



# Congressional Papers Roundtable

## NEWSLETTER

Society of American Archivists

July 2005

### From the Chair

Naomi Nelson

The plans are set for the meeting in New Orleans, and thanks to the hard work of your Steering Committee and some additional committed members, there is an exciting slate of activities for CPR members. Our meeting will be on Wednesday, August 17, from 5:00-7:00. The Steering Committee is very pleased that SAA responded this year to requests from several roundtables to provide two-hour meeting slots. We have a very full agenda this year, and we will need the full two hours.

In particular, please note that we will be voting on proposed revisions to the CPR bylaws. These revisions will bring the bylaws into agreement with the current structure of the Steering Committee and add a process for amending the bylaws. The proposed amendments have been unanimously approved by the Steering Committee. A copy of the proposed bylaws is included in this newsletter. You may vote at the meeting or by absentee ballot. Requests for a ballot should be addressed to the chair of the Nominating Committee, Rebecca Johnson Melvin ([lrjm@udel.edu](mailto:lrjm@udel.edu)). If you have questions about the

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### What To Do If: You Find National Security Classified Documents When Processing a Collection of Congressional Papers OR You are Unexpectedly Visited by Agency Declassification Officials

During the past five months, two instances of federal officials visiting repositories for the purposes of identifying and subsequently declassifying donated papers have come to the attention of the Senate Historical Office. Prior to that time, only one other such instance had been brought to our attention. This was in 1984 when the Information Security Oversight Office (ISOO) asked to review documents in the Senator Frank Church Papers at Boise State University. At the time, Mrs. Church did not accept the ISOO offer to help, and no classified documents were ever found in the collection. Because of the relative rarity of these occurrences, and because both institutions contacted us for "advice and counsel," we thought it a good idea to discuss



these matters with staff in the ISOO office at the National Archives and Records Administration (NARA) and set forth appropriate guidance. The ISOO is charged with oversight of agency actions with regard to the classification, safeguarding, and declassification of national security information. The office considers and acts upon complaints and suggestions from persons within or outside the government with respect to the administration of the classified national security information program. (E.O. 12958, as amended 12958, Classified National Security Information)

First, some background on the two recent document reviews of information in private collections. The University of Washington Special Collections Division was visited the week of February 7,

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## From the Chair (cont. from page 1)

amendments, please feel free to contact me ([libnn@emory.edu](mailto:libnn@emory.edu)) or any of the other members of the Steering Committee (see <http://www.archivists.org/saagroups/cpr/> for a list).

National security and classified records have been much in the news recently. (For example, see the NPR story on the CIA's seizure records from the Jackson papers at the University of Washington, <http://www.npr.org/templates/story/story.php?storyId=4535175>.) The program at this year's meeting will review the rules and laws regarding classified records within congressional collections and discuss whether there has been any change in government scrutiny of these materials, possible implications for access to records, and the public's right to know. Senate Archivist Karen Paul, Dorothy Hazelrigg of the University of South Carolina, and a representative from NARA's Information Security Oversight Office have agreed to be on the panel. Are you prepared to respond to a federal request for information? Come to the roundtable meeting and find out.

Building on the CPR tradition of exploring the congressional archives in the host city, Jean Bischoff has arranged with Bill Meneray of Tulane University for CPR members to tour the Tulane Special Collections and its congressional collections. Transportation for up to 40 people has been graciously provided by Tulane. A bus will leave the conference hotel at 1:30 pm. The 30-40 minute bus ride will include a brief historical and architectural overview of New Orleans. The bus will return to the conference hotel at 4:00 pm. Those who wish to arrange for their own transportation to and from Tulane are welcome to join the tour at Special Collections.

Bill has also made reservations for a group dinner in the French Quarter after the meeting. This dinner at the Pelican Club will be a chance to relax and get to know other congressional archivists over a good meal. It promises to be the perfect way to end a stimulating day. The cost will be \$35-40 per person plus drinks. Please let Jean know whether you plan to attend either of these events ([bischoff@ku.edu](mailto:bischoff@ku.edu)). I'd like to thank Jean and Bill for their all efforts in planning the tour and dinner. I look forward to seeing Tulane's collections and to sampling some of New Orleans famous cuisine while catching up with CPR friends.

