

# **Issues and Advocacy Section of the Society of American Archivists**

## **STANDING RULES**

### **I. Mission**

Provides a forum for discussion on critical issues that the archival profession faces that are not the primary focus of another SAA group.

### **II. Governance**

#### **A. Steering Committee**

The Steering Committee is composed of between six and eight members willing to serve, including the officers (a Chair and a Vice-Chair).

The Steering Committee directs and coordinates the activities of the Roundtable and approves appointments made by the Chair and the Vice-Chair if vacancies occur. Committee members establish projects to work on through the year, help to plan the annual business meeting, and 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 and the Vice-Chair serve as joint officers of the Roundtable. Only individual members of SAA and the Issues and Advocacy Roundtable may hold these positions.

The Chair and the Vice-Chair direct and report the activities of the Roundtable, organize and conduct the annual meeting of the Roundtable, chair the Steering Committee, act as liaisons for the Roundtable to other bodies, appoint Roundtable committees as needed, and handle administrative matters, including, but not limited to, annual reports to the SAA.

#### **C. Committees and Taskforces**

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

## **D. Website Editor**

A Website Editor shall be appointed by the Steering Committee as needed and will serve as a member of the Steering Committee. The website editor should not serve concurrently as either Chair or Vice-Chair of the Roundtable.

The Website Editor is responsible for maintaining and updating the I&AR website as needed and for negotiating all website matters with the SAA office as appropriate.

## **E. Endorsing Proposals for the Annual Meeting**

Endorsements may be given to sessions submitted to the SAA's Program Committee and the I&AR 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 I&AR members or those sessions dealing directly with the I&AR mission. 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 and the Vice-Chair. The Chair will forward the endorsement of the I&AR 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. Elections and Terms**

As of this time there is no official Nominating Committee for the I&A Roundtable; if needed in the future this committee can be added through an amendment to the Bylaws.

Instead, the Chair and the Vice-Chair solicit candidates for the next year's Steering Committee and/or Chair/Vice-Chair positions as needed, using the Roundtable's listserv and/or website, and receive the names of volunteers or persons recommended. They then prepare an appropriate slate of candidates and their statements for general Roundtable membership to vote on.

Roundtable Chair, Vice-Chair, and Steering Committee members are elected via electronic vote by the general membership of the Roundtable four to two weeks prior to the week of the Annual General Meeting of SAA.

As officers, the Chair and the Vice-Chair serve terms that total two years each. Upon completion of his/her term as Vice-Chair, that officer succeeds to the office of Chair for the next term. Their terms are to be staggered such that no year will bring in two brand new Chairs (i.e. 2010-2012 and 2011-2013), so that an experienced Chair or Vice-Chair will share leadership at all times.

Each officer is expected to attend the Annual Meeting.

Steering Committee positions are two-year terms and will be staggered such that no year will bring in an entirely new Steering Committee (i.e. two members will serve 2016-2018 and two members will serve 2017-2019). Steering committee members may hold their position for two consecutive terms of two years (four years total), and then may not be re-elected for a minimum of two years. Steering committee members who wish to run for Vice-Chair must do so at the end of their first term or must wait for two years following the end of their second term to run. Each Steering Committee member is expected to attend the annual meeting or be involved virtually as needed.

The Steering Committee will ensure that there is at least one nominee for Chair, one nominee for Vice-Chair, and two nominees for Steering Committee. All candidates for election must be individual members of SAA and the Roundtable and must provide a statement for their election. It is recommended that Steering Committee members be present at the Annual Meeting but it is not required. The Committee will publicize the candidates on the Roundtable website and via the I&AR and Archivists listserv at least one month preceding the Annual Meeting. The committee will prepare a ballot and conduct an election four to two weeks prior to the week of the annual Roundtable meeting, electronically. Only members of the Roundtable may vote; members may vote only once. Candidates with the highest number of votes shall be elected. New leadership assumes office at the conclusion of the annual meeting of the Roundtable.

#### Section elections

- a. Sections will conduct annual elections via an online ballot system provided by the SAA staff. Members must vote via the online ballot.
- b. Formal calls for nominations will be issued by the section leadership and collected by June 1.
- c. Basic ballot information (e.g., introductory message to voters, listing of offices, number of vacancies for each, names of candidates, and links to candidate statements) will be submitted to the SAA staff by June 15.
- d. Supplementary ballot information (e.g., candidate photos, biographies, and statements), if desired, will be posted by the section leaders to the section website by July 1.
- e. Online ballots containing basic ballot information will be prepared by staff and made accessible during the first week of July and will remain open for at least two weeks.
- f. Section members who are in good standing on June 30 are eligible to vote. Members who join after this date will be eligible to vote during the following year.

g. Ballot results will be reported by staff to the section leaders in order to be announced at the Annual Meeting.

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

### **III. Meetings**

I&AR will meet at least once during the Society of American Archivists' annual meeting and at other times as deemed appropriate by the Steering Committee.

Meetings of Issues and Advocacy Roundtable members – and those interested in the concerns of the Roundtable are encouraged at regional archives meetings.

### **IV. Communication**

I&AR will submit information to the SAA's publication, Archival Outlook, the Issues and Advocacy Listserv and the Archives Listserv. The Roundtable will also disseminate information about its work through its website.

### **V. Roundtable Leadership & Council**

As appropriate, I&AR leadership may meet with SAA Council Representatives to discuss matters of mutual concern.

### **VI. Enactment and Amendments**

These bylaws were first approved and enacted by a majority vote of the membership in December 2010. These bylaws shall be reviewed at least every three years by the Steering Committee.

Proposed amendments to the Bylaws must be published 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 of the Roundtable. A copy of the Bylaws shall be available to any member through the Roundtable's website and upon request to the Steering Committee.

*Adopted by the Issues and Advocacy Roundtable membership on 08/30/13; approved by the SAA Council on 9/30/13. Updated Section F (Elections and Terms) approved by SAA Council and I&A Membership in August 2015.*