

**Society of American Archivists  
Council Meeting  
January 25 - 27, 2012  
Chicago, Illinois**

**Discussion: Policies and Procedures for Sections and Roundtables  
(Prepared by Nancy Beaumont)**

**BACKGROUND**

In mid-December several Council members became aware (via discussion lists on which support was solicited) that two petitions for new roundtables would come before the Council at its January 25–27 meeting. (See Agenda Items III-H-1 and III-H-2). An online discussion of roundtable formation, benefits, requirements, and policies and procedures ensued.

One Council member suggested that further discussion should be informed by a review of the policies and procedures suggested by the Task Force on Sections and Roundtables (established in August 2005, with a final report to the Council in November 2006) and adopted by the Council in March 2007 (following revisions by the Council in a series of conference calls on January 16, January 30, and March 8, 2007), as well as the evolution of those policies and procedures. The attached table provides the following:

- The language of the policies and procedures as adopted by the Council in March 2007.
- The current language of the policies and procedures as they have evolved since March 2007.
- The date/motion of the change.
- The rationale for the change (per the support statement accompanying the motion).
- A notation where a policy or procedure has not been implemented.

To view the entire Task Force on Sections and Roundtables final report as submitted in November 2006, see:  
<http://www.archivists.org/governance/minutes/SectRT-TFReport-Nov06.pdf> A summary of that report is available at:  
<http://www.archivists.org/governance/minutes/SectRT-TFSummary-Nov06.pdf>

## **DISCUSSION QUESTIONS:**

- Do Council members think that changes are needed in SAA’s current section and roundtable policies and procedures?<sup>1</sup>
- If there are concerns about the level of SAA’s current support to sections and roundtables (as has been suggested in the Council’s online discussion), how might those concerns be mitigated?
- Is there interest in creating another type/category/level of SAA special-interest or affinity group whose benefits, requirements, policies, and procedures differ from those of a section or roundtable?

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<sup>1</sup> Note that the Council adopted the following (temporary) procedure in August 2011: “In response to a growing demand for audiovisual support at roundtable meetings, the SAA Council has created a formal request process for the 2012 Annual Meeting. SAA roundtables that want AV support must submit a formal request to be reviewed by the Finance Committee, which will then recommend appropriate funding for inclusion in the 2013 budget process. Per the SAA Governance Manual (Section X: Roundtables, VII. B.), audiovisual funding for Roundtables is not guaranteed; funded amounts may vary by year. View details and the form [here](#).”

**Policies and Procedures for Sections and Roundtables / Status Since Adoption of New Policies in March 2007**

Adopted March 2007	Current (January 2012)	Change Date	Notes
<b>Section IX: Sections</b>			
<p><b>I. MISSION STATEMENT</b></p> <p><b>1. Serve as Advocate for Interest Around Which the Section Is Formed</b>                      Sections focus attention on and give voice to the concerns that form the Section’s particular areas of interest. Sections focus expertise and interest in the professional functions and responsibilities to carry out the archival profession’s mission to identify, administer, and promote the use of records of enduring value.</p> <p><b>2. Encourage and Provide Communication</b>                      Sections provide a forum for members to discuss matters of interest within the Society. They also provide channels of communication from the Section to the membership of the Society and to the Council on matters of concern to the Section.</p> <p><b>3. Perform Work</b>                      Sections are responsible for advancing the work of the profession within their field of practice. They provide mechanisms for members to initiate activities of common interest and also review material referred to them by the Council for comment or action.</p> <p>Sections can formulate specific projects, for which task forces would be created to execute the</p>	<p><b>I. MISSION STATEMENT</b></p> <p><b>A. Serve as Advocate for Interest Around Which the Section Is Formed</b>                      Sections focus attention on and give voice to the concerns that form the Section’s particular areas of interest. Sections focus expertise and interest in the professional functions and responsibilities to carry out the archival profession’s mission to identify, administer, and promote the use of records of enduring value.</p> <p><b>B. Encourage and Provide Communication</b>                      Sections provide a forum for members to discuss matters of interest within the Society. They also provide channels of communication from the Section to the membership of the Society and to the Council on matters of concern to the Section.</p> <p><b>C. Perform Work</b>                      Sections are responsible for advancing the work of the profession within their field of practice. They provide mechanisms for members to initiate activities of common interest and also review material referred to them by the Council for comment or action.</p> <p>Sections can formulate specific projects, for which task forces would be created to execute the</p>	<p>No changes.</p>	<p>Edited here and throughout to conform to lettering/numbering conventions (i.e., I., A., 1., a., etc.).</p>

<p>projects. Sections give an institutionalized opportunity for members to focus on a longer term basis and in a national forum on specific matters of practical interest.</p> <p><b>4. Integrate New Members</b> Sections provide a vital mechanism for new members to become active in the work of the Society and to meet members with common interests. Sections provide new members with a chance to participate and to contribute to the work of the group and the Society.</p> <p>a. Membership in Sections requires the individual to be a member of the Society.</p> <p>b. Society members are limited to two Section memberships and must formally sign up with the Society’s Executive Office for Section membership.</p> <p>c. The SAA Executive Office maintains lists of Section members.</p> <p><b>5. Develop Leadership</b> The Sections, as well as their various subgroups (if any), offer opportunities to their members to take leadership in working with and for their colleagues. Through the years a considerable number of the elected and appointed positions within SAA have been filled by persons who began their leadership role within Sections.</p>	<p>projects. Sections give an institutionalized opportunity for members to focus on a longer term basis and in a national forum on specific matters of practical interest.</p> <p><b>D. Integrate New Members</b> Sections provide a vital mechanism for new members to become active in the work of the Society and to meet members with common interests. Sections provide new members with a chance to participate and to contribute to the work of the group and the Society.</p> <p>1. Membership in Sections requires the individual to be a member of the Society.</p> <p>2. Society members are limited to two Section memberships and must formally sign up with the Society’s Executive Office for Section membership.</p> <p>3. The SAA Executive Office maintains lists of Section members.</p> <p><b>E. Develop Leadership</b> The Sections, as well as their various subgroups (if any), offer opportunities to their members to take leadership in working with and for their colleagues. Through the years a considerable number of the elected and appointed positions within SAA have been filled by persons who began their leadership role within Sections.</p>		
<p><b>II. STATEMENT OF GOALS AND OBJECTIVES</b></p> <p>Each Section shall adopt and maintain a statement of goals and objectives indicating the general</p>	<p><b>II. STATEMENT OF GOALS AND OBJECTIVES</b></p> <p>Each Section shall adopt and maintain a statement of goals and objectives indicating the general</p>	<p>No changes.</p>	

<p>concerns and intended areas of work of the Section. Section goals should be clearly articulated with reference to implementation strategies and activities. Sections should be specific about their objectives and activities and periodically examine their mission and goal statements for currency. The statement of goals and objectives may be changed as the Section sees fit; information on any changes should be included in the annual report submitted to the Council. Sections should make explicit reference to their annual goals in their annual reports.</p> <p>As governing units of the Society, Sections are expected to contribute to the professional discourse and advance the Society’s priorities as identified by the Council. Sections have an obligation to respond to requests or tasks assigned to them by the Council.</p>	<p>concerns and intended areas of work of the Section. Section goals should be clearly articulated with reference to implementation strategies and activities. Sections should be specific about their objectives and activities and periodically examine their mission and goal statements for currency. The statement of goals and objectives may be changed as the Section sees fit; information on any changes should be included in the annual report submitted to the Council. Sections should make explicit reference to their annual goals in their annual reports.</p> <p>As governing units of the Society, Sections are expected to contribute to the professional discourse and advance the Society’s priorities as identified by the Council. Sections have an obligation to respond to requests or tasks assigned to them by the Council.</p>		
<p><b>III. AREAS OF ACTIVITY</b></p> <p>Recognizing their responsibility to professional development, and to advance the work of the profession in their field of practice, Sections are charged to be active in four areas:</p> <ul style="list-style-type: none"> <li>• They identify and consider issues in which a significant number of members have an interest. Members may investigate different facets of the issues, then report and discuss their findings during Section meetings and through Section communications.</li> <li>• They recommend to the Council through</li> </ul>	<p><b>III. AREAS OF ACTIVITY</b></p> <p>Recognizing their responsibility to professional development, and to advance the work of the profession in their field of practice, Sections are charged to be active in four areas:</p> <ul style="list-style-type: none"> <li>• They identify and consider issues in which a significant number of members have an interest. Members may investigate different facets of the issues, then report and discuss their findings during Section meetings and through Section communications.</li> <li>• They recommend to the Council through</li> </ul>	<p>No changes.</p>	

