

**Society of American Archivists
Council Meeting
August 17 – 18, 2015
Renaissance Cleveland Hotel
Cleveland, Ohio**

**Electronic Records Section Bylaws Revision
(Prepared by Section Chair Martin Gengenbach)**

BACKGROUND / DISCUSSION

The Electronic Records Section Steering Committee proposed revisions to the Section's bylaws that more clearly outline the group's governance structure. The revisions were adopted by voting members of the Section in an online referendum administered by SAA, July 1-7, 2015.

RECOMMENDATION

THAT the bylaws of the SAA Electronic Records Section, as revised, be approved (strikethrough = deletion, underline = addition).

Bylaws of the SAA Electronic Records Section

1) Annual Meeting.

The Annual Meeting of the Electronic Records Section will be held during the Annual Meeting of the Society of American Archivists.

2) Officers.

- a) **Chair** - The Leader of the section will be the Chair, who will serve for a term of one year beginning at the end of the Section's Annual meeting. The Chair will lead all Section meetings and will serve as the official representative of the section. ~~The Chair may appoint section members to serve as Newsletter Editor, Section Secretary, Webmaster or Press Relations Representative, and these members shall be full members of the Steering Committee during the Chair's term of service. Upon completion of the term as Chair, the outgoing chair will become a member of the Steering committee for a term of three years.~~
- b) **Vice Chair/Chair Elect** - The Vice Chair will be elected by the section members via an electronic vote supervised by the Society of American Archivists staff, present and voting at the annual meeting of the section. The Vice chair must be a member of the section. The Vice chair will serve a term of one year as Vice Chair and will assume the position of chair at the conclusion of the term of the incumbent Chair. The Vice Chair will assist the Chair in leading the section and will represent the section in the absence of the Chair.

c) **Immediate Past Chair** – Upon completion of the term as Chair, the Chair assumes the role of Immediate Past Chair, continuing to serve on the Steering Committee for another one-year term. The primary responsibility of the Immediate Past Chair is to oversee the election process for new section leadership for the following year.

3) **Steering Committee.**

~~In addition to the Chair, Vice Chair and Immediate Past Chair, the Steering Committee consists of six (6) members elected from the section membership. The Steering Committee leads and organizes section activities, as well as appoints section members to serve in appointed positions. There will be a section steering committee composed of six members. The section steering committee will assist the Chair and the Vice Chair in leading and organizing section activities. Members of the committee will serve for a term of three years, except the initial membership of the committee which will be elected according to the provisions of section III below. Each year, at the Annual Section Meeting, one new member of the steering committee will be elected by a majority of Section Members present and voting. Upon completion of the term as Chair, the outgoing chair will become a member of the Steering Committee for a full term of three years.~~

- a) **Membership.** ~~The maximum number of steering committee members shall be nine, including the Chair, Vice Chair, and Immediate Past Chair.~~
- b) **Eligibility.** ~~Steering Committee members must be members of the Society of American Archivists and Electronic Records Section.~~
- c) **Elections.** ~~One-third of the six elected members of the Steering Committee shall be elected each July by electronic vote supervised by the Society of American Archivists staff. The persons receiving the two highest vote totals shall be elected to a term as described in part d) of this Article.~~
- d) **Terms.** ~~Steering Committee members shall serve terms of 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 (2) consecutive terms unless no one is available to stand for election.~~
- e) **Terms of initial membership of the steering committee.**

~~At the initial organization of the Section governance structure during the Section 1995 Annual Meeting, members of the steering committee will be elected for the following terms:~~

- ~~• 2 members will be elected for a term of one year, terms expiring at the 1996 Annual Meeting.~~
- ~~• 2 members will be elected for a term of two years, terms expiring at the 1997 Annual Meeting.~~
- ~~• 2 members will be elected for a term of three years, terms expiring at the 1998 Annual Meeting.~~

~~The successful candidates will be selected by a majority of all Section members present and voting.~~

f) **Initial election of Section Chair.**

~~At the initial organization of the Section governance structure the office of Chair will be filled by an election at the 1995 Section Annual Meeting. The successful candidate will be selected by a majority of all Section members present and voting.~~

4) **Appointed Positions.**

~~The Steering Committee shall appoint section members to serve in the positions of Communications Liaison and Secretary, and may appoint liaisons to other SAA component groups and other roles as necessary.~~

- a) **Communications Liaison.** ~~The Communications Liaison facilitates communications between the Steering Committee and the Section membership and other audiences, including but not limited to~~

the SAA microsite, electronic mailing lists, blogs, social media, and other forms of online communication not yet in use by the Section. This role is open to all eligible Electronic Records Section members. The appointee will serve a renewable one-year term.

- b) **Secretary.** The secretary is responsible for taking notes at the annual meeting and regular meetings of the Steering Committee, and for posting minutes of these meetings to the Electronic Records Section microsite. The secretary is selected from the membership of the Steering Committee.

5) Modification of this governance structure.

This section governance structure may be modified by an electronic vote administered by the Society of American Archivists. ~~vote of all members present and voting at the Section Annual Meeting.~~

Support Statement: These bylaws meet the minimum requirements of the Council and are in alignment with SAA's governance documents. By approving the section bylaws, the Council places them in the official record.

Impact on Strategic Priorities: To the extent that section bylaws enhance transparency and understanding of how component groups function, this action is related to Goal 4.1. Facilitate effective communication with and among members, Goal 4.2. Create opportunities for members to participate fully in the association, and Goal 4.3. Continue to enrich the association and the profession with greater diversity in membership and expanded leadership opportunities.

Fiscal Impact: None.