And speaking of catching up, I hope that you have taken advantage of the opportunity to sign up for the new CPR listserv offered by SAA. This listserv will make it easier for us to communicate within the roundtable and free the newsletter editors from having to maintain an ad hoc list of email addresses for the membership. To subscribe, send the command "subscribe cpr YourFirstName YourLastName" to [imailsrv@lists.archivists.org](mailto:imailsrv@lists.archivists.org). The address of the list is [cpr@lists.archivists.org](mailto:cpr@lists.archivists.org). The Steering Committee would like to thank SAA for adding listservs for roundtables.

This column is getting a little long, but I cannot close without thanking the energetic and creative members of the CPR Steering Committee for all of their work this year. It was a pleasure to work with such an engaged and thoughtful group of colleagues. Special thanks are due to Katie Senft and Glenn Gray for the time and care they put into publishing our outstanding newsletter and to Robin Reeder for keeping our great website up-to-date.

I look forward to seeing you soon in the Big Easy!



## Mark Your Calendar!

**Using Archival Sources in Legislative Research: Choosing the Road Less Traveled**  
*American Political Science Association (APSA) Annual Meeting*

**August 31, 2005, 1:00-5:00pm**

During this "Short Course" at the annual APSA meeting, presenters will discuss the use of political papers collections in political science and encourage students of legislatures to make better use of archival collections.

For details, visit [http://apsanet.org/section\\_518.cfm](http://apsanet.org/section_518.cfm).

## Classified Documents (cont. from page 1)

2005 by a team of five people, led by the CIA. Over a three-day period, they reviewed about 400 boxes of the Henry Jackson papers, and removed eight documents for declassification review. As reported by the Head of Special Collections, Carla Rickerson, in the March 2005 issue of the CPR Newsletter, each classified document was removed and replaced by a withdrawal form, indicating the type of document, date, number of pages, author or correspondents, and why the document was removed. The documents were then placed in the custody of the University of Washington's Security Officer, who proceeded to process the documents for declassification review with the appropriate federal agency. In this instance, a member of the ISOO office was part of the reviewing team. While Ms. Rickerson did not know just how the contact with the CIA and other agencies originally began, she surmised that it began several years earlier because the recent visit was sparked by the return to the collection of a declassified document. Despite a tense and strained first meeting with a CIA employee last summer when the declassified document was returned (initially the officer said he wanted 400 boxes closed to researchers even though they had been open for ten years), Ms. Rickerson found the full review by the team in February to be "professional and accommodating."

Likewise, a final assessment by the Director of the South Caroliniana Library, Herb Hartsook, upon completion of a review conducted by a team from the State Department of a former governor/ambassador's papers and the subsequent removal of documents for further study was that they "acted responsibly." The initial contact, however, did not start out so smoothly. In the words of Mr. Hartsook, who wrote on February 10, 2005:

We hold the papers of a now deceased SC governor, 1971-1975, and U.S. ambassador, 1977-1981 [John Carl West]. Among a recent addition was a file of classified documents from his period as ambassador, which he had sent to the State department with an inquiry about their current status, and related correspondence. This dated from the early 1990s. Much of the material was returned unclassified but other documents remained classified. Included in the latter

were selected portions of a personal diary which he kept while ambassador.

Now, over ten years later, we contacted the State Department about the material which had remained classified and were told to send it to them for review, as well as other documents from the addition that were marked "classified" or "confidential." Shortly after sending this material, we received a call from a State Dept. staffer who informed us that the world had changed after 9/11, that an Executive Order which postdated the earlier review was now in effect, and that the collection should be closed in its entirety until further notice. She said that other collections were also impacted by this more rigorous classification, particularly congressional collections but even gubernatorial collections, and referenced an incident involving the Muskie papers. It all sounds very draconian and I'm surprised I haven't heard discussion of this among CPR folks.

