

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

**Web Archiving Roundtable Bylaws Revision  
(Prepared by Council Liaison Michelle Light)**

**BACKGROUND / DISCUSSION**

Web Archiving Roundtable members approved revisions to the group's bylaws in a member referendum in June/July 2015. The proposed revisions 1) introduce a Secretary and 2) define a role for the Past Chair.

**RECOMMENDATION**

**THAT the bylaws of the Web Archiving Roundtable, as revised, be approved (strikethrough = deletion, underline = addition).**

**Bylaws of the SAA Web Archiving Roundtable**

**I. Name**

The name of this roundtable shall be Web Archiving Roundtable.

**II. Mission**

To heighten advocacy and awareness of the issues archivists encounter related to the selection, appraisal, harvesting, management, preservation, and provision of access to web content.

**III. Goals and Objectives**

- A. Provide SAA a voice for issues related to web archiving.
- B. Enhance web archiving through the creation of best practices and community-based standards.
- C. Give direction and leadership to SAA in regards to web archiving.
- D. Cultivate the need for archives and special collections to create new job lines or repurpose existing ones to include a web archiving component.
- E. Educate the membership of SAA by increasing their understanding and ability to implement web archiving practices within their own institutions.
- F. Serve as a liaison to other organizations, nationally and internationally, engaged in web archiving, such as the Archive-It Partner Meeting and the International Internet Preservation Consortium.

**IV. Membership**

The Web Archiving Roundtable is open to any persons interested in the archival efforts to collect the web. Membership in the roundtable shall be determined according to the guidelines established in Section X: Roundtables of the SAA Governance Manual. Nonmembers of SAA may also participate in the Web Archiving Roundtable but will not have voting privileges or be eligible for elected/appointed leadership positions.

## **V. Meetings**

The Web Archiving Roundtable will meet formally as a body at least once a year during the annual Society of American Archivists' Meeting. Other meetings or meetups may be held during the year at the discretion of the Steering Committee at-large with approval from the Chair or Vice Chair.

## **VI. Governance**

The Web Archiving Roundtable Steering Committee is composed of ~~five to~~ six members from the roundtable leadership: Chair, Vice Chair, Secretary, Web Liaison, Education Coordinator, ~~one member from the~~ and the Social Media Managers. When applicable, a ~~sixth~~ seventh member of the Steering Committee will be appointed from the Best Practices/Toolbox Committee. The Chair, in consultation with the Vice Chair and the Past Chair, is responsible for appointing members from the Social Media Managers and Best Practices/Toolbox Committee to serve on the Steering Committee if needed. The Chair will serve as the head of the Steering Committee. The Steering Committee directs and coordinates all roundtable activities, including the establishment of annual projects and meetings.

Elected positions of leadership are as follows:

Chair: ~~(1 individual)~~

- Provides leadership for
  - Elections
  - Reporting
  - Governance
  - Meetings
- Serves as liaison to SAA and other bodies.
- Coordinates session proposals for annual meeting.
- Serves as the head of the Steering Committee.
- Fulfills all responsibilities specified in Section X: Roundtables of the SAA Governance Manual.

Vice Chair: ~~(1 individual)~~

- Gives support to fulfill the duties and responsibilities of the Chair as assigned.
- Operates as acting Chair in the absence of the Chair.
- Serves as member of the Steering Committee.
- Fulfills all responsibilities specified in Section X: Roundtables of the SAA Governance Manual.

Secretary:

- In consultation with Chair and Vice Chair establishes all Steering Committee meetings.
- Calls for and distributes agenda items for Steering Committee meetings.
- Records meeting minutes and distributes them to the Steering Committee.
- Serves as member of the Steering Committee.

Web Liaison: ~~(1 individual)~~

- Maintains and updates roundtable website, for both SAA and external sites.
- Serves as member of the Steering Committee.

Education Coordinator: ~~(1 individual)~~

- Serves as the roundtable's liaison to SAA Education Committee.
- Arranges informal online meet-ups for members.
- Prepares educational experiences, such as guest speakers, etc.
- Serves as member of the Steering Committee.

Social Media Managers: ~~(1-2 individual[s])~~

- Coordinates and updates social media feeds utilized by the roundtable.
- Serves as member of the Steering Committee.

Appointed positions of leadership are as follows:

Past Chair:

- Coordinates and calls all meetings for the Best Practices/Toolbox Committee.
- Works as liaison to the Steering Committee on behalf of Best Practices/Toolbox
- Serves on the Steering Committee at the discretion of the current Chair.
- In consultation with the current Chair, sets the yearly agenda for the Best Practices/Toolbox Committee

Best Practices/Toolbox Committee: (3-6 individuals)

- Creates/updates standards and promotes strategies to enhance the quality of web
- Shares links and resources with members, providing up-to-date information regarding Committee.

The Chair will serve for a term of one year to begin immediately following the annual Society of American Archivists' Meeting. The Vice Chair will serve for two years, in the first year as Chair elect and in the second year as Chair. The Past Chair serves for one year immediately following the annual Society of American Archivists' Meeting of which they chaired. All other positions appointed or elected shall be required to commit to a term of no more than one year.

## **VII. Elections and appointments**

Membership in the Web Archiving Roundtable is required in order to participate in elections through candidacy or in casting a ballot.

The Chair shall issue a call for nominations, including self-nominations, for the positions of Vice Chair, Secretary, Web Liaison, Education Coordinator, and Social Media Manager-~~(s)~~ every June to all Web Archiving Roundtable members via the roundtable's established forms of communication. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

*Adopted by the Web Archiving Roundtable membership on 08/14/13; approved by the SAA Council on 9/30/13. Revision adopted by the Roundtable membership in July 2015 and approved by the SAA Council on August 17, 2015.*

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

**Impact on Strategic Priorities:** To the extent that creation and adoption of roundtable bylaws enhances 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.