

**Society of American Archivists
Council Meeting
October 31 - November 1, 2023
Chicago, IL (Hybrid Meeting)**

**Consent Agenda: Ratify SAA Council Interim Actions
(Prepared by Astoria Edwards, Foundation Assistant Director)**

BACKGROUND

Current parliamentary policy agrees on validating board decisions made remotely, and ratifying the Council's online and conference-call decisions via the Consent Agenda does not conflict with any existing SAA policy.

DISCUSSION

Given the Executive Committee's use of an e-mail discussion list to function as a group and make decisions remotely, approving interim Executive Committee actions via the Consent Agenda contributes to streamlining the group's work and improves access to the interim decisions of SAA's elected decision-makers.

RECOMMENDATION

THAT the following interim actions taken by the Council between July 26, 2023 to October 21, 2023, be ratified:

- Approved the name change of Lone Arrangers Section name to "Solo Archivists Section" and updates to the standing rules for the section (September 1, 2023) Appendix A
- Approved revision of the Native American Archives Section standing rules (September 1, 2023) Appendix B

**Society of American
Archivists Council
Interim Action Request**

**Lone Arrangers Section: Name
Change and Revisions to Standing
Rules**

**(Prepared by Editorial and Program
Coordinator Hannah Stryker)**

BACKGROUND

Per the SAA Governance Manual, Section IX. Sections, section E.3.c.:

“To ensure their alignment with SAA’s governance documents, any revisions to a 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 revisions to a section’s standing rules will appear on the section’s annual election ballot for final approval by a simple majority of the section’s membership. Any adopted revisions should be posted promptly to the section’s official microsite and be noted in the section’s next annual report to the Council to ensure that they become part of the permanent record. Any revisions to the section’s name or mission/description must be submitted to the Council for final approval.”¹

DISCUSSION

The Lone Arrangers Section Steering Committee put forward a request to change the current Section name to the proposed name: "Solo Archivists Section."

The change was reviewed by the SAA Editorial and Program Coordinator and was on the ballot as a referendum in July. The referendum passed with 72.73% of voters in favor of the revisions.

RECOMMENDATION

THAT the following revision to the Lone Arrangers Section name be approved (additions=underline, deletions=~~strike through~~):

¹ <https://www2.archivists.org/governance/handbook/section9>

Society of American Archivists
~~Lone Arrangers Section~~ Solo Archivists Section

STANDING RULES

Referendum Note: Per the section membership survey conducted in November 2022, 67 percent of LAS members said “yes” they would support a section name change. In February 2023, the membership selected a preferred name for the section, based on the top suggestions from the fall survey. If approved by SAA Council and the Lone Arrangers Section (LAS) membership, “Solo Archivists Section” will replace all instances of the “Lone Arrangers Section.”

I. NAME. The name of the section shall be ~~Lone Arrangers Section~~ Solo Archivists Section.

II. MISSION. The ~~Lone Arrangers Section (LAS)~~ Solo Archivists Section (SAS) of the Society of American Archivists seeks to provide education, stimulate communication, and encourage support among archivists working in “~~lone arranger solo archivist~~” settings. The term “~~lone arranger solo archivist~~” includes those working alone or in very small staff situations.

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 ~~Lone Arrangers Section~~ Solo Archivists Section shall serve as a supplement to the SAA Section Bylaws, which govern all SAA sections. Please refer to [Section IX. Sections](#) of the SAA Governance Manual for information on membership, section election procedures, reporting requirements, and more.

B. Steering Committee

The ~~LAS SAS~~ Steering Committee, otherwise ~~titled~~ called ~~LAS SAS~~ leadership, is composed of elected members including Chair, Vice Chair/Chair-Elect, Newsletter Editor, Web Liaison, Events Coordinator and two Regional Representatives. Only

individual members of the SAA and the ~~Lone Arrangers Section~~ Solo Archivists Section may hold these positions, running for and holding only one officer position at a time.