The State Dept. official asked for a copy of the deed of gift, said the donation of the collection was "highly illegal," and that the personal diary, and I assume the rest of the collection, was subject to seizure. She said that once someone receives a security clearance, all materials generated subsequently are subject to review since the person may draw on knowledge gained from classified information.

The State Department soon backed off this extreme position when Mr. Hartsook asked for a written statement of their position. Mr. Hartsook then consulted with Records Declassification staff at the National Archives to get a better understanding of the process and learned that what State was by then proposing to do was not "out of line." State's final position on how best to proceed was that they preferred "to keep things informal" as it would benefit both parties.

Given the confrontational nature of the initial meetings between the archivists and agency personnel in these two instances, how can archivists prepare

themselves to deal with assertive agency officials who seemingly materialize from nowhere, demand that collections be closed, and proceed to take away documents for further review? First, it is helpful to know that the Director of ISOO maintains that there currently is “no concentrated effort underway” to go through everything that exists outside of federal custody, and in the view of that office, it is somewhat remarkable that two such cases occurred so close together. The ISOO office points out that in most instances, it is either the donor (because of agency requirements) or the repository (because something classified is discovered in a donated collection) that initiates contact regarding declassification. Sometimes this has happened years before current staff came on board. In both the University of Washington and University of South Carolina cases this is true.

Second, it is important to know that classified records, regardless of age, must be protected and undergo official declassification by the appropriate Federal agency. Classified records that are over twenty-five years old and are outside of federal custody are not subject to automatic declassification under Executive Order 13292. It is therefore the responsibility of repository archivists who discover classified material to remove it from publicly available materials, contact appropriate agency officials, and arrange for its storage in certified secure space. The repository may contact the Center for Legislative Archives at the National Archives, which serves as the liaison to ISOO, whose staff will propose a protocol for storing and ultimately declassifying the records. Archivists should not assume that just because the documents are filed with open material that the classified documents are declassified. If they have been declassified, they will be definitely marked as such by the declassifying agency.

Should an archivist happen to be “taken by surprise” by an unannounced visit of an agency individual or team of reviewers, the archivist should ask for copies of the legal authority by which the agency is operating and share this information with their office of legal counsel. Also a consultation with the National Archives prior to allowing their review to proceed is advised. If the collection is a congressional collection, the point of contact should be the Center for Legislative Archives. The Center currently acts as liaison between the repository and NARA’s Declassification Division for member’s papers. The

Center is happy to extend this courtesy to former members.

Classified materials in member’s papers can be handled in one of two ways. First, before the records are donated, they are deposited at the Center, which transfers them to NARA’s Declassification Division for declassification review by agencies. Second, if the papers already have been donated and are later found to contain classified records, the repository should contact the Center, which will work with ISOO to arrange for declassification review. When the documents are declassified, the originals are forwarded to the member’s repository for inclusion with the member’s collection. In this way, both the repository’s and a member’s needs to get the material declassified will be met. In addition, any congressional equities in the material are also monitored should the material in fact be records of a congressional committee.

For classified material found in non-congressional collections, the ISOO office should be the point of contact. The ISOO office will act as a clearinghouse to assist the repository in processing the declassification review and will help to expedite the process. The office facilitates review of such materials so that they can be lawfully opened for research.

Finally, if your repository, unlike the University of Washington, does not have a classified holding facility on site, on a case-by-case basis, the National Archives regional facilities, Presidential Libraries, or some other approved repository for classified information may be able to serve in that capacity, storing the originals, while copies are sent out for review. This service can be arranged through assistance from the ISOO office. There should be no need to allow original documents to “walk out the door” and feel uneasy as to where they are going or when, if ever, they will be returned. Through the ISOO office, the National Archives oversees and facilitates the declassification process and serves as an honest broker.

