

**Society of American Archivists
Archives Management Section**

**STANDING RULES
Proposed Revisions, May 2021**

I. Name

The name of the section shall be the Archives Management Section (heretofore referred to as “Section”).

II. Mission

The Section identifies and addresses management and leadership issues impacting archivists and archival institutions; advocates for members in management and aligned roles; and provides a forum for discussing management-related issues and concerns.

III. Goals and Objectives

The Section’s goals and objectives are to:

1. Support archivists in management positions and with management responsibilities.
2. Represent archivists in management positions and with management responsibilities to other SAA Sections, bodies within SAA, and aligned communities.
3. Provide a forum for Section members to share their concerns and learn from one another.
4. Encourage Section members to meet outside of the SAA Annual Meeting, including informally, at regional conferences, or remotely.
5. Encourage Section members to pursue leadership opportunities within SAA and research and publication projects that are of relevance to Section members.
6. Provide direction and leadership to SAA with regards to management issues and collaborate with SAA to develop and promote management training for archivists.
7. Encourage Section membership to propose management-related programs for the SAA Annual Meeting.

IV. Membership

Membership in the section shall be determined according to the guidelines established in [Section IX. Sections](#) of the SAA Governance Manual.

V. Governance

These standing rules of the Archives Management 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.

A. Officers and Steering Committee. The officers of the section shall be a Chair, a Vice Chair/Chair-Elect, an Immediate Past Chair, a Secretary, and six at-large Steering Committee members. Officers must be SAA and Section members in good standing. All Officers and Steering Committee members begin their terms at the close of the SAA Annual Meeting.

1. Terms of Office

- a. Vice Chair/Chair-Elect, Chair, and Immediate Past Chair: The individual elected Vice Chair/Chair-Elect shall serve a term of three years: the first as Vice Chair/Chair-Elect, the second as Chair, and the third as Immediate Past Chair. The close of the annual section meeting shall mark the beginning of each of these rotating one-year terms.
- b. Secretary: The Secretary shall serve a term of one year with a term limit of three years
- c. Steering Committee Members. Each Steering Committee member shall serve a term of three years.

2. Method of Selection

- a. Vice Chair/Chair-Elect: The Vice Chair/Chair-Elect shall be elected annually by the Section membership. In case of a vacancy in the office of the Vice-Chair/Chair-Elect, the Steering Committee or Nominating Committee shall conduct a special election to fill the remainder of the unexpired term.

- b. Chair: The Vice Chair/Chair-Elect becomes Chair after one year of service. In case of a vacancy in the office of the Chair, the Vice Chair/Chair-Elect shall assume that office for the remainder of the unexpired term.
- c. Immediate Past Chair: The Chair become the Immediate Past Chair after one year of service. In the case of a vacancy in the office of the Immediate Past Chair, the position will remain vacant until the current Chair becomes the Immediate Past Chair.
- d. Secretary: The Secretary is elected annually by the Section membership.
- e. Steering Committee Members: The Steering Committee shall also consist of six at-large members with staggered terms, with two members elected annually by the Section membership.
- f. In case of a vacancy on the Steering Committee, the vacancy will be filled during the next regularly scheduled election for the remainder of the previous term.

B. Duties of Officers.

1. Chair: The Chair shall preside over Section meetings and over meetings of the officers and steering committee, and, with the assistance of the other section officers, direct the Section's activities.

2. Vice Chair/Chair-Elect: In the absence of the Chair, the Vice Chair/Chair-Elect shall assume the duties of the Chair. The Vice Chair/Chair-Elect will be responsible for liaising with other SAA Sections and user communities to develop and schedule Section programming.

- 3. Immediate Past Chair: The Immediate Past Chair, working with members of the Steering Committee, coordinates the nomination and election process and prepares a slate of candidates for elections.

C. Duties of the Steering Committee.

1. Provide leadership to and share information with Section members.
2. Promote and facilitate planning and execution of projects of relevance to archival managers.

3. Organize Section elections and voting under the leadership of the Immediate Past Chair.
4. Solicit input from members about Section priorities and initiatives.

D. Appointments. Section members may be appointed to additional leadership roles (e.g., Web Liaison, etc.) by majority vote of the Officers and Steering Committee.

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 Immediate Past Chair to all section members via the section's official email discussion list and website.

VII. MEETINGS.

- A. The Section shall meet once a year during SAA's Annual Meeting. The time and agenda shall be announced via the Section's official email discussion list and on the Section's microsite.
- B. The Officers and the Steering Committee shall meet virtually or by phone on a regular basis.

IX. 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.](#) of the SAA Governance Manual.