

Society of American Archivists
Acquisitions and Appraisal Section Bylaws
May 2016 Proposed Revisions

I. Membership

- A. Membership in the Acquisitions and Appraisal Section of the Society of American Archivists (SAA) is open to any member of SAA who has an interest in the acquisition and appraisal of institutional/organizational public records, private papers, and other archival or manuscript collections.

II. Officers

- A. Officers of the Acquisitions and Appraisal Section consist of a chair, ~~and vice chair~~/chair-elect, and immediate past chair. A new vice chair/chair-elect is elected each year and serves for one year as vice chair, succeeding automatically to the office of chair for the subsequent year. At the end of the year of service as chair, the incumbent serves as the immediate past chair.
- B. Duties of Officers
1. The chair presides at meetings of the Section and the steering committee; coordinates Section-proposed sessions for the annual meeting and Section endorsements; with other officers sets the Section's agenda for the year; appoints Section committees as needed; represents the Section in its relations with SAA in general and with ~~the SAA~~ SAA the Society; ~~appoints Section committees as needed; coordinates preparation of an annual report of Section activities and submits it to the SAA executive office; and~~ is expected to attend the annual meeting. The chair serves a one-year term.
 2. The vice chair/chair elect serves as acting chair in the absence of the chair; takes minutes at Section meetings; ~~normally acts as newsletter editor, producing at least two newsletters per year;~~ is expected to attend the annual meeting; produces/oversees communications with the Section, and organizes the program in conjunction with the steering committee for the annual Section meeting ~~at the annual meeting~~. The vice chair/chair-elect serves a one-year term.
 3. The immediate past chair takes minutes at the steering committee meeting held during the SAA annual meeting; coordinates preparation of the annual report of Section activities from his or her service as chair and submits report to SAA within 90 days of start of term; acts as chair of the Section's nominating committee; is responsible for publishing electronic ballots and announcing the results of the balloting once the results are received from the online election; and is expected to attend the annual meeting. The immediate past chair serves a one-year term.

III. Steering Committee

- A. The steering committee is composed of ~~seven~~ six members: the chair, vice-chair/chair-elect, immediate past chair; and four at-large members.
- B. At-large members each serve ~~two-year~~ terms of two years, with two new members being elected via an online ballot system provided by the SAA staff prior to the ~~at each annual meeting, and~~ with additional members elected if unexpired terms need to be filled. The election cycle is intentionally staggered for continuity on the steering committee.
- C. A member may be re-elected but may not serve more than two terms ~~four consecutive years~~ as an at-large member. If a member is filling an unexpired term, the term shall be considered a whole term if its length is more than one year.
- D. At the request of the chair, at-large members may serve on the Nominating Committee, assist in planning the section meeting program, assist in planning annual meeting sessions of interest to the section, or other responsibilities as assigned. They ~~also participate in discussion of section business and~~ are expected to attend the annual meeting.
- ~~E. The immediate past chair is not a voting member of the steering committee but continues to participate in the Section leadership by the following: acts as chair of the Section's Nominating Committee; is responsible for publishing electronic ballots and announcing the results of the balloting at the Section's annual meeting; is expected to attend the annual meeting; and prepares the annual report to be submitted to SAA within 90 days of the annual meeting. The annual report covers the section's activities during the immediate past chair's year as chair.~~

IV. Election of Officers and Steering Committee

- A. Only members of SAA and the ~~Acquisition and Appraisal~~ Section may be nominated to serve as officers or steering committee members. Only members of the ~~Acquisition and Appraisal~~ Section may vote.
- B. The Nominating Committee consists of the immediate past chair of the Section (serving as chair of the committee) and the two at-large members of the steering committee whose terms are not expiring at the conclusion of the next annual meeting.
- C. The committee calls for nominations at least two months prior to the annual meeting. All persons whose names are submitted to the Committee or proposed by the Committee itself shall be considered nominees if they agree to have their names placed in nomination and are members of SAA and the Section.
- D. The committee ensures that there is at least one nominee for vice chair/chair-elect and that the number of nominees for the steering committee is not less than the number of positions to be filled. If there is no nominee for vice chair/chair-elect, write-ins will be accepted during the voting process. If no clear winner emerges, the chair may appoint a vice chair/chair-elect from the ranks of the steering committee.

