

# Acquisitions & Appraisal Section of the Society of American Archivists STANDING RULES – *Proposed revisions, May 2018*

## **I. Purpose**

The purpose of the Acquisitions & Appraisal Section of the Society of the American Archivists (SAA) is to provide a forum for discussion of issues and interests pertaining to the acquisition and appraisal of public records, private papers, and other archival or manuscript collections.

## **I. Membership**

~~Membership in the Acquisitions and Appraisal Section of the Society of American Archivists (SAA) is open to any member of SAA, who has an interest in the acquisition and appraisal of institutional/organizational records, private papers, and other archival or manuscript collections.~~

## **II. Governance**

A. These standing rules of the Acquisitions & Appraisal 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**

1. Officers of the Acquisitions and Appraisal Section consist of a Chair, Vice Chair/Chair Elect, and Immediate Past Chair. A new Vice Chair/Chair Elect is elected each year and serves for one year as Vice Chair, succeeding automatically to the office of Chair for the subsequent year. At the end of the year of service as Chair, the incumbent serves as the Immediate Past Chair.

### **C. Duties of Officers**

1. The Chair presides at meetings of the Section and the Steering Committee; ~~coordinates Section-proposed sessions for the annual meeting and Section endorsements;~~ with other officers, sets the Section's agenda for the year; appoints Section committees as needed; and represents the Section in its relations with SAA in general and with SAA Council and other groups within SAA; ~~and is expected to attend the annual meeting.~~ The Chair serves a one-year term.

2. The ~~v~~Vice ~~e~~Chair/~~e~~Chair ~~e~~Elect serves as a~~A~~cting ~~e~~Chair in the absence of the ~~e~~Chair; takes minutes at Section meetings; ~~is expected to attend the annual meeting~~; produces/oversees communications with the Section, and organizes the program in conjunction with the ~~s~~Steering ~~e~~Committee for the annual Section meeting. The ~~v~~Vice ~~e~~Chair/~~e~~Chair ~~e~~Elect serves a one-year term.
3. The ~~i~~mmEDIATE ~~p~~Past ~~e~~Chair takes minutes at the ~~s~~Steering ~~e~~Committee meeting held during the SAA annual meeting; coordinates preparation of the annual report of Section activities from his or her year's service as ~~e~~Chair and submits the report to SAA ~~within 90 days of start of term by the date required of SAA~~; acts as ~~e~~Chair of the Section's ~~n~~Nominating ~~e~~Committee; and is responsible for publishing electronic ballots and announcing the results of the balloting once the results are received from the online election; ~~and is expected to attend the annual meeting~~. The ~~i~~mmEDIATE ~~p~~Past ~~e~~Chair serves a one-year term.

### III. Steering Committee

- A. The ~~s~~Steering ~~e~~Committee is composed of seven members: the ~~e~~Chair, ~~v~~Vice ~~e~~Chair/~~e~~Chair ~~e~~Elect, ~~i~~mmEDIATE ~~p~~Past ~~e~~Chair; and four ~~a~~At-~~H~~Large ~~m~~Members.
- B. At-~~H~~Large ~~m~~Members each serve terms of two years, with two new ~~m~~Members being elected via an online ballot system provided by the SAA staff prior to the annual meeting, ~~with a~~Additional members elected may be appointed by the Section Chair in consultation with the Steering Committee if unexpired terms need to be filled. The election cycle is intentionally staggered for continuity on the ~~s~~Steering ~~e~~Committee.
- C. A ~~m~~Member may be re-elected but may not serve more than two terms as an ~~a~~At-~~H~~Large ~~m~~Member. If a ~~m~~Member is filling an unexpired term, the term shall be considered a whole term if its length is more than one year.
- D. At the request of the ~~e~~Chair, ~~a~~At-~~H~~Large ~~m~~Members may serve on the Nominating Committee, assist in planning the ~~s~~Section meeting program, ~~assist in planning annual meeting sessions of interest to the sSection, serve on or chair standing or ad hoc subcommittees~~, or other responsibilities as assigned. ~~They are expected to attend the annual meeting.~~

### IV. Election of Officers and Steering Committee

- A. Only members of SAA and the Section may be nominated to serve as officers or steering committee members. Only members of the Section may vote.
- B. The Nominating Committee consists of the ~~i~~mmEDIATE ~~p~~Past ~~e~~Chair of the Section (serving as chair of the committee) and the two ~~a~~At-~~H~~Large ~~m~~Members of

the sSteering eCommittee whose terms are not expiring at the conclusion of the next annual meeting.

- C. The Nominating Ceommittee calls for nominations at least one ~~two~~ months prior to SAA's deadline for online ballot information submission ~~the annual meeting~~. All persons whose names are submitted to the Committee or proposed by the Committee itself shall be considered nominees if they agree to have their names placed in nomination and are members of SAA and the Section.
- D. The Nominating Ceommittee ensures that there is at least one nominee for vVice eChair/eChair eElect and that the number of nominees for the sSteering eCommittee is not less than the number of positions to be filled. If there is no nominee for vVice eChair/eChair eElect, write-ins will be accepted during the voting process. If no clear winner emerges, the eChair may appoint a vVice eChair/eChair eElect from the ranks of the sSteering eCommittee.
- E. The Nominating Ceommittee announces the nominees through the sSection listserv email discussion list and in other forms of communication that will reach all Section members prior to the annual meeting.
- F. 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 Section's Immediate Past Chair to all sSection members via the sSection's official email discussion list and website.
- G. Election winners are determined by the majority of votes cast by the deadline. The Nominating Ceommittee verifies results and the committee chair (Immediate pPast eChair of the Section) announces the results at the annual Section meeting. If an election results in a tie, the eCommittee conducts a runoff election at the annual Section meeting. For the benefit of those unable to attend the annual meeting, results shall also be announced via the Section listserv email discussion list as soon as possible at or immediately after the annual meeting.
- H. Elected officers and sSteering eCommittee members assume office ~~by~~ at the end of the annual ~~Section~~-meeting.
- I. Vacancies in sSteering eCommittee terms will be addressed in the following ways:
  - 1. In the case of vacancy in the office of eChair, the vVice eChair/eChair eElect shall assume the office and duties of eChair.
  - 2. In the case of vacancy in the office of vVice eChair/eChair eElect, the office shall remain vacant until a new eChair and vVice eChair/eChair eElect are elected via an online ballot system provided by the SAA staff. In the interim between vacancy and election, the eChair shall assume the duties of the vVice eChair/eChair eElect, although the eChair may ask

