another assessment by The Better Government Association (BGA) and National Freedom of Information Coalition also examined various aspects of the FOI laws of all 50 states, reviewing response time, the ability of citizens to appeal a denial in a cost- and time-efficient manner, and penalties against an agency in violation of the statute, among other criteria for transparency. The study found that “in the vast majority of states, citizens have little to no recourse when faced with unlawful denial of access under their state's FOI laws.”<sup>8</sup> Charles N. Davis, executive director of the National Freedom of Information Coalition, called the findings “a cry for reform of FOI laws nationwide.”<sup>9</sup> According to the grades assigned by the study, 38 states earned “F” ratings, with the majority of remaining states earning a “C” or “D.”

In addition to a growing number of organizations criticizing the effectiveness of state FOI laws, there are several that have begun compiling guides to navigating the different state laws. These guides reveal the inconsistencies among the state laws. One such compendium, created by the Reporters Committee for Freedom of the Press, allows users to compare different parts of state FOI laws. Another, the Digital Media Law Project, a project of Harvard University’s Berkman Center for Internet and Society, has

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<sup>2</sup> “S.2488,” [justice.gov](http://www.justice.gov/sites/default/files/oip/legacy/2014/07/23/amendment-s2488.pdf), accessed March 29, 2015. <http://www.justice.gov/sites/default/files/oip/legacy/2014/07/23/amendment-s2488.pdf>

<sup>6</sup> S.2488,” [justice.gov](http://www.justice.gov/sites/default/files/oip/legacy/2014/07/23/amendment-s2488.pdf), accessed March 29, 2015. <http://www.justice.gov/sites/default/files/oip/legacy/2014/07/23/amendment-s2488.pdf>

<sup>7</sup> “50 States and no winners,” [stateintegrity.org](http://www.stateintegrity.org), accessed March 29, 2015. <http://www.stateintegrity.org/state-integrity-investigation-overview-story>

<sup>8</sup> “50 States and no winners,” [stateintegrity.org](http://www.stateintegrity.org), accessed March 29, 2015. <http://www.stateintegrity.org/state-integrity-investigation-overview-story>

<sup>9</sup> “50 States and no winners,” [stateintegrity.org](http://www.stateintegrity.org), accessed March 29, 2015. <http://www.stateintegrity.org/state-integrity-investigation-overview-story>

compiled a state-by-state summary of FOI laws.<sup>10</sup> These organizations aimed at assisting citizens in understanding their state's FOI laws underscore that the ability of a citizen to understand and navigate these laws successfully is important to constituents, yet often a challenging and ineffective process.

## ADDITIONAL RESOURCES

Digital Media Law Project, Access to Government Records:

<http://www.dmlp.org/legal-guide/access-government-records>

Digital Media Law Project, Access to Records from State Governments:

<http://www.dmlp.org/legal-guide/access-records-from-state-governments>

Reporters Committee for Freedom of Press, Open Government Guide:

<http://www.rcfp.org/open-government-guide>

Sunlight Foundation:

<http://sunlightfoundation.com/>

National Freedom of Information Coalition:

<http://www.nfoic.org/state-freedom-of-information-laws>

<http://www.nfoic.org/states-failing-foi-responsiveness>

U.S. National Archives and Records Administration:

<http://www.archives.gov/foia/>

U.S. Department of Justice:

<http://www.justice.gov/oip/doj-guide-freedom-information-act-0>

*Approved by the SAA Council, May 2015.*

**Support Statement:** In support of SAA's Public Policy Agenda, the issue brief provides members and other prospective audiences with SAA's considered opinion on the topic of strengthening state freedom of information laws to support the greatest possible public access to government records.

**Relation to Strategic Plan:** Addresses Goal 1 (Advocating for Archives and Archivists), Strategy 1.2. (Educate and influence decision makers about the importance of archives and archivists).