<p>memoranda or formal papers an action or a position the Section believes appropriate for SAA. The Council remains the policy-setting body for SAA, and only it can promulgate a formal position for SAA or any of its constituent bodies.</p> <ul style="list-style-type: none"> <li>• They suggest program sessions for the SAA Annual Meeting and, with the advice of the Executive Director, plan Section functions for the SAA Annual Meeting (eg, the Finding Aids Fair of the Description Section). Representatives of the Program Committee will visit Section meetings to present their early plans for the next meeting; to explain the program-building process, the pre-conference workshop possibilities, and the Section endorsement process; and to advise Sections on how to submit well-crafted program proposals in collaboration with other SAA units.</li> <li>• They communicate their activities to the Society at large by publishing information about their work on their websites and on SAA's main website.</li> </ul>	<p>memoranda or formal papers an action or a position the Section believes appropriate for SAA. The Council remains the policy-setting body for SAA, and only it can promulgate a formal position for SAA or any of its constituent bodies.</p> <ul style="list-style-type: none"> <li>• They suggest program sessions for the SAA Annual Meeting and, with the advice of the Executive Director, plan Section functions for the SAA Annual Meeting (eg, the Finding Aids Fair of the Description Section). Representatives of the Program Committee will visit Section meetings to present their early plans for the next meeting; to explain the program-building process, the pre-conference workshop possibilities, and the Section endorsement process; and to advise Sections on how to submit well-crafted program proposals in collaboration with other SAA units.</li> <li>• They communicate their activities to the Society at large by publishing information about their work on their websites and on SAA's main website.</li> </ul>		
<p><b>IV. RECOGNITION AND STANDING</b></p> <p>1. The Council will establish SAA Sections for groups organized to advance professional practice within broad areas of common archival interest and affiliation, such as institutional settings, archival functional categories, record formats, or programmatic activities. The Council will consider</p>	<p><b>IV. RECOGNITION AND STANDING</b></p> <p>A. The Council will establish SAA Sections for groups organized to advance professional practice within broad areas of common archival interest and affiliation, such as institutional settings, archival functional categories, record formats, or programmatic activities. The Council will consider</p>	<p>No changes.</p>	

<p>the merits of each application in light of existing SAA groups and the accompanying statement of intent and goals.</p> <p>2. New applications for recognition as a Section will be submitted no later than January 1 for Council action before the next Annual Meeting.</p> <p>3. Application by petition will include signatures of at least 300 members of SAA, a publishable statement of purpose and goals of the Section, and a statement about why a separate Section would be advantageous to the Society.</p> <p>4. Sections that do not maintain an official membership level of at least 300 members for two consecutive years may be dissolved after due notice and an opportunity for Section officers to appeal. The Council will offer to designate such groups as Roundtables without re-application.</p> <p>5. Should a Section decide that the more informal status of Roundtable would better suit its ends, it may petition the Council for a change in status.</p>	<p>the merits of each application in light of existing SAA groups and the accompanying statement of intent and goals.</p> <p>B. New applications for recognition as a Section will be submitted no later than January 1 for Council action before the next Annual Meeting.</p> <p>C. Application by petition will include signatures of at least 300 members of SAA, a publishable statement of purpose and goals of the Section, and a statement about why a separate Section would be advantageous to the Society.</p> <p>D. Sections that do not maintain an official membership level of at least 300 members for two consecutive years may be dissolved after due notice and an opportunity for Section officers to appeal. The Council will offer to designate such groups as Roundtables without re-application.</p> <p>E. Should a Section decide that the more informal status of Roundtable would better suit its ends, it may petition the Council for a change in status.</p>		
<p><b>V. SUBGROUPS OF SECTIONS</b></p> <p>1. Where possible and appropriate Sections should divide themselves into committees so that members will have the maximum opportunity to participate in meaningful work and so that each Section may work in more than one area at once. Forming into committees may be done at the discretion of the Section. Section committees have been formed to propose Annual Meeting sessions, to plan Section meetings, to study particular</p>	<p><b>V. SUBGROUPS OF SECTIONS</b></p> <p>A. Where possible and appropriate Sections should divide themselves into committees so that members will have the maximum opportunity to participate in meaningful work and so that each Section may work in more than one area at once. Forming into committees may be done at the discretion of the Section. Section committees have been formed to propose Annual Meeting sessions, to plan Section meetings, to study particular</p>	<p>No changes.</p>	

<p>archival concerns, to gather data on recent literature distribution to Section members, to follow legislative and national policy issues relating to the interests of the Section, and to coordinate work with other Sections whose fields of interest overlap. These committees may be established to perform specific tasks or on a long-term basis to deal with ongoing concerns.</p> <p>2. The term “task force” is recognized specifically within the SAA structure as a group constituted by the Council with a clear mission to accomplish a definite goal within a specified time. Usually task forces require a budget, which can be granted only by the Council. The Council will make every effort, when a Section suggests an activity requiring a task force, to constitute that task force from the members of that Section so that the Section thrives on the energy it generates.</p>	<p>archival concerns, to gather data on recent literature distribution to Section members, to follow legislative and national policy issues relating to the interests of the Section, and to coordinate work with other Sections whose fields of interest overlap. These committees may be established to perform specific tasks or on a long-term basis to deal with ongoing concerns.</p> <p>B. The term “task force” is recognized specifically within the SAA structure as a group constituted by the Council with a clear mission to accomplish a definite goal within a specified time. Usually task forces require a budget, which can be granted only by the Council. The Council will make every effort, when a Section suggests an activity requiring a task force, to constitute that task force from the members of that Section so that the Section thrives on the energy it generates.</p>		
<p><b>VI. MEMBERSHIP, MEETINGS, AND OTHER PRIVILEGES</b></p> <p>1. SAA members are eligible for membership in any two Sections. The SAA office maintains the official list of Section members.</p> <p>2. Each Section is guaranteed space and support at the SAA Annual Meeting for a two-hour annual membership meeting. A portion of this time may be used for meetings of constituent groups, as deemed appropriate by the Section. Sections will be supplied with basic equipment to support their membership meetings.</p> <p>3. Sections will receive priority support from the</p>	<p><b>VI. MEMBERSHIP, MEETINGS, AND OTHER PRIVILEGES</b></p> <p>A. SAA members are eligible for membership in any two Sections. The SAA office maintains the official list of Section members.</p> <p>B. Each Section is guaranteed space and support at the SAA Annual Meeting for a two-hour annual membership meeting. A portion of this time may be used for meetings of constituent groups, as deemed appropriate by the Section. Sections will be supplied with basic equipment to support their membership meetings.</p> <p>C. Sections will receive priority support from the</p>	<p>No changes.</p>	



<p>Society’s budget for special projects approved by the Council. Sections will also receive electronic communication support in the form of website hosting and electronic lists.</p> <p>4. Sections may communicate to the Council through liaisons.</p>	<p>Society’s budget for special projects approved by the Council. Sections will also receive electronic communication support in the form of website hosting and electronic lists.</p> <p>D. Sections may communicate to the Council through liaisons.</p>		
<p><b>VII. ANNUAL REPORTING REQUIREMENTS</b></p> <p>1. Leadership Report: The chair of each Section will convey to the executive director or designee an electronic list of the names of Section officers and steering committee members within 14 days of the close of the Annual Meeting. The chair will include in that list all individuals who should be subscribed to the SAA leader announcement list (“saaleaderlist”).</p> <p>2. Section Annual Report: Each Section, like all SAA groups, is required to present an annual report for review by the Council. Section annual reports must be filed with the SAA executive director within 90 days of the close of the annual meeting. (Download the <a href="#">report form</a>.) The annual report should be a brief summary that includes the following:</p> <ul style="list-style-type: none"> <li>• An accurate list of Section leaders and contact information,</li> <li>• A verified count of Annual Meeting attendees,</li> <li>• A summary of work accomplished,</li> <li>• Goals and plans for the coming year, and</li> <li>• Other pertinent information on Section activities.</li> </ul>	<p><b>VII. ANNUAL REPORTING REQUIREMENTS</b></p> <p>A. Leadership Report: The chair of each Section will convey to the Executive Director or designee an electronic list of the names of Section officers and steering committee members within 14 days of the close of the Annual Meeting. The chair will include in that list all individuals who should be subscribed to the SAA leader announcement list (“saaleaderlist”).</p> <p>B. Section Annual Report: Each Section, like all SAA groups, is required to present an annual report for review by the Council. Section annual reports must be filed with the SAA Executive Director within 90 days of the close of the Annual Meeting. (Download the <a href="#">report form</a>.) The annual report should be a brief summary that includes the following:</p> <ul style="list-style-type: none"> <li>• An accurate list of Section leaders and contact information,</li> <li>• A verified count of Annual Meeting attendees,</li> <li>• A summary of work accomplished,</li> <li>• Goals and plans for the coming year, and</li> <li>• Other pertinent information on Section activities.</li> </ul>		

