

## **Local Government Records Roundtable Bylaws**

(Adopted by the Local Government Records Roundtable membership June 14, 2013)

*Amendments made May 28, 2015 to be approved by membership according to the terms of therein. Amendments were approved by membership August 21, 2015. Bylaws were accepted by the Society of American Archivists Council August 1, 2016.*

### **I. NAME.**

The name of the roundtable shall be Local Government Records Roundtable.

### **II. MISSION.**

The mission of the roundtable is to provide a forum for dialogue among archivists concerned with the administration, organization, and care of records of local government.

### **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 roundtable shall be led by a Chair and a Vice Chair who serve staggered two-year terms. The Vice Chair shall be elected annually for a two-year term, serving in year one as Vice Chair and in year two as Chair. Only individual or institutional members of SAA and the Local Government Records Roundtable may hold these positions.

After completion of the two-year term, the immediate past Chair may continue to serve for another year as a Steering Committee member, if a position has become vacant. No person may serve as the senior leader of the roundtable for more than three successive years.

The Steering Committee may consist of at least four members, serving for a three-year term, and shall be appointed by the Chair and Vice Chair on a rotating basis as needed.

Appointments of steering committee members will ideally include a diverse membership in repository type (state, county, city) and geographic location.

## **B. Duties of Officers.**

The Chair directs and reports the activities of the roundtable to membership and the SAA council, chairs the steering committee, organizes and conducts the annual meeting of the roundtable, acts as liaison for the roundtable to other bodies and handles administrative matters.

The Vice Chair/Chair-elect assists the Chair in all activities, conducts nomination and election communication, serves as acting Chair in the absence of the Chair, and participates as a member of the Steering Committee in all its activities.

The Steering Committee assists activities and furthers the objectives of the roundtable. Committee members may help set the agenda for the year, contribute to the roundtable's official email discussion list as needed, contribute to planning the annual meeting of the roundtable, and promote SAA program sessions sponsored by the roundtable.

## **C. Nominations.**

The Vice Chair shall conduct nominations in accordance with the guidelines for Section elections as specified in Section IX. of the SAA Governance Manual.

## **D. Elections.**

Elections shall be conducted in accordance with the guidelines for Section elections as specified in Section IX. of the SAA Governance Manual.

## **E. Appointments.**

Roundtable members may be appointed to the Steering Committee or other leadership roles as needed by the Chair and Vice Chair.

## **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 Chair. 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.