

**Society of American Archivists
Council Meeting
November 9 – 12, 2014
Chicago, Illinois**

**Approve Roundtable Bylaws
(LACCHA, LAR, MDOR)
(Prepared by Nancy Beaumont)**

BACKGROUND

At its June 2012 meeting (0612-III-F-SectRTPolicies) the SAA Council adopted several changes in the policies and procedures governing SAA sections and roundtables, including the following (SAA Governance Manual, X.V.D.):

Roundtables may operate as formally or informally as suits their needs. At minimum, however, they must adopt bylaws. (Roundtables approved by the Council after January 2012 must adopt bylaws within a year of their first official meeting. Roundtables approved by the Council prior to January 2012 must adopt bylaws by August 31, 2013.) To assist in the process of developing bylaws, SAA has prepared a Roundtable Bylaws Template. To ensure their alignment with SAA's governance documents, bylaws and subsequent changes should be reviewed by the Executive Director or her/his designee before the roundtable membership votes to adopt them. Once adopted, new or revised bylaws must be submitted for approval by the Council to ensure that they become part of the permanent record as a component of Council meeting minutes.

Per the Support Statement for the motion to revise the Governance Manual (see page 29 of the minutes at <http://www2.archivists.org/sites/all/files/0612Council%20Minutes.pdf>), the changes were "... intended to reduce the potential for confusion among the many users of the [Governance] Manual and to foster transparency and compliance among... Roundtables."

The Council approved the (new or revised) bylaws of the following roundtables on the dates indicated:

- Women Archivists Roundtable (January 2012)
- Archivists Toolkit™/Archon™ Roundtable (October 2012) (Revision pending Council approval at November 2014 meeting.)
- Congressional Papers Roundtable (October 2012)
- Public Library Archives/Special Collections Roundtable (February 2013)
- Architectural Records Roundtable (September 2013)
- Archival Educators Roundtable (September 2013)
- Archival History Roundtable (September 2013)

- Archives Management Roundtable (September 2013)
- EAD Roundtable (September 2013)
- Human Rights Archives Roundtable (September 2013)
- International Archival Affairs Roundtable (September 2013)
- Issues and Advocacy Roundtable (September 2013)
- Labor Archives Roundtable (September 2013)
- Local Government Records Roundtable (September 2013)
- Metadata and Digital Objects Roundtable (September 2013)
- Military Archives Roundtable (September 2013)
- Native American Archives Roundtable (September 2013)
- Performing Arts Roundtable (September 2013)
- Privacy and Confidentiality Roundtable (September 2013)
- Recorded Sound Roundtable (September 2013)
- Records Management Roundtable (September 2013)
- Research Libraries Roundtable (September 2013)
- Science, Technology, and Health Care Roundtable (September 2013)
- Security Roundtable (September 2013)
- Students and New Archives Professionals Roundtable (September 2013)
- Visual Materials Cataloging and Access Roundtable (September 2013)
- Web Archiving Roundtable (September 2013)
- Women's Collections Roundtable (September 2013)

DISCUSSION

Presented below for the Council's approval are the new or revised bylaws of three roundtables:

Latin American and Caribbean Cultural Heritage Archives Roundtable: LACCHA's "bylaws" had been published on the roundtable's microsite as part of the "LACCHA Roundtable Handbook" created in 2009, but those bylaws had not been put before the roundtable membership for adoption nor before the SAA Council for approval. The bylaws document presented here for Council approval was drafted based on the Council-approved template, reviewed by me, and then submitted to the roundtable's membership for approval by referendum in June. The membership voted to approve the bylaws.

Lone Arrangers Roundtable: The Lone Arrangers Roundtable has revised its bylaws to meet (at least) the minimum requirements of the Council and the document is now in alignment with SAA's governance documents. I reviewed and provided feedback on the draft bylaws before the document was presented to the Lone Arrangers Roundtable members for adoption by referendum in June.

Metadata and Digital Objects Roundtable: As noted in the materials presented by MDOR, the roundtable's steering committee conducted an annual review of the bylaws in the early summer and determined that three revisions would contribute to clarity in the document. (MDOR's bylaws had been approved by the Council in September 2013.) I did not review the

document in advance of the roundtable's member referendum in June, but agree that the revisions contribute to clarity and are in alignment with SAA's governance documents.

