

**Society of American Archivists  
Council Meeting  
January 23 – 26, 2013  
Chicago, Illinois**

**Report of the Executive Committee  
(Prepared by Donna McCrea)**

**Executive Committee Actions and Discussions**

- Approved a Memorandum of Agreement with the National Association of Government Archives and Records Administrators for the 2014 Joint Annual Meeting. (September 2012)

**Council Interim Actions and Discussions**

- Launched SAA President's/Leaders' blog, *Off the Record*, as a communication channel for conversations about ongoing SAA activities and issues and featuring guest posts from Council members and others. (July 2012)
- Continued development of a communication strategy and further analysis and discussion with the membership of the results of the 2012 Member Needs and Satisfaction Survey. Conducted separate discussions via various synchronous meeting platforms (Google + Hangout; Skype; conference calls) on the following topics: continuing education (December 17), strategic initiatives (December 20), perceptions of the Council (January 3), member benefits (January 9), open comments (January 14), publications (January 16). (July 2012 – January 2013)
- Periodically reviewed and submitted updates to the Council's Action List (formerly the To Do List). (September - December 2012)
- Adopted the minutes of the August 6, 2012, Council meeting. (Passed on September 24, 2012. Yes: Baxter, Bell-Russel, Kaplan, Landis, Light, McCrea, Meissner, Theimer, Zanish-Belcher. Abstain: Duffy, Huth.)
- Adopted the minutes of the August 11, 2012, Council meeting. (Passed unanimously on September 24, 2012.)
- Adopted a motion appointing Peter Gottlieb to serve as SAA's 2013-2016 representative to the National Historical Publications and Records Commission. (Passed unanimously on October 5, 2012.)

- Approved the revised bylaws of the Congressional Papers Roundtable. (Passed unanimously on October 16, 2012.) (Appendix A)
- Approved the revised bylaws of the Archivists' Toolkit™ / Archon™ Roundtable. (Passed on October 16, 2012. Yes: Baxter, Duffy, Huth, Kaplan, Landis, Light, McCrea, Meissner, Theimer, Zanish-Belcher No: Bell-Russel. Abstain: None.) (Appendix B)
- Prompted by an email message from a member to the Issues and Advocacy Roundtable, revisited discussions on archival and legal issues surrounding the Belfast Project (an oral history project sponsored by and housed at Boston College that gathered interviews from paramilitaries on both sides of the “Troubles” in Northern Ireland). The Council discussed this issue in the Spring of 2012 and determined not to respond publicly. In October 2012, after consulting additional experts, the Council again determined not to issue a formal statement, but encouraged SAA component groups communicating about the issue to share the following as a basis for dialog and education:
  - Archivists do not have a legal status that in some way supersedes the normal course of statutory law.
  - Court subpoenas have always and will always trump contractual restrictions on collections.
  - The archival community needs to become very aware of the legal aspects of anything we promise to a donor.

The Government Affairs Working Group then prepared a discussion item for the Council's January 2013 meeting (see Agenda Item IV.O).

- Discussed a recommendation on guidelines for appointing interns. Took no action and opted to address the item at the January 2013 Council meeting (see 0113-IV-H-Interns). (October 2012.)
- Approved a motion to appoint Christopher Prom to a three-year term as Publications Editor, effective February 28, 2013. (Passed unanimously on October 22, 2012.)
- Approved the revised bylaws of the Archivists of Religious Collections Section. (Passed unanimously on November 6, 2012.) (Appendix C)
- Discussed and monitored reactions in the archives social media to the new *Resources for Volunteer Programs in Archives*, co-produced by the National Archives and Records Administration and SAA; responded via guest post on *Off the Record*; discussed ways in which to create a dialog about the issue that would be useful to a range of professionals. (November 2012)

- Signed on to an OpenTheGovernment.org letter to the Senate Majority and Minority Leaders opposing provisions in the FY 13 Intelligence Authorization bill that would reduce access to information and threaten free speech rights. (Passed on November 26, 2012. Yes: Baxter, Bell-Russel, Duffy, Huth, Kaplan, Landis, Meissner, Theimer, Zanish-Belcher. No vote submitted: Light, McCrea.)
- Issued a call for member comments on SAA's strategic priorities and directions via several communication channels, including the Leader List (which includes chairs, vice chairs, and steering committee members of all sections and roundtables plus all committee, board, working group, and task force members), individual messages from Council liaisons to their component groups, and *In The Loop*. The purpose of the call: To solicit feedback on 1) major challenges and opportunities that SAA faces and 2) areas in which SAA should focus its time and resources to be as effective and useful as possible. (November 2012 – January 2013)
- Adopted revisions to the Theodore Calvin Pease Award. (Passed unanimously on December 6, 2012.) (Appendix D)
- Adopted a revised description of the Host Committee. (Passed unanimously on December 26, 2012). (Appendix E)

