

**Society of American Archivists**  
**Public Library Archives/Special Collections Section**  
**STANDING RULES**

**I. NAME.** The name of the section shall be the Public Library Archives/Special Collections Section (PLASC) of the Society of American Archivists (SAA).

**II. MISSION.** The Public Library Archives/Special Collections Section serves to encourage advocacy for and education about archival, manuscript, local history, genealogy, and other historic and special collections within public libraries of all sizes.

The Section provides an arena for discussion and dissemination of best practices of the archives, library, museum, and history fields. It works to support the informational, historical, and cultural interests that converge in public library archives and special 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. Bylaws and Standing Rules.** These standing rules of the PLASC 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 two Co-Chairs and a Secretary. The Co-Chairs serve two-year terms, staggered, to ensure an experienced Co-Chair will share leadership at all times. If two new chairs are required, one will be designated as completing an unfinished term, and the other will begin a full two-year term. The Secretary shall be elected annually for a one-year term. Officers may serve a maximum of three consecutive years. In addition, two At-Large Members will be appointed by the Chair, each for a two-year term. A Webmaster will be appointed by the Chair for a one-year term. Together these three elected and three appointed individuals comprise the Section's Steering Committee. Officers shall fulfill those responsibilities specified in Section X. of the SAA Governance Manual.

**C. Duties of Officers.**

**1. Co-Chair.**

- a. The PLASC Co-Chair serves a two-year term in office that begins immediately after the Society of American Archivists Annual Meeting.
- b. The Co-Chairs coordinate to fulfill the following responsibilities:

## PLASC Standing Rules with revisions (6/1/24)

1. Provide general oversight for all activities of the **Section**, Steering Committee and **Section** committees.
2. With the approval of the Steering Committee, shall appoint (or reappoint) all committee members.
3. Schedule all PLASC meetings at the SAA Annual Meeting in consultation with the Steering Committee and provide communication about the meetings to SAA staff.
4. Notify the SAA Executive Office of newly elected leaders within 14 days of the close of the Annual Meeting and as changes may occur to the Steering Committee roster throughout the year.
5. Communicate actively with the Steering Committee about all **Section** and committee business to ensure meeting of deadlines and completion of goals. The Co-Chairs advise the Steering Committee regarding communication from the Council Liaison.
6. Utilize the PLASC membership electronic discussion list to communicate Section topics, discussion, and issues to foster a virtual community as needed.
7. Preside at the annual business meetings and at all Steering Committee meetings.
8. In conjunction with the Secretary, **the Co-Chairs** prepare and submit an annual report to the Society of American Archivists within 90 days of the close of the Annual Meeting.
9. Maintain communication with the Council Liaison in regard to information, deadlines, and bylaw amendments.

### **2. Secretary.**

- a. The PLASC Secretary serves a one-year term beginning immediately after the Society of American Archivists Annual Meeting and extending through the next Annual Meeting.
- b. The Secretary attends and participates in all PLASC discussions and meetings.
- c. The Secretary communicates actively with the Steering Committee about all **Section** and committee business to ensure meeting of deadlines and completion of goals.
- d. The Secretary prepares and disseminates minutes for all Steering Committee meetings and for annual business meeting.
- e. The Secretary distributes, and collects a sign-in sheet for the annual business meeting and includes the list of attendees in the minutes of the meeting.
- f. In conjunction with the **Co-Chairs**, the Secretary prepares and submits an annual report to the Society of American Archivists within 90 days of the close of the Annual Meeting.

## PLASC Standing Rules with revisions (6/1/24)

g. The Secretary monitors and responds to communication on the PLASC membership electronic discussion list as needed.

### **D. Steering Committee**

#### **1. At-Large Member(s).**

a. Two **Section** members shall be appointed by the **Co-Chairs** to serve as At-Large Members of the Steering Committee, each serving for a two-year term that begins immediately following the Society of American Archivists Annual Meeting and extends through the next two Annual Meetings. Members shall be considered At-Large to assume responsibilities on as-needed basis. At least one of the At-Large Steering Committee members shall focus on the PLASC **microsite**.

b. The At-Large Members shall be appointed by the **Co-Chairs** from among nominations received. Failing nominations the **Co-Chairs** may appoint At-Large Members on a volunteer basis.

c. At-Large Members attend and participate in all PLASC discussions and meetings.

d. At-Large Members communicate actively with the Steering Committee about all **Section** and committee business to ensure meeting of deadlines and completion of goals.

#### **2. Webmaster.**

a. The Webmaster shall be appointed by the **Co-Chairs** for a one-year term beginning immediately after the Society of American Archivists Annual Meeting and is extended through the next Annual Meeting. The Webmaster may serve a maximum of three consecutive years.

b. The Webmaster updates and maintains the PLASC website in coordination with the SAA staff; verifies that all website content is current and accessible; assists in building online collections of resources; fields questions and suggestions regarding online content from the membership.

c. The Webmaster attends all PLASC business meetings, at which he/she presents a report on website activities, problems, and recommendations.

d. The Webmaster communicates actively and maintains regular contact with the PLASC Steering Committee.

**E. Nominations and Elections.** The **Co-Chairs** shall issue a call for nominations, including self-nominations, for all positions 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 Steering Committee and announced to **Section** members no later than July 15.

## PLASC Standing Rules with revisions (6/1/24)

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 **Co-Chairs** to all section members via the section's official email discussion list and website.

**F. Committees.** Committees may be created as needed by the Steering Committee or the **Co-Chairs**. The **Co-Chairs** shall appoint the members and designate the chair of each committee. Committees shall be responsible for completing short- and long-term goals as charged by the Steering Committee, and shall submit reports to the Steering Committee per the charge to the committee.

1. Committee chairs shall ensure communication with the Steering Committee. Each committee chair shall submit a written annual report of committee activities, accomplishments, and action of the preceding year to the **Co-Chairs** and Secretary in advance of the annual membership meeting. This will ensure that all committee activities will be included in the **Section** report submitted by the Secretary.

2. Committee chairs shall facilitate communication between and among committee members to address topics, moderate discussion, and take action on committee business.

**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 Steering Committee. 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 of the SAA Governance Manual.