**Fiscal Impact:** Approval of the issue brief does not commit SAA to expend funds on any particular advocacy effort.

**Move:** Huth

**Second:** Vagts

**Vote:** PASSED (Yes: Duffy, Hackbart-Dean, Huth, Light, Mangiafico, Meissner, Roth, Smith, Vagts, Zanish-Belcher; No: None. Abstain: Pyatt)

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<sup>10</sup> "Access to records from State Governments," [dmlp.org](http://www.dmlp.org), accessed March 29, 2015 <http://www.dmlp.org/legal-guide/access-records-from-state-governments>

### **III.E. Arrangement and Description Curriculum**

At the May 2013 SAA Council meeting, the Committee on Education recommended that SAA consider creation of additional curriculum and certificate programs, based in part on SAA's positive experience with the Digital Archives Specialist (DAS) Curriculum and Certificate Program. The committee suggested that development begin with an Arrangement and Description curriculum, given both the range of existing and potential workshops in this topic area and expressed member need. Council members encouraged the Committee to outline a curriculum in the context of SAA's development and implementation capacity.

#### **MOTION 7**

**THAT the Committee on Education and staff proceed with development and implementation of an Arrangement and Description Curriculum and (as outlined in the [Appendix](#)); and**

**THAT the Committee on Education and staff provide further analysis of the need for a certificate program in Arrangement and Description, with a report to the Council by August 2015.**

**Support Statement:** Based on review by the Committee on Education and staff, development and implementation of a curriculum in the topic area of Arrangement and Description will meet an expressed member need and is within SAA's capacity at this time. It is likely that the outlined curriculum and implementation plan will change over time to ensure that the program remains current and relevant. The Council seeks additional information on the value of and need for a certificate program to accompany the curriculum.

**Relation to SAA's Strategic Plan:** The program addresses Goal 2, Enhancing Professional Growth: Archivists have access to the professional resources they need to be successful and effective in their careers.

**Fiscal Impact:** Expenses totaling \$7,250 and gross revenues of \$12,475 (to be realized in the last two months of year one) are included in the FY16 budget.

**Move:** Mangiafico

**Second:** Zanish-Belcher

**Vote:** PASSED (Yes: Duffy, Hackbart-Dean, Light, Mangiafico, Meissner, Pyatt, Roth, Smith, Vagts, Zanish-Belcher; No: Huth. Abstain: None.)

### **III.F. Guidelines for a Graduate Program in Archival Studies**

The Committee on Education is charged with reviewing needs for graduate archival education, drafting and promulgating guidelines, and providing guidance to the Society in this area. Its periodic review of "Guidelines for a Graduate Program in Archival Studies" resulted in several recommended changes in that document. The Council asked that the Committee submit the revised guidelines to the Standards Committee for implementation of the standards review

process, which ensures the opportunity for public comment.

### **MOTION 8**

**THAT the Committee on Education’s draft revision of “Guidelines for a Graduate Program in Archival Studies” (GPAS) be referred to the Standards Committee for implementation of the standards review process.**

**Move:** Pyatt

**Second:** Zanish-Belcher

**Vote:** PASSED (unanimous)

### **G. Issues and Advocacy Roundtable Statement of Mission, Vision, and Core Values**

In 2014, members of the Issues and Advocacy Roundtable steering committee began to discuss ways to clarify and guide the group’s advocacy efforts, and specifically how and when the group would decide to become involved with an issue. During that discussion, steering committee members developed a Statement of Mission, Vision, and Core Values to form the foundation of any activity going forward. Because the roundtable is a component group of SAA, the statement was submitted for Council approval.

### **MOTION 9**

**THAT the following Statement of Mission, Vision, and Core Values of the SAA Issues and Advocacy Roundtable be approved:**

#### **Issues & Advocacy Roundtable Statement of Mission, Vision and Core Values**

##### **Mission**

The Issues and Advocacy Roundtable (I&ART) of the Society of American Archivists (SAA) supports the goals and mission of the Society. As a forum for discussion of the critical issues facing the archival profession, the I&ART is committed to outreach and advocacy efforts which support the continued growth of the archival profession and nurture archivists and archives.

##### **Vision**

We are champions of archivists and the archival profession and of archives as building blocks of history and community. We promote their value and relevancy within and outside of the archival profession. We are advocates.

##### **Core Values**

**Advocacy:** We are a voice for the SAA membership and public on policies that affect SAA members, archivists, associated professionals, public archival institutions, private archival

institutions, and the public by providing a forum for the active and public discussion of pro-archives positions, and a resource for marshalling direct advocacy actions and campaigns.