sSteering eCommittee members to assist in fulfilling the duties of the vVice eChair/eChair eElect.

3. In the case of vacancy in the office of iImmediate pPast eChair, the sSteering eCommittee shall appoint a replacement among its members.
4. In the case of vacancy of aAt-Large mMembers, the Section Chair in consultation with the sSteering eCommittee shall appoint a replacement, who shall serve to the end of the unexpired term.

## V. Web Liaison and Section Intern

- A. The wWeb lLiaison is appointed by the eChair and approved by the sSteering eCommittee, and cannot be a current sSteering eCommittee member.
  1. The wWeb lLiaison serves three years, but the term can be renewed indefinitely until another appointee is identified and approved.
  2. The wWeb lLiaison updates and maintains the Section's microsite in accordance with the *Uniform Guidelines for SAA Websites and Online Communications*. This person also works collaboratively with the ~~section intern~~ and Section leadership to update and maintain any additional Section-related communication streams, including social media channels, in accordance with the *SAA Guidelines on Component Group Use of Social Media and External Websites*.
- B. The sSection iIntern is appointed by the eChair and approved by the sSteering eCommittee.
  1. The Intern may be chosen from SAA's internship applications or from a separate call made by the Section leadership.
  2. The sSection iIntern serves one year, but the term may be ~~renewed~~ extended if another appointee is not identified or approved.
  3. The sSection iIntern may works collaboratively with ~~the web liaison and Section leadership to update and maintain any additional Section-related communication streams, including social media channels~~ the Steering Committee on special projects, in addition to participating in Steering Committee conference calls and/or helping with Subcommittee business. Work conducted by the Section Intern will not take more than 10 hours/month and will be mutually agreed upon between the Intern and the Section Steering Committee.

## VI. Subcommittees

- A. Subcommittees may be formed by Section leadership for the development of Section projects or activities
- B. These Subcommittees may be standing or ad hoc.

- C. Determined annually by Section leadership, Subcommittees may be open to the general Section membership; if so, two Steering Committee members will serve as Subcommittee Chairs to guide the work of the Subcommittee.

## **VII. Communications**

- A. ~~The Section will maintain a website that lists current membership, leadership, and activities. This website will be maintained in the area provided by SAA for component groups. up-to-date information through the Section component group website (microsite) provided by SAA. As per the SAA *Governance Manual*, Section information on the website will include at a minimum: statement of purpose and current goals, standing rules, duties of Section officers, and current members and activities given in the annual report.~~
- B. The Section will also provide members with communications through the email discussion list provided by SAA, including messages regarding Section election nominations, election results, Steering Committee meeting minutes, and the annual report of the Section produced following the annual meeting that is submitted by the deadline set by SAA. The email discussion list may also be used throughout the year to further communicate to members about Section and SAA activities and projects. The Section officers will compile and distribute at least three communications about Section leadership activities to the membership per year. These include: one communication sent prior to the annual meeting that includes nomination information; one notification of election results; and one communication (sent no later than six weeks after the annual meeting) that includes minutes from the Section meeting and steering committee meeting.
- C. Communications may also be made by the Section through external websites and social media accounts.
- D. ~~In accordance with SAA *Guidelines on Component Group Use of Social Media and External Websites*, access privileges (user accounts and passwords) for microsites and other communication will~~ All communication outlets used by the Section will follow the SAA [Uniform Guidelines for SAA Websites and Online Communications](#), and their management (e.g. passwords) will be held by the Steering Committee to be transferred yearly (or on an as-needed basis) to incoming and ongoing officers, eCommittee members, and the wWeb Liaison during the annual meeting.

## **VIII. Meetings**

- A. The Section meets once a year at the ~~annual-SAA~~ annual meeting at the time and place scheduled by the SAA executive office. A ~~s~~Steering eCommittee meeting is usually held during the annual meeting.

- B. The sSteering eCommittee shall meet at least four times annually.
- C. Minutes of meetings are made available to Section members through the component group website as well as communicated through the email discussion list. See also Section VII. Communications.

### **VIII. Amendment**

- A. Any member of the Section may propose amendments to these by-laws standing rules. Proposed amendments must be submitted in writing to the eChair.
- B. Proposed amendments must be approved by a simple majority of the Steering Committee.
- ~~C. In accordance with the *SAA Governance Manual* instructions for Section leadership, proposed amendments will be submitted to the executive director of SAA or his/her representatives prior to a vote by the Section membership.~~
- ~~D. The chair will distribute proposed amendments to the membership through an announcement to the Section listserv. They may also be announced through the Section listserv, website and other communication channels. The amendments shall be available for review on the Section's website for 30 days before voting commences. Voting shall be conducted electronically using means provided by SAA.~~
- ~~E. Proposed amendments must be ratified by a two-thirds (2/3) majority of the total votes cast by Section members.~~
- F. C. 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.

### **IX. Enactment**

The by-laws standing rules were most recently updated by Section vote in 20168.

Updated per the [member affinity group transition](#) approved by the Council, August 2016.