

- [Join/Renew](#)
- [Bookstore](#)
- [Courses](#)
- [Annual Meeting](#)
- [Donate](#)
- [SAA Connect](#)

[Login](#)

- [About Archives](#)
 - [What Are Archives?](#)
 - [Using Archives: A Guide](#)
 - [Donating Personal/Family Papers](#)
 - [Donating Organizational Records](#)
 - [Copyright & Unpublished Material](#)
 - [A Guide to Deeds of Gift](#)
 - [Standards](#)
 - [Development & Review](#)
 - [SAA-Developed Standards](#)
 - [Endorsement of External Standards](#)
 - [Proposal for Inclusion of Non-Endorsed Standard](#)
 - [Archival Organizations](#)
 - [U.S. & Canada](#)
 - [International](#)
 - [Allied Professional Organizations](#)
 - [Affiliated Groups](#)
 - [Representatives](#)
 - [Archival Consultants](#)
 - [How to List](#)
 - [Find an Archivist](#)
 - [Resources](#)
 - [Bibliography of American Archival History](#)
 - [Facts & Figures](#)
 - [News & Press Releases](#)
- [About SAA](#)
 - [Who We Are](#)
 - [Core Values & Code of Ethics](#)
 - [Code of Conduct](#)
 - [Strategic Plan](#)
 - [Position Statements](#)
 - [News & Press Releases](#)
 - [SAA Archives & History](#)
 - [Benefits of Membership](#)
 - [Individual Membership](#)
 - [Student Membership](#)
 - [Associate Membership](#)
 - [Institutional Membership](#)
 - [Awards & Scholarships](#)
 - [Fellows of SAA](#)
 - [Awards for Excellence](#)
 - [Travel Awards](#)
 - [Student Scholarships](#)
 - [Recipients](#)
 - [Governance](#)
 - [SAA Council](#)
 - [Commitment Groups](#)
 - [Minutes | Reports | Agendas](#)
 - [Leader Resources](#)
 - [Governance Manual](#)
 - [SAA Foundation](#)
 - [Donate Now!](#)
 - [Board of Directors](#)
 - [Grant Funding](#)
 - [Minutes | Reports | Agendas](#)
 - [Volunteer](#)
 - [Contact Us](#)
 - [Staff Directory](#)
 - [Advertising Opportunities](#)
 - [Communication Channels](#)
- [Careers](#)
 - [SAA Career Center](#)
 - [Job Seekers](#)
 - [Career Learning Center](#)
 - [Paid Internships](#)
 - [Employers: Post a Job](#)
 - [Career Services Commons](#)
 - [Career Counselors](#)
 - [Appointments](#)
 - [Services](#)
 - [Professional Development](#)
 - [Continuing Education](#)
 - [Mentoring Program](#)
 - [Explore a Career in Archives](#)
 - [So You Want to Be an Archivist...](#)
 - [Directory of Archival Education](#)
- [Education](#)
 - [Annual Meeting](#)
 - [ARCHIVES + RECORDS 2022](#)
 - [ARCHIVES + RECORDS 2021](#)
 - [Past Locations and Attendance](#)
 - [Continuing Education](#)
 - [Calendar](#)
 - [Online Learning](#)
 - [Course Catalog](#)
 - [Education Fees & Policies](#)
 - [Instructors](#)
 - [Host a Course](#)
 - [Continuing Education Development](#)
 - [Archival Continuing Education \(ACE\) Guidelines](#)
 - [Certificate Programs](#)
 - [Arrangement & Description \(A&D\)](#)
 - [Digital Archives Specialist \(DAS\)](#)
 - [Course Resources](#)
 - [FAQs](#)
 - [Graduate Archival Education](#)
 - [Directory of Archival Education](#)
 - [Guidelines for a Graduate Program in Archival Studies](#)
 - [Students](#)
- [Publications](#)
 - [Bookstore](#)
 - [Latest Releases](#)
 - [One Book, One Profession](#)
 - [Archival Fundamentals Series III](#)
 - [Trends in Archives Practice](#)
 - [Archival Futures](#)
 - [Bookstore FAQs](#)
 - [American Archivist](#)
 - [How to Access Issues](#)
 - [Reviews Portal](#)