The two roundtables whose bylaws have not yet been reviewed and approved by the Council – Archivists and Archives of Color Roundtable and Lesbian and Gay Archives Roundtable – have published bylaws with an “adoption” date, but I have not yet been able to determine what process was used for adoption and/or whether the bylaws were approved by the Council. I will complete that task and prepare a report for the Council as soon as is feasible.

Latin American and Caribbean Cultural Heritage Archives (LACCHA) Roundtable Bylaws

The following bylaws document was submitted for Council approval by 2013-2014 Roundtable Co-Chairs Joel Blanco and Natalie Baur following adoption by the Roundtable membership in July 2014.

RECOMMENDATION

THAT the following bylaws of the Latin American and Caribbean Cultural Heritage Archives Roundtable be approved:

Bylaws of the Latin American and Caribbean Cultural Heritage Archives Roundtable

- I. NAME.** The name of the roundtable shall be the Latin American and Caribbean Cultural Heritage Archives Roundtable.
- II. MISSION.** The Latin American and Caribbean Cultural Heritage Archives (LACCHA) Roundtable serves as a forum for discussion and advice on issues relating to the management and preservation of archival and cultural heritage materials housed in U.S. repositories and originating from the Latin American and Caribbean area or created in the United States by Latin American and Caribbean diaspora or special-interest groups.
- III. MEMBERS.** Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.

[See <http://www2.archivists.org/governance/handbook/section10>]

- IV. GOVERNANCE.** The officers of the roundtable 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.

A. Duties of Officers.

The Senior Co-chair and Junior Co-chair shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

B. Other Elected Position(s).

An Online Communication Liaison shall be elected bi-annually for a two-year term. The Online Communication Liaison shall:

- Maintain and update the LACCHA (SAA) microsite: After the annual meeting, post to the website updated contact information for new elected officers. Post annual report and minutes and any announcements to the LACCHA SAA microsite as needed.
- Maintain LACCHA's blog, *Memoria*: Solicit and/or schedule blog postings. Edit and lay out blog sections with the advice of the Co-chairs. Revise and edit blog postings. Add links to LACCHA website when a new blog publication is available. Announce new additions to the blog on the LACCHA listserv and other social media outlets. Add relevant links and news items from the LACCHA listserv and social media outlets to the blog on a regular basis.
- Coordinate social media communications: Post relevant links to LACCHA social media outlets regarding roundtable official business and news and information relevant to the group's mission. Encourage members to post articles, photos, and/or news to the group's social media outlets.

C. Nominations.

The Chair shall issue a call for nominations, including self-nominations, for any vacancies in the positions of Junior Co-Chair and Online Communication Liaison 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 officers and announced to roundtable members no later than June 15.

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 Co-chairs to all roundtable members via the roundtable's official email discussion list and website.

E. Appointments.

Ad hoc committees may be appointed on an as-needed basis by the roundtable Co-chairs for assistance with special projects designated by the Co-chairs.

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 officers. 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 they become part of the permanent record as a component of Council meeting minutes.

Support Statement: The Latin American and Caribbean Cultural Heritage Archives Roundtable's bylaws meet the minimum requirements of the Council and are in alignment with SAA's governance documents. By approving the Section's bylaws, the Council places them in the official record.

Impact on Strategic Priorities: To the extent that review, revision, and member adoption of 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.

Lone Arrangers Roundtable Bylaws

The following bylaws document was submitted for Council approval by Roundtable Vice-Chair Ann Kenne following adoption by the Roundtable membership in August 2014.

RECOMMENDATION

THAT the following revised bylaws of the Lone Arrangers Roundtable be approved (strikethrough = deletion, underline = addition):

Bylaws of the Lone Arrangers Roundtable

- I. NAME. The name of the roundtable shall be Lone Arrangers Roundtable.
- II. **MISSION.** The Lone Arrangers Roundtable (LAR) of the Society of American Archivists seeks to provide education, stimulate communication, and encourage support among archivists working in “lone arranger” settings. The term “lone arranger” includes those working alone or in very small staff situations.
- 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. Steering Committee

The Steering Committee is composed of members willing to serve, including the officers (Chair, Vice-Chair/Chair-Elect, and Immediate Past Chair). The Steering Committee consists of 8 – 10 current members of the LAR.