**Awareness:** We are a key contact and resource for apprising the archival community and the public of news, events, discussions, and information relevant to archivists, associated professionals, the SAA, and archival institutions.

**Diversity:** We are committed to ensuring the diversity of the archival profession and the archival record. We promote and defend the diverse opinions, heritage, and experience of members and support the collection of and access to historical records documenting the breadth of human experience.

**Education:** We are an educational resource on matters relating to archival advocacy and outreach, and work to ensure that archivists embrace advocacy and outreach as core functions of our profession.

**Dialogue:** We are an institutional forum for critical discussion and an internal advocate for the interests of SAA members. In dialogue with the SAA Council, the SAA President, and other official SAA constituent offices and groups, we help inform official policy, action, and statements.

**Support Statement:** The Issues and Advocacy Roundtable Statement of Mission, Vision, and Core Values is the theoretical underpinning of roundtable activity and will help the group direct its efforts productively and in support of the Society of American Archivists' goals and strategic plan.

**Impact on Strategic Priorities:** The statement supports Strategic Plan Goal 1: Advocating for Archives and Archivists.

**Fiscal Impact:** None.

**Move:** Huth

**Second:** Zanish-Belcher

**Vote:** PASSED (unanimous)

## **H. Select 2015-2016 Executive Committee Member and Nominating Committee Members**

By tradition the Council has agreed that the two Council members who are in their second year of Council service and who are not elected to serve on the Executive Committee become members of the Nominating Committee. By ballot of those Council members who do not serve as officers, Lisa Mangiafico was elected to serve on the Executive Committee in 2015-2016. Tim Pyatt and Helen Wong Smith were selected to serve on the 2015-2016 SAA Nominating Committee.

## **Other Action Items from Council Members**

No other action items were brought forward.

### **J. Executive Session (CONFIDENTIAL)**

The Council met in executive session to discuss possible recipients of the 2015 Council Exemplary Service Award. If the award is made, citation(s) will be appended to the August 2015 Council meeting minutes as interim action(s) of the Council.

#### **MOTION 10 (Confidential)**

Move: Roth  
Second: Mangiafico  
PASSED (unanimous)

#### **MOTION 11 (Confidential)**

**Move:** Zanish-Belcher  
**Second:** Roth  
PASSED (unanimous)

## **IV. MEGA ISSUE DISCUSSION**

### **A. Cultural Competence Overview**

The issue of cultural competence arose from previous Council discussions about various aspects of diversity in relation to SAA's Strategic Plan and initiatives. Helen Wong Smith provided the Council with an overview of a full-day workshop that she will provide to the Council in November 2015 and at an upcoming SAA Annual Meeting.

### **B. Sustainability of Mosaic Program**

Beaumont provided background on the history of the Institute of Museum and Library Services-funded grant to the Association of Research Libraries and SAA for the Mosaic scholarship/fellowship program, noting that she had discussed the future of the program with ARL staff member Mark Puente, Mosaic Program Advisory Group Chair Deborra Richardson, and Diversity Committee Chair Tywana Whorley. The Council discussed several scenarios for the future of the program and agreed that Beaumont should coordinate submission of an IMLS grant proposal for its continuation.

## **V. STRATEGIC PLANNING**

### **A. Current Strategic Plan (Reference)**

## **B. Review of Strategic Plan Activities**

Council members reviewed a work plan developed by the staff to address the strategic priorities identified by the Council in November 2014.

## **VI. DISCUSSION ITEMS**

### **A. Archives and Archivists Discussion List**

In June 2014, in response to dissatisfaction expressed by several SAA members and other participants regarding conduct on the Archives and Archivists (A&A) list, the SAA Council appointed a short-term working group that conducted a user survey in July 2014 and proposed revisions in the Terms of Participation based on the survey results. Following robust discussion at its August 2014 meeting, the Council determined that 1) SAA would continue to host the listserv; 2) SAA would retain the A&A Listserv as a general archives forum not restricted to SAA members; 3) list behavior would be guided by the SAA Code of Conduct and the strengthened Terms of Participation approved by the Council at that meeting; and 4) the outcome of these changes would be evaluated by the Council at its May 2015 meeting to determine the continuing value of the list to SAA.