 - [Submissions](#)
 - [Advertising](#)
 - [Subscription](#)
 - [Archival Outlook](#)
 - [Issues](#)
 - [Submit an Article](#)
 - [Advertising](#)
 - [In the Loop](#)
 - [Subscribe](#)
 - [Submit Announcement](#)
 - [Advertising](#)
 - [Book Publishing](#)
 - [Guidelines for Book Proposals](#)
 - [Guidelines for Manuscript Submissions](#)
 - [Guidelines for Archival Futures](#)
 - [Module Guidelines - Trends in Archives Practice](#)
 - [Advice for Authors](#)
 - [Dictionary of Archives Terminology](#)
 - [About the Dictionary](#)
 - [Suggest a Term](#)
 - [Feedback on a Term](#)
 - [Word of the Week](#)
 - [Case Studies](#)
 - [Archival Ethics](#)
 - [Campus Case Studies](#)
 - [Diversifying the Archival Record](#)
 - [Government Records](#)
 - [Native American Archival Materials](#)
 - [Records Management](#)
 - [Teaching With Primary Sources](#)
 - [Trends in Archives Practice](#)
 - [More Resources](#)
 - [Archives in Context Podcast](#)
 - [Research Forum](#)
 - [Brochures](#)
 - [SAA Sampler Series](#)
 - [Thesaurus for Use in College and University Archives](#)
 - [Free Publications](#)
 - [Write For SAA!](#)
- [Advocacy](#)
 - [Public Policy](#)
 - [Archives, Public Policy & Your Advocacy Guide](#)
 - [Position Statements & Issue Briefs](#)
 - [SAA Public Policy Agenda](#)
 - [SAA Legislative Agenda](#)
 - [Resources & Toolkits](#)
 - [Federal Funding Impact Story](#)
 - [Public Awareness](#)
 - [American Archives Month](#)
 - [#AskAnArchivist Day](#)
 - [ArchivesAWARE! Blog](#)
 - [Elevator Speech](#)
 - [Resources & Toolkits](#)
 - [Within Your Institution](#)
 - [Trys](#)
 - [Resources & Toolkits](#)
 - [Crisis + Disaster Response](#)
 - [COVID-19 Pandemic Resources](#)
 - [Documenting in Times of Crisis](#)
 - [Crisis Collecting Assistance Team](#)
 - [May Day: Saving Our Archives](#)
 - [Disaster Recovery Fund \(NDRFA\)](#)
 - [Preservation Week](#)
 - [A+CENSUS II](#)
 - [General FAQs](#)
 - [Archives Administrators: FAQ](#)
 - [FAQ for Partner Organizations](#)
 - [Suggest SAA Advocacy Action](#)
 - [Take Action!](#)
 - [The Climate Data Harvest Project](#)
 - [Archives Change Lives](#)
 - [Read the Stories](#)
 - [Share Your Story](#)
 - [Get Recognized](#)
- [Membership](#)
 - [Join / Renew](#)
 - [Benefits of Membership](#)
 - [Individual Membership](#)
 - [Student Membership](#)
 - [Associate Membership](#)
 - [Institutional Membership](#)
 - [List of All Dues Categories](#)
 - [Resources](#)
 - [Update My Profile](#)
 - [Directory of SAA Members](#)
 - [Email Discussion Lists](#)
 - [Leader Resources](#)
 - [Mentoring Program](#)
 - [Groups](#)
 - [SAA Council](#)
 - [Fellows](#)
 - [Committees & Boards](#)
 - [Sections](#)
 - [Student Chapters](#)
 - [Task Forces & Working Groups](#)
 - [Representatives](#)
 - [Affiliated Groups](#)
 - [SAA Connect](#)
 - [My Communities](#)
 - [My Profile](#)
 - [Post a Message](#)
 - [Notification Settings](#)
 - [Help/FAQs](#)
 - [Students](#)
 - [Directory of Student Chapters](#)
 - [Paid Internships](#)
 - [Scholarships & Travel Awards](#)
 - [Students at Large: New Archives Professionals \(SNAP\) Section](#)
 - [Leader Resources](#)
 - [Get Involved](#)
 - [Important Dates & Deadlines](#)
 - [Microsite Manual](#)
 - [Funding for SAA Groups](#)
 - [Connect](#)