<p>3. Section annual reports will be posted on the SAA's main website.</p> <p>4. The Section may be placed on probationary status or lose Section privileges if it fails to complete and file an annual report within six months of an Annual Meeting. Failure to file an annual report within one year of the close of the Annual Meeting will result in a notice from the president of the Section's dissolution. Sections receiving such notice may file an appeal with the Council.</p>	<p>C. Section annual reports will be posted on the <u>Section's website</u>.</p> <p>D. The Section may be placed on probationary status or lose Section privileges if it fails to complete and file an annual report within six months of an Annual Meeting. Failure to file an annual report within one year of the close of the Annual Meeting will result in a notice from the president of the Section's dissolution. Sections receiving such notice may file an appeal with the Council.</p>	<p>Change adopted 0210, Motion 7.</p>	<p>Changed in conjunction with adoption of "Uniform Guidelines for SAA Websites and Online Communications."</p>
<p><b>VIII. GOVERNANCE</b></p> <p><b>1. Internal Leadership</b> Sections are required to have a minimum of two officer positions and two steering committee members. Sections may create additional positions or extend terms of service in order to effectively achieve continuity while ensuring recruitment and development of new leaders.</p> <p>a. Every Section will have a chair, a vice-chair/chair-elect, and a minimum of two steering committee members. The officers and steering committee members of every Section must be chosen by election.</p> <p>b. Section officers and steering committee members must be SAA members in good standing.</p> <p>c. Sections may elect or appoint additional officers and members to the steering committee. Sections</p>	<p><b>VIII. GOVERNANCE</b></p> <p><b>A. Internal Leadership</b> Sections are required to have a minimum of two officer positions and two steering committee members. Sections may create additional positions or extend terms of service in order to effectively achieve continuity while ensuring recruitment and development of new leaders.</p> <p>1. Every Section will have a chair, a vice-chair/chair-elect, and a minimum of two steering committee members. The officers and steering committee members of every Section must be chosen by election.</p> <p>2. Section officers and steering committee members must be SAA members in good standing.</p> <p>3. Sections may elect or appoint additional officers and members to the steering committee. Sections</p>		

<p>are encouraged to retain continuity and recruit leadership by designating other positions of responsibility (eg, web coordinators, committee chairs, etc), to carry out the program and work of the Section.</p> <p>d. The chair and vice-chair/chair-elect serve consecutively. The vice-chair/chair-elect succeeds the chair at the conclusion of the Annual Meeting that coincides with the term of office. All officers and committee members begin their terms at the close of the SAA Annual Meeting.</p> <p>e. The term of office and the number of consecutive terms that a person may serve in one Section office or on the steering committee will be set in the Section’s bylaws.</p> <p>f. Section bylaws are subject to review and comment by the Council.</p> <p>g. Sections are encouraged to create special or standing subcommittees in order to execute the goals of the Section, develop leaders, and recruit members into the Society.</p>	<p>are encouraged to retain continuity and recruit leadership by designating other positions of responsibility (e.g., Web coordinators, committee chairs, etc.) to carry out the program and work of the Section.</p> <p>4. The chair and vice-chair/chair-elect serve consecutively. The vice-chair/chair-elect succeeds the chair at the conclusion of the Annual Meeting that coincides with the term of office. All officers and committee members begin their terms at the close of the SAA Annual Meeting.</p> <p>5. The term of office and the number of consecutive terms that a person may serve in one Section office or on the steering committee will be set in the Section’s bylaws.</p> <p>6. Section bylaws are subject to review and comment by the Council.</p> <p>7. Sections are encouraged to create special or standing subcommittees in order to execute the goals of the Section, develop leaders, and recruit members into the Society.</p> <p><b>B. Section Elections</b></p> <p>1. Sections shall conduct annual elections via an online ballot system provided by the SAA staff. Members must vote via the online ballot.</p> <p>2. Formal calls for nominations shall be issued by the Section leadership and collected by June 1.</p> <p>3. Basic ballot information (e.g., introductory message to voters, listing of offices, number of vacancies for each, names of candidates, and links</p>	<p>New section B. adopted 0809-1, Motion 11. Following sections re-lettered accordingly.</p>	<p>The Council habitually has reviewed and approved all changes to Section bylaws.</p> <p><b>Support Statement:</b> Voting for and serving on section/roundtable steering committees are benefits of membership. Uniformity of governance procedures ensures that these benefits are delivered in a fair and consistent manner. In addition, clear guidelines assist leaders in focusing their energy on their group missions rather than administration tasks. Conducting online elections requires attention</p>
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<p><b>2. Consultation</b> Sections are incubators for developing leaders who go on to take leadership positions within SAA at other levels of responsibility. Leadership development is a more productive process in an organizational environment that nurtures consultation and participation.</p> <p>a. Section leaders are to be appropriately consulted in the decision-making and deliberative processes of the Society. Whenever possible, Section leaders should be included in appointments to committees and task forces, when such appointments are appropriate to inform the subject or achieve a diversity of opinion.</p>	<p>to candidate statements) shall be submitted to the SAA staff by June 15.</p> <p>4. Supplementary ballot information (e.g., candidate photos, biographies, and statements), if desired, shall be posted by the Section leaders to the Section website by July 1.</p> <p>5. Online ballots containing basic ballot information shall be prepared by staff and made accessible during the first week of July and shall remain open for at least two weeks.</p> <p>6. Section members who are in good standing on June 30 shall be eligible to vote. Members who join after this date shall be eligible to vote during the following year.</p> <p>7. Ballot results shall be reported by staff to the Section leaders in order to be announced at the Annual Meeting.</p> <p><b>C. Consultation</b> Sections are incubators for developing leaders who go on to take leadership positions within SAA at other levels of responsibility. Leadership development is a more productive process in an organizational environment that nurtures consultation and participation.</p> <p>1. Section leaders are to be appropriately consulted in the decision-making and deliberative processes of the Society. Whenever possible, Section leaders should be included in appointments to committees and task forces, when such appointments are appropriate to inform the subject or achieve a diversity of opinion.</p>	<p>to certain technical details but also enables wider participation in sections and roundtables. The very low number of requests for mail ballots (i.e., 10) during SAA’s 2009 general election suggests that the barriers to online participation are far less than those related to holding in-person elections at the Annual Meeting.</p> <p><b>Fiscal Impact:</b> As of July 22, 2009, six sections and roundtables had requested support from SAA staff to conduct online elections. Configuration of ballots that include candidate photos, bios, and statements can be time-consuming, taking up to an hour or more per ballot. The impact on staff resources can be effectively mitigated by limiting the ballot to so-called “basic” information and utilizing links to (optional) supplementary information that is edited, formatted, and posted online by the section leaders themselves.</p> <p><b>NOTE:</b> A recommendation in 0809-1 to incorporate similar language for Roundtables (i.e., “Roundtables may conduct annual elections via an online ballot system...”) was not adopted.</p>
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<p>b. The president or designee will report at the annual Leadership Forum and to the SAA membership on steps taken to achieve the goal of leadership consultation at the annual leadership forum.</p> <p>c. Section leaders may submit their concerns and requests to the Council through designated Council liaisons, who are eligible to address Section annual membership meetings, attend the Section’s leadership meetings, and participate in all Section electronic discussion groups.</p> <p><b>3. Professional Leadership</b> Section officers will be asked to acknowledge annually that they understand and will comply with the responsibilities of their position.</p> <p>a. The president or designee will contact Section chairs and vice-chairs/chairs-elect annually by e-mail to request that they read those Sections of the SAA Council Handbook and Section handbooks that relate to Sections and particularly to their duties and responsibilities. The annual notice will include a reminder to leaders of their responsibilities to create a welcoming, professional environment. The annual notice should include reference to guidelines on:</p> <ul style="list-style-type: none"> <li>• Timely and regular communication with Section members, Council liaisons, and the SAA office;</li> <li>• Compliance with reporting requirements;</li> <li>• Review and update of SAA’s main website;</li> <li>• Notification of inability to perform duties of office to which elected;</li> <li>• Broad participation of the Section membership and recruitment of new leaders;</li> </ul>	<p>2. The president or designee will report at the annual Leadership Forum and to the SAA membership on steps taken to achieve the goal of leadership consultation.</p> <p>3. Section leaders may submit their concerns and requests to the Council through designated Council liaisons, who are eligible to address Section annual membership meetings, attend the Section’s leadership meetings, and participate in all Section electronic discussion groups.</p> <p><b>D. Professional Leadership</b> Section officers will be asked to acknowledge annually that they understand and will comply with the responsibilities of their position.</p> <p>1. The president or designee will contact Section chairs and vice-chairs/chairs-elect annually by e-mail to request that they read those Sections of the SAA Council Handbook and Section handbooks that relate to Sections and particularly to their duties and responsibilities. The annual notice will include a reminder to leaders of their responsibilities to create a welcoming, professional environment. The annual notice should include reference to guidelines on:</p> <ul style="list-style-type: none"> <li>• Timely and regular communication with Section members, Council liaisons, and the SAA office;</li> <li>• Compliance with reporting requirements;</li> <li>• Review and update of SAA’s main website;</li> <li>• Notification of inability to perform duties of office to which elected;</li> <li>• Broad participation of the Section membership and recruitment of new leaders;</li> </ul>		<p>Not done. Sentence edited from original to clarify. Although there is no specific communication to this effect, we habitually mention participating groups when publicizing finished statements/products.</p> <p>Not done.</p> <p>Some of this information has been covered in the annual Leadership Orientation and Forum and/or in the Leadership Manual (distributed at the Forum and published on the website in 2009, 2010, and 2011).</p>
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<ul style="list-style-type: none"> <li>• Understanding of and support for the Society's objectives and policies; and</li> <li>• Attendance at the annual Leadership Forum meetings.</li> </ul> <p>b. Section officers will be required to acknowledge by e-mail reply that they have read and understood these policies and guidelines and that they will comply with the expectations of their office.</p>	<ul style="list-style-type: none"> <li>• Understanding of and support for the Society's objectives and policies; and</li> <li>• Attendance at the annual Leadership Forum meetings.</li> </ul> <p>2. Section officers will be required to acknowledge by e-mail reply that they have read and understood these policies and guidelines and that they will comply with the expectations of their office.</p>		
<p><b>IX. ANNUAL LEADERSHIP FORUM</b></p> <p>The SAA Annual Meeting will include in its schedule a block of time for a Leadership Forum of Section officers, committee chairs, Council members, and those Roundtable conveners who request to attend. The purpose of the forum is to exchange information on issues that have impact on the wider profession and to discuss strategic responses to these concerns.</p> <p>1. Section chairs and chairs-elect or their representatives are expected to attend the forum. If unable to attend, a Section chair or chair-elect may designate another member of the Section leadership to attend in his or her place. Failure to send representatives to the Leadership Forum may result in loss of Section meeting privileges.</p> <p>2. SAA officers, the executive director, and Council members will attend the forum.</p> <p>3. The agenda of the annual forum will be decided by the Council in consultation with Section and committee chairs.</p>	<p><b>IX. ANNUAL LEADERSHIP FORUM</b></p> <p>The SAA Annual Meeting will include in its schedule a block of time for a Leadership Forum of Section officers, committee chairs, Council members, and those Roundtable conveners who request to attend. The purpose of the forum is to exchange information on issues that have impact on the wider profession and to discuss strategic responses to these concerns.</p> <p>A. Section chairs and chairs-elect or their representatives are expected to attend the forum. If unable to attend, a Section chair or chair-elect may designate another member of the Section leadership to attend in his or her place. Failure to send representatives to the Leadership Forum may result in loss of Section meeting privileges.</p> <p>B. SAA officers, the Executive Director, and Council members will attend the forum.</p> <p>C. The agenda of the annual forum will be decided by the Council in consultation with Section and committee chairs.</p>	<p>No changes.</p>	<p>We habitually have invited all component group leaders, including roundtable conveners.</p> <p>We have not taken "roll" since 2009 (Austin).</p> <p>The agenda typically has been decided by the President or VP and the Executive Director. Include as</p>