*Karen Paul, Senate Archivist*

**Contact information:**

Center for Legislative Archives  
National Archives and Records Administration  
700 Pennsylvania Avenue, NW  
Washington, DC 20408  
*Phone:* 202-501-5350  
*Fax:* 202-219-2176  
*Email:* [Legislative.Archives@nara.gov](mailto:Legislative.Archives@nara.gov)

# Summary Report on the Association of Centers for the Study of Congress (ACSC)

The conference held May 4-5, 2005 was in some respects the “best yet.” Congratulations to Richard Hunt for hosting a stimulating, satisfying, and informative meeting. Thank you to Emily Reynolds and Joe Stewart for hosting a splendid dinner at the Capitol. The ACSC appreciates immensely the support and encouragement that the Advisory Committee has given and continues to give. I say “best yet” because:

- First, we had more centers represented this time. There were 56 registrants (this does not include the speakers) as opposed to 29 at the first conference. We now have 42 centers belonging to the Association - with 7 joining shortly prior to conference.
- Second, the program was particularly strong because in addition to providing insights about the state of the art of congressional history and the opportunity to question the experts on their research needs and wishes, it provided a lot of information on potential funding sources for projects to help meet these needs (identified as a very high priority at the first conference). The conference also spotlighted exhibit planning,

design, and execution (another topic of keen interest among the centers).

- Lastly, and most significantly, for those who believe that the effectiveness of an endeavor depends on how well it is organized and structured initially, the business meeting marked a turning point in the evolution of the Association. Most importantly, a committee was established to study and recommend a dues structure, something that is very much needed. Another committee will file for 501c3 status. And, a working group was established to study and recommend a strategy to proceed with NEH grant applications that were featured in a panel presentation.

So, it is safe to say that a framework for creating a viable association is in place—an association that will be able to assist congressional centers in ways that are needed so that they can help improve the quality of congressional documentation that is preserved, the uses to which it is put, and the availability of educational and learning opportunities for students, scholars and the general public- I think the organization is on the right track.

*Karen Paul*



## **Wanted: Newsletter Co-Editor**

Glenn Gray is stepping down as co-editor of the newsletter following the July 2005 issue. We will miss him greatly as he ventures across the ocean to Britain! Katie Senft will remain on as co-editor for one more year.

Shared responsibilities of the co-editors include gathering news, articles, and information for two newsletters per year; maintenance of the roundtable mailing list; and recording the minutes of the annual meeting. Terms typically range from two to three years. (For a complete description of responsibilities, see the bylaws on page 9.)

If you are interested or would like more information, please contact Katie Senft at [katie.senft@nyu.edu](mailto:katie.senft@nyu.edu).





# Institutional News

## **Modern Political Collections, University of South Carolina**

Modern Political Collections (MPC) was inaugurated in 1991 as a new division of the University's special collections library, the South Caroliniana Library. Over the years, a handful of collections has grown to fifty-two, including some of the largest collections received by the University, and MPC has gained a national reputation for excellence. Funding has recently been secured to construct a new state of the art home for MPC as a wing to be added to the main University library building, Thomas Cooper Library. The current target date for occupancy is Fall 2008. As planning begins for the wing, the University has decided to make MPC independent of the Caroliniana. Herb Hartsook, who led MPC from its conception until taking over as Director of the Caroliniana, became director of the newly independent MPC on July 1, 2005. A name change and other developments are on the horizon.

*Herbert Hartsook*

## **National Archives and Records Administration (NARA) Harvest of Federal Web Sites**

Near the end of President George W. Bush's first administration in 2004, NARA harvested Federal web sites. The goal was to document the web presence of the Federal government at the end of the administration by taking a snapshot of Federal agency and Congressional websites. Websites were identified from information provided by the General Services Administration (GSA) ".gov" internet domain registry and from the list of unrestricted ".mil" sites provided by the Defense Information Systems Agency (DOD/DISA). Overall, NARA harvested 50,000 websites, approximately 6.5 terabytes of data, from 984 seed urls. Websites in the "house.gov" and "senate.gov" domains were captured, including individual members' websites. The web harvest is available online at [www.webharvest.gov](http://www.webharvest.gov), organized alphabetically by agency. The websites of the House

## **Hill Memorial Library, Louisiana State University**

Hill Memorial Library on the Louisiana State University campus in Baton Rouge would like to announce that the processing of the Cathy Long Papers (1985-1986) Mss. 4051 has been completed. Long was a US congresswoman from Louisiana. The collection, consisting of the Congressional office files for her term representing the Eighth Congressional District, is 15 linear feet. An inventory and container list are available.