The Steering Committee directs and coordinates activities of the roundtable and approves appointments made by the Chair if vacancies occur. Committee members help establish projects to work on through the year, appoint a newsletter editor as necessary and contribute to the newsletter and to other activities, plan the annual business meeting, and determine whether to endorse SAA program sessions presented to the roundtable. A member of the Steering Committee shall serve as secretary at the annual roundtable meeting and take minutes.

B. Officers

The Chair, Vice-Chair/Chair-Elect, and Immediate Past Chair serve as officers of the roundtable. Only individual members of SAA and the Lone Arrangers Roundtable may hold these positions.

The Chair directs and reports the activities of the roundtable, organizes and conducts the annual meeting of the roundtable, chairs the Steering Committee, acts as liaison for the roundtable to other bodies, appoints roundtable committees as needed, ~~chairs the Program Committee~~, and handles administrative matters, including, but not limited to, annual reports to SAA.

The Vice-Chair/Chair-Elect serves as acting Chair in the absence of the Chair and participates as a member of the Steering Committee in all its activities.

The Immediate Past Chair serves as a member of the Steering Committee and as Chair of the Nominating Committee.

The officers make a commitment for ~~six~~ three years to serve one year each as Vice-Chair/Chair-Elect, Chair, and Immediate Past Chair. ~~Officers are~~ Each is expected to attend the annual meeting.

Terms of Service:

The Chair will serve for ~~2~~ one year before moving to the position of Nominating Committee Chair.

The Vice-Chair/Chair-Elect will serve for ~~2~~ one year before moving to the position of Chair. Elections will be held annually for Vice Chair/Chair-Elect.

~~Steering Committee members will serve for 2 years, with the option of continuing on a 2 year basis.~~ for two years and may be reappointed for additional two-year terms. Each year the Nominating Committee chair will issue to the roundtable membership a call for Steering Committee volunteers. Members of the committee are self-nominated and final selections are made by the Nominating Committee in consultation with the LAR leadership.

~~Elections will be held on even years for Vice Chair/Chair Elect. New Steering Committee volunteers will be asked for on odd (or non?) election years.~~

The Website Editor will serve for two years, and may be reappointed for additional two-year terms.

The Newsletter Editor will serve for two years and may be reappointed for additional two-year terms.

C. Newsletter Editor

One or two newsletter editors shall be appointed by the Steering Committee as needed. The newsletter editor serves as a member of the Steering Committee. A member serving as newsletter editor shall not serve concurrently as Chair of the roundtable.

The newsletter editor is responsible for editing, publishing, and distributing two newsletters per year and any other special issues or mailings as determined by the Steering Committee. He/she negotiates all newsletter matters with the SAA office as appropriate.

D. Website Editor

The website editor shall be appointed by the Steering Committee as needed. The website editor serves as a member of the Steering Committee. The website editor shall not serve concurrently as Chair of the roundtable.

The website editor is responsible for maintaining and updating the LAR website as needed and for negotiating all website matters with the SAA office as appropriate.

E. Committees

Committees may be appointed by the Chair upon recommendation of the Steering Committee or by action of the membership at its annual meeting.

F. Endorsing Proposals for the Annual Meeting

~~Endorsements may be given to sessions submitted to the SAA's Program Committee and the LAR by the appropriate proposal deadline dates. Rules and guidelines for endorsement from the SAA shall be followed. Priority will be given to proposals submitted by LAR members. The Steering Committee members will review the proposals and respond with either a yes or no vote for endorsement. The proposals receiving the most affirmative votes will be endorsed. In the event of any ties the Steering Committee will reconsider. If the tie is not broken, the decision will be made by the Chair. The Chair will forward the endorsement of the LAR to the SAA by the appropriate endorsement deadline.~~

~~Members of the Steering Committee who are participating in the proposals are not eligible to vote on the endorsement.~~

F. Nominating Committee and Elections

The Nominating Committee is composed of the immediate past Chair and two members of the Steering Committee. Current members of the LAR can self-nominate for the positions. Appointments are made by the LAR Chair in consultation with the Steering Committee. If any of these cannot serve, the roundtable Chair shall appoint LAR members as needed.