## Appendix A

**CONGRESSIONAL PAPERS ROUNDTABLE  
SOCIETY OF AMERICAN ARCHIVISTS  
\* Approved August 2005 2012\***

**[Strikethrough = deletion, underline = addition.]**

### **BYLAWS FOR STRUCTURE AND RESPONSIBILITIES**

#### **PURPOSE**

The Congressional Papers Roundtable of the Society of American Archivists is composed of members of the Society and others who work with or have an interest in the papers of members of Congress and the records of Congress. The roundtable provides a forum for news, for discussion of issues and developments, and for setting standards and advocating action in the preservation and management of congressional papers and records.

#### **STEERING COMMITTEE**

The Steering Committee is composed of 10 members: the officers (chair, vice-chair/chair-elect, and the immediate past chair); four member representatives (two elected per year for two-year terms); and one representative each from the Office of History and Preservation of the House of Representatives, the Senate Historical Office, and the Center for Legislative Archives of the

National Archives. The newsletter editor, ~~and~~ the web editor, and the historian serve as *ex officio* members (unless they also hold elected positions).

The Steering Committee directs and coordinates activities of the roundtable and approves appointments made by the chair if vacancies occur. Committee members help set agenda for the year, appoint a newsletter editor as necessary and contribute to the newsletter and to other activities, plan the annual program and SAA program sessions sponsored by the roundtable. Steering Committee members are expected to attend the annual meeting.

## **OFFICERS**

The chair, vice-chair/chair-elect, and the immediate past chair serve as officers of the roundtable. Only individual members of SAA and the Congressional Papers 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, chairs the Program Committee, and handles administrative matters.

The vice-chair/chair-elect serves as acting chair in the absence of the chair and participates as a member of the steering committee in all its activities. The vice-chair also serves as chair of the Electronic Records Committee.

The immediate past chair serves as a member of the steering committee and as chair of the Nominating Committee.

The officers make a commitment for three years to serve one year each as vice-chair/chair-elect, chair, and immediate past chair. Each is expected to attend the annual meeting.

## **NEWSLETTER EDITOR(S)**

One or two newsletter editors shall be appointed by the Steering Committee for a negotiated term. Terms are encouraged to range from not less than two years to not more than three years. The newsletter editors serve as *ex officio* members of the Steering Committee, unless they also hold elected membership. In the latter case, the newsletter editors shall have all decision privileges of committee members. Members serving as newsletter editors should not serve concurrently as chair of the roundtable.

The newsletter editors are responsible for editing, publishing, and distributing two newsletters per year and any other special issues or mailing as determined by the Steering Committee. They ~~maintain the roundtable mailing list and~~ negotiate all newsletter matters with the SAA office as appropriate. By agreement between them, one of the newsletter editors will serve as secretary at the annual roundtable meeting and take minutes that subsequently will be published in the newsletter.

## **PROGRAM COMMITTEE**

The Program Committee is composed of the chair, vice-chair/chair-elect, and Steering Committee members who are not members of the Nominating Committee. The chair shall appoint certain Program Committee members to coordinate, write, and submit Steering Committee-approved session proposals on behalf of the roundtable to the SAA Program Committee.

The Program Committee develops proposals for both the roundtable program and SAA sessions for the following year's annual meeting. The Steering Committee reviews and selects proposals.

### **WEB EDITOR**

The web editor shall be appointed by the Steering Committee for a negotiated term. Terms are encouraged to range from not less than two years to not more than three years. The web editor serves as an *ex officio* member of the Steering Committee, unless he or she also holds an elected position. In the latter case, he or she shall have all decision privileges of committee members. The web editor should not serve concurrently as chair of the roundtable.

The web editor is responsible for maintaining and updating the CPR website as needed and for negotiating all website matters with the SAA office as appropriate.