*Phyllis Kinnison*

## **Central Valley Political Archive, California State University, Fresno**

Glenn Gray is taking a leave of absence from his position at the Central Valley Political Archive at California State University, Fresno, starting in August 2005. He will be working as an archivist and librarian while on a Fulbright grant in the UK, where he figures he will be the only member of CPR!

*Glenn Gray*

and Senate are found under "L" for the legislative branch.

Each webpage is properly and prominently labeled as a Federal record so that users will know they are looking at historical, archived records and not live web content.

Upon the recommendation of Karen Paul, Senate Archivist, NARA is now planning to harvest Congressional websites at the end of each two-year Congress, in order to capture significant changes to the websites of the House and Senate from one Congress to the next.

To learn more about NARA's web harvest, go to [www.webharvest.gov/collections/peth04/](http://www.webharvest.gov/collections/peth04/). NARA's guidance on the transfer of web records is found at [www.archives.gov/records\\_management/initiatives/web\\_content\\_records.html](http://www.archives.gov/records_management/initiatives/web_content_records.html).

*Kate Mollan*

# Transferring Senators' Papers: The Consolidated Appropriations Act

At the end of last year, Congress passed a provision in the "Consolidated Appropriations Act" (H.R. 4818, P.L. 108-447) concerning the transportation of official records and papers to a Senator's state. It allows offices to use amounts from the "appropriation account 'Miscellaneous Items' within the contingent fund of the Senate" to pay for transportation of their papers from their DC offices to their home states. This means that the Senate as a whole will pay for the transportation.

In the past it has been the responsibility of individual offices, when closing down at the end of a Senator's tenure, to use funds from the personal office administrative accounts to do this. While most offices have done so, there have been cases where offices have had to make a choice between sending papers to the home state, or using the money for something else, such as staff bonuses at the end of the term, resulting in the ultimate destruction of the papers. This legislative appropriation should eliminate the need for offices to have to make such an unfortunate decision. The Senate Archivist has been advocating such a provision for a number of years. The House already has a similar provision to pay for the shipment of members' papers.

The Senate Rules Committee is currently drafting regulations for how this provision will be carried out. A staff member noted that the main reason this provision was enacted was for the benefit of Senators who are closing their offices at the end of a term, so that the Senate can negotiate with one transportation vendor to secure the most favorable rate for all offices at once, rather than having several offices dealing separately with a number of different companies.

That being said, he acknowledged that the language of the bill ("*Upon request of a Senator...*") leaves it open that any Senator might use this provision at any time, not just when closing an office. He said the regulations will deal with this question and may set some guidelines such as saying a non-retiring Senator may use this once a year, or setting a minimum size for the shipment to be sent.

The text of the provision is as follows [from the Conference Report to H.R. 4818, S. Rpt. 108-792, p. 365]:

## **DIVISION G--LEGISLATIVE BRANCH APPROPRIATIONS ACT, 2005**

### **Title I--Legislative Branch Appropriations**

#### **SEC. 7. TRANSPORTATION OF OFFICIAL RECORDS AND PAPERS TO A SENATOR'S STATE.**

(a) **PAYMENT OF REASONABLE TRANSPORTATION EXPENSES-** *Upon request of a Senator, amounts in the appropriation account 'Miscellaneous Items' within the contingent fund of the Senate shall be available to pay the reasonable expenses of sending or transporting the official records and papers of the Senator from the District of Columbia to any location designated by such Senator in the State represented by the Senator.*

(b) **SENDING AND TRANSPORTATION-** *The Sergeant at Arms and Doorkeeper of the Senate shall provide for the most economical means of sending or transporting the official records and papers under this section while ensuring the orderly and timely delivery of the records and papers to the location specified by the Senator.*

(c) **OVERSIGHT-** *The Committee on Rules and Administration shall have the authority to issue rules and regulations to carry out the provisions of this section.*

