

# **Electronic Records Section of the Society of American Archivist**

## **2005 BYLAWS**

This proposed governance structure was adopted by qualified members of the Electronic Records Section (i.e. SAA members who have selected the Electronic Records Section as their functional section affiliation) at the Electronic Records Section Meeting during the SAA Annual Meeting in Washington on Thursday, August 31, 1995.

### **1. Annual Meeting.**

The Annual Meeting of the Electronic Records Section will be held during the Annual Meeting of the Society of American Archivists.

### **2. Officers.**

- **A. Chair** - The Leader of the section will be the Chair, who will serve for a term of one year beginning at the end of the Section Annual meeting. The Chair will lead all Section meetings and will serve as the official representative of the section. The Chair may appoint section members to serve as Newsletter Editor, Section Secretary, Webmaster or Press Relations Representative, and these members shall be full members of the Steering Committee during the Chair's term of service. Upon completion of the term as Chair, the outgoing chair will become a member of the Steering committee for a term of three years.
- **B. Vice Chair/Chair Elect** - The Vice Chair will be elected by the section members present and voting at the annual meeting of the section. The Vice chair must be a member of the section. The Vice chair will serve a term of one year as Vice Chair and will assume the position of chair at the conclusion of the term of the incumbent Chair. The Vice Chair will assist the Chair in leading the section and will represent the section in the absence of the Chair.
- **C. Steering Committee** - There will be a section steering committee composed of six members. The section steering committee will assist the Chair and the Vice Chair in leading and organizing section activities. Members of the committee will serve for a term of three years, except the initial membership of the committee which will be elected according to the provisions of section III below. Each year, at the Annual Section Meeting, one new member of the steering committee will be elected by a majority of Section Members present and voting. Upon completion of the term as Chair, the outgoing chair will become a member of the Steering Committee for a full term of three years.

**3. Terms of initial membership of the steering committee.**

At the initial organization of the Section governance structure during the Section 1995 Annual Meeting, members of the steering committee will be elected for the following terms:

- 2 members will be elected for a term of one year, terms expiring at the 1996 Annual Meeting.
- 2 members will be elected for a term of two years, terms expiring at the 1997 Annual Meeting.
- 2 members will be elected for a term of three years, terms expiring at the 1998 Annual Meeting.

The successful candidates will be selected by a majority of all Section members present and voting.

**4. Initial election of Section Chair.**

At the initial organization of the Section governance structure the office of Chair will be filled by an election at the 1995 Section Annual Meeting. The successful candidate will be selected by a majority of all Section members present and voting.

**5. Modification of this governance structure.**

This section governance structure may be modified by a vote of all members present and voting at the Section Annual Meeting.