### **HISTORIAN**

The historian shall be appointed by the Steering Committee for a negotiated term. Terms are encouraged to range from not less than two years to not more than three years. The historian serves as an *ex officio* member of the Steering Committee, unless he or she also holds an elected position. In the latter case, he or she shall have all decision privileges of committee members. The historian should not serve concurrently as chair of the roundtable.

The historian is responsible for coordinating the roundtable's record retention with the roundtable web editor.

### **NOMINATING COMMITTEE AND ELECTION**

The Nominating Committee is composed of the immediate past chair, who serves as chair of the committee, and two first-year members of the Steering Committee. If any of these cannot serve, the roundtable chair shall appoint members from the Steering Committee as needed.

The Nominating Committee solicits candidates for the next year's leadership, using a notice in the newsletter and on the roundtable's listserv (if any) and receiving the names of volunteers of persons recommended, and prepares an appropriate slate for the elected roundtable positions from those nominees agreeing to place their names in nomination. The committee ensures that there is at least one nominee and no more than two nominees for vice-chair/chair-elect and that the number of nominees for Steering Committee is not less than the number of positions to be filled. All candidates for election must be individual members of SAA and the roundtable. The committee submits the slate of candidates to the newsletter editor no later than June 1 for publication in the newsletter issued preceding the annual meeting. The committee also submits the ballot to the Society of American Archivists no later than six weeks prior to the SAA annual meeting. The Society of American Archivists conducts the election on-line through services available from its membership database. Only members of the roundtable may vote. Any member of the roundtable who is unable to vote using the on-line ballot may request an absentee ballot from the committee chair; absentee ballots must be returned to the committee chair prior to the annual meeting. Voting shall be by secret ballot if there are more candidates than can be elected for any position. Candidates with the highest number of votes shall be elected. New leadership assumes office at the conclusion of the annual meeting of the roundtable.

If for any reason the vice-chair is unable to succeed to the office of chair, a new chair shall be elected following the same procedures as election for a vice-chair. The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.

## **ELECTRONIC RECORDS COMMITTEE**

The Electronic Records Committee is composed of the vice chair, who serves as chair of the committee, two or more members appointed by the Steering Committee, and an *ex officio* member designated by the Center for Legislative Archives at the National Archives and Records Administration. Terms for appointed members are encouraged to range from not less than two years to not more than three years.

The Electronic Records Committee is responsible for conducting an annual review of all resources posted on the CPR website related to electronic records management in congressional collections, making updates and revisions when necessary. The committee may also create new resources on the subject when advisable.

## **ENACTMENT**

These bylaws were first approved and enacted by a majority vote of the membership in August 1996.

Proposed amendments to the Bylaws must be published in the newsletter issued preceding the ~~annual meeting~~ vote by the membership on the bylaws amendments. Amendments must be approved by a two-thirds majority of the Steering Committee and must be ratified by a two-thirds majority of the total votes cast by members ~~present at the annual meeting of the roundtable and by members voting by absentee ballot~~. Any member of the roundtable who is unable to attend the annual meeting may request an absentee ballot from the Chair of the Nominating Committee. Absentee ballots must be returned to the Chair of the Nominating Committee prior to the annual meeting via a vote online or at the annual meeting of the roundtable (if the latter, then absentee ballots will be managed by the Chair of the Nominating Committee).

A copy of the Bylaws shall be available to any member through the Roundtable's website and upon request to the chair.

**Support Statement:** The proposed revisions to the Congressional Papers Roundtable bylaws are in line with the stipulation in Section X.V.D, of the SAA *Governance Manual* that "Roundtables may operate as formally or informally as suits their needs. At minimum, however, they must adopt bylaws." They have been reviewed by the Executive Director to ensure their alignment with SAA's governance documents. Finally, they were approved unanimously by the CPR membership in accordance with the bylaws as they existed at the time of the CPR's annual business meeting.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** None.

**SOCIETY OF AMERICAN ARCHIVISTS  
AT/ARCHON ROUNDTABLE BYLAWS  
\* Approved August 2012 \***

[Strikethrough = deletion, underline = addition.]

**A. Steering Committee**

The Steering Committee is composed of six core members, including the officers (Chair, ~~and~~ Vice-chair, and Web Liaison). The Steering Committee shall be composed of at least one representative from the Archivists Toolkit™ community and at least one representative from the Archon community.