[Home](#) » [Groups](#) » [Visual Materials Section](#) » [Standing Rules](#)

Standing Rules

- [Steering Committee Roster](#)

Society of American Archivists Visual Materials Section STANDING RULES

Article 1. Name.

The name of this section shall be the Visual Materials Section of the Society of American Archivists (SAA), hereinafter referred to as the Section.

Article 2. Objective.

To promote greater communication among visual materials archivists and to represent and promote appropriate care, management, and use of visual materials collections to the greater archival community through annual meetings, continuing education programs, and publications, including a newsletter, web site, and appropriate social media, reporting on the Section's activities and other matters related to visual materials collections.

Article 3. Membership.

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

Article 4. Governance.

These standing rules of the Visual Materials 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.

Article 5. Leadership.

- A. The Section shall be guided by a Steering Committee composed of Chair, Chair-elect, Immediate Past Chair, elected members-at-large, and Committee Chairs.
- B. Terms of office.
1. The Chair and Chair-elect shall serve a term of one year each. The Chair may not be elected to serve as Chair-elect in the year immediately following his/her term of office.
 2. The three elected Steering Committee members shall serve alternating three year terms.
 3. The Communications Coordinator, News Editor and Webmaster are appointed by the Chair, with advice from the Steering Committee, to a two year term each, which can be renewed indefinitely.
 4. The Chair, Chair-elect, and elected Steering Committee members shall assume office at the close of the annual Section meeting in which they are elected, and shall serve until their successors have taken office.
- C. Nomination and Election.
1. Nomination
 - a. The Elections Working Group shall call for nominations for Chair-elect and Member-at-large on the Section listservs and the Section website.
 - b. Only individuals who have consented to nomination may be listed on the slate of candidates.
 2. Election.
 - a. The Elections Working Group shall prepare a ballot for distribution through SAA electronic channels. This ballot shall include provision for a write-in candidate.
 - b. 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.
 3. Vacancies in Office.
 - a. Chair. In the case of vacancy in the office of Chair, the Chair-elect shall assume the office and duties of Chair.
 - b. Chair-elect. In the case of vacancy in the office of Chair-elect, the office shall remain vacant until the next annual Section meeting, at which time a new Chair and Chair-elect shall be elected.
 - c. Member-at-Large. In the case of a vacancy, the Chair, guided by the Steering Committee, shall appoint a replacement who shall fill the position to the end of that position's next year election cycle. The elected replacement shall serve for either the full term of three years if elected during the year of that member's fall term, or a portion of the term if elected during a year when that Member-at-Large position would not come up for election.

Article 6. Business.

- A. Meeting times. The Section shall meet once a year at the time of the annual meeting of the Society of American Archivists. The time of and agenda for this meeting shall be announced on the Section Listserv and Section website at least three weeks in advance of the meeting.
- B. Other meetings. Section meetings may be scheduled at the call of the Chair. Such meetings shall be announced on the VisualMat listserv, the SAA Section listserv, and the Section website.
1. Such meetings shall be announced on the Section listserv and the Section website.
 2. A report of a meeting called by the Chair must be posted on the Section web site within three weeks following the meeting.
 3. Decisions proposed during any meeting called by the Chair shall be taken on the Section web site immediately following the meeting, and approved by the membership at large during the annual election 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.
- C. Voting. All policy decisions shall be determined by a plurality of members in an online vote. Voting in these cases shall be coordinated by the Chair and Chair-elect with guidance from the Steering Committee, and will be communicated clearly and in a timely manner to the membership by means of the Section membership listserv and the website. For elections voting, see [Article 5.C.2](#).

Article 7. Committees and Working Groups.

- A. The Chair may appoint or dissolve Committees (ongoing) and Working Groups (ad hoc) as needed. Each Committee and Working Group shall have a written charge; Working Groups shall also have a specified period of time.
- B. Elections Working Group.
1. The Elections Working Group shall consist of the two most recent, available, past Chairs and should include the Immediate Past Chair if possible. Members of the Working Group shall serve for no more than two consecutive years. Members of the Working Group may not nominate themselves or each other for office.
 2. The Working Group shall prepare a slate of candidates for election reflecting the diversity of the Section's membership, especially in terms of location, size, and type of employing institution. The Working Group shall request of nominees consent to candidacy and a brief biographical and position statement for posting on the Section web site immediately preceding the annual Section meeting.
- C. Communications Committee.
1. The Communications Coordinator is the Chair of the Committee as appointed by the Section Chair.
 2. The News Editor is appointed by the Chair in consultation with the Communications Coordinator. The Editor may appoint assistant Editors from among the Section members. Prior to publication, the newsletter shall be prepared and reviewed by the Editor and Assistants and forwarded to the Section Chair for approval.
 3. The Webmaster is appointed by the Chair in consultation with the Communications Coordinator. The Webmaster may appoint assistant Webmasters from among the Section members. The Webmaster is responsible for posting time sensitive announcements on the website in a timely manner.
 4. The Views, website and other social media shall be published in compliance with the SAA Guidelines for Sections.
- D. Cataloging and Access Committee (VMCAC)
1. The Visual Materials Cataloging and Access Committee (VMCAC) provides a forum for archivists and others working with visual collections to discuss cataloging and access issues including, but not limited to, description methods, digitization, cataloging tools and standards, and other esoteric topics.
 2. VMCAC shall be an ongoing contributor to VMS's newsletter, 'Views', with a column, "Voices from VMCAC," dedicated to VMCAC member projects and contributions.
 3. The VMCAC chair shall be appointed by the VMS chair annually and shall serve as the VMS Steering Committee.