C. Officers

The **Chair** directs and reports section activities, organizes and conducts the section's annual meeting, chairs the Steering Committee, coordinates activities across section officers, acts as liaison for the section to other bodies, appoints section committees as needed, and handles administrative matters such as the section's annual report to SAA.

The **Vice-Chair/Chair-Elect** serves as acting Chair in the absence of the Chair, participates in the coordination of section officer activities, and acts as Secretary as needed during the annual meeting. In coordination with the Chair, the Vice-Chair takes part in the coordination of officer activities so as to have a smooth and knowledgeable transition to Chair in their second year.

The **Newsletter Editor** is responsible for producing two newsletters each year, soliciting and coordinating newsletter submissions, editing contributions, and delivering issues to members.

The **Web Liaison** is responsible for maintaining online resources including the ~~LAS~~ SAS section website microsite, SAA Connect pages, and all other online materials under ~~LAS~~ SAS governance.

The **Events Coordinator** is responsible for organizing, coordinating and leading online and in- person events in coordination with ~~LAS~~ SAS officers as needed and producing all related collateral.

The **Regional Representatives** are responsible for coordinating a regional directory of professionals, organizations, activities, and other regional resources of interest to ~~lone arrangers~~ solo archivists.

Terms of Service:

The **Chair** will serve for one year after serving one year as Vice-Chair/Chair Elect.

The **Vice-Chair/Chair-Elect** will serve for one year before serving as Chair in their second year of service.

The **Newsletter Editor** will serve for two years, being elected every odd year.

The **Web Liaison** will serve for two years, being elected every even year.

The **Events Coordinator** will serve for two years, being elected every even year.

Two **Regional Representatives** will each serve for two years for staggered terms, one being elected during the every even years, and one being elected in the every odd years.

Election Calendar:

<i>Odd Years</i>	<i>Even Years</i>
Vice Chair/Chair-Elect Newsletter Editor Regional Representative B	Vice Chair/Chair-Elect Web Liaison Events Coordinator Regional Representative A

D. Committees

Committees may be appointed by the Chair upon recommendations of the Steering Committee or by recommendation/action of the membership. ~~LAS SAS~~ committees shall include at least one ~~LAS SAS~~ officer, not including the Chair or Vice-Chair/Chair-Elect.

E. Nominating Committee and Elections.

The Chair shall issue a call for nominations to all ~~LAS SAS~~ members via the section listserv and ~~microweb~~ website. Current ~~LAS SAS~~ members can self-nominate or be nominated for any ~~LAS SAS~~ officer positions up for election. All ~~LAS SAS~~ officers may assist the Chair in researching and soliciting interest from prospective nominees. A list of nominations for the section offices up for election shall be announced to ~~LAS SAS~~ members no later than June 15. The ~~LAS SAS~~ Steering Committee will provide members with information about the candidates via the ~~LAS SAS~~ listserv and ~~microweb~~ website prior to election. If an elected officer cannot serve or steps down prior to their two-year term, the ~~roundtable~~ section Chair with support of the serving officers shall appoint section members as needed.

Elections shall be conducted online with the assistance of the SAA staff and in accordance with guidelines for section elections as specified in [Section IX. Sections](#) of the SAA Governance Manual. Availability of the online ballot and deadline for voting shall be announced by the Chair to all section members via the section's ~~listserv~~ official email discussion list and microwebsite.

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.

V. MEETINGS. The section will meet at least once during the Society of American Archivists' annual meeting and at other times as deemed appropriate by the Steering Committee.

VI. COMMUNICATION. ~~LAS SAS~~ leadership will communicate with its members through, but not limited to, the ~~LAS SAS~~ listserv, microwebsites, newsletter, events, and other appropriate media.

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 2016. The ~~LAS SAS~~ standing rules were ~~most recently~~ revised in 2021 with the addition of officer roles beyond Chair and Vice Chair/Chair-Elect. In 2023, the standing rules were revised to reflect a change in the section name.

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 the section's membership. 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.

