

**Research Libraries Roundtable
of the
Society of American Archivists**

Bylaws

- I. NAME.** The name of the roundtable shall be **Research Libraries Roundtable**.
- II. MISSION.** The mission of the roundtable is to promote discussion and collaboration on initiatives and research projects that affect archivists working in a research library context.
- 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 a Vice Chair/Chair-Elect. The Vice Chair/Chair Elect shall be elected annually for a two-year term, serving in year one as Vice Chair and in year two as Chair.

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, optionally, Steering Committee, 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.

Any vacancies in elected positions that may occur between election cycles shall be filled as follows. If the current Chair is unable to complete the term, the Vice Chair/Chair Elect will assume the role for the remainder of the term as Acting Chair. The Acting Chair/Vice Chair/Chair Elect will assume the duties of Chair at the close

of the next annual meeting. The Acting Chair/Vice Chair/Chair Elect may appoint an Interim Vice Chair to serve until the next annual election is conducted. If the current Vice Chair/Chair Elect is unable to complete the term, the Chair may appoint an Interim Vice Chair to serve until the next annual election is conducted. If the Vice Chair/Chair Elect is unable to assume the position of Chair at the conclusion of the annual meeting, the vacant Chair position will be filled by the incoming Vice Chair/Chair Elect as Acting Chair and will assume the duties of Chair at the close of the next annual meeting.

- E. Appointments.** A Steering Committee consisting of up to five (5) Roundtable members may be appointed, each for a one-year term, at the discretion of the incoming Chair. Appointments are renewable; however, no person may serve in an appointed position for more than three (3) consecutive years. The Steering Committee may assist the Chair and/or Vice Chair in making recommendations about Roundtable matters.
- 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 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.

Adopted by the Research Libraries Roundtable membership on 08/14/13; approved by the SAA Council on 09/30/13.