

Society of American Archivists

Records Management Section

STANDING RULES

ARTICLE I: NAME AND AFFILIATION

The name of this organization shall be the Society of American Archivists Records Management Section, hereinafter referred to as the Section. The Section shall be a subsidiary unit of the Society of American Archivists.

ARTICLE II: PURPOSE AND MISSION

The Records Management Section encourages discussion of current issues in records and information management and promotes better understanding of the importance of collaborative efforts between archivists, records managers, and other information professionals. The section works with the Society of American Archivists to promote proactive and responsible records and information management practices that benefit the Society of American Archivists, archival and records management institutions and professionals, consumers of records and information management services, and society as a whole through the verification of the authenticity and accuracy of records. The section endorses and upholds the profession's ethical standards and guidelines, while encouraging a strong commitment to the professional development of its members through continuing education; developing professional standards and practices; and educating society about records and information management. The section encourages diversity, initiates discussions and training in records management technologies, and promotes public awareness of the records and information management profession and its close ties to archives management.

ARTICLE III: MEMBERSHIP

Any member or non-member of the Society of American Archivists may become a member of the Records Management Section in accordance with [Section IX](#) of the SAA Governance Manual.

ARTICLE IV: MEETINGS

A. The Section shall hold a meeting each year as a part of the schedule of the Annual Meeting of the Society of American Archivists.

B. A quorum for the conduct of business shall be constituted by the membership present at the Annual Meeting.

C. The results of all votes taken at the Annual Meeting shall be considered true and valid and shall remain in effect until the next Annual Meeting or until the steering committee shall decide to hold a special vote using the Society of American Archivists electronic voting procedures.

D. The results of all votes taken at the Annual Meeting shall be governable by the rules and regulations as set forth in the current edition of the Guidelines for [Sections Roundtables](#).

ARTICLE V: STEERING COMMITTEE

A. MEMBERSHIP. The number of steering committee members shall be nine, including the chair, vice-chair, and immediate past chair.

B. ELECTIONS. One-third of the six elected members of the steering committee shall be elected each July by electronic vote in an election supervised by the Society of American Archivists staff. [Additional nominees may be added to the ballot in the case of a vacated term, as described in part E of this Article.](#) The persons receiving the ~~two~~ highest vote totals shall be elected to a term as described in part C of this Article.

C. TERMS. Steering committee members shall serve terms of three (3) years, beginning at the annual meeting following the ballot on which the member was elected. Steering committee members shall be limited to two consecutive terms unless no one is available to stand for election.

~~1. TRANSITION STEERING COMMITTEE TERMS. The incumbent steering committee members at the time these standing rules are adopted will decide internally which members' terms will expire at the next annual meeting, which members' terms will expire at the annual meeting two years following adoption, and which members' terms will expire at the annual meeting three years following adoption. All steering committee members subsequently elected shall serve terms as described above.~~

D. ELIGIBILITY. Steering committee members must be members of the Society of American Archivists and the Records Management Section.

E. VACANCY. In the case of a vacancy or vacancies on the steering committee, the chair and vice-chair, with the approval of the steering committee, may appoint individuals to serve on the steering committee [for the remaining term.](#) [If a steering committee member agrees to run for vice-chair prior to the end of their three-year term the additional vacancy will be added to the regular elections ballot.](#)

ARTICLE VI: OFFICERS

A. DEFINITION. The officers of the Section shall consist of a chair, vice chair/chair-elect, and immediate past chair.

B. CHAIR. The chair shall coordinate the duties of the Section and shall be the official representative of the Section to the Society of American Archivists subsidiary units and outside organizations and persons.

1. TERM. The chair shall serve a term of one (1) year, immediately following that person's term as vice chair/chair-elect. No person shall serve as chair for more than one term in a row, though past chairs may run again via the vice chair/chair-elect route.

~~2. TRANSITION CHAIR TERM. The incumbent chair at the time these standing rules are adopted shall serve a term of one (1) year following the annual meeting subsequent to their adoption. This person shall then become Immediate Past Chair for a full term as described in Article VI, part D.~~

C. VICE CHAIR/CHAIR-ELECT. The vice-chair/chair-elect shall assist the chair in the operation of the Section and shall plan the annual meeting speaker roster.

1. ELECTION. The vice chair/chair-elect shall be elected each July by electronic vote in an election supervised by the Society of American Archivists staff.

