

**Society of American Archivists  
Council Meeting  
June 8 – 10, 2012  
Chicago, Illinois**

**Action Item: Policies and Procedures for  
Sections and Roundtables**

(Prepared by: Beth Kaplan and Bill Landis)

**BACKGROUND**

In mid-December 2011 Council members became aware that two petitions for new roundtables would come before the Council at its January 2012 meeting. An online discussion of roundtable formation, benefits, requirements, and policies and procedures for sections and roundtables ensued.

Concerns raised in this online exchange prompted a discussion item at the January 2012 Council meeting, which included review of current policy language on Sections and Roundtables from the SAA Governance Manual, annotated with notes on changes to that language since March 2007, as well as notes on policies not yet implemented.

It was agreed that subsections IX. Sections and X. Roundtables of the Governance Manual should be reviewed and edited for terminological and structural inconsistencies. The Council assigned Bill Landis and Beth Kaplan to work with Executive Director Nancy Beaumont to highlight the problematic areas, develop new language, and present recommendations for review at the Council's June 2012 meeting. (See 0112 To Do List item # E40.)

Kaplan and Landis independently reviewed subsections IX. and X. in conjunction with other relevant documents (such as the FAQ for Section and Roundtable Leaders on the SAA website), highlighted language inconsistencies, re-ordered the two documents to create a parallel structure, removed items that seemed out of place in a governance manual, and suggested a variety of language updates. The more substantive changes are enumerated in the Discussion section below and all notes and suggested changes are captured in Appendix A (Sections) and Appendix B (Roundtables).

**DISCUSSION**

Notes documenting the rationale for each of the recommended changes in Appendixes A and B are included in the fourth column on each document. This discussion serves to

highlight specific issues to which we want to draw Council members' attention in considering the recommended action on this item.

- **Proposed X.I.D.:** Non-members of SAA do not technically *belong* to Roundtables; the language clarification here aims to specify how nonmembers may *participate* in Roundtables. Is this satisfactory to the Council? See also proposed X.IV.A.2.
- **Proposed IX.III.B. and proposed X.III.B.:** The January 1 date specified in each of these seems problematic when, as happened with our January 2012 Council meeting, the due date for Council agenda items fell in late December. Does the Council agree that it is better to specify something with more flexibility?
- **Proposed IX.III.C. and proposed X.III.C.:** This seems like a policy decision. Do we or do we not accept electronic signatures on Section and RT formation petitions?
- **Proposed X.IV.B.:** Does this capture Council's current thinking on Annual Meeting space for Roundtables?
- **Current IX.V.:** Does the Council agree with the complete elimination of this section? Is the Council comfortable with letting component groups figure out how best to sub-organize themselves to accomplish their work without trying to prohibit use of names for those sub-groups (see current IX.V.B.)?
- **Proposed X.V.D.:** If approved, we need to task the SAA staff to create a Roundtable Bylaws Template document.
- **Proposed X.VII. and proposed IX.VII.:** Does the Council agree with the designation of the Council liaison as the primary contact, and with the redress process if a Section/Roundtable has an issue with its assigned Council liaison?
- **Current IX.IX.:** Does the Council agree that details about the annual Leadership Orientation and Forum do not belong in either of these documents?
- **Proposed IX.IX.E. and proposed X.IX.D.:** Does the Council agree with designating the Council liaison rather than the Executive Director as the primary contact through which approvals for seeking external funds should be directed?

## **RECOMMENDATION**

**THAT the SAA Council adopt the changes to IX Sections and X Roundtables in the SAA Governance Manual as specified in the first column in Appendix A (Sections) and Appendix B (Roundtables).**

**Support Statement:** The SAA Governance Manual is a core document that guides SAA leaders at all levels through the organization's policies and clarifies expectations for members, staff, leaders, and the full range of component groups. The proposed edits to

subsections IX. and X. of the SAA Governance Manual are intended to reduce the potential for confusion for the many users of the manual and to foster transparency and compliance among Sections and Roundtables.