Council members reiterated their desire for SAA to continue hosting the discussion list, agreed with ideas proposed for improving the technology infrastructure supporting the list, and asked A&A List liaisons Huth and Mangiafico to field the draft Terms of Participation for member and list subscriber feedback, with a goal of voting on the revised Terms at the August 2015 Council meeting.

### **B. Council Working Group on Member Affinity Groups**

Based on the work of the Task Force on Member Affinity Groups (May 2013 – November 2014), the Council had appointed an internal working group to explore options for simplifying component group structures while preserving the advantages and services provided by existing sections and roundtables. Duffy, Mangiafico, and Roth presented their suggestions for discussion and the Council agreed that the proposal should be put forward for member comment before and during the 2015 Annual Meeting.

### **C. Options for Issuing SAA Statements**

Roe noted that, since becoming president in August 2014, she had received many requests for SAA to comment or take action on a variety of issues. She led a discussion of how SA might develop standard approaches to gathering information and preparing statements. The Council agreed that members should be pointed to the Council-approved [Procedures for Suggesting SAA Advocacy Action](#) and also encouraged at any time to contact the President and executive director, who will assist them in determining how to bring a particular issue forward.

## **D. Formalizing Communication Between the Regional Archival Associations Consortium and SAA Regarding Advocacy**

The need for increased collaboration around advocacy issues was a primary reason for establishing the Regional Archival Associations Consortium (RAAC) in 2013. RAAC, which represents 43 regional archival organizations in the United States, had formulated two goals that it presented to the Council for discussion: “1) To establish formal communication lines through which regional organizations can ask for advocacy assistance and report local advocacy issues to SAA, and 2) to establish a formal procedure that will enable the regional organizations to learn about issues on which SAA has released a statement so that they can follow suit.” RAAC leaders posed seven questions for Council discussion regarding how communication might be formalized and/or streamlined to “allow all of us to draw upon a greater cohort and to share knowledge and expertise.”

The Council agreed to suggest to RAAC leaders that a simple communication line be established, and Beaumont noted that the staff will be vigilant in ensuring that RAAC leaders receive information immediately upon release of SAA statements so that they can forward the information to their members.

## **E. Status of IMLS Planning Grant Proposal**

Meissner noted that a two-page planning grant proposal submitted to the Institute of Museum and Library Services in February had received very positive comments from the IMLS review panel and he had put together a planning group for the purpose of preparing a full grant proposal, for which the deadline was June 1. Unfortunately the person who was to serve as principal investigator and grant author became ill and was unable to meet the June 1 deadline. SAA will pursue a grant in the next cycle, presumably in the late fall.

## **F. Future Mega Issue Discussion Topics**

Meissner led a brief discussion of ideas for future “mega issue” discussion topics. “Mega issues” are those issues that cut across the profession and/or the organization and that may be embedded in the strategic plan. Council members had a robust discussion about both external issues and those that are internal to the organization. Meissner will consider their input when deciding on the mega topic for the November 2015 Council meeting.

## **G. Annual Meeting Planning**

### ***1. Leadership Orientation and Forum***

Forum organizers Hackbart-Dean, Roth, and Vagts updated the Council on their plans for the event on Wednesday, August 19, 12:30 – 2:00 pm.

### ***2. New Member/First Timer Orientation***

Beaumont updated the Council on plans for the event on Thursday, August 20, 8:00 – 8:45 am. She asked that all Council members plan to attend.

### **3. *New Council Member Orientation***

Roe and Beaumont will review the conference schedule to determine an appropriate time for orientation of new Council members.

## **H. Other Discussion Items**

The Council had a brief discussion about the feasibility of proposing a joint meeting of SAA and the International Council on Archives (ICA) in the United States in 2020. Beaumont will follow up with the ICA office in Paris.