<p>4. The president or designee will report on the involvement of Section leaders in the activities and appointments of the Council in the past year, and remind leaders of their ongoing responsibilities and any duties assigned by Council.</p> <p>5. The format of the forum may vary, but a substantial amount of the block of time will be allocated for dialogue in which leaders may describe new initiatives, seek collaborations with others, and exchange views on the direction and performance of the Society’s program and work.</p> <p>6. The results of the annual Leadership Forum will be circulated for review and comment by Section leaders, and subsequently reported to the general membership on the SAA’s website.</p>	<p>D . The president or designee will report on the involvement of Section leaders in the activities and appointments of the Council in the past year, and remind leaders of their ongoing responsibilities and any duties assigned by Council.</p> <p>E. The format of the forum may vary, but a substantial amount of the block of time will be allocated for dialogue in which leaders may describe new initiatives, seek collaborations with others, and exchange views on the direction and performance of the Society’s program and work.</p> <p>F. The results of the annual Leadership Forum will be circulated for review and comment by Section leaders, and subsequently reported to the general membership on the SAA’s website</p>		<p>regular discussion item on the January or May Council agenda?</p> <p>This format was used successfully in 2009, with Gottlieb presiding and a panel of three leaders presenting their groups’ work.</p> <p>This has not been done.</p>
<p><b>X. COMMUNICATIONS</b></p> <p><b>1. Electronic Lists</b></p> <p>a. All official electronic lists of SAA Sections will be centrally hosted and managed by the SAA office.</p> <p>b. All Sections will be supported with separate electronic discussion and e-mail lists for members and for Section leaders. An annual report on the number of subscribers will be provided by the SAA office.</p> <p>c. Section electronic list subscriptions will be limited to SAA members only. SAA members who are not members of a particular Section may subscribe annually to that Section’s electronic lists</p>	<p><b>X. COMMUNICATIONS</b></p> <p>A. Sections will provide to the SAA staff key leadership information for display on the main SAA website. This information will be reviewed annually by the Section steering committee and used to orient officers and steering committee members. The information should include, at a minimum, up-to-date versions of the following:</p> <ul style="list-style-type: none"> <li>• A statement of purpose and current goals;</li> <li>• The Section bylaws;</li> <li>• Specific duties of the officers, including their reporting requirements; and</li> <li>• Information on officers and activities from the Section's annual reports.</li> </ul>	<p>Revised section X. adopted 0210, Motion 7.</p>	