~~The Nominating Committee solicits candidates for the next year's Vice chair/Chair elect, using a notice in the newsletter and on the roundtable's listserv (if any) and receives the names of volunteers of persons recommended, and prepares an appropriate slate for the position from those nominees agreeing to place their names in nomination. The committee ensures that there is at least one nominee. All candidates for election must be individual members of SAA and the roundtable and be present at the annual meeting. The committee publicizes the slate on the website and via the LAR and Archivists listserv at least one month preceding the annual meeting. The committee prepares a ballot and conducts an electronic election via the SAA website before the annual meeting. Only members of the roundtable may vote. Candidates with the highest number of votes shall be elected. The winner will be announced at the annual meeting, as well as via the listserv right after the annual meeting. New leadership assumes office at the conclusion of the annual meeting of the roundtable.~~

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

Elections shall be conducted online with the assistance of 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.

If for any reason the Vice-Chair is unable to succeed to the office of Chair, a new Chair shall be elected following the same procedures as election for a Vice-Chair. The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

G. Liaisons

The SAA Council periodically requests volunteer liaisons to committees and other groups. These positions will be filled from qualified volunteers from the roundtable at large. Appointments are made by the LAR Chair in consultation with the Steering Committee.

The roundtable leadership will appoint regional liaisons to regional archival organizations and states as appropriate.

- V. **MEETINGS.** LAR will meet at least once during the Society of American Archivists' annual meeting and at other times as deemed appropriate by the Steering Committee. ~~Affiliated "lone arranger" groupings are encouraged at regional archives meetings.~~ Regional groupings are encouraged at regional archives meetings.

- VI. **COMMUNICATION.** LAR will submit information to the Lone Arrangers newsletter, SAA's ~~Archival Outlook newsletter,~~ the Lone Arrangers List, ~~and the Archives Listserv~~ and other appropriate media. The roundtable will also disseminate information about its work through its website.

V. Roundtable Leadership & Council

~~As appropriate, LAR leadership may meet with Council Representatives to discuss matters of mutual concern~~

VII. ENACTMENT AND AMENDMENTS.

These bylaws were first approved and enacted by a majority vote of the membership in August 2009. These bylaws were revised and enacted by a majority vote of the membership in August 2014 and were approved by the SAA Council in November 2014. These bylaws shall be reviewed at least every four years by the Steering Committee.

~~Proposed amendments to the Bylaws must be published in the newsletter and on the website at least one month preceding the annual meeting. Amendments must be approved by a two-thirds majority of the Steering Committee and must be ratified by a two-thirds majority of the total votes cast by members present at the annual meeting of the roundtable and by members voting by absentee ballot. Any member of the roundtable who is unable to attend the annual meeting may request an absentee ballot from the Chair of the Nominating Committee. Absentee ballots must be returned to the Chair of the Nominating Committee prior to the annual meeting. A copy of the Bylaws shall be available to any member through the roundtable's website and upon request to the Chair.~~

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 August 2009; revised August 2014.

Support Statement: The Lone Arrangers Roundtable's revised bylaws meet the minimum requirements of the Council and are in alignment with SAA's governance documents. By approving the Section's bylaws, the Council places them in the official record.

Impact on Strategic Priorities: To the extent that review, revision, and member adoption of 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.

Metadata and Digital Objects Roundtable (MDOR) Bylaws

The following bylaws document was submitted for Council approval by Roundtable Co-Chair Sarah Dorpinghaus following adoption by the Roundtable membership in July 2014.