## **VII. REPORTS**

*Reports are discussed by the Council only as needed and generally are not summarized in the minutes (with the exception of the Executive Committee report, which details interim actions of the Executive Committee). They do, however, provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see <http://www2.archivists.org/governance/reports>.*

### **A. Executive Committee**

The Council reviewed, but did not discuss, this report.

### **B. President**

The Council reviewed, but did not discuss, this report.

### **C. Vice President / President-Elect**

The Council reviewed, but did not discuss, this report.

### **D. Treasurer**

The Council reviewed and briefly discussed this report.

#### **E.1. Staff: Executive Director**

The Council reviewed, but did not discuss, this report.

#### **E.2. Staff: Membership**

The Council reviewed, but did not discuss, this report.

### **E.3. Staff: Education**

The Council reviewed, but did not discuss, this report.

### **E.4. Staff: Publications**

The Council reviewed, but did not discuss, this report.

### **E.5. Staff: Annual Meeting**

The Council reviewed, but did not discuss, this report.

### **E.6. Staff: Technology**

The Council briefly discussed this report and IT Services Administrator Matt Black provided an overview of the website redesign project.

### **E.7. Staff: Update on Progress Toward Council-Adopted Recommendations of Communications Task Force**

The Council reviewed, but did not discuss, this report.

### **F. *American Archivist* Editor**

The Council reviewed, but did not discuss, this report.

### **G. Publications Editor**

The Council reviewed, but did not discuss, this report.

### **H. Council Working Group on Diversity**

Meissner provided a verbal update on the status of the internal working group, whose charge is to “Provide the Council with greater focus and direction in achieving the Society’s strategic goals in the area of diversity; explore meaningful new initiatives to support the place of diversity in SAA’s mission and core values; and coordinate with the work of the Diversity Committee, the Cultural Heritage Working Group, and appropriate

### **I. Section/Roundtable Annual Reports (Late)**

The Council reviewed, but did not discuss, this report. Huth will follow up with the chair and immediate past chair of the Archival Educators Roundtable regarding that group’s delinquent report.

### **J. Representative to Coalition to Advance Learning in Archives, Libraries, and Museums**

The Council reviewed, but did not discuss, this report.

**K. Representative to National Historical Publications and Records Commission**

The Council reviewed, but did not discuss, this report.

**L. SAA-ACRL/RBMS Joint Task Force on Holdings Counts and Measures**

The Council reviewed, but did not discuss, this report.

**M. SAA Foundation Board of Directors**

The Council reviewed, but did not discuss, this report.

**N. Other Reports from Council Members / What Are You Hearing from Members?**

No other reports were received.

**I. COUNCIL BUSINESS (Continued)**

**D. Review of May 2015 Action List**

Council members reviewed the draft list of action items stemming from the meeting.

**E. Review of May 2015 Talking Points**

Council members reviewed the decisions made at the meeting.

**F. Meeting Debriefing**

Council members discussed the flow of the meeting and agenda and offered several constructive suggestions for future consideration.

**G. Adjournment**

Zanish-Belcher moved adjournment, Huth seconded, and the Council meeting was adjourned by unanimous consent at 10:45 a.m. on Saturday, May 30, 2015.

*Minutes adopted unanimously by the Council on June 18, 2015.*

Move: Pyatt

Second: Duffy

PASSED (unanimous).

**Statement on Indiana *Religious Freedom Restoration Act* and  
Subsequent Action by Indiana General Assembly and Governor**

**Society of American Archivists  
April 7, 2015**

The Society of American Archivists shares the concerns expressed by many about Indiana's controversial *Religious Freedom Restoration Act* (RFRA). We are gratified that on April 2, 2015, the Indiana General Assembly and Governor Mike Pence amended certain aspects of the *RFRA* (Section 1.IC34-13.9 of the *Indiana Code*), which had been signed into law days earlier.

The values of diversity, equity, and transparency form the foundation of the archival profession as reflected in the Society of American Archivists' [Core Values Statement and Code of Ethics](#). As noted in SAA's [Equal Opportunity/Non-Discrimination Policy](#), discrimination and unequal treatment are inimical to the Society's values and goals. SAA prohibits within the organization discrimination on the grounds of age, color, creed, disability, family relationship, gender identity/expression, individual life style, marital status, national origin, race, religion, sex, sexual orientation, or veteran status, and believes that discrimination within the larger context of society is indefensible. SAA will vigorously pursue a policy and practices of non-discrimination and equal opportunity through its programs (including its annual meeting), services, operations, activities, employment, and business contracts.