<p>with the permission of the Section chair.</p> <p>d. All Section chairs and designee(s) will have access to a Section announcement list for their members. These will be hosted and maintained by the SAA office staff.</p> <p>e. All Section officers and steering committee members will be subscribed automatically to the SAA leader announcement list (“saaleaderlist”). The chair will forward appropriate leader list announcements to Section members.</p> <p>f. Electronic lists maintained by Sections remotely will not be considered a replacement for official SAA communication services.</p> <p><b>2. Section Websites and the SAA Website</b></p> <p>a. Sections may create their own websites provided that they follow all SAA policies, register these publications with the SAA office, use the uniform SAA logo, and establish links to the SAA website. Section leaders are encouraged, however, to work with SAA staff to develop websites hosted by SAA servers for purposes of continuity and retention of official SAA records.</p> <p>b. Upon request, the SAA office will host a Section’s website, the content and design of which will be the responsibility of the Section’s steering committee and website coordinator. SAA staff will assist Sections in developing standard websites and templates hosted by SAA servers.</p> <p>c. Sections will make available on the main SAA website, as well as the Section website, key leadership information identified as the “Section</p>	<p>B. Section websites, e-mail discussion lists, document workspaces, and online social networks will conform to the <i>Uniform Guidelines for SAA Websites and Online Communications</i>.</p> <p>C. Announcements of employment opportunities shall appear only in SAA's <i>Online Career Center</i>, and not in any Section publication or other electronic communication. In this way the Society is able to fulfill its legal and fiscal responsibilities to 1) review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and 2) provide the services contracted for by the institutions and organizations that place ads and announcements in SAA publications.</p> <p>D. Any mailings or electronic communications from Section leaders to their members will also be distributed to the Council and the Executive Office.</p> <p>E. The SAA office will contact Section chairs, in time for publication in the Annual Meeting program book, to request information on plans for the Section meeting at the Annual Meeting</p>		
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<p>Handbook.” The Section Handbook, which will be posted by the SAA office, is reviewed annually by the Section steering committee and used to orient officers and steering committee members. The Section Handbook should contain, at a minimum, up-to-date versions of the following:</p> <ul style="list-style-type: none"> <li>• A statement of purpose and current goals,</li> <li>• The Section bylaws,</li> <li>• Specific duties of the officers, including their reporting requirements, and</li> <li>• Information on officers and activities from the Section’s annual reports.</li> </ul> <p>d. Announcements of employment opportunities shall appear only in SAA’s <i>Archival Outlook</i> and the online Employment Bulletin, and not in any other SAA Section website or other communication. In this way the Society is able to fulfill its legal and fiscal responsibilities to 1) review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and 2) provide the services contracted for by the institutions and organizations that place ads and announcements in SAA publications.</p> <p>e. Any mailings or electronic communications from Section leaders to their members will also be distributed to the Council and the Executive Office.</p> <p>f. The SAA office will contact Section chairs, in time for publication in the Annual Meeting program book, to request information on plans for the Section meeting at the Annual Meeting.</p>			
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<p><b>XII. FUNDING FOR SECTION ACTIVITIES</b></p> <p>1. Sections will receive priority support from the Society’s budget for special projects approved by the Council.</p> <p>2. SAA’s fiscal year extends from July 1 to June 30. Budget requests from Sections will be submitted as part of the annual report due to the Council within 90 days of the close of the Annual Meeting.</p> <p>3. Funds allocated to a Section during one fiscal year are not automatically carried over to the next fiscal year. If an allocation needs to be deferred to the next year, the Section must formally request the carryover in its annual report.</p> <p>4. A Section must receive authorization from the Council to spend any monies or commit any monies to be spent. Although exceptions can be made, the Council expects to appropriate monies for Section activities through the regular budget process.</p> <p>5. If a Section wishes to seek resources (in cash or in kind) from any source outside of SAA, Executive Committee approval must be obtained in every instance before approaching the source. Proposals should be routed through the executive director with sufficient time for consideration by the Executive Committee, which will respond within 30 days.</p>	<p><b>XII. FUNDING FOR SECTION ACTIVITIES</b></p> <p>A. Sections will receive priority support from the Society’s budget for special projects approved by the Council.</p> <p>B. SAA’s fiscal year extends from July 1 to June 30. Budget requests from Sections will be submitted as part of the annual report due to the Council within 90 days of the close of the Annual Meeting.</p> <p>C. Funds allocated to a Section during one fiscal year are not automatically carried over to the next fiscal year. If an allocation needs to be deferred to the next year, the Section must formally request the carryover in its annual report.</p> <p>D. A Section must receive authorization from the Council to spend any monies or commit any monies to be spent. Although exceptions can be made, the Council expects to appropriate monies for Section activities through the regular budget process.</p> <p>E. If a Section wishes to seek resources (in cash or in kind) from any source outside of SAA, Executive Committee approval must be obtained in every instance before approaching the source. Proposals should be routed through the Executive Director with sufficient time for consideration by the Executive Committee, which will respond within 30 days.</p>	<p>No changes.</p>	

<p><b>XIII. USE OF SAA NAME, LOGO, AND AUSPICES</b></p> <p>The use of SAA’s name, logo, and auspices for publications, meetings, mailings, websites, electronic communications, and other activity is available only through specific provision of the Council. Although sections are within the SAA structure, they are not empowered to take action in the name of SAA, or request money in the name of SAA or the Section itself without specific prior authorization from the Council. This firm rule is required to protect SAA and its members from potential legal complications.</p>	<p><b>XIII. USE OF SAA NAME, LOGO, AND AUSPICES</b></p> <p>The use of SAA’s name, logo, and auspices for publications, meetings, mailings, websites, social networks, electronic communications, and other activities is available only through specific provision of the Council and shall conform to the <i>Uniform Guidelines for Use of the SAA Logo</i>. Although Sections are within the SAA structure, they are not empowered to take action in the name of SAA, or request money in the name of SAA or the Section itself without specific prior authorization from the Council. This firm rule is required to protect SAA and its members from potential legal complications.</p>	<p>Changes adopted 0210, Motion 7.</p>	
<p><b>Section X. Roundtables</b></p>			
<p><b>I. MISSION STATEMENT</b></p> <p><b>1. Serve as Advocate for Interest Around Which the Roundtable Is Formed</b> Roundtables focus attention on and give voice to the concerns that form the Roundtable’s particular areas of interest. Roundtables function as communities of interest engaged in generating ideas and meeting the intellectual interests of the membership in areas of topical interest. They focus expertise and interest in the professional functions and responsibilities to carry out the archival profession’s mission to identify, administer, and promote the use of records of enduring value.</p> <p><b>2. Encourage and Provide Communication</b> Roundtables provide a forum for members to discuss matters of interest within the body. They</p>	<p><b>I. MISSION STATEMENT</b></p> <p><b>A. Serve as Advocate for Interest Around Which the Roundtable Is Formed</b> Roundtables focus attention on and give voice to the concerns that form the Roundtable’s particular areas of interest. Roundtables function as communities of interest engaged in generating  ideas and meeting the intellectual interests of the membership in areas of topical interest. They focus expertise and interest in the professional functions and responsibilities to carry out the archival profession’s mission to identify, administer, and promote the use of records of enduring value.</p> <p><b>B. Encourage and Provide Communication</b> Roundtables provide a forum for members to discuss matters of interest within the body. They</p>	<p>No changes.</p>	

<p>also provide channels of communication from the Roundtable to the membership of the Society and to the Council on matters of concern to the Roundtable. As Roundtables may exist as online communities, communication may take place in the form of Roundtable electronic discussion groups.</p> <p><b>3. Perform Work</b> Roundtables provide mechanisms for members to initiate activities of common interest and also review material referred to them by the Council for comment or action. Roundtables can formulate specific projects, for which task forces would be created to execute the projects. Roundtables give and institutionalize opportunity for members to focus, on a longer term basis and in a national forum, on specific matters of practical interest.</p> <p><b>4. Integrate New Members</b> Roundtables provide a vital mechanism for new and prospective SAA members to become active in the work of the Society and for meeting members with common interests. Roundtables provide new members a chance to participate and to contribute to the work of the group and the Society.</p> <p>Although it is expected that the core of a Roundtable is composed of Individual members of SAA, anyone may belong to a Roundtable. Because of this, Roundtables play a unique and significant role in recruiting new members to the Society. Roundtables are therefore required to compile records of attendance at the Annual Meeting on forms provided by the SAA Executive Office; these will be used by the SAA Executive Office for outreach purposes and to monitor the overall effectiveness of Roundtables in attracting new members to the Society.</p>	<p>also provide channels of communication from the Roundtable to the membership of the Society and to the Council on matters of concern to the Roundtable. As Roundtables may exist as online communities, communication may take place in the form of Roundtable electronic discussion groups.</p> <p><b>C. Perform Work</b> Roundtables provide mechanisms for members to initiate activities of common interest and also review material referred to them by the Council for comment or action. Roundtables can formulate specific projects, for which task forces would be created to execute the projects. Roundtables give and institutionalize opportunity for members to focus, on a longer term basis and in a national forum, on specific matters of practical interest.</p> <p><b>D. Integrate New Members</b> Roundtables provide a vital mechanism for new and prospective SAA members to become active in the work of the Society and for meeting members with common interests. Roundtables provide new members a chance to participate and to contribute to the work of the group and the Society.</p> <p>Although it is expected that the core of a Roundtable is composed of Individual members of SAA, anyone may belong to a Roundtable. Because of this, Roundtables play a unique and significant role in recruiting new members to the Society. Roundtables are therefore required to compile records of attendance at the Annual Meeting on forms provided by the SAA Executive Office; these will be used by the SAA Executive Office for outreach purposes and to monitor the overall effectiveness of Roundtables in attracting new members to the Society.</p>		<p>This should be clarified to be consistent with Section IV. below. Nonmembers may participate in a Roundtable as a list participant. These individuals do not actually “belong” to the roundtable.</p> <p>We have not required rosters of Annual Meeting attendees, although some groups do provide them.</p>
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<p><b>5. Develop Leadership</b> The Roundtables offer opportunities to their members to take leadership in working with and for their colleagues. Through the years, a considerable number of the elected and appointed positions within SAA have been filled by persons who began their leadership roles in Roundtables.</p>	<p><b>E. Develop Leadership</b> The Roundtables offer opportunities to their members to take leadership in working with and for their colleagues. Through the years, a considerable number of the elected and appointed positions within SAA have been filled by persons who began their leadership roles in Roundtables.</p>		
<p><b>II. GOALS AND AREAS OF ACTIVITY</b></p> <p>Roundtables are charged to be active in four areas.</p> <ul style="list-style-type: none"> <li>• They identify and consider issues in which a significant number of members have an interest. Members may investigate different facets of the issues, then report and discuss their findings during Roundtable meetings and through Roundtable mailings or electronic communications.</li> <li>• They recommend to the Council, through memoranda or formal papers, an action or a position the Roundtable believes appropriate for SAA. The Council remains the policy-setting body for SAA, and only it can promulgate a formal position for SAA or any of its constituent bodies.</li> <li>• They suggest program sessions for the SAA Annual Meeting and, with the advice of the executive director, plan Roundtable meetings for the SAA Annual Meeting. Representatives of the Program Committee will visit</li> </ul>	<p><b>II. GOALS AND AREAS OF ACTIVITY</b></p> <p><b>Roundtables are charged to be active in four areas.</b></p> <ul style="list-style-type: none"> <li>• They identify and consider issues in which a significant number of members have an interest. Members may investigate different facets of the issues, then report and discuss their findings during Roundtable meetings and through Roundtable mailings or electronic communications.</li> <li>• They recommend to the Council, through memoranda or formal papers, an action or a position the Roundtable believes appropriate for SAA. The Council remains the policy-setting body for SAA, and only it can promulgate a formal position for SAA or any of its constituent bodies.</li> <li>• They suggest program sessions for the SAA Annual Meeting and, with the advice of the Executive Director, plan Roundtable meetings for the SAA Annual Meeting. Representatives of the Program Committee will visit</li> </ul>	<p>No changes.</p>	