BACKGROUND

During its annual review of the Metadata and Digital Objects Roundtable bylaws¹ in the summer of 2014, the MDOR Steering Committee (Jody DeRidder, Sarah Dorpinghaus, Mikki Macdonald, Sherri Berger, Riccardo Ferrante, Heather Fox, Amy Rushing, Cristela Garcia-Spitz, and Jacqie Ferry) identified several areas for revision, including clarifying language where it was confusing, and most importantly, proposing new language to clarify the election process of co-chairs as well as the steering committee leadership roles (strikethrough = deletion, underline = addition):

Section IV. Governance, C. Nominations: The Chair shall issue a call for nominations, including self-nominations, for Chair/Co-Chair and other Steering Committee positions as needed, every June, to all roundtable members via the roundtable's official email discussion list and website. MDOR Co-Chairs may be nominated from the general membership or the steering committee. A slate of candidates shall be established by the officers and announced to roundtable members no later than July 15.

Section IV. Governance, D. Elections: ...The Co-Chairs and Steering Committee members are to be elected annually by the membership in an electronic election. MDOR shall comply with the SAA's criteria and rules for Section elections.

Section IV. Governance, E. Appointments: Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, Internship Program Coordinator, Social Media Coordinator, etc.) by majority vote of the Steering Committee. These leadership roles shall have one-year (renewable) terms, as decided by a majority vote of the Steering Committee.

¹ <http://www2.archivists.org/groups/metadata-and-digital-object-roundtable/metadata-and-digital-objects-roundtable-bylaws>

Further descriptions of these roles may be found in the Metadata and Digital Object Roundtable Leadership Handbook.

MDOR members were given appropriate notice of the proposed revisions to the bylaws and a bylaws referendum was conducted in conjunction with the 2014 election process. MDOR members approved the revised bylaws. Nancy Beaumont was not asked to review the proposed revisions prior to conduct of the bylaws referendum.

DISCUSSION

The current MDOR bylaws adopted in October 2013 do not specify key details, and the lack of specificity caused confusion during the most recent call for nominations. MDOR steering committee members were unsure of the following because it is not clarified in the current bylaws.

- Whether or not MDOR Co-Chairs may be nominated from the general membership or if only members of the MDOR Steering Committee may be nominated. [Emphasis added.]
- Whether or not open Steering Committee positions could be elected annually by the membership in an electronic election or if the open Steering Committee positions were to be elected annually by only members of the Steering Committee. [Emphasis added.]
- The term length of Steering Committee leadership roles, such as Web Liaison, Internship Program Coordinator, and Social Media Coordinator. [Emphasis added.]

We propose to rectify the lack of specificity of *Section IV. Governance, C. Nominations; D. Elections; and E. Appointments* by adding text to the bylaws that clearly details the following:

- a. MDOR Co-Chairs may be nominated from the general membership as well as from the Steering Committee membership.
- b. Steering Committee positions, as well as the Co-Chairs, may be elected by the general MDOR membership.
- c. MDOR leadership roles shall have one-year (renewable) terms, as decided by a majority vote of the Steering Committee membership.

The proposed revisions to the bylaws and bylaws referendum was conducted in conjunction with the 2014 election process, and the revisions were approved by MDOR members.

RECOMMENDATION

THAT the following revisions in the bylaws of the Metadata and Digital Objects Roundtable be approved (strikethrough = deletion, underline = addition):

Section IV. Governance, C. Nominations: The Chair shall issue a call for nominations, including self-nominations, for Chair/Co-Chair and other Steering Committee positions as needed, every June, to all roundtable members via the roundtable's official email discussion list and website. MDOR Co-Chairs may be nominated from the general membership or the steering committee. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

Section IV. Governance, D. Elections: ...The Co-Chairs and Steering Committee members are to be elected annually by the membership in an electronic election. MDOR shall comply with the SAA's criteria and rules for Section elections.

Section IV. Governance, E. Appointments: Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, Internship Program Coordinator, Social Media Coordinator, etc.) by majority vote of the Steering Committee. These leadership roles shall have one-year (renewable) terms, as decided by a majority vote of the Steering Committee. Further descriptions of these roles may be found in the Metadata and Digital Object Roundtable Leadership Handbook.

Support Statement: The proposed changes eliminate confusion and uncertainty in MDOR's bylaws regarding the length of term of MDOR Steering Committee leadership roles. The added text clarifies that MDOR Steering Committee leadership roles shall have a one-year (renewable) term.

Impact on Strategic Priorities: 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.