(d) **OFFICIAL RECORDS DEFINED-** *In this section, the term 'official records and papers' means books, records, papers, and official files which could be sent as franked mail.*

(e) **EFFECTIVE DATE-** *This section shall apply with respect to fiscal year 2005 and each succeeding fiscal year.*

*Alan H. Haeberle*

# SAA Annual Meeting – New Orleans, LA

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## **CPR EVENTS**

### **Tour of Tulane Special Collections**

**Wednesday, August 17, 2005, 1:30-4:00 pm**

**No cost**

**RSVP Jean Bischoff, [bischoff@ku.edu](mailto:bischoff@ku.edu)**

The Tulane Special Collections (<http://specialcollections.tulane.edu>) includes a Jazz Archive, an Architectural Archive, Rare Books, Tulane University Archives, a Louisiana Collection, and the Manuscripts Department. The Manuscripts Department holds congressional collections and other political collections that include the papers of 19th Century Congressmen Randall Lee Gibson, Henry H. Gurley, Issac Morse, Louis St. Martin, and Thomas Catchings of Mississippi. Twentieth century congressional collections include the papers of F. Edward Hebert, David C. Treen, Hale and Lindy Boggs, and Robert Livingston. There are also materials relating to Adolph S. Sabath of Illinois.

Transportation will be provided by Tulane for up to 40 people. A bus will leave the hotel at 1:30 pm. The 30-40 minute bus ride will include a brief historical and architectural overview of New Orleans. The bus will return to the hotel at 4:00 pm. Those who wish to arrange for their own transportation to and from Tulane are welcome to join the tour at Special Collections.

## **PROPOSED AMENDMENTS TO THE BYLAWS FOR STRUCTURE AND RESPONSIBILITIES OF THE CONGRESSIONAL PAPERS ROUNDTABLE**

### **Purpose**

The Congressional Papers Roundtable of the Society of American Archivists is composed of members of the Society and others who work with or have an interest in the papers of members of Congress and the records of Congress. The roundtable provides a forum for news, for discussion of issues and developments, and for setting standards and advocating action in the preservation and management of congressional papers and records.

### **Steering Committee**

The Steering Committee is composed of 10 members: the officers (chair, vice-chair/chair-elect, and the immediate past chair); four member representatives (two elected per year for two-year terms); and one representative each from the Office of History and Preservation of the House of Representatives, the Senate Historical Office, and the Center for Legislative

### **Annual Meeting**

**Wednesday, August 17, 2005, 5:00-7:00 pm**

**Location TBD**

This year we will hear progress reports from our task forces, elect new officers, vote on revisions to the bylaws (see below), and discuss plans for the 2006 pre-conference program in DC. Also, panelists from the Senate Historical Office, the Information Security Oversight Office (ISOO), and the University of South Carolina will discuss classified documents in congressional collections.

### **Dinner at the Pelican Club**

**Wednesday, August 17, 2005, 7:30 pm**

**\$35-40 per person plus beverages**

**RSVP Jean Bischoff, [bischoff@ku.edu](mailto:bischoff@ku.edu)**

The Pelican Club is located in the heart of the French Quarter (312 Exchange Alley). Bill has negotiated a set meal with choice of seafood or meat, appetizers, salad, vegetables (not a New Orleans strong point), and dessert. For more information about the Pelican Club, visit <http://www.pelicanclub.com>.

Archives of the National Archives. The newsletter editor and the web editor serve as ex officio members (unless they also hold elected positions).

The Steering Committee directs and coordinates activities of the roundtable and approves appointments made by the chair if vacancies occur. Committee members help set agenda for the year, appoint a newsletter editor as necessary and contribute to the newsletter and to other activities, plan the annual program and SAA program sessions sponsored by the roundtable. Steering Committee members are expected to attend the annual meeting.

### **Officers**

The chair, vice-chair/chair-elect, and the immediate past chair serve as officers of the roundtable. Only individual members of SAA and the Congressional Papers 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.

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 three years to serve one year each as vice-chair/chair-elect, chair, and immediate past chair. Each is expected to attend the annual meeting.