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 AT/Archon ~~R~~Roundtable website.

~~Steering Committee members make a commitment to serve for at least one year.~~

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

Annual elections are held by electronic ballot.

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.

**B. Officers**

The Chair, ~~and~~ Vice-chair, and Web Liaison serve as officers of the roundtable. Only individual members of SAA and the AT/Archon Roundtable may hold these positions. Steering Committee members make a commitment to serve for at least two years.

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 roundtable, 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.

Steering Committee officers make a commitment to serve for the following time periods: Chair— one year as Chair, plus one year as Vice-chair; Vice-Chair: one year.

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. The immediate past Chair serves as Vice chair of the Steering Committee for the year following his/her year of service as Chair.

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

The Web Liaison is responsible for maintaining and updating the AT/Archon Roundtable website as needed and for uploading all documents and reports to the site.

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

### **C. Web Liaison**

~~The Web Liaison is elected annually. The Web Liaison serves as a member of the Steering Committee.~~

~~The Web Liaison is responsible for maintaining and updating the AT/Archon website as needed and for uploading all documents and reports to the site.~~

**Support Statement:** The proposed revisions to the Archivists' Toolkit™/Archon™ Roundtable bylaws are in line with the stipulation in Section X.V.D, of the SAA *Governance Manual* that "Roundtables may operate as formally or informally as suits their needs. At minimum, however, they must adopt bylaws." They have been reviewed by the Executive Director to ensure their alignment with SAA's governance documents. Finally, they were approved by a majority of the ATART membership in their most recent online election.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** None.



## Archivists of Religious Collections Section Bylaws

*(Adopted in 1983; amended in 1986, 1989, 1997, 1998, 2001, 2004, 2012)*

[Strikethrough = deletion, underline = addition.]

### I. Membership

Membership in the Archivists of Religious Collections Section (the Section) of the Society of American Archivists (SAA) is open to any member of the Society with an interest in the records, archives, or historical collections of churches, synagogues, and other religious institutions, religious congregations, and agencies.

### II. Objectives

1. To provide a forum for the discussion of religious archival matters;
2. To identify, discuss, and resolve areas of mutual concern and new developments in the areas of religious archives;
3. To encourage and provide communication among Section members and with the Society in general;
4. To serve as an advocate for religious archival interests;
5. To carry out specific functions which have been assigned to the Section in general or to committees or individuals;
6. To integrate new members in the field and to develop leadership in the Section as well as in the Society itself;
7. To recommend to Council actions or positions the Section feels appropriate for the entire Society; and
8. To suggest programs and speakers as well as other activities appropriate for the SAA Annual Meetings.

### III. Officers

A. The officers of the Section shall be the Chair, Vice Chair/Chair-Elect, Immediate Past Chair, and Secretary.

B. Only members of the Society of American Archivists and of this Section may serve as officers. The Society maintains the list of Section members. The term of office ~~shall be two years~~ for the Chair and Vice Chair/Chair-Elect shall be one year. The term of office for the Secretary shall be two years. Only the Secretary shall be eligible for reelection.

C. ~~Biennially~~ Annually, there shall be elected a Vice Chair/Chair-Elect who shall succeed the Chair upon completion of the Chair's ~~two~~ one-year term and who shall preside in the Chair's absence ~~or inability to serve~~ or should the Chair be unable to be present.

D. The Chair shall preside at all meetings of the Section and of its Steering Committee. In addition, the Chair shall also serve as liaison with the SAA in general, and with its Council and other Sections, shall appoint committees as the need arises, and shall render reports to the Section membership, the Council, and the SAA membership on such matters as deemed pertinent or identified by the officers and the Steering Committee.

E. The Secretary shall record the proceedings of the Annual Meeting, prepare minutes of Steering Committee meetings, and perform such other duties as may be assigned by the Chair. In the absence of a duly elected Secretary, the Chair shall appoint a replacement for the Annual Meeting.

F. The Immediate Past Chair shall either serve as Chair of the Nominations and Elections Committee or appoint a Section member to serve as Chair, and shall assume such responsibilities as may be assigned by the Section Chair.

G. Should any elected officer or board member ~~be unable to complete a term of office~~ resign, a special election ~~may~~ shall be held to fill the vacancy.

