

Bylaws of the Society of American Archivists Web Archiving Roundtable

I. Name

The name of this roundtable shall be Web Archiving Roundtable.

II. Mission

To heighten advocacy and awareness of the issues archivists encounter related to the selection, appraisal, harvesting, management, preservation, and provision of access to web content.

III. Goals and Objectives

- A. Provide SAA a voice for issues related to web archiving.
- B. Enhance web archiving through the creation of best practices and community-based standards.
- C. Give direction and leadership to SAA in regards to web archiving.
- D. Cultivate the need for archives and special collections to create new job lines or repurpose existing ones to include a web archiving component.
- E. Educate the membership of SAA by increasing their understanding and ability to implement web archiving practices within their own institutions.
- F. Serve as a liaison to other organizations, nationally and internationally, engaged in web archiving, such as the Archive-It Partner Meeting and the International Internet Preservation Consortium.

IV. Membership

The Web Archiving Roundtable is open to any persons interested in the archival efforts to collect the web. Membership in the roundtable shall be determined according to the guidelines established in Section X: Roundtables of the SAA Governance Manual. Nonmembers of SAA may also participate in the Web Archiving Roundtable but will not have voting privileges or be eligible for elected/appointed leadership positions.

V. Meetings

The Web Archiving Roundtable will meet formally as a body at least once a year during the annual Society of American Archivists' Meeting. Other meetings or meetups may be held during the year at the discretion of the Steering Committee at-large with approval from the Chair or Vice Chair.

VI. Governance

Approved 08/14/2013

The Web Archiving Roundtable Steering Committee is composed of six members from the roundtable leadership: Chair, Vice Chair, Secretary, Web Liaison, Education Coordinator, Social Media Manager. When applicable, a seventh member of the Steering Committee will be appointed from the Best Practices/Toolbox Committee. The Chair, in consultation with the Vice Chair and the Past Chair, is responsible for appointing members from the Best Practices/Toolbox Committee to serve on the Steering Committee if needed. The Chair will serve as the head of the Steering

Committee. The Steering Committee directs and coordinates all roundtable activities, including the establishment of annual projects and meetings.

Elected positions of leadership are as follows:

Chair:

- Provides leadership for
 - Elections
 - Reporting
 - Governance
 - Meetings
- Serves as liaison to SAA and other bodies.
- Coordinates session proposals for annual meeting.
- Serves as the head of the Steering Committee.
- Fulfills all responsibilities specified in Section X: Roundtables of the SAA Governance Manual.

Vice Chair:

- Gives support to fulfill the duties and responsibilities of the Chair as assigned.
- Operates as acting Chair in the absence of the Chair.
- Serves as member of the Steering Committee.
- Fulfills all responsibilities specified in Section X: Roundtables of the SAA Governance Manual.

Secretary::

- In consultation with Chair and Vice Chair establishes all Steering Committee meetings.
- Calls for and distributes agenda items for Steering Committee meetings.
- Records meeting minutes and distributes them to the Steering Committee.
- Serves as member of the Steering Committee.

Web Liaison:

- Maintains and updates roundtable website, for both SAA and external sites.
- Serves as member of the Steering Committee.

Education Coordinator:

- Serves as the roundtable's liaison to SAA Education Committee.
- Arranges informal online meet-ups for members.
- Prepares educational experiences, such as guest speakers, etc.
- Serves as member of the Steering Committee.

Social Media Manager:

- Coordinates and updates social media feeds utilized by the roundtable.
- Serves as a member of the Steering Committee.

Appointed positions of leadership are as follows:

Best Practices/Toolbox Committee: (3-6 individuals)

- Creates/updates standards and promotes strategies to enhance the quality of web archiving.
- Shares links and resources with members, providing up-to-date information regarding developments in web archiving.

Past Chair:

- Coordinates and calls all meetings for the Best Practices/Toolbox Committee.
- Works as liaison to the Steering Committee on behalf of Best Practices/Toolbox.
- Serves on the Steering Committee at the discretion of the current Chair.
- In consultation with the current Chair, sets the yearly agenda for the Best Practices/Toolbox Committee.

The Chair will serve for a term of one year to begin immediately following the annual Society of American Archivists' Meeting. The Vice Chair will serve for two years, in the first year as Chair elect and in the second year as Chair. The Past Chair serves for one year immediately following the annual Society of American Archivists' Meeting of which they chaired. All other positions appointed or elected shall be required to commit to a term of no more than one year.

VII. Elections and appointments

Membership in the Web Archiving Roundtable is required in order to participate in elections through candidacy or in casting a ballot.

The Chair shall issue a call for nominations, including self-nominations, for the positions of Vice Chair, Secretary, Web Liaison, Education Coordinator, and Social Media Manager(s) every June to all Web Archiving Roundtable members via the roundtable's established forms of communication. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

Elections shall be conducted online with the assistance of the SAA staff and in accordance with the guidelines for Roundtable elections as specified in Section X: Roundtables of the SAA Governance Manual. Availability of the online ballot and the deadline for voting shall be announced by the Chair to all roundtable members via the roundtable's official email discussion list and website.

Appointed leadership positions will be filled at the discretion of the Steering Committee. A call for volunteers will be issued by the Steering Committee, and coincide with the call for nominations timetable. The Chair will announce appointees.

In the case of leadership positions remaining vacant after elections are held, the Chair may appoint any member of the Web Archiving Roundtable to fulfill the obligations, including term limits, of the unoccupied position.

If an elected position is vacated before the term limit has expired, the Steering Committee may appoint any Web Archiving Roundtable member to fulfill the unexpired term, after which a normal election shall occur.

Approved 08/14/2013

VIII. Communication

Information and news will be submitted and circulated to members of the Web Archiving

Roundtable through the following venues:

- Web Archiving Listserv
- Official web page
- Blog site
- Twitter feed

All forms of roundtable communication will conform to Section XII. Communications of the SAA Governance Manual.

IX. Amendments and Revisions

Amendments or revisions to these bylaws shall be determined by a majority vote of Web Archiving Roundtable members in a referendum held in conjunction with the roundtable's annual election. Once adopted, new or revised bylaws shall be submitted for approval by the SAA Council to ensure that they become part of the permanent record as a component of Council meeting minutes.

Attempts to revise or amend the bylaws must be disseminated at least one month preceding the vote to the general membership of the Web Archiving Roundtable using the appropriate communication as stated in Section VIII. All roundtable members have the right to voice opinion on any proposed change.

Adopted by the Web Archiving Roundtable membership on 08/14/2013; approved by the SAA Council on 9/30/13; updated via Roundtable Election 8/3/2015.