

Society of American Archivists Science, Technology and Health Care Section

STANDING RULES

I. NAME. The name of the section shall be Science, Technology and Health Care Section.

II. MISSION. The mission of the section is to provide a forum for archivists with interests or holdings in science, technology, and health care, presenting opportunities to exchange information, solve problems, and share successes.

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 Science, Technology and Health Care 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 Senior Co-chair and a Junior Co-chair. The Junior Co-chair shall be elected annually for a two-year term, serving in year one as Junior Co-chair and in year two as Senior Co-chair.

B. Duties of Officers. Officers shall fulfill those responsibilities specified in [Section IX.](#) of the SAA Governance Manual.

C. Nominations. The Senior Co-Chair shall issue a call for nominations, including self-nominations, for the position of Junior Co-chair every May to all section members via the section's official email discussion list and website. A slate of candidates shall be established by the officer and announced to section members no later than June 15.

D. 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.

Vacancies due to resignation shall be filled by majority vote of the Steering Committee. (see E. Appointments).

E. Appointments. Section members may be appointed to additional leadership roles by majority vote of the Steering Committee. Considerations for appointments are made by nomination from the membership or self-nomination. Vacancies shall be filled by majority vote of the Steering Committee; vacancy appointees shall serve out the remainder of the vacated term.

STHC Section appointee roles are:

- Web Liaison
- Newsletter Editor
- Newsletter committee members (1-2)
- Steering Committee
 - The Steering Committee shall be composed of the two Co-chairs, outgoing Senior Co-chair, Web Liaison, Newsletter Editor, Newsletter committee members, and no more than 8 Members At Large.
 - The outgoing Senior Co-chair will serve a 1-year term. The Senior Co-chair may be (but does not have to be) appointed as a member-at-large once this term ends.
 - In appointing Members at Large, every effort shall be made to reflect geographic and subject area diversity reflected in the mission statement
 - Members at Large shall be appointed to a 3-year term. Members At Large may be reappointed.
 - Members At Large shall maintain their good standing through a combination of at minimum biennial Annual Steering Committee Meeting attendance, contributing to the Section's development and vitality, listserv participation, responsiveness to requests from the Chairs, and meeting deadlines.

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. 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 simple 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.

Approved by the STHC membership and the SAA Council, September 2013. Updated per the [member affinity group transition](#) approved by the Council, August 2016.