

**Society of American Archivists  
Council Conference Call  
October 6, 2017  
1:00 pm – 2:00 pm EST**

**Request to Change Name of Architectural Records Section to  
Design Records Section**

**(Prepared by Section Co-chairs Samantha Winn and Aliza Leventhal)**

**BACKGROUND**

Since 1990, the Architectural Records Section (formerly the Architectural Records Roundtable) has provided a forum for members to discuss issues related to access and management of records related to architecture and other design fields. In March 2017, the Society of American Archivists implemented an organizational initiative to normalize naming conventions for member affinity groups. In conjunction with minor updates to the Section Standing Rules, the Steering Committee identified an opportunity to update our Section name in response to long-standing member interest.

**DISCUSSION**

Members of the Architectural Records Section manage a broad spectrum of record types across distinct but interrelated design-based disciplines, including architecture, construction, engineering, and the applied arts. Section members have expressed concern that our current name obscures the breadth of member expertise and alienates potential members who do not work with a narrow subset of architectural records.

Accordingly, the Steering Committee proposes a change of name from “Architectural Records Section” to “Design Records Section.” The 2017 Section election included a member referendum on this proposed change. Members demonstrated strong support for the proposal, with 86% voting in favor and 14% opposed.

**RECOMMENDATION**

**THAT the following revisions to the Architectural Records Section Standing Rules be approved:**

## **Architectural Records Section Bylaws** **Design Records Section Standing Rules**

**I. NAME.** The name of the section shall be ~~Architectural~~ Design Records Section of the Society of American Archivists.

**II. MISSION.** The ~~Architectural-Design~~ Records Section (~~ArchRS~~) (DRS) of the Society of American Archivists supports the preservation of design records that includes but are not limited to, architectural, engineering, landscaping landscape architecture, planning, urban design, graphic design, and construction records. ~~and This community brings together care-givers to discuss~~ the storage, conservation, arrangement, preservation, access, and description problems inherent in specialized records. The Section's mission is to provide a forum for members to discuss issues related to access and management of records from the architectural, design, records and related fields.

**III. MEMBERS.** Membership in the Section shall be determined according to the guidelines established in Section IX. of the SAA Governance Manual.

### **IV. GOVERNANCE.**

#### A. Bylaws and Standing Rules

These standing rules of the Design Records Section shall serve as a supplement to the SAA Section Bylaws, which govern all SAA sections. Please refer to Section IX. of the SAA Governance Manual for information on membership, section election procedures, reporting requirements, and more.

#### B. Officers.

The officers of the Section shall be a Senior Co-chair and a Junior Co-chair. The Junior Co-chair shall be elected annually for a two-year term, serving in year one as Junior Co-chair and in year two as Senior Co-chair. In addition, a Steering Committee of three members shall be elected, each for a three-year term, with one elected in each year. The Web Liaison shall be elected for a two-year term. The Student Liaison shall be elected for one-year term.

#### C. Duties of Officers.

Officers shall fulfill those responsibilities specified in Section IX. of the SAA Governance Manual.

#### D. Nominations.

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

E. 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 Co-Chairs to all section members via the section's official email discussion list and website.

F. Appointments.

Section members may be appointed by the Co-Chairs to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.).

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

**VI. AMENDMENTS.** ~~Amendments to these bylaws shall be determined by a majority vote of Section members in a referendum held in conjunction with the Section'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. To ensure alignment with SAA's governance documents, any amendments to the section's standing rules should be reviewed by the executive director (or her/his designee) and the section's Council liaison by May 1, before they are put forward in a referendum for vote by the section membership. Proposed amendments to the section's standing rules will appear on the section's annual election ballot for a final approval by a simple majority of voters. Any adopted amendments should be posted promptly to the section's official microsite and be noted in the section's next annual report to the Council. Any revisions to the section's name or mission/description must be submitted to the Council for final approval. For more information on amendment procedures, see Section IX. Sections of the SAA Governance Manual.~~

*Adopted by the Architectural Records Roundtable membership on 8/14/13; approved by the SAA Council on 9/30/13. Updated per the [member affinity group transition](#) approved by the Council, August 2016. Revisions adopted by the Design Records Section on 7/10/17; approved by the SAA Council on 10/06/17.*

**Support Statement:** The change in name of the “Architectural Records Section” to the “Design Records Section” more accurately reflects the work of Section members and raises awareness of shared characteristics among records from design-based disciplines.

**Impact on Strategic Priorities:** This action will not affect SAA's strategic priorities.

**Fiscal Impact:** This action will have minimal impact on SAA staff or finances.