

**Society of American Archivists  
Council Meeting  
August 1, 2016  
Hilton Atlanta, Atlanta, Georgia**

**Local Government Records Roundtable Bylaws Revisions**  
(Prepared by: SAA Governance Coordinator Felicia Owens)

**BACKGROUND**

The Local Government Records Roundtable (LGRRT), since establishing bylaws in 2013, determined a more distinctive succession plan and clearly defined officer duties were necessary for a stronger steering committee, especially during turnover periods.

After conferring with SAA staff on the changes, the roundtable put forward the following bylaws revisions to their membership in July 2015, on their 2015 election ballot. The revisions passed; however, due to various circumstances, the bylaws were not put forward for final approval by the Council.

**RECOMMENDATION**

**THAT the SAA Council approve the following changes to the Local Government Records Roundtable bylaws (*underline = addition, strikethrough = deletion*):**

**Society of American Archivists  
Local Government Records Roundtable Bylaws**

I. NAME.

The name of the roundtable shall be Local Government Records Roundtable.

II. MISSION.

The mission of the roundtable is to provide a forum for dialogue among archivists concerned with the administration, organization, and care of records of local government.

### III. MEMBERS.

Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.

### IV. GOVERNANCE.

#### A. Officers.

The roundtable shall be led by a Chair who is elected annually and who may not serve for more than three successive years and a Vice Chair who serve staggered two-year terms. The Vice Chair shall be elected annually for a two-year term, serving in year one as Vice Chair and in year two as Chair. Only individual or institutional members of SAA and the Local Government Records Roundtable may hold these positions.

After completion of the two-year term, the immediate past Chair may continue to serve for another year as a Steering Committee member, if a position has become vacant. No person may serve as the senior leader of the roundtable for more than three successive years.

The Steering Committee may consist of at least four members, serving for a three-year term, and shall be appointed by the Chair and Vice Chair on a rotating basis as needed. Appointments of steering committee members will ideally include a diverse membership in repository type (state, county, city) and geographic location.

#### B. Duties of Officers.

~~The Chair shall fulfill those responsibilities of officers specified in Section X. of the SAA Governance Manual.~~

The Chair directs and reports the activities of the roundtable to membership and the SAA Council, chairs the steering committee, organizes and conducts the annual meeting of the roundtable, acts as liaison for the roundtable to other bodies and handles administrative matters.

The Vice Chair/Chair-Elect assists the Chair in all activities, conducts nomination and election communication, serves as acting Chair in the absence of the Chair, and participates as a member of the Steering Committee in all its activities.

The Steering Committee assists activities and furthers the objectives of the roundtable. Committee members may help set the agenda for the year, contribute to the roundtable's official email discussion list as needed, contribute to planning the annual meeting of the roundtable, and promote SAA program sessions sponsored by the roundtable.

#### C. Nominations.

~~The Chair shall issue a call for nominations, including self-nominations, for the position of Chair every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the Chair and announced to roundtable members no later than June 15.~~

The Vice Chair shall conduct nominations in accordance with the guidelines for Section elections as specified in Section IX of the SAA Governance Manual.

#### D. Elections.

~~Elections shall be conducted online with the assistance of the SAA staff and in accordance with the guidelines for Section elections as specified in Section IX. of the SAA Governance Manual. Availability of the online ballot and the deadline for voting shall be announced by the Chair to all roundtable members via the roundtable's official email discussion list and website.~~

#### E. Appointments.

Roundtable members may be appointed to additional leadership roles by the Chair the Steering Committee or other leadership roles as needed by the Chair and Vice Chair.

#### V. MEETINGS.

The roundtable shall hold a meeting in conjunction with the SAA Annual Meeting and may meet at other times as deemed appropriate by the Chair. The time and agenda shall be communicated in advance via the roundtable's official email discussion list and website.

#### VI. AMENDMENTS.

Amendments to these bylaws shall be determined by a majority vote of roundtable members in a referendum held in conjunction with the roundtable's annual election. Once adopted, new or revised

bylaws shall be submitted for approval by the Council to ensure that they become part of the permanent record as a component of Council meeting minutes.

*(Adopted by the Local Government Records Roundtable membership on 6/14/13; approved by the SAA Council on 9/30/13. Revisions adopted by the Local Government Records Roundtable membership on June 2015; pending SAA Council adoption).*

**Support Statement:** The roundtable has followed the required procedures to suggest revisions to its bylaws, submit them for review by the Executive Director, and place them before the roundtable membership for adoption. These bylaws meet the minimum requirements of the SAA Council and are in alignment with SAA's governance documents.

**Impact on Strategic Priorities:** Not applicable.

**Fiscal Impact:** Not applicable.