<p>Roundtable meetings to present their early plans for the next meeting; to explain the program-building process, the pre-conference workshop possibilities, and the Roundtable endorsement process; and to advise Roundtables on how to submit well-crafted program proposals in collaboration with other SAA units.</p> <ul style="list-style-type: none"> <li>• They communicate Roundtable activity within the Roundtable and to the Society at large.</li> </ul>	<p>Roundtable meetings to present their early plans for the next meeting; to explain the program-building process, the pre-conference workshop possibilities, and the Roundtable endorsement process; and to advise Roundtables on how to submit well-crafted program proposals in collaboration with other SAA units.</p> <ul style="list-style-type: none"> <li>• They communicate Roundtable activity within the Roundtable and to the Society at large.</li> </ul>		
<p><b>III. RECOGNITION AND STANDING</b></p> <p>1. The Council may establish Roundtables upon submission of a group’s application. The Council will consider the merits of each request in light of existing SAA groups and the specific statement of intent and goals of the applicant group.</p> <p>2. New applications for recognition shall be submitted no later than January 1 for Council action before the next Annual Meeting.</p> <p>3. Application shall be made by petition to include signatures of at least 50 SAA members, a publishable statement of purpose and goals of the Roundtable, and a statement indicating why a separate Roundtable would be advantageous to the Society.</p> <p>4. Roundtables that do not maintain an official membership level of at least 50 members and meet annual reporting requirements may be dissolved as an official SAA Roundtable after due notice and an opportunity for Roundtable officers to appeal.</p>	<p><b>III. RECOGNITION AND STANDING</b></p> <p>A. The Council may establish Roundtables upon submission of a group’s application. The Council will consider the merits of each request in light of existing SAA groups and the specific statement of intent and goals of the applicant group.</p> <p>B. New applications for recognition shall be submitted no later than January 1 for Council action before the next Annual Meeting.</p> <p>C. Application shall be made by petition to include signatures of at least 50 SAA members, a publishable statement of purpose and goals of the Roundtable, and a statement indicating why a separate Roundtable would be advantageous to the Society.</p> <p>D. Roundtables that do not maintain an official membership level of at least <u>25</u> members and meet annual reporting requirements may be dissolved as an official SAA Roundtable after due notice and an opportunity for Roundtable officers to appeal.</p>	<p>Adopted 0209, Motion 6.</p>	

<p>5. Should a Roundtable decide that a more formal structure and greater degree of activity are necessary to carry forward its work, it may petition the Council to become a Section. Such petitions should indicate a plan of work for specific projects that can be carried out more effectively through the Section structure.</p>	<p>E. Should a Roundtable decide that a more formal structure and greater degree of activity are necessary to carry forward its work, it may petition the Council to become a Section. Such petitions should indicate a plan of work for specific projects that can be carried out more effectively through the Section structure.</p>		
<p><b>IV. MEMBERSHIP</b></p> <p>SAA members may join up to two Roundtables in order to establish an official list of Roundtable members. The SAA office will maintain and report on the official list of Roundtable members as an aid in allocating resources and tracking member services. Participation in electronic discussion lists is open to nonmembers of the Society.</p>	<p><b>IV. MEMBERSHIP</b></p> <p>SAA members may join <u>an unlimited number of</u> Roundtables. The SAA office will maintain and report on the official list of Roundtable members as an aid in allocating resources and tracking member services. Participation in electronic discussion lists is open to nonmembers of the Society.</p>	<p>Adopted 0509, Motion 10.</p>	
<p><b>V. GOVERNANCE</b></p> <p>1. Roundtables will annually elect an SAA member as the convener, who may also be known as the chair. This person must be a member of SAA. No person may serve as convener of a Roundtable for more than three successive years. Only SAA members are eligible to vote for Roundtable conveners or other officers.</p> <p>2. The leaders of the Roundtable are expected to notify the SAA Executive Office promptly of newly appointed or elected leaders so that the official SAA leadership list (“saaleaderlist”) can be updated</p>	<p><b>V. GOVERNANCE</b></p> <p>A. Roundtables will adopt and report to the Council a governance structure that is consistent with their need. Roundtable leaders will be elected annually. No person may serve as the senior leader of a Roundtable for more than three successive years. Only SAA members are eligible to serve as or vote for Roundtable leaders. Roundtables may conduct their annual leadership elections online. If a Roundtable chooses to do so, it must comply with the criteria and rules for Section elections.</p> <p>B. The leaders of the Roundtable are expected to</p>	<p>Changes in section A. adopted 0809-1, Motion 10.</p>	<p><b>Support Statement:</b> Section X.V.D. of the Council Handbook establishes that “it was never the desire in creating Roundtables to establish bodies that spend more time on the structure of doing business than on the discussion of archival issues within their fields of activity.” Due to the relatively small size of some Roundtables and the challenge of recruiting leaders, the current policy does</p>

<p>and mailings can be circulated properly.</p> <p>3. Roundtable conveners will take office at the close of the SAA Annual Meeting.</p> <p>4. It was never the desire in creating Roundtables to establish bodies that spend more time on the structure of doing business than on the discussion of archival issues within their fields of activity. Roundtables may operate as formally or informally as suits their needs; they are not required to draw up bylaws.</p>	<p>notify the SAA Executive Office promptly of newly appointed or elected leaders so that the official SAA leadership list (“saaleaderlist”) can be updated and mailings can be circulated properly.</p> <p>C. Roundtable conveners will take office at the close of the SAA Annual Meeting.</p> <p>D. It was never the desire in creating Roundtables to establish bodies that spend more time on the structure of doing business than on the discussion of archival issues within their fields of activity. Roundtables may operate as formally or informally as suits their needs; they are not required to draw up bylaws.</p>		<p>not impose hierarchical governance structures and permits longer terms of service for conveners – up to three years. The Vice Chair/Chair-Elect model does not accommodate longer terms of service and, in at least one case, has created conflict over the nominations process. The recommendation supports the governance structures used by the majority of SAA Roundtables and clarifies procedures for conducting nominations and elections.</p>
<p><b>VI. ANNUAL REPORTING REQUIREMENTS</b></p> <p>1. Roundtable conveners are required to report the name(s) of their convener(s) for the coming year to the SAA office within 14 days of the close of the Annual Meeting. Conveners are required to complete and file SAA’s standard annual report form within 90 days of the close of the Annual Meeting, regardless of whether the Roundtable convenes in conjunction with the Annual Meeting. (Download the <a href="#">report form</a>.)</p> <p>2. Failure to complete and file an annual report within six months of an Annual Meeting places the Roundtable in a probationary status and may result in a loss of Roundtable privileges. Failure to file an annual report within one year of the close of the Annual Meeting will result in a notice from the president of the Roundtable’s dissolution. Roundtables receiving such notice may file an</p>	<p><b>VI. ANNUAL REPORTING REQUIREMENTS</b></p> <p>A. Roundtable conveners are required to report the name(s) of their convener(s) for the coming year to the SAA office within 14 days of the close of the Annual Meeting. Conveners are required to complete and file <u>with the Executive Director an annual report</u> within 90 days of the close of the Annual Meeting, regardless of whether the Roundtable convenes in conjunction with the Annual Meeting. (Download the <a href="#">report form</a>.)</p> <p>B. Failure to complete and file an annual report within six months of an Annual Meeting places the Roundtable in a probationary status and may result in a loss of Roundtable privileges. Failure to file an annual report within one year of the close of the Annual Meeting will result in a notice from the president of the Roundtable’s dissolution. Roundtables receiving such notice may file an</p>		<p>Edited for clarity.</p>