The revised Indiana law prohibits service providers from using it as a legal defense for refusing to provide goods, services, facilities, or accommodations, and it bars discrimination based on race, color, religion, ancestry, age, national origin, disability, sex, sexual orientation, gender identity, or U.S. military service. The measure exempts churches and affiliated schools, along with nonprofit religious organizations. Gay-rights groups have noted that Indiana's civil rights law still does not include LGBT people as a protected class.

SAA urges all states to respect and protect the rights of all their citizens.

*Approved by the SAA Council on April 7, 2015.*

*Published on the SAA website on April 8, 2015: <http://www2.archivists.org/news/2015/saa-statement-on-indiana-religious-freedom-restoration-act-and-subsequent-action-by-indian>*

## **Statement on Use of Non-government Email Accounts for the Conduct of Public Business**

**Society of American Archivists  
March 23, 2015**

The Society of American Archivists (SAA) notes with concern the practice of many elected and appointed government officials of using unofficial, non-government email accounts for the conduct of public business.

Recent press coverage of Hillary Rodham Clinton's use of a personal email account while serving as U.S. Secretary of State has again raised concerns among members of SAA. Archivists are the professionals who are entrusted to identify the essential evidence of our society and ensure its availability for use by students, teachers, policy makers, organizational leaders, historians, genealogists, and a wide range of individuals with information needs. Our work supports accountability, legal and fiscal needs, and the accessibility of the American record.

The practice of using personal email accounts has not been uncommon among elected and appointed officials, and it was and is permitted within federal law:

- Since 2009 the National Archives and Records Administration's regulations have stated that, "Agencies that allow employees to send and receive official electronic mail messages using a system not operated by the agency must ensure that Federal records sent or received on such systems are preserved in the appropriate agency recordkeeping system." (36 CFR 1236.22)
- In November 2014, following testimony by the Archivist of the United States before the House Oversight and Government Reform Committee that, "The National Archives discourages the use of private mail accounts to conduct Federal business, but understands that there are situations where such use does occur," Congress amended the Federal Records Act and the Presidential Records Act to prohibit the use of private email accounts by government officials unless they copy or forward any such emails into their government account within 20 days. (See 44 USC 2911.)

SAA believes that the practice of using unofficial, non-government email accounts for the conduct of public business fails to meet the level of transparency that many believe the public should enjoy regarding the activities of government officials. We are encouraged by the 2014 amendments to the Federal Records Act and the Presidential Records Act and support further efforts to strengthen this legislation to achieve the highest level of transparency possible, in keeping with the standards of an open and democratic government.

*Approved by the SAA Council on March 23, 2015.*

*Published on the SAA website on March 23, 2015: <http://www2.archivists.org/news/2015/statement-on-use-of-non-government-email-accounts-for-the-conduct-of-public-business>*

## Bylaws of the SAA Records Management Roundtable

### ARTICLE ONE I: NAME AND AFFILIATION

A. The name of this organization shall be the Society of American Archivists Records Management Roundtable, hereinafter referred to as the Roundtable. The Roundtable shall be a subsidiary unit of the Society of American Archivists.

### ARTICLE TWO II: PURPOSE AND MISSION

A. The Records Management Roundtable encourages discussion of current issues in records and information management and promotes better understanding of the importance of collaborative efforts between archivists, records managers, and other information professionals. The Roundtable works with the Society of American Archivists to promote proactive and responsible records and information management practices that benefit the Society of American Archivists, archival and records management institutions and professionals, consumers of records and information management services, and society as a whole through the verification of the authenticity and accuracy of records. The Roundtable endorses and upholds the profession's ethical standards and guidelines, while encouraging a strong commitment to the professional development of its members through continuing education; developing professional standards and practices; and educating society about records and information management. The Roundtable encourages diversity, initiates discussions and training in records management technologies, and promotes public awareness of the records and information management profession and its close ties to archives management.

