

Native American Archives Roundtable By-Laws

I. NAME.

The name of the roundtable shall be the Native American Archives Roundtable (NAAR).

II. MISSION.

The mission of the roundtable is to serve as a forum to educate archivists on the complexities and beauty of Native American archives of the western hemisphere and as a source of communication and inspiration for archivists working with Native American collections.

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 Chair and Vice-Chair/Chair-Elect. 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. The outgoing Chair also serves a third year on the Steering Committee as the Immediate Past Chair and Chair of the Nominating Committee.

In addition, a Steering Committee of six members shall be elected, each for a two-year term, with half elected in each year. Additional members may be elected if so desired by the Officers.

B. Duties of Officers. Officers shall fulfill those responsibilities specified in [Section X](#) of the SAA Governance Manual.

C. Nominations. The Chair shall issue a call for nominations, including self-nominations, for the positions of Vice-Chair/Chair-Elect and Steering Committee members 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 officer[s] 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 (e.g., Newsletter Editor, Web Liaison, etc.) by majority vote of the membership; or in extenuating circumstances, by a majority vote of the steering committee.

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.