<p>appeal with the Council.</p> <p>3. Roundtable annual reports, including the update of purpose and activity statements, will be published by the SAA office on the main SAA website.</p> <p>4. Roundtable conveners will be asked to acknowledge annually that they understand and will comply with the responsibilities of their position. The president or designee will contact Roundtable conveners annually by e-mail to request a response that they have read pertinent sections of the Council Handbook regarding their duties. The convener is responsible for acknowledging receipt and compliance with the annual notice of leadership responsibilities and for contacting the Council regarding all other issues of concern to the Roundtable’s members.</p>	<p>appeal with the Council.</p> <p>C. Roundtable annual reports, including the update of purpose and activity statements, will be published on the <u>Roundtable's website</u>.</p> <p>D. Roundtable conveners will be asked to acknowledge annually that they understand and will comply with the responsibilities of their position. The president or designee will contact Roundtable conveners annually by e-mail to request a response that they have read pertinent sections of the Council Handbook regarding their duties. The convener is responsible for acknowledging receipt and compliance with the annual notice of leadership responsibilities and for contacting the Council regarding all other issues of concern to the Roundtable’s members.</p>	<p>Adopted 0210, Motion 7.</p>	<p>Changed in conjunction with adoption of “Uniform Guidelines for SAA Websites and Online Communications.”</p> <p>Not done.</p>
<p><b>VII. ROUNDTABLE MEETINGS</b></p> <p>The Society invites Roundtable leaders to work collaboratively and creatively with the Council and staff to allocate limited meeting space by suggesting alternative ways of gathering within and outside of the conference hotel. All Roundtables will be guaranteed either shared or dedicated meeting space at the Annual Meeting. Roundtables may be required to meet certain conditions in order to secure dedicated rooms and other resources, especially equipment, that may be available during the Annual Meeting.</p> <p>1. Conveners will receive an annual notice from</p>	<p><b>VII. ROUNDTABLE MEETINGS</b></p> <p>The Society invites Roundtable leaders to work collaboratively and creatively with the Council and staff to allocate limited meeting space by suggesting alternative ways of gathering within and outside of the conference hotel. All Roundtables will be guaranteed either shared or dedicated meeting space at the Annual Meeting. Roundtables may be required to meet certain conditions in order to secure dedicated rooms and other resources, especially equipment, that may be available during the Annual Meeting.</p> <p>A. Conveners will receive an annual notice from the</p>		

<p>the SAA office on the availability of meeting rooms for Roundtables, with deadlines for responding. Roundtables that request a meeting room may be allocated shared meeting space at the Annual Meeting. The following criteria, among others, may be used to determine the allocation of shared space.</p> <p>a. The SAA office receives a request for space by the deadline established by the executive director.</p> <p>b. All reporting requirements for the previous year have been met.</p> <p>2. Roundtable requests for a dedicated meeting room and/or equipment at an SAA Annual Meeting will be evaluated and determined by the executive director, in consultation with the SAA president as appropriate, from among the following criteria:</p> <ul style="list-style-type: none"> <li>• The convener submits a timely request before deadlines published by the SAA office,</li> <li>• The Roundtable has organized a special presentation or program that advances the Society’s strategic priorities,</li> <li>• The Roundtable is engaged in a collaborative exercise with another Roundtable or Section,</li> <li>• The historical and expected attendance are large enough to warrant dedicated space in order to accommodate members, and/or</li> <li>• All annual reporting requirements for the previous year have been met, including the convener’s acknowledgment of leadership responsibilities.</li> </ul> <p>3. New Roundtables are eligible for a dedicated meeting room at the SAA Annual Meeting for their first organizational meeting after approval by the</p>	<p>SAA office on the availability of meeting rooms for Roundtables, with deadlines for responding. Roundtables that request a meeting room may be allocated shared meeting space at the Annual Meeting. The following criteria, among others, may be used to determine the allocation of shared space.</p> <p>1. The SAA office receives a request for space by the deadline established by the Executive Director.</p> <p>2. All reporting requirements for the previous year have been met.</p> <p><b><i>Note: Section B below is superseded for the 2012 Annual Meeting by the following: In response to a growing demand for audiovisual support at roundtable meetings, the SAA Council has created a formal request process for the 2012 Annual Meeting. SAA roundtables that want AV support must submit a formal request to be reviewed by the Finance Committee, which will then recommend appropriate funding for inclusion in the 2013 budget process. Per the SAA Governance Manual (Section X: Roundtables, VII. B.), audiovisual funding for Roundtables is not guaranteed; funded amounts may vary by year. View details and the form <a href="#">here</a>.</i></b></p> <p>B. Roundtable requests for a dedicated meeting room and/or equipment at an SAA Annual Meeting will be evaluated and determined by the Executive Director, in consultation with the SAA president as appropriate, from among the following criteria:</p> <ul style="list-style-type: none"> <li>• The convener submits a timely request before deadlines published by the SAA office,</li> <li>• The Roundtable has organized a special presentation or program that advances the</li> </ul>	<p>Per Council discussion, 0809-1, Agenda Item III.F.</p>	<p>This was not officially adopted by the Council via a motion. Instead, it was agreed in “Other Discussion Items from Council Members.” If the process works well in 2012, the Council may wish to consider adopting this procedure and revising the Governance Manual accordingly.</p>
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<p>Council.</p> <p>4. Roundtables that are allocated dedicated meeting space at one Annual Meeting will not receive priority over other Roundtables requesting dedicated space at the next Annual Meeting.</p> <p>5. Roundtables that do not meet at one Annual Meeting but that wish to reserve space at a subsequent meeting may request allocation of space without penalty.</p> <p>6. SAA staff will report annually to the Council on Roundtable meeting attendance, the allocation of space and other resources at the SAA Annual Meeting, the official membership numbers of the Roundtables, electronic list subscribers and activity, compliance with annual reporting requirements, and other activity that will assist the Council in regularly assessing the status of Roundtables.</p>	<p>Society's strategic priorities,</p> <ul style="list-style-type: none"> <li>• The Roundtable is engaged in a collaborative exercise with another Roundtable or Section,</li> <li>• The historical and expected attendance are large enough to warrant dedicated space in order to accommodate members, and/or</li> <li>• All annual reporting requirements for the previous year have been met, including the convener's acknowledgment of leadership responsibilities.</li> </ul> <p>C. New Roundtables are eligible for a dedicated meeting room at the SAA Annual Meeting for their first organizational meeting after approval by the Council.</p> <p>D. Roundtables that are allocated dedicated meeting space at one Annual Meeting will not receive priority over other Roundtables requesting dedicated space at the next Annual Meeting.</p> <p>E. Roundtables that do not meet at one Annual Meeting but that wish to reserve space at a subsequent meeting may request allocation of space without penalty.</p> <p>F. SAA staff will report annually to the Council on Roundtable meeting attendance, the allocation of space and other resources at the SAA Annual Meeting, the official membership numbers of the Roundtables, electronic list subscribers and activity, compliance with annual reporting requirements, and other activity that will assist the Council in regularly assessing the status of Roundtables.</p>		<p>This has not been done annually, nor to the level of detail required.</p>
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<p><b>VIII. CONSULTATION WITH THE COUNCIL</b></p> <p>1. The president will extend an invitation to Roundtable conveners to attend the annual Leadership Forum. Attendance for Roundtable conveners will not be mandatory.</p> <p>2. Roundtables may submit requests directly to the Council through the SAA executive director. The Council is responsible for addressing Roundtable matters, making recommendations about Roundtable matters, and communicating actions concerning Roundtables to the conveners.</p>	<p><b>VIII. CONSULTATION WITH THE COUNCIL</b></p> <p>A. The president will extend an invitation to Roundtable conveners to attend the annual Leadership Forum. Attendance for Roundtable conveners will not be mandatory.</p> <p>B. Roundtables may submit requests directly to the Council through the SAA Executive Director. The Council is responsible for addressing Roundtable matters, making recommendations about Roundtable matters, and communicating actions concerning Roundtables to the conveners.</p>	<p>No changes.</p>	<p>The Council has preferred to assign Council liaisons the responsibility of shepherding roundtable requests.</p>
<p><b>IX. COMMUNICATIONS</b></p> <p><b>1. Electronic Lists</b></p> <p>The Society will support Roundtables with multiple electronic lists, websites, and other communication vehicles as they become available.</p> <p>a. The SAA office will host and manage electronic discussion and announcement lists for all Roundtables.</p> <p>b. Roundtable conveners will coordinate communication with the SAA office and the Council and will forward appropriate messages from the SAA leader announcement list (“saaleaderlist”) to members.</p>	<p><b>IX. COMMUNICATIONS</b></p> <p>A. Roundtable conveners will provide to the SAA staff, and update as necessary, broad information on the goals, leadership, and activities of the Roundtable for display on the main SAA website. This information should be reviewed annually and used to orient incoming Roundtable leaders.</p> <p>B. Roundtable websites, e-mail discussion lists, document workspaces, and online social networks will conform to <i>Uniform Guidelines for SAA Websites and Online Communications</i>.</p> <p>C. Any mailings or electronic communications from Roundtable leaders to their members should also be distributed to the Council and the SAA Executive Office.</p>	<p>Revised section X. adopted 0210, Motion 7.</p>	

