

Privacy and Confidentiality Roundtable Bylaws

- I. **NAME.** The name of the roundtable shall be the Privacy and Confidentiality Roundtable.
- II. **MISSION.** The mission of the roundtable 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 roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual. Membership in the roundtable is open to all SAA members who are interested in privacy and confidentiality issues.
- IV. **GOVERNANCE.**
 - A. **Officers.** The officers of the roundtable shall be a Chair and a 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. In addition, a Steering Committee of three members shall be elected, each for a two-year term, with staggered terms.
 - 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 member 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 (e.g., Newsletter Editor, Web Liaison, etc.) by the Chair in consultation with 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 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 meeting. 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 Privacy and Confidentiality Roundtable membership on 8/8/13; approved by the SAA Council on 9/30/13.