**Impact on Strategic Priorities:** None.

**Fiscal Impact:** None.

**Appendix A**  
**Policies and Procedures for Sections (*Governance Manual*, Section IX)**  
**Review for Inconsistencies and Needed Changes for 0612 Council Consideration**

Suggested Changes to Current Text (June 2012)	Current (January 2012)	Change Date	Notes
Section IX: Sections	<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>	No changes.	<p>Notes in black are Nancy Beaumont's from the document prepared for initial discussion at the January 2012 Council meeting.</p> <p>Notes in green were made by Beth Kaplan or Bill Landis during their close review of this document for the June 2012 Council meeting.</p> <p>Edited here and throughout to conform to lettering/numbering conventions (i.e., I., A., 1., a., etc.).</p>

	<p>Sections can formulate specific projects, for which task forces would be created to execute the 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> <ol style="list-style-type: none"> <li>1. Membership in Sections requires the individual to be a member of the Society.</li> <li>2. Society members are limited to two Section memberships and must formally sign up with the Society's Executive Office for Section membership.</li> <li>3. The SAA Executive Office maintains lists of Section members.</li> </ol> <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>		
<b>II. STATEMENT OF GOALS AND OBJECTIVES</b>	<b>II. STATEMENT OF GOALS AND OBJECTIVES</b>		



<p>through memoranda or formal papers, an actions or a positions 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 (e.g., 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>		2012-05-07	<p>communicate with Council (i.e., memoranda, formal papers) are confusing. We should refer to the Council Report Template and use the language it uses (i.e., report, action item, discussion item) if that's how we want communications submitted to Council. We also should make sure we use that terminology consistently.</p> <p>It seems best to work through the Council liaison and Program Committee structures for this. Also, the edits reflect that we're not automatically sending the Program Committee to Section/RT meetings anymore.</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</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</p>	2012-05-07	<p>Incorporated into Section II.</p>

<p>charged to be active in four areas:</p> <ul style="list-style-type: none"> <li>● <del>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.</del></li> <li>● <del>They recommend to the Council through 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.</del></li> <li>● <del>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.</del></li> <li>● <del>They communicate their activities to the Society at large by publishing information about their work on their websites and on SAA's main website.</del></li> </ul>	<p>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 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.</li> <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>		
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<p><b>IV. III. RECOGNITION AND STANDING</b></p> <p>B. New applications for recognition as a Section will be submitted no later than <del>January 1</del> <i>the posted deadline each year for submitting agenda items for the Winter Council meeting, for so that Council action can occur before the next Annual Meeting.</i></p> <p>C. Application by petition will include signatures, <i>in paper or electronic form, of at least ...</i></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 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 <b>January 1</b> for Council action before the next Annual Meeting.</p> <p>C. Application by petition will include <b>signatures</b> 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>2012-05-07</p> <p>2012-05-07</p>	<p>Is this date a problem if it turns out to be too late for the deadline for submitting agenda items for the January Council meeting?</p> <p>Does this include electronic signatures?</p>
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<p><b>V. SUBGROUPS OF SECTIONS</b></p> <p><del>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 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.</del></p> <p><del>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.</del></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 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>2012-05-07</p>	<p>Section completely deleted because it seems unnecessary. Component groups can organize themselves in whatever way is appropriate in order to get their work done. Part B in this section seems to be prohibiting Sections from organizing themselves into task forces to get their work done, which is unwarranted, especially because there is no similar prohibition in the Roundtable policies. This is not the appropriate place to define or set a scope for task forces within SAA.</p>
<p><b>VI. IV. MEMBERSHIP, MEETINGS, AND OTHER PRIVILEGES</b></p>	<p><b>VI. MEMBERSHIP, MEETINGS, AND OTHER PRIVILEGES</b></p>		

<p><del>D. Sections may communicate to the Council through liaisons.</del></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 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>2012-05-07</p>	<p>Moved elsewhere.</p>
<p><b>V. <del>VIII.</del> GOVERNANCE</b></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</p>		

