

# Recorded Sound Section of the Society of American Archivists

## STANDING RULES Proposed Revisions 2017

- I. **NAME.** The name of the section shall be the ~~Recorded Sound Section~~ Audio and Moving Image Section.
- II. **MISSION.** The mission of the section is to serve as a forum for discussing the role, needs, ~~and care~~ preservation, and management of sound recordings in audio and audiovisual archival collections.
- III. **MEMBERS.** Membership in the section shall be determined according to the guidelines established in Section IX. of the SAA Governance Manual.
- IV. **GOVERNANCE.**
  - A. These standing rules of the Audio and Moving Image Section shall serve as a supplement to the SAA Section Bylaws, which govern all SAA sections. Please refer to Section IX. Sections 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. 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 up to six members shall be elected, each for a one-year term, and the immediate past Chair shall be included as a member of the Steering Committee.
  - C. **Duties of Officers.** Officers shall fulfill those responsibilities specified in Section IX. of the SAA Governance Manual.
  - D. **Nominations.** The Chair shall issue a call for nominations, including self-nominations, for the positions of Vice Chair and Steering Committee Members every June 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

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 majority vote of the Chair, Vice Chair, and 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.** Amendments to these standing rules shall be determined by a majority vote of section members in a referendum held in conjunction with the section's annual election.

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](#) of the SAA Governance Manual.

*Adopted by the Recorded Sound Roundtable membership on 06/2013; approved by the SAA Council on 9/30/13. Updated per the [member affinity group transition](#) approved by the Council, August 2016.*