Approved 2009; rev. approved by SAA Council November 9, 2014. Updated per the [member affinity group transition](#) approved by the Council, August 2016. Revisions approved May 2021.

Support Statement: Not only does the term "lone arranger" poorly reflect the number of important, varied tasks that solo archivists perform besides arrangement, it also has negative connotations among some archivists due to its association with the fictional radio and television show, The Lone Ranger. In the show, an Indigenous man, Tonto, is stereotyped and portrayed as a "sidekick" who plays a minor role alongside a white "hero," the Lone Ranger. Once considered a pun, the term "lone arranger" has been increasingly called out as derogatory. The section name change will support members by fully reflecting the scope of what solo archivists do while also removing any negative connotation from the Section.

Impact on Strategic Priorities: Adopting these changes supports goals #2.2 (Provide content, via education and publications, that reflects the latest thinking and best practices in the field), #3.1 (Identify the need for new standards, guidelines, and best practices and lead or participate in their development), and #4.3 (Foster an inclusive association and profession through educational and leadership opportunities) of SAA's 2023-2025 Strategic Plan.

Society of American Archivists

Native American Archives Section: Revisions to Standing Rules

(Prepared by Editorial and Program Coordinator
Hannah Stryker)

BACKGROUND

Per the SAA Governance Manual, Section IX. Sections, section E.3.c.:

“To ensure their alignment with SAA’s governance documents, any revisions to a 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 revisions to a section’s standing rules will appear on the section’s annual election ballot for final approval by a simple majority of the section’s membership. Any adopted revisions should be posted promptly to the section’s official microsite and be noted in the section’s next annual report to the Council to ensure that they become part of the permanent record. Any revisions to the section’s name or mission/description must be submitted to the Council for final approval.”¹

DISCUSSION

The Native American Archives Section Steering Committee put forward revisions to the section’s standing rules to formally add a Secretary position in their slate of officers. The Secretary shall be elected biennially for a two-year term.

The changes were reviewed by the SAA Editorial and Program Coordinator and were on the ballot as a referendum in July. The referendum passed with 100% of voters in favor of the revisions.

RECOMMENDATION

THAT the following revisions to the Native American Archives Section Standing Rules be approved (additions=underline, deletions=strike through):

¹ <https://www2.archivists.org/governance/handbook/section9>

Society of American Archivists Native American Archives Section

STANDING RULES

I. NAME.

The name of the section shall be the Native American Archives Section.

II. MISSION.

The mission of the section is to serve as a forum to educate archivists on the complexities and beauty of Native American archives of the western hemisphere and as a source of communication and inspiration for archivists working with Native American collections.

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. Officers. The officers of the section shall be a Chair, Vice-Chair/Chair-Elect, and Secretary. 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. The outgoing Chair also serves a third year on the Steering Committee as the Immediate Past Chair and Chair of the Nominating Committee. The Secretary shall be elected biennially for a two-year term.

In addition, a Steering Committee of six members shall be elected, each for a two-year term, with half elected in each year. Additional members may be elected if so desired by the Officers.

B. Duties of Officers. Officers shall fulfill those responsibilities specified in [Section IX](#) of the SAA Governance Manual.

C. Nominations. The Chair shall issue a call for nominations, including self-nominations, for the positions of Vice-Chair/Chair-Elect and Steering Committee members every May to all section members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officer[s] and announced to section members no later than June 15.

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

E. Appointments. Section members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.) by majority vote of the membership; or in extenuating circumstances, by a majority vote of the steering committee.

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 officer[s]. The time and agenda shall be communicated in advance via the section's official email discussion list and website.

VI. AMENDMENTS.

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 the section's membership. 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.

Updated per the [member affinity group transition](#) approved by the Council, August 2016.

Support Statement: Adopting these changes to the Native American Archives Section Standing Rules provides more support for SAA members in the Section.

Impact on Strategic Priorities: Adopting these changes supports goals #4.1 (Facilitate effective communication with and among members), and #4.4 (Ensure that leaders are accessible and that their work is transparent) of SAA's 2023-2025 Strategic Plan.