<p><del>6. Section bylaws are subject to review and comment by the Council. In order to insure their alignment with SAA's governance documents, Bylaws and subsequent changes must be reviewed by the Executive Director or a designee and approved by Council after they are adopted by the Section membership. This also insures that they become part of the permanent record as a component of Council meeting minutes.</del></p>	<p>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 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.</p>	<p>2012-05-14</p>	<p>The Council habitually has reviewed and approved all changes to Section bylaws. Proposed change brings practice on review/approval into line with that discussed at 0112 Council meeting.</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</p>
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	<p>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 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>addition, clear guidelines assist leaders in focusing their energy on their group missions rather than administration tasks. Conducting online elections requires attention 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</p>
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<p><del>1. Section leaders are to be ...</del></p> <p><del>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.</del></p> <p><del>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.</del></p> <p><b>D. Professional Leadership</b>  <del>Section officers will be asked to acknowledge annually that they understand and will comply with the responsibilities of their position.</del></p> <p><del>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</del></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>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</p>	<p>2012-05-14</p> <p>2012-05-14</p> <p>2012-05-14</p> <p>2012-05-14</p>	<p>elections via an online ballot system...”) was not adopted. 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 appropriate to have LF&amp;O details in Section governance document.</p> <p>Seems overly prescriptive and unnecessary. If Council choses to include this language it belongs in proposed part VII. Consultation with Council.</p> <p>Deleted from current X.VI.D. NPB indicates that we have not been doing this for either Sections or Roundtables. Seems too formal and better done in person through more robust Leadership Forum &amp; Orientation.</p>
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<p><del>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:</del></p> <ul style="list-style-type: none"> <li><del>• Timely and regular communication with Section members, Council liaisons, and the SAA office;</del></li> <li><del>• Compliance with reporting requirements;</del></li> <li><del>• Review and update of SAA's main website;</del></li> <li><del>• Notification of inability to perform duties of office to which elected;</del></li> <li><del>• Broad participation of the Section membership and recruitment of new leaders;</del></li> <li><del>• Understanding of and support for the Society's objectives and policies; and</del></li> <li><del>• Attendance at the annual Leadership Forum meetings.</del></li> </ul> <p><del>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.</del></p>	<p>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> <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>		





	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><b>VII. CONSULTATION WITH THE COUNCIL</b></p> <p><i>A. The president will extend an invitation to Section leaders to attend the annual Leadership Forum and Orientation. Attendance for Section leaders is strongly encouraged.</i></p> <p><i>B. The Council is responsible for addressing Section matters, making recommendations about Section matters, and communicating actions concerning Sections to the leaders. Assigned Council liaisons are the primary contact for Section leaders with Council. Any concerns that Section leaders have with their assigned Council liaison should be discussed with the Executive Director or the SAA President.</i></p>		2012-05-14	Added to keep parallel with X.VII.
<p><del><b>IX. ANNUAL LEADERSHIP FORUM</b></del></p> <p><del>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.</del></p> <p><del>A. Section chairs and chairs-elect or their representatives are expected to attend the</del></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.</p>	2012-05-07	<p>Specifics about the annual Leadership Forum &amp; Orientation do not belong in this document.</p> <p>We habitually have invited all component group leaders, including roundtable conveners.</p>

<p><del>forum.</del>  <del>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.</del></p> <p><del>B. SAA officers, the Executive Director, and Council members will attend the forum.</del></p> <p><del>C. The agenda of the annual forum will be decided by the Council in consultation with Section and committee chairs.</del></p> <p><del>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.</del></p> <p><del>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.</del></p> <p><del>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</del></p>	<p>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>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>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 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>VIII. <del>X.</del> COMMUNICATIONS</b></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</p>	<p>Revised section X. adopted</p>	



<p>time for publication in the Annual Meeting program book, to request information on plans for the Section meeting at the Annual Meeting</p>	<p>book, to request information on plans for the Section meeting at the Annual Meeting</p>	<p>2012-05-14</p>	<p>Changed so it doesn't sound like program is still printed.</p>
<p><b>IX. <del>XII.</del> FUNDING FOR SECTION ACTIVITIES</b></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 <i>Section's Council liaison</i> <del>Executive Director</del> 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>2012-05-14</p>	<p>Council liaison should be specified as point of first contact to be certain they are in the loop.</p>

<b>X. <del>XIII.</del> USE OF SAA NAME, LOGO, AND AUSPICES</b>	<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>	Changes adopted 0210, Motion 7.	