2. TERM. The vice chair/chair-elect shall serve a term of one (1) year, beginning at the annual meeting following the most recent election. At the end of this term, the vice chair/chair-elect will become chair as described in Article VI, part B.1.

~~3. TRANSITION VICE CHAIR TERM. The incumbent vice chair at the time these standing rules are adopted shall stand in a referendum to be administered at the time of the steering committee election. If this referendum is successful, the incumbent will serve as vice chair/chair-elect for a term of one (1) year before becoming chair as described in Article VI, part B.1. Otherwise, SAA shall administer a special election for a one-year term as vice chair/chair-elect, to take office immediately or at the annual meeting subsequent to the July vote (whichever is later).~~

D. IMMEDIATE PAST CHAIR. The Immediate Past Chair shall serve as an *ex officio* member of the steering committee and shall assist the officers and steering committee members as appropriate. The Immediate Past Chair may also be called upon to serve as official representative of the Section in the event the chair or vice chair is unavailable.

1. TERM. The Immediate Past Chair shall serve a term of one (1) year, beginning at the annual meeting at which that person's term as chair expires.

~~2. TRANSITION VICE CHAIR TERM. The incumbent Immediate Past Chair at the time these standing rules are adopted shall serve a one (1) year term beginning at the annual meeting immediately subsequent to adoption.~~

E. VACANCY OF ELECTED OFFICERS. In the case of a vacancy in either the chair or vice chair positions, the current steering committee, under guidance from the Society of American Archivists Council liaison to the Section, shall elect a replacement to serve until the next annual meeting.

F. APPOINTED/SPECIAL OFFICERS. The chair and vice chair/chair-elect may, at their discretion, appoint special officers as they see fit to carry out administrative or programmatic functions of the Section. These appointed officers shall be chosen from among the elected steering committee members, ~~and may include (but are not limited to):~~

~~1. SECRETARY. The secretary is responsible for taking notes at the annual meeting and monthly teleconferences, and for posting minutes of these meetings to the Section microsite.~~

~~2. NEWSLETTER EDITOR. The newsletter editor shall be responsible for production and distribution of the Section newsletter, as described in Article VII, part B.~~

~~3. WEBMASTER. The webmaster shall be responsible for maintaining and updating the official microsite of the Section, as hosted on the SAA website.~~

~~4. COMMUNICATIONS COORDINATOR. The communications coordinator shall manage all non-website communications between the steering committee and Section membership and other audiences, including but not limited to listserv communications, blogs, social media, and other media not yet in use by the Section.~~

ARTICLE VII: NEWSLETTER

~~A. The Section shall periodically publish, at least two (2) times per year, a newsletter detailing the activities, projects, and initiatives of the Section and its members.~~

~~B. The newsletter shall be produced in accordance with the “Newsletter Guidelines” of the Section, as amended. The newsletter guidelines will be reviewed annually by the editors and the steering committee.~~

ARTICLE VIII: WEBSITE

A. The Section shall maintain a current website detailing its leadership, membership, and activities and providing resources for the membership. The website shall be placed on the Society of American Archivists server. [The chair is ultimately responsible for the website, but may delegate web maintenance duties among the steering committee.](#)

~~B. The chair and vice-chair shall annually appoint a webmaster, who shall be in charge of maintenance of the website. The webmaster will be supported and advised by a volunteer web design committee, consisting of at least two (2) Section members appointed by the chair and vice-chair.~~

BC. The website shall be maintained and modified in accordance with the guidelines for websites of the Society of American Archivists. The website will adhere to accessibility practices.

ARTICLE ~~IX~~VIII: PARLIAMENTARY AUTHORITY

All meetings of the Section shall be governed by the rules and procedures set forth in the most current edition of *Roberts Rules of Order Newly Revised* in all such cases to which they are applicable and attainable.

ARTICLE ~~IX~~IX: AMENDMENTS

A. 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 final approval by a two-thirds majority of voters. 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.

B. When the Society of American Archivists Council amends or modifies the Guidelines for [SectionsRoundtables](#) that affect specific provisions of these Bylaws, then those provisions shall be considered amended and shall immediately go into effect, not requiring a vote of the [sectionroundtable](#) membership. Such automatic changes shall be placed into these Bylaws in all places to which they are applicable.