

Collection Management Tools (CMT) Roundtable By-Laws

I. NAME.

The name of the roundtable shall be the Archives Collection Management Tools (CMT) Roundtable.

II. MISSION AND GOALS.

A. Mission

The Collection Management Tools (CMT) Roundtable of the Society of American Archivists provides a forum for archivists from all types of repositories to identify and discuss key issues relevant to the implementation, support, comparison, analyses, and integration of collection management tools and systems. Particular concerns of the roundtable membership will include:

- Recording archival descriptions in collection management tools;
- Managing the life cycle of archival collections in a broad spectrum of archival functions;
- Promoting efficient processing and description, minimizing backlogs, and;
- Facilitating access to archival collections through EAD finding aids, collection-level MARC records, and Web publishing of descriptions and digital objects;
- Comparing tools and systems;
- Sharing user experiences and case studies, and;
- Integrating collection management tools with other systems

B. Goals of the Collection Management Tools (CMT) Roundtable

- Organize and participate in activities that increase the utility of archival collection management tools to the archives profession.
- Provide an unbiased and neutral forum for discussion of various products and tools.
- Facilitate communication between and among user communities and developers, if needed.
- Share knowledge and expertise in using collection management tools among its members to achieve the ability to utilize the features and functions of these tools to their full potential.
- Facilitate and provide a forum for communication among user communities of collection management tools.

III. MEMBERS.

Membership in the roundtable shall be determined according to the guidelines established in Section X. of the SAA Governance Manual.

IV. GOVERNANCE.

A. Officers and Duties

The Chair, Vice-chair, and Web Liaison serve as officers of the roundtable. Only individual members of SAA and the CMT Roundtable may hold these positions.

The Chair directs and reports the activities of the roundtable, organizes and conducts the annual meeting of the roundtable, chairs the steering committee, acts as liaison for the roundtable to other bodies, appoints roundtable committees as needed, and is responsible for administrative matters, including, but not limited to, annual reports to the SAA.

The Chair may appoint ex-officio members to the Steering Committee, with approval of the Steering Committee.

The Vice-chair serves as acting Chair in the absence of the Chair and participates as a member of the Steering Committee in all its activities.

A new Vice-chair shall be elected at each annual meeting of the roundtable and shall serve for one year as Vice-chair, succeeding automatically to the office of Chair for the subsequent year.

If for any reason the Vice-Chair is unable to serve his/her term as Chair, a new Chair shall be elected in the annual election for a one-year term.

The Web Liaison manages the Roundtable's web presence, including the SAA microsite, by posting meeting minutes, community resources, election information, and any other communication on behalf of the Steering Committee for a two year term.

Per the SAA Governance Manual, Section X.V.A., no person may serve as the senior leader of a Roundtable for more than three successive years.

B. Steering Committee

The Steering Committee shall be composed of six core members, including the officers (Chair, Vice-chair, and Web Liaison). All Steering Committee members shall have demonstrated experience in utilizing a collection management tool.

The Steering Committee directs and coordinates activities of the roundtable and approves appointments made by the Chair, including ex-officio appointments and when vacancies occur. Committee members help establish projects to work on through the year, and plan the annual roundtable meeting. A member of the Steering Committee shall take minutes at the annual roundtable meeting, and assist the Chair in editing the minutes to be posted on the CMT Roundtable website.

Steering Committee members make a commitment to serve for at least two years.

C. Nominations and Elections

The officers shall issue a call for nominations, including self-nominations, for open Steering Committee positions every June to all roundtable members via the roundtable's official email discussion list and website. A slate of candidates shall be established by the officers and announced to roundtable members no later than June 15.

Annual elections shall be conducted online with the assistance of the SAA staff and in accordance with the guidelines for Section elections as specified in Section IX. 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.

The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

If an annual ballot is absent of Chair, Vice-chair, or Web Liaison nominees, those positions shall be appointed by the six-member Steering Committee.

V. MEETINGS.

The roundtable 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 roundtable's official email discussion list and website.

VI. AMENDMENTS.

Amendments to these bylaws shall be determined by a majority vote of 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 Council to ensure that they become part of the permanent record as a component of Council meeting minutes.