

Society of American Archivists

Science, Technology, and Healthcare Roundtable Bylaws

- I. NAME.** The name of the roundtable shall be Science, Technology and Health Care Roundtable.
- II. MISSION.** The mission of the roundtable is to provide a forum for archivists with interests or holdings in science, technology, and health care, presenting opportunities to exchange information, solve problems, and share successes.
- III. MEMBERS.** Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.
- IV. GOVERNANCE.**
 - A. Officers.**

The officers of the roundtable shall be a Senior Co-chair and a Junior Co-chair. The Junior Co-chair shall be elected annually for a two-year term, serving in year one as Junior Co-chair and in year two as Senior Co-chair.
 - B. Duties of Officers.** Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.
 - C. Nominations.** The Senior Co-Chair shall issue a call for nominations, including self-nominations, for the position of Junior Co-chair every May to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officer and announced to roundtable members no later than June 1.
 - D. Elections.**

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

Vacancies due to resignation shall be filled by majority vote of the Steering Committee. (see E. Appointments).
 - E. Appointments.** Roundtable members may be appointed to additional leadership roles by majority vote of the Steering Committee. Considerations for appointments are made by nomination from the membership or self-nomination. Vacancies shall be

filled by majority vote of the Steering Committee; vacancy appointees shall serve out the remainder of the vacated term.

STHC Roundtable appointee roles are:

- Web Liaison
- Newsletter Editor
- Steering Committee
 - The Steering Committee shall be composed of the two Co-chairs, outgoing Senior Co-chair, Web Liaison, Newsletter Editor, and no more than 8 Members At Large.
 - In appointing Members at Large, every effort shall be made to reflect geographic and subject area diversity reflected in the mission statement
 - Members at Large shall be appointed to a 3-year term. Members At Large may be reappointed.
 - Members At Large shall maintain their good standing through a combination of at minimum biennial Annual Steering Committee Meeting attendance, contributing to the Roundtable's development and vitality, listserv participation, responsiveness to requests from the Chairs, and meeting deadlines.

V. MEETINGS. The roundtable shall hold a meeting in conjunction with the SAA Annual Meeting and may meet at other times as deemed appropriate by the officers. The time and agenda shall be communicated in advance via the roundtable's official email discussion list and website.

VI. AMENDMENTS. Amendments to these bylaws shall be determined by a majority vote of roundtable members in a referendum held in conjunction with the roundtable's annual election. Once adopted, new or revised bylaws shall be submitted for approval by the Council to ensure that they become part of the permanent record as a component of Council meeting minutes.