- E. The committee announces the nominees ~~in the last newsletter prior to the annual meeting and through the section listserv~~ and in other forms of communication that will reach all Section members prior to the annual meeting.
- F. Elections shall be conducted electronically by ~~using~~ means provided by ~~SAA the Society of American Archivists~~. The ballot will include a provision for write-in candidates. Members will have a minimum of one week to vote online. Members may request a mail-in ballot from the committee in place of an electronic ballot.
- G. ~~Results shall be announced at the Annual Meeting.~~ Election winners are determined by the majority of votes cast by the deadline. The committee ~~determines~~ verifies results and ~~the committee chair (immediate past chair of the Section)~~ announces the results at the annual Section meeting. If an election results in a tie, the committee conducts a runoff election at the annual Section meeting. For the benefit of those unable to ~~attend the annual meeting~~, results shall also be announced via the Section listserv ~~after the Annual Meeting.~~
- H. Elected officers and steering committee members assume office by the end of the annual Section meeting. ~~at the conclusion of the annual meeting of the Section.~~
- I. Vacancies in steering committee terms will be addressed in the following ways:
 - 1. In the case of vacancy in the office of chair, the vice chair/chair-elect shall assume the office and duties of chair.
 - 2. In the case of vacancy in the office of vice chair/chair-elect, the office shall remain vacant until a new chair and vice chair/chair-elect are **elected via an online ballot system provided by the SAA staff.** In the interim between vacancy and election, the chair shall assume the duties of the vice chair/chair-elect, although the chair may ask steering committee members to assist in fulfilling the duties of the vice chair/chair-elect.
 - 3. In the case of vacancy in the office of immediate past chair, the steering committee shall appoint a replacement.
 - 4. In the case of vacancy of at-large members, the steering committee shall appoint a replacement, who shall serve to the end of the unexpired term.
 - 5. ~~If the vice chair is unable to succeed the chair, a new chair is elected following the same procedures as for the election of the 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. Web Liaison and Section Intern

- A. The web liaison is appointed by the chair and approved by the steering committee, and cannot be a current steering committee member.

1. The web liaison serves three years, but the term can be renewed indefinitely until another appointee candidate is identified and approved.
 2. The web liaison updates and maintains the Section's official microsite in accordance with the Uniform Guidelines for SAA Websites and Online Communications. This person also works collaboratively with the section intern and Section leadership to update and maintain any additional Section-related communication streams, including social media channels, in accordance with the SAA Guidelines on Component Group Use of Social Media and External Websites.
- B. The section intern is appointed by the chair and approved by the steering committee.
1. The section intern serves one year, but the term may be renewed if another appointee is not identified or approved.
 2. The section intern works collaboratively with the web liaison and Section leadership to update and maintain any additional Section-related communication streams, including social media channels.

VI. Communications

- A. The Section will maintain a website that lists current membership, leadership, and activities. This website will be maintained in the area provided by SAA for component groups.
- B. The Section officers will compile and distribute at least three communications about Section leadership activities to the membership per year. These include: one communication sent prior to the annual meeting that includes nomination information; one notification of election results; and one communication (sent no later than six weeks after the annual meeting) that includes minutes from the Section meeting and steering committee meeting.
- C. In accordance with SAA Guidelines on Component Group Use of Social Media and External Websites, access privileges (user accounts and passwords) for microsites and other communication will be transferred yearly (or on an as-needed basis) to incoming and ongoing officers, committee members, and web liaison during the annual meeting.

VII. Meetings

- A. ~~The Acquisition and Appraisal~~ Section meets once a year at the annual SAA meeting at the time and place scheduled by the SAA ~~program committee and~~ executive office. A steering committee meeting is usually held during the annual meeting.
- B. The steering committee shall meet at least four times annually.
- C. ~~For the section meeting, the vice-chair takes minutes; for the steering committee meeting, the past chair takes minutes. Minutes are made available to the Section within six weeks of the annual meeting.~~

VIII. Amendment

- A. Any member of the ~~Acquisition and Appraisal~~ Section may propose amendments to these by-laws. Proposed amendments must be submitted in writing to the chair.
- B. Proposed amendments must be approved by a simple majority of the Steering Committee. ~~and must be ratified by a two-thirds majority of the total votes cast by members.~~
- C. In accordance with the *SAA Governance Manual* instructions for Section leadership, proposed amendments will be submitted to the executive director of SAA or his/her representatives prior to a vote by the Section membership.
- D. The chair will distribute proposed amendments to the membership through an announcement to the Section listserv. ~~and They may also be announced through the Section newsletter listserv, website and other communication channels.~~ The amendments shall also be available for review on the Section's website for 30 days before voting commences. Voting shall be conducted electronically using by means provided by SAA ~~the Society of American Archivists~~. ~~Members may request a mail-in ballot from the committee in place of an electronic ballot. Members will have a minimum of one week to vote online.~~
- E. Proposed amendments must be approved by a simple majority of the Steering Committee and ~~must be~~ ratified by a two-thirds (2/3) majority of the total votes cast by Section members.
- F. After approval by Section membership, amendments will be sent to the SAA Council for approval and will be added to the Council minutes as described in the *SAA Governance Manual*.

IX. Enactment

- A. ~~These by-laws were revised in 2009.~~ The bylaws were most recently updated by Section vote in 2016.