#### **IV. Steering Committee** (~~including Representatives at Large~~)

The Steering Committee shall consist of the elected officers, ~~chairs of the standing committees~~, and two other members elected by the Section; these two members must be members of the Section and will serve terms of two years on a rotating basis. The Steering Committee shall serve in an advisory capacity to the Chair, and its members may be assigned specific responsibilities by the Chair. The Annual Meeting of the Section shall be planned by the Steering Committee. The Steering Committee shall appoint a Section member or members to be editor(s) of the Section's newsletter. The Steering Committee shall review and evaluate the newsletter at each Annual Meeting.

#### **V. Standing Committees**

A. The Chair and/or the Steering Committee may appoint committees as needed, and shall define the role of any committee. Only members of the Society of American Archivists and the Section may be appointed committee members. Committees shall report to the Annual Meeting.

B. In the event that a special committee discovers that its task has extended beyond the bounds of Section authority or that it will require a separate budget to carry out its assignments, the committee shall report this to the Annual Meeting of the Section with the request that the Section approve the formation of a separate task force. The Section may then recommend to the SAA Council that such a task force be formed.

#### **VI. Election of Officers**

A. There shall be a Nominations and Elections Committee ~~comprised of~~ comprising the Immediate Past Chair ~~or his or her appointee~~ of the Section and up to two additional members if required. ~~appointed by the Chair of the committee at the close of the annual meeting. The Committee shall propose a slate of nominees for those positions which are open at the time of the Annual Meeting.~~

~~B. Nominations shall be solicited in the first issue of *The Archival Spirit*, (the Section's newsletter), published after the Annual Meeting, and a final listing of nominees will be announced in the last newsletter before the annual meeting. Only members of the Society of American Archivists and the Section may be nominated as officers. Nominations may be made from the floor at the time of the Annual Meeting. All members of the Section may vote. In the case of a contested election, a vote shall be taken by secret ballot at the Annual Meeting. A majority of votes cast shall be required for election as a Section officer.~~

~~C. The Nominations and Elections Committee shall be responsible for tabulating and announcing the results of the elections. This will be done during the annual meeting. Elected officers shall assume office at the conclusion of the annual meeting.~~

~~D. C. Should a special election become necessary to fill a vacancy, the Nominations and Elections Committee shall receive nominations and propose candidates. As with regular elections, the committee shall be responsible for tabulating the ballots and announcing the results.~~

D. Election Procedures shall follow those adopted by the SAA Council in August 2009.

1. Sections shall conduct annual elections via an online ballot system provided by the SAA staff. Members must vote via the online ballot.

2. Formal calls for nominations shall be issued by the Section leadership and collected by June 1.

3. Basic ballot information (e.g., introductory message to voters, listing of offices, number of vacancies for each, names of candidates, and links to candidate statements) shall be submitted to the SAA staff by June 15.

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.

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.

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.

7. Ballot results shall be reported by staff to the Section leaders in order to be announced at the Annual Meeting.

## **VII. Meetings**

A. The Section shall meet annually at the time and place of the SAA Annual Meeting at a time determined by the SAA ~~Program Committee~~ Council.

B. Special meetings may be called by the Chair with the advice and consent of the Steering Committee. The content and nature of such a meeting shall be determined in advance and shared with the membership.

## **VIII. Amendments**

A. Any members of the Section may propose amendments to these bylaws in writing to the Chair at least six months prior to the Annual Meeting. The Chair shall circulate the proposed amendments to the Steering Committee for their consideration. If a majority of the Steering Committee concurs with the proposals, they shall be submitted to the membership at the Annual Meeting. In that case a majority vote of those present at the Annual Meeting shall be necessary to amend the bylaws.

B. In the event that the majority of the Steering Committee does not approve the proposed amendments, the petitioner may still present his proposals at the Annual Meeting, which shall then require a two-thirds majority vote for adoption.

## **IX. Enactment**

The original bylaws became effective immediately upon their adoption by majority vote of the members of the Religious Archives Section\* at the Annual Meeting in 1983. The Chair and Secretary in office at the date of enactment shall continue in office until the expiration of the term for which they were elected. A Vice Chair/Chair Elect shall be nominated and elected at the meeting at which these bylaws are adopted, and shall succeed to the Chair upon the expiration of his/her term.

Amendments to these bylaws become effective following passage at the Annual Meeting.