Article 8. Policy for Revision of Standing Rules.

Standing Rules shall be reviewed every 4 years by the Steering Committee and Working Group members. All proposed changes to the revision of rules shall be distributed via the Section listserv and posted on the Section web site 30 days prior to the annual section election. Proposed revisions to the standing rules will appear on the section's annual election ballot for final approval by a simple majority of the section's membership.

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 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.

Article 9. Parliamentary Authority.

Roberts Rules of Order, latest edition, shall govern the proceedings of the Section, except as otherwise provided for in the bylaws of the Section, or in the constitution, bylaws, or other special rules of the Society of American Archivists.

Last Adopted 1990 August 31, Seattle, Washington; Revised, 2004 January, Boston, Massachusetts; Revisions adopted, 2004 August, Boston, Massachusetts; Revisions adopted, August 2008; Revised, February 2009; Revised, July 2012; Revisions Adopted, August 2012. Updated per the [member affinity group transition approved by the Council, August 2016](#). Revisions approved July 2018. Cataloging and Access Committee created/Approved November 2018.

Attachment	Size
Visual Materials Section Standing Rules, 2018 Proposed Revisions.pdf	155.42 KB
VisualMaterialsSectionBylaws2012.pdf	176.09 KB

Group News Item

- [2022 Election, Candidate Statements](#)
- [SAA Visual Materials Section Update Information, 2021](#)
- [2021 Annual Meeting \(Virtual\) Update!](#)
- [SAA VMCAS 2020 Election Results are IN!](#)

Group Page

- [Visual Material Cataloging and Access Committee](#)
- [Google Hangout: Writing Cataloging Guidelines](#)
- [Google Hangout: "Silo-ing"](#)
- [Image Cataloging Resources](#)
- [General VMCAS Legacy Information](#)
- [Proposed Updates to Standing Rules](#)
- [Standing Rules](#)

Group Menu

- [VMCAS Legacy Information](#)
- [Group Menu \(1\)](#)
- [Group News Item \(4\)](#)
- [Group Page \(7\)](#)

[Login](#) to post comments

Visual Materials Section

- [VMCAS Legacy Information](#)
- [General VMCAS Legacy Information](#)

- [About Archives](#)
 - [What Are Archives?](#)
 - [Standards](#)
 - [Archival Organizations](#)
 - [Archival Consultants](#)
 - [Resources](#)
- [About SAA](#)
 - [Who We Are](#)
 - [Benefits of Membership](#)
 - [Awards & Scholarships](#)
 - [Governance](#)
 - [SAA Foundation](#)
 - [Contact Us](#)
- [Careers](#)
 - [SAA Career Center](#)
 - [Career Services Commons](#)
 - [Professional Development](#)
 - [Explore a Career in Archives](#)
- [Education](#)
 - [Annual Meeting](#)
 - [Continuing Education](#)
 - [Certificate Programs](#)
 - [Graduate Archival Education](#)
- [Publications](#)
 - [Bookstore](#)
 - [American Archivist](#)
 - [Archival Outlook](#)
 - [In the Loop](#)
 - [Book Publishing](#)
 - [Dictionary of Archives Terminology](#)
 - [Case Studies](#)
 - [More Resources](#)
- [Advocacy](#)
 - [Public Policy](#)
 - [Public Awareness](#)
 - [Within Your Institution](#)
 - [Crisis + Disaster Response](#)
 - [A+CENSUS II](#)
 - [Suggest SAA Advocacy Action](#)
 - [Archives Change Lives](#)
- [Membership](#)
 - [Join / Renew](#)
 - [Resources](#)
 - [Groups](#)
 - [SAA Connect](#)
 - [Students](#)
 - [Leader Resources](#)