<p>c. Although members may join only two Roundtables officially, they may subscribe to an unlimited number of Roundtable electronic discussion lists. The SAA staff and Council liaisons will monitor lists to identify issues of wider importance and to assess the unit’s effectiveness. The number of subscribers will be maintained and reported by SAA staff.</p> <p>d. Participation in an unlimited number of Roundtable electronic discussion groups will be open to nonmembers of the Society.</p> <p><b>2. Roundtable Websites</b></p> <p>SAA staff will maintain on the Society’s main website (<a href="http://archivists.org">http://archivists.org</a>) broad information on the goals, leadership, and activities of SAA Roundtables.</p> <p>a. Conveners are responsible for updating information maintained on the main SAA website (<a href="http://archivists.org">http://archivists.org</a>).</p> <p>b. Although SAA staff will host Roundtable websites and create templates for posting data, the content and design of the websites will be the responsibility of the Roundtable and its convener.</p> <p>c. Roundtables may create websites and additional electronic lists on file servers that are not located within SAA, provided that they follow all SAA policies, register these publications with the SAA office, use the uniform SAA logo, and establish links to the SAA website. Roundtable leaders should be aware that data maintained outside of the SAA servers cannot be easily archived or validated.</p>	<p>D. Announcements of employment opportunities shall appear only in SAA’s <i>Online Career Center</i>, not in any Roundtable publication or electronic communication. In this way the Society is able to fulfill its legal and fiscal responsibilities to 1) review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and 2) provide the services contracted for by the institutions and organizations that place ads and announcements in SAA publications.</p> <p>E. The SAA office will contact conveners, in time for publication in the Annual Meeting program book, to request information on plans for the Roundtable meeting at the Annual Meeting.</p>		
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<p><b>3. Other Communications</b></p> <p>a. Any mailings or electronic communications from Roundtable leaders to their members should also be distributed to the Council and the SAA Executive Office.</p> <p>b. Announcements of employment opportunities shall appear only in SAA's <i>Archival Outlook</i> and the online <i>Employment Bulletin</i>, not in any other Roundtable publication or electronic communication. In this way the Society is able to fulfill its legal and fiscal responsibilities to 1) review and, if necessary, edit or refuse announcements that include discriminatory statements inconsistent with principles of intellectual freedom or the provisions of the Civil Rights Act of 1964 and its subsequent amendments; and 2) provide the services contracted for by the institutions and organizations that place ads and announcements in SAA publications.</p> <p>c. The SAA office will contact conveners, in time for publication in the Annual Meeting program book, to request information on plans for the Roundtable meeting at the Annual Meeting.</p>			
<p><b>X. FUNDING FOR ROUNDTABLE ACTIVITIES</b></p> <p>1. SAA's fiscal year extends from July 1 to June 30. Budget requests from Roundtables will be submitted as part of the annual report due to the Council within 90 days of the close of the Annual Meeting. A form is provided on which the Roundtable leadership describes the activity planned for the Roundtable and proposes a budget</p>	<p><b>X. FUNDING FOR ROUNDTABLE ACTIVITIES</b></p> <p>A. SAA's fiscal year extends from July 1 to June 30. Budget requests from Roundtables will be submitted as part of the annual report due to the Council within 90 days of the close of the Annual Meeting. A form is provided on which the Roundtable leadership describes the activity planned for the Roundtable and proposes a budget</p>		<p>No form exists for this purpose. One should be created.</p>

<p>sufficient to accomplish it. The deadline will be strictly adhered to; budget requests received after the deadline will not be considered.</p> <p>2. Funds allocated to a Roundtable during one fiscal year are not automatically carried over to the next fiscal year. If an allocation needs to be deferred to the next fiscal year, the Roundtable must formally request the carryover in its annual report.</p> <p>3. Otherwise, in pursuing its work, a Roundtable (with the exception of its limited appropriation) is not authorized to spend any monies or commit any monies to be spent without specific authorization from the Council. Although exceptions can be made, the Council expects to appropriate money for activities of Roundtables through the regular budget process.</p> <p>4. Roundtable conveners may submit special funding requests directly to the Council through the executive director.</p> <p>5. If a Roundtable wishes to seek resources (whether in cash or in kind) from any source outside SAA, Executive Committee approval must be obtained in every instance before approaching the source. Proposals should be routed through the executive director, with sufficient time for consideration by the Executive Committee, which will respond within 30 days.</p>	<p>sufficient to accomplish it. The deadline will be strictly adhered to; budget requests received after the deadline will not be considered.</p> <p>B. Funds allocated to a Roundtable during one fiscal year are not automatically carried over to the next fiscal year. If an allocation needs to be deferred to the next fiscal year, the Roundtable must formally request the carryover in its annual report.</p> <p>C. Otherwise, in pursuing its work, a Roundtable (with the exception of its limited appropriation) is not authorized to spend any monies or commit any monies to be spent without specific authorization from the Council. Although exceptions can be made, the Council expects to appropriate money for activities of Roundtables through the regular budget process.</p> <p>D. Roundtable conveners may submit special funding requests directly to the Council through the Executive Director.</p> <p>E. If a Roundtable wishes to seek resources (whether in cash or in kind) from any source outside SAA, Executive Committee approval must be obtained in every instance before approaching the source. Proposals should be routed through the Executive Director, with sufficient time for consideration by the Executive Committee, which will respond within 30 days.</p>		<p>Include Council liaisons in this process?</p>
<p><b>XI. USE OF SAA NAME, LOGO, AND AUSPICES</b></p> <p>The use of SAA’s name, logo, and auspices for</p>	<p><b>XI. USE OF SAA NAME, LOGO, AND AUSPICES</b></p> <p>The use of SAA’s name, logo, and auspices for</p>	<p>Changes adopted 0210,</p>	

<p>publications, meetings, mailings, and other activity is available only through specific provision of the Council. Roundtables, although they are within the SAA structure, are not empowered to take action in the name of SAA, or request money in the name of SAA or the Roundtable itself, without specific prior authorization of the Council. This firm rule is required to protect SAA and its members from potential legal complications.</p>	<p>publications, meetings, mailings, websites, social networks, electronic communications, and other activities is available only through specific provision of the Council and shall conform to <i>Uniform Guidelines for Use of the SAA Logo</i>. Roundtables, although they are within the SAA structure, are not empowered to take action in the name of SAA, or request money in the name of SAA or the Roundtable itself, without specific prior authorization of the Council. This firm rule is required to protect SAA and its members from potential legal complications</p>	<p>Motion 7.</p>	
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