## **Society of American Archivists**

## **Privacy and Confidentiality Section**

## **STANDING RULES**

**I. NAME.** The name of the section shall be the Privacy and Confidentiality Section.

**II. MISSION.** The mission of the section is to provide a forum for the discussion of privacy and confidentiality issues and their legal and ethical implications for archival practice.

**III. MEMBERS.** Membership in the section shall be determined according to the guidelines established in [Section IX.](https://www2.archivists.org/governance/handbook/section9) of the SAA Governance Manual. Membership in the section is open to all who are interested in privacy and confidentiality issues.

**IV. GOVERNANCE.**

**A. Bylaws and Standing Rules.** These standing rules of the Privacy and Confidentiality Section shall serve as a supplement to the SAA Section Bylaws, which govern all SAA sections. Please refer to [Section IX. Sections](http://www2.archivists.org/governance/handbook/section9) of the SAA Governance Manual for information on membership, section election procedures, reporting requirements, and more.

**B. Officers.** The officers of the section shall be ~~a Chair and~~ a Vice Chair/Chair-Elect, Chair, and Past Chair. The Vice Chair shall be elected annually for a ~~two~~three-year term, serving in year one as Vice Chair, ~~and in~~ year two as Chair, and year three as Past Chair. In addition, a Steering Committee of ~~three~~ four members shall be elected, each for a two-year term, with staggered terms.

**C. Duties of Officers.** Officers shall fulfill those responsibilities specified in [Section IX.](https://www2.archivists.org/governance/handbook/section9) of the SAA Governance Manual.

**D. 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 May to all section members via the section's official email discussion list and website. A slate of candidates shall be established by the officers and announced to section members no later than June 15.

**E. Elections.** Elections shall be conducted online with the assistance of the SAA staff and in accordance with guidelines for section elections as specified in [Section IX. Sections](http://www2.archivists.org/governance/handbook/section9) of the SAA Governance Manual. Availability of the online ballot and deadline for voting shall be announced by the Chair to all section members via the section’s official email discussion list and website.

**F. Appointments.** Section members may be appointed to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.) by the Chair in consultation with the Steering Committee.

**V. MEETINGS.** The section 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 section's official email discussion list and website.

**VI. AMENDMENTS.** To ensure alignment with SAA’s governance documents, any amendments to the section’s standing rules should be reviewed by the executive director (or her/his designee) and the section’s Council liaison by May 1, before they are put forward in a referendum for vote by the section membership. Proposed amendments to the section’s standing rules will appear on the section’s annual election ballot for a final approval by a simple majority of the section’s membership. Any adopted amendments should be posted promptly to the section’s official microsite and be noted in the section’s next annual report to the Council. Any revisions to the section’s name or mission/description must be submitted to the Council for final approval. For more information on amendment procedures, see [Section IX. Sections](http://www2.archivists.org/governance/handbook/section9) of the SAA Governance Manual.