#### **Newsletter Editor(s)**

One or two newsletter editors shall be appointed by the Steering Committee for a negotiated term. Terms are encouraged to range from not less than two years to not more than three years. The newsletter editors serve as ex officio members of the Steering Committee, unless they also hold elected membership. In the latter case, the newsletter editors shall have all decision privileges of committee members. Members serving as newsletter editors should not serve concurrently as chair of the roundtable.

The newsletter editors are responsible for editing, publishing, and distributing two newsletters per year and any other special issues or mailing as determined by the Steering Committee. They maintain the roundtable mailing list and negotiate all newsletter matters with the SAA office as appropriate. By agreement between them, one of the newsletter editors will record the minutes of the annual meeting, which subsequently will be published in the newsletter.

#### **Web Editor**

The web editor shall be appointed by the Steering Committee for a negotiated term. Terms are encouraged to range from not less than two years to not more than three years. The web editor serves as an ex officio member of the Steering Committee, unless he or she also holds an elected position. In the latter case, he or she shall have all decision privileges of committee members. The web editor should not serve concurrently as chair of the roundtable.

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

#### **Program Committee**

The Program Committee is composed of the chair, vice-chair/chair-elect, and the two first year representatives. The chair shall appoint certain Program Committee members to coordinate, write, and submit Steering Committee-approved session proposals on behalf of the roundtable to the SAA Program Committee.

The Program Committee develops proposals for both the roundtable program and SAA sessions for the following year's annual meeting. The Steering Committee reviews and selects proposals.

#### **Nominating Committee and Election**

The Nominating Committee is composed of the immediate past chair, who serves as chair of the committee, and the two second year member representatives. If any of these cannot serve, the roundtable chair shall appoint members from the Steering Committee as needed.

The Nominating Committee solicits candidates for the next year's leadership, using a notice in the newsletter and on the roundtable's listserv (if any) and receiving the names of volunteers of persons recommended, and prepares an appropriate slate for the elected roundtable positions from those nominees agreeing to place their names in nomination. The committee ensures that there is at least one nominee and no more than two nominees for vice-chair/chair-elect and that the number of nominees for Steering Committee is not less than the number of positions to be filled. All candidates for election must be individual members of SAA and the roundtable. The committee publicizes the slate in the newsletter issued preceding the annual meeting. The committee prepares a ballot and conducts an election at the annual roundtable meeting. Only members of the roundtable may vote. Any member of the roundtable who is unable to attend the annual meeting may request an absentee ballot from the committee chair; absentee ballots must be returned to the committee chair prior to the annual meeting. Voting at the annual meeting shall be by secret ballot if there are more candidates than can be elected for any position. Candidates with the highest number of votes shall be elected. New leadership

assumes office at the conclusion of the annual meeting of the roundtable.

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.

### Enactment of and Amendments to Bylaws

These bylaws were first approved and enacted by a majority vote of the membership in August 1996.

Proposed amendments to the Bylaws must be published in the newsletter issued preceding the annual meeting.



### CALL FOR NOMINATIONS:

The Nominating Committee invites expressions of interest or nominations of candidates for three positions on the steering committee of the Congressional Papers Roundtable : a vice-chair and two new members of the steering committee. **Nominations are due July 5, 2005.**

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. Candidates should be able to make a commitment for three years to serve one year each as vice-chair/chair-elect, chair, and immediate past chair. (The chair directs and reports the activities of the roundtable, organizes and conducts the annual meeting of the roundtable and the steering committee, acts as liaison for the roundtable to other bodies, appoints roundtable committees as needed, and handles administrative matters. The immediate past chair serves as a member of the steering committee and as chair of the Nominating Committee.)

**Two new Steering Committee members, for the term 2005-2007.** The Steering Committee directs and coordinates activities of the roundtable and approves appointments made by the chair if vacancies occur.

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.

Committee members help set agenda for the year, appoint a newsletter editor as necessary and contribute to the newsletter and to other activities, plan the annual program and SAA program sessions sponsored by the roundtable. Steering Committee members are expected to attend the annual meeting.

If you are interested in participating or if you have a nomination please contact any member of the Nominating Committee:

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