

# **Web Archiving Section of the Society of American Archivists**

## **STANDING RULES Proposed Revision 2017**

### **I. Name**

The name of this section shall be Web Archiving Section.

### **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 Section is open to any persons interested in the archival efforts to collect the web. Membership in the section shall be determined according to the guidelines established in Section IX: Sections of the SAA Governance Manual. Non-members of SAA may also participate in the Web Archiving Section but will not have voting privileges or be eligible for elected/appointed leadership positions.

### **V. Meetings**

The Web Archiving Section 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**

These standing rules of the Web Archiving 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.

The Web Archiving Section Steering Committee is composed of six members from the section 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 section activities, including the establishment of annual projects and meetings. It may be appropriate for the immediate Past Chair to continue work on special projects or initiatives past their appointment dates in consultation with the current Chair as needed. The Past Chair will not be a member of the Steering Committee. 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 IX: Sections 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 IX: Sections 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 section website, for both SAA and external sites.

- Serves as member of the Steering Committee.

#### Education Coordinator:

- Serves as the section'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 section.
- 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 Section 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~~ May to all Web Archiving Section members via the section's established forms of communication. A slate of candidates shall be established by the officers and announced to section members no later than June 15.

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.

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 Section 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 Section member to fulfill the unexpired term, after which a normal election shall occur.

### **VIII. Communication**

Information and news will be submitted and circulated to members of the Web Archiving Section 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~~ the [Uniform Guidelines for SAA Websites and Online Communications](#).

### **IX. Amendments and Revisions**

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.

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