**AT/Archon Governance**

**A. Steering Committee**

The Steering Committee is composed of six core members, including the officers (Chair, Vice-chair, and Web Liaison). The Steering Committee shall be composed of at least one representative from the Archivists ToolkitTM community and at least one representative from the Archon community.

The Steering Committee directs and coordinates activities of the roundtable and approves appointments made by the Chair, including ex-officio appointments and when vacancies occur. Committee members help establish projects to work on through the year, and plan the annual roundtable meeting. A member of the Steering Committee shall take minutes at the annual roundtable meeting, and assist the Chair in editing the minutes to be posted on the AT/Archon Roundtable website.

Steering Committee members make a commitment to serve for at least two years.

The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

Annual elections are held by electronic ballot.

If an annual ballot is absent of Chair, Vice-chair, or Web Liaison nominees, those positions shall be appointed by the six-member Steering Committee.

**B. Officers**

The Chair,Vice-chair, and Web Liaison serve as officers of the roundtable. Only individual members of SAA and the AT/Archon Roundtable may hold these positions. Steering Committee officers make a commitment to serve for two years.

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, and is responsible for administrative matters, including, but not limited to, annual reports to the SAA.

The Chair may appoint ex-officio members to the roundtable, with approval of the Steering Committee.

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

A new Vice-chair shall be elected at each annual meeting of the roundtable and shall serve for one year as Vice-chair, succeeding automatically to the office of Chair for the subsequent year.

If for any reason the Vice-Chair is unable to serve his/her term as Chair, a new Chair shall be elected in the annual election for a one-year term.

Per the SAA Governance Manual, Section X.V.A., no person may serve as the senior leader of a Roundtable for more than three successive years.