

Society of American Archivists

Encoded Archival Standards (EAS) Section Bylaws

I. NAME.

The name of the roundtable shall be Encoded Archival Standards (EAS) Section.

II. MISSION.

The mission of the roundtable is to promote the implementation and use of encoding standards for dissemination of archival information. To this end, we aim to provide tools and information for use in encoding archival information; discuss and facilitate the use of software for markup, parsing, indexing, and delivery; and monitor and contribute to the development of encoding standards for archival information.

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.

In addition, a Steering Committee of up to three members shall be elected, each for a two-year term, beginning and ending in August at SAA's annual meeting. If a member leaves the Steering Committee before his or her term has ended, the remaining Committee members may appoint an interim member if they so choose.

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 positions of Junior Co-Chair and Steering Committee member(s) every June to all roundtable members via the roundtable's official email discussion list and website. A

slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

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.

E. Appointments.

Roundtable members may be appointed to additional leadership roles by the Co-chairs.

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.

Adopted by the Encoded Archival Description Roundtable membership on 8/16/13; approved by the SAA Council on 9/30/13; Sections I and II amended to reflect name change 7/25/2016.