

## Society of American Archivists

### Metadata and Digital Objects Roundtable Bylaws

- I. **NAME.** The name of the roundtable shall be Metadata and Digital Objects Roundtable (MDOR).
- II. **MISSION.** The mission of the roundtable is to promote discussion, education, and collaboration among archivists interested in digitization, digital archival objects, and the metadata that enables access, management, and preservation of digital objects.
- 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 or two Co-Chairs. Ideally, the officers of the roundtable shall be a Senior Co-Chair and a Junior Co-Chair who serve staggered two-year terms. 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.

After completion of the two-year term, the Senior Co-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, nor may any person serve on the Steering Committee of the Roundtable (in any capacities) for more than 6 successive years.

A Steering Committee of seven additional members, serving for a three-year term, shall be elected on a rotating basis as needed.

- B. **Duties of Officers.** Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual and as specified in the [Metadata and Digital Object Roundtable Leadership Handbook](#).
- C. **Nominations.** The Chair shall issue a call for nominations, including self-nominations, for Chair/Co-Chair and other Steering Committee positions as needed, every June, to all roundtable members via the roundtable's official email discussion list and website. MDOR Co-Chairs may be nominated from the general membership or the steering committee. A slate of candidates shall be established by the officers and announced to roundtable members no later than July 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.

Each non-Chair Steering Committee member is elected for a three-year term, with two members ideally elected in each year. Should a Steering Committee member not complete his/her term, the position will be filled by an interim member selected by the Steering Committee and Chair(s). Interim members would be allowed to run for their position when the interim period expires.

The Co-Chairs and Steering Committee members are to be elected annually by the membership in an electronic election. MDOR shall comply with the SAA's criteria and rules for Section elections.

Only members of SAA and of MDOR may:

- 1) Nominate Co-Chairs as well as Steering Committee members, and/or
- 2) Vote via the online ballot.

Newly elected Steering Committee members and Co-Chairs officially begin their terms at the close of the SAA annual meeting.

**E. Appointments.** Roundtable members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, Internship Program Coordinator, Social Media Coordinator, etc.) by majority vote of the Steering Committee. These leadership roles shall have one-year (renewable) terms, as decided by a majority vote of the Steering Committee. Further descriptions of these roles may be found in the [Metadata and Digital Object Roundtable Leadership Handbook](#).

The Steering Committee may also include in its meetings a student representative to serve a one-year (renewable) term.

**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 officer[s]. 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.