## **X. Dissolution**

The Section, noting failing interest or lack of accomplishing its objectives, may vote to dissolve by a majority. The SAA Council may also dissolve this Section if, in its opinion, it is no longer meeting the specified goals and objectives of the Section.

*\*The Section voted September 27, 1991, at the Annual Meeting in Philadelphia, to change its name from the Religious Archives Section to the Archivists of Religious Collections Section.*

## Theodore Calvin Pease Award

[Strikethrough = deletion, underline = addition.]

**Purpose and Criteria for Selection:** Created in 1987 and modified in 2007 and 2012, this award recognizes superior writing achievements by students of archival studies. Entries are judged on innovation, scholarship, pertinence, and clarity of writing. Papers examining major trends and issues in the archives profession are preferred.

**Eligibility:** Eligible entries are written by students enrolled in archival studies classes at either the master's or doctoral level. A faculty member or instructor associated with the archival studies program must submit the entry to verify that the student paper was written within the context of an archival studies program ~~between June 1 of the previous year and May 31 of the current~~ and completed during the preceding calendar year. A faculty member or instructor in an archival studies program may submit ~~more than~~ one entry per award cycle. There is no cap on the number of papers than can be submitted by a school or program, provided no individual faculty member submits more than one paper.

Entries should be unpublished manuscripts of 5,000–8,000 words, must include an abstract, and should conform to the stylistic guidelines described in the editorial policy of *The American Archivist*. **Submit only the title with the paper. The name of the author, the program, or the faculty member or instructor must not appear on the manuscript.**

**Sponsor and Funding:** The Society of American Archivists Foundation, in honor of Theodore Calvin Pease, the first editor of *The American Archivist*.

**Prize:** A certificate and cash prize of \$100. The winning manuscript, after going through the editorial process with the editor of *The American Archivist*, will be published in *The American Archivist*.

**First Awarded:** 1988

**Selection Committee:** Papers will be judged in a blind review by the Pease Subcommittee of the SAA Awards Committee. The subcommittee consists of the current editor of *The American Archivist*, the vice chair of the Committee on Education, and a member of the Society of American Archivists with experience in archival research and literature appointed annually by the president-elect to serve a one-year term. The current editor of *The American Archivist* serves as the chair of the subcommittee and shall present the award. The current editor of *The American Archivist* also edits the manuscript and leads the student through the editorial process in preparation for publication.

**Submission Deadline and Nomination Form:** All nominations shall be submitted to SAA by ~~May 31~~ February 28 of each year. [CLICK HERE](#) to download the RTF application form.

**Support Statement:** Hunter was pleased to report that the moderated discussion on the Archival Educators listserv yielded a consensus around the following revisions:

- A faculty member may submit only one student paper in each award cycle.
- There is no cap on the number of papers than can be submitted by a school or program, provided no individual faculty member submits more than one paper.
- The deadline will be changed to February 28 so it is consistent with all other SAA awards.
- Submissions must have been completed during the previous calendar year.

A transition plan for the next submission cycle on February 28, 2013, was also established. According to the above revision, all papers prepared during 2012 would be eligible. For the transition, faculty members are permitted to re-nominate 2012 papers that were submitted in the previous cycle but did not win the 2012 award. However, faculty members still would be limited to one submission per award cycle.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** None.

## **Host Committee Description**

### **I. Purpose**

Working closely with the SAA Executive Director and staff, the Host Committee serves as an advisory group to, and onsite extension of, the conference staff. Committee members provide their knowledge of the local area and its history and ideas for the non-program-related arrangements associated with the Annual Meeting.

The conference staff works with Committee members' suggestions, the SAA Council-adopted budget, and the input of the SAA President and other leaders and staff to explore options and make final decisions and arrangements. Committee members also contribute promotional information (including articles, photographs, and online-only information about the host city) and serve on site as registration personnel.

### **II. Committee Selection, Size, and Length of Terms**

The SAA Vice President / President-Elect appoints the chair and members of the Host Committee for the meeting over which he/she presides as president. The chair recommends members of the Host Committee from the geographic area in which the Annual Meeting is being held. The chair may wish to designate one or more co- or deputy chairs. The Host Committee is appointed one year or more before the Annual Meeting and serves through that meeting. Members of the Host Committee must be members of SAA, although non-SAA members may be asked to advise or assist the committee.