### ARTICLE THREE III: MEMBERSHIP

A. Any member ~~or non-member~~ of the Society of American Archivists may become a member of the Records Management Roundtable and nonmembers of SAA may participate in the Roundtable by joining in the electronic communications list and engaging in discussions of and work on issues of interest according to the Governance Manual, Section X, in accordance with the most current Guidelines for Roundtables as set forth by the Society of American Archivists Council.

### ARTICLE FOUR IV: MEETINGS

A. The Roundtable shall hold a meeting each year as a part of the schedule of the Annual Meeting of the Society of American Archivists.

B. A quorum for the conduct of business shall be constituted by the membership present at the Roundtable's Annual Meeting.

C. The results of all votes taken at the Roundtable's Annual Meeting shall be considered true and valid and shall remain in effect until the next Annual Meeting or until the steering committee shall decide to hold a special vote using the Society of American Archivists electronic voting procedures.

D. The results of all votes taken at the Roundtable's Annual Meeting shall be governable by the rules and regulations as set forth in the current edition of the Guidelines for Roundtables.

### ARTICLE FIVE V: STEERING COMMITTEE

A. **MEMBERSHIP.** The maximum number of steering committee members shall be ~~ten~~ nine, including the chair, vice-chair, and immediate past chair.

B. **The ELECTIONS.** One-third of the six elected members of the steering committee shall be elected each July by electronic vote in an election supervised by the Society of American Archivists staff. The seven persons receiving the seven two highest vote totals shall constitute the steering committee be elected to a term as described in part C of this Article.

C. **TERMS.** Steering committee members shall serve terms ~~of one (1) year~~ three (3) years, beginning at the annual meeting following the ballot on which the member was elected. Steering committee members shall be limited to two consecutive terms unless no one is available to stand for election. There shall be no term limit for steering committee members.

1. **TRANSITION STEERING COMMITTEE TERMS.** The incumbent steering committee members at the time these bylaws are adopted will decide internally which members' terms will expire at the next annual meeting, which members' terms will expire at the annual meeting two years following adoption, and which members' terms will

expire at the annual meeting three years following adoption. All steering committee members subsequently elected shall serve terms as described above.

**D. ELIGIBILITY.** Steering committee members must be members of the Society of American Archivists and the Records Management Roundtable.

**E. VACANCY.** In the case of a vacancy or vacancies on the steering committee, the chair and vice-chair, with the approval of the steering committee, may appoint individuals to serve on the steering committee.

#### **ARTICLE SIX VI: OFFICERS**

**A. DEFINITION.** The officers of the Roundtable shall consist of a chair and, vice-chair, ~~to be elected annually by the membership in an electronic election/~~ chair-elect, and immediate past chair.

**B. CHAIR.** The chair shall coordinate the duties of the Roundtable and shall be the official representative of the Roundtable to the Society of American Archivists subsidiary units and outside organizations and persons.

~~C. The vice chair~~

1. TERM. The chair shall serve a term of one (1) year, immediately following that person's term as vice-chair/chair-elect. No person shall serve as chair for more than one term in a row, though past chairs may run again via the vice-chair/chair-elect route.

2. TRANSITION CHAIR TERM. The incumbent chair at the time these bylaws are adopted shall serve a term of one (1) year following the annual meeting subsequent to their adoption. This person shall then become immediate past chair for a full term as described Article VI, part D.

**C. VICE-CHAIR/CHAIR-ELECT.** The vice-chair/chair-elect shall assist the chair in the operation of the Roundtable and shall plan the annual meeting speaker roster.

1. ELECTION. The vice-chair/chair-elect shall ~~coordinate~~ be elected every other June, beginning the year following adoption of these bylaws, by electronic vote in an election supervised by the Society of American Archivists staff.

2. TERM. The vice-chair/chair-elect shall serve a term of one (1) year, beginning at least two roundtable committees the annual meeting following the most recent election. At the end of this term, the vice-chair/chair-elect will become chair as described in Article VI, part B.1.

3. TRANSITION VICE-CHAIR TERM. The incumbent vice-chair at the time these bylaws are adopted shall stand in a referendum to be administered at the time of the steering committee election. If this referendum is successful, the incumbent will serve as vice-chair/chair-elect for a term of one (1) year before becoming chair as described in Article VI, part B.1. Otherwise, SAA shall administer a special election for a one-year term as vice-chair/chair-elect, to take office immediately or ~~working groups~~, at the annual meeting subsequent to the July vote (whichever is later).

**D. IMMEDIATE PAST CHAIR.** The immediate past chair shall serve as an ex officio member of the steering committee and shall assist the officers and steering committee members as appropriate. The immediate past chair may also be called upon to serve as official representative of the Roundtable in the event the chair or vice-chair is unavailable.

1. TERM. The immediate past chair shall serve a term of one (1) year, beginning at the annual meeting at which that person's term as chair expires.

2. TRANSITION TERM. The incumbent immediate past chair at the time these bylaws are adopted shall serve a one (1)-year term beginning at the annual meeting immediately subsequent to adoption.

**D. VACANCY OF ELECTED OFFICERS.** In the case of a vacancy in either the chair or vice-chair positions, the current steering committee, under guidance from the Society of American Archivists Council liaison to the Roundtable, shall elect a replacement to serve until the next annual meeting.

**E. APPOINTED/SPECIAL OFFICERS.** The chair and vice-chair/chair-elect may, at their discretion, appoint special officers as they see fit to carry out administrative or programmatic functions of the Roundtable. These appointed officers shall be chosen from among the elected steering committee members, and may include (but are not limited to):

**1. SECRETARY.** The secretary is responsible for taking notes at the annual meeting and monthly teleconferences, and for posting minutes of these meetings to the Roundtable microsite.

**2. NEWSLETTER EDITOR.** The newsletter editor shall be responsible for production and distribution of the Roundtable newsletter, as described in Article VII, part B.

**3. WEBMASTER.** The webmaster shall be responsible for maintaining and updating the official microsite of the Roundtable, as hosted on the SAA website.

**4. COMMUNICATIONS COORDINATOR.** The communications coordinator shall manage all non-website communications between the steering committee and the Roundtable membership and other audiences, including but not limited to listserv communications, blogs, social media, and other media not yet in use by the Roundtable.

#### **ARTICLE SEVEN VII: NEWSLETTER**

**A.** The Roundtable shall periodically publish, at least two (2) times per year, a newsletter detailing the activities, projects, and initiatives of the Roundtable and its members. The newsletter shall be titled "The Records Manager."

~~**B.** The chair and vice chair shall annually appoint a newsletter editor(s), who shall be in charge of production and distribution of the newsletter.~~

**B.** The newsletter shall be produced in accordance with the "Newsletter Guidelines" of the Roundtable, as amended. The newsletter guidelines will be reviewed annually by the editors and the steering committee.

#### **ARTICLE EIGHT VIII: WEBSITE**

**A.** The Roundtable shall maintain a current website detailing its leadership, membership, and activities and providing resources for the membership. The website shall be placed on the Society of American Archivists server.

**B.** The chair and vice-chair shall annually appoint a webmaster, who shall be in charge of maintenance of the website. The webmaster ~~will~~ may be supported and advised by a volunteer web design committee, consisting of at least two (2) Roundtable members appointed by the chair and vice-chair.

**C.** The website shall be maintained and modified in accordance with the guidelines for websites of the Society of American Archivists. The website will adhere to accessibility practices.

#### **ARTICLE NINE IX: PARLIAMENTARY AUTHORITY**

**A.** All meetings of the Roundtable shall be governed by the rules and procedures set forth in the most current edition of *Roberts Rules of Order Newly Revised* in all such cases to which they are applicable and attainable.

#### **ARTICLE TEN X: AMENDMENTS**

**A.** These Bylaws may be amended by a ~~two-thirds (2/3)~~ majority of the members voting in an electronic vote supervised by the Society of American Archivists staff.

**B.** When the Society of American Archivists Council amends or modifies the Guidelines for Roundtables that affect specific provisions of these Bylaws, then those provisions shall be considered amended and shall immediately go into effect, not requiring a vote of the Roundtable membership. Such automatic changes shall be placed into these Bylaws in all places to which they are applicable.