Host Committees generally establish subcommittees to facilitate their work. The number and responsibilities of these subcommittees is left up to the needs and wishes of each Host Committee.

### **III. Reporting Procedures**

The Host Committee chair submits a report to the SAA Council (at the Annual Meeting or soon thereafter for online consideration) that addresses the extent to which Host Committee activities addressed diversity issues, evaluates the success of the Host Committee work process over the course of the year, and outlines issues encountered or to be addressed by future Host Committees. The Host Committee chair or co-chairs should be available to advise the incoming chair/co-chairs of the next year's Committee to ensure transfer of knowledge.

### **IV. Duties and Responsibilities**

The Executive Director and conference staff are responsible for:

- Final selection of images, reception venues, and vendors. Final selection of the plenary speakers rests with the President and Executive Director.
- All final logistics arrangements, including negotiations and contracts.

The Host Committee's primary duties are the following:

**A. Identify, research, and recommend:**

- Repositories that will hold tours and/or open houses before and/or during the meeting.
- Professional tours (and tour companies). SAA does not provide any services related to professional tours, but may promote the availability of such tours if they do not conflict with the conference schedule.
- Local vendors that may be good prospects for the Exhibit Hall.
- Local prospects for meeting sponsors.
- Speakers for plenary session(s) (although the final decisions are made by the SAA President).
- All-Attendee Reception site. Closing Party site (if a Closing Party is held).

**B. Help promote the meeting and supply articles, images, and other written materials. The Host Committee works closely with the SAA Executive Director and staff throughout the year prior to and during the Annual Meeting. Activities led by the Host Committee include but are not limited to:**

- Make a brief presentation during the previous year's Annual Meeting and alert local archivists and others about the Annual Meeting.
- Prepare articles for several issues of SAA's *Archival Outlook* to build excitement about attending a meeting in the host city and spotlight historical facts and notable local collections. Writing should be energetic, enthusiastic, and interesting; humor is appropriate. Generally these articles include photos and caption information.
- Prepare promotional and welcome information for the Preliminary, Online, and Onsite programs. Provide images (including caption information and usage rights) showing scenes of the host city that may be posted on the SAA website or used in SAA publications for promotional purposes. Images ideally should reflect the diversity of people, collections, repositories, and institutions in the geographic area.

**C. Collect, compile, and use available communication mechanisms (social media, conference website, materials in the registration area) to present local information to potential Annual Meeting registrants. The Host Committee should develop and post actively on an Annual Meeting blog, which should include links to Annual Meeting information tracked and publicized by staff on the SAA website (such as repository tours and session information), as well as the following local information:**

- Travel information that will help attendees get around town as easily as possible (e.g., public transportation system maps and schedules, shuttle and taxi information, city maps). Submit to staff and consider linking to this material from the blog.
- Dining guide. The Host Committee may choose to compile a guide or simply to provide links to online local guides. Submit to staff and consider linking to this material from the blog.



- Lists of other information that may be of particular interest to attendees, such as local tours, bookstores, coffee houses, fun and unusual shopping destinations, nearby restaurants (with price ranges), services such as drug stores and photocopy facilities, cultural events, recreational activities, and tourist attractions. Information may be gathered from existing resources (such as the convention bureau) or the Host Committee may develop its own directory of information. Submit to staff and consider linking to this material from the blog.
- A list of repositories (e.g., archives, libraries, museums) in the area that are willing to hold tours or to open their repositories to Annual Meeting attendees. Details such as the name, address, hours, and directions to the repository should be submitted to the SAA Executive Director and staff for publication on the Annual Meeting website or via other appropriate SAA media outlets.

**D. Coordinate and supply volunteers (both Host Committee members and other volunteers) for staffing of the “Advance Registration” desk during conference hours.**

- Includes checking in pre-paid registrants, handing out name badges and programs, and answering questions about the local area.

SAA is not able to waive registration fees for Host Committee members or other volunteers.

**V. Meetings**

The Host Committee meets as many times as is necessary before the Annual Meeting. SAA staff members attend some of these meetings. Meetings may be conducted in the host city, via conference call, or via alternative remote meeting technologies.

*Approved by the SAA Council: September 1988*

*Revised: June 1992, December 2012*

**Support Statement:** The revisions appropriately reflect current practice.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** None.