**Appendix B**  
**Policies and Procedures for Roundtables (*Governance Manual, Section X*)**  
**Review for Inconsistencies and Needed Changes for 0612 Council Consideration**

Suggested Changes to Current Text (June 2012)	Current (January 2012)	Change Date	Notes
Section X. Roundtables			
	<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 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>Notes in black are Nancy Beaumont's from the document prepared for initial discussion at the January 2012 Council meeting.</p> <p>Notes in green were made by Beth Kaplan or Bill Landis during their close review of this document for the June 2012 Council meeting.</p>

<p>Although it is expected that the core of a Roundtable is composed of Individual members of SAA, anyone may <i>participate in belong to</i> a Roundtable by joining in its <i>electronic communications list and engaging in discussions of and work on issues of interest to its membership</i>. Because of this, Roundtables play a unique and significant role in recruiting new members to the Society. <i>As part of their annual report, Roundtables who are provided in-person meeting space at the annual meeting are required to include records of attendance as part of that report. Failure to do so could jeopardize future requests for in-person meeting space. Other Roundtables are encouraged to provide annual data on participation as an indicator of overall effectiveness in meeting the needs of Roundtable membes. are therefore required to compile records of attendance at</i></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><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</p>	<p>2012-05-06</p>	<p>Change proposed by BL responding to NPB's note below. If we don't guarantee RTs meeting space, can we require rosters of meeting participants?</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><del>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.</del></p>	<p>their leadership roles in Roundtables.</p>		
<p><i>A. Each Roundtable shall adopt and maintain a statement of goals and objectives indicating the general concerns and intended areas of work of the Roundtable.</i></p> <p><i>B. Roundtables are charged to be active in four areas.</i></p> <ul style="list-style-type: none"> <li>• <i>They recommend to the Council, through reports, action items, or discussion items— submitted on the Council Report Template— <del>memoranda or formal papers,</del> 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.</i></li> <li>• <i>They suggest program sessions for the SAA</i></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</li> </ul>	<p>2012-05-14</p> <p>2012-05-06</p>	<p>Language inserted to mention goals in order to keep this parallel with part II in IX. Sections.</p> <p>The various ways we tell component groups to communicate with Council (i.e., memoranda, formal papers) are confusing. We should refer to the Council Report Template and use the language it uses (i.e., report, action item, discussion item) if that's how we want communications submitted to Council. We also should make sure we use that terminology</p>



<p>Annual Meeting and, <del>with the advice of the Executive Director, request space for and, if allocated,</del> plan Roundtable meetings for the SAA Annual Meeting. <del>Representatives of the Program Committee will visit 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.</del></p>	<p>Annual Meeting and, <b>with the advice of the Executive Director,</b> plan Roundtable meetings for the SAA Annual Meeting. Representatives of the Program Committee will visit 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>2012-05-06</p>	<p>consistently.</p> <p>It seems best to work through the Council liaison and Program Committee structures for this, especially now that we have a process for RT requests for Annual Meeting space documented elsewhere.</p> <p>The long last sentence seems unnecessary, as we are no longer automatically sending Program Committee members around to Section/RT meetings.</p>
<p><del>B. New applications for recognition as a Roundtable shall be submitted no later than January 1 the posted deadline each year for submitting agenda items for the Winter Council meeting, for so that Council action can occur before the next Annual Meeting.</del></p> <p><del>C. Application shall be made by petition to include signatures, in paper or electronic form, of at least ...</del></p> <p><del>D. Roundtables that do not maintain an official membership level of at least 25 SAA members</del></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 <b>January 1</b> for Council action before the next Annual Meeting.</p> <p>C. Application shall be made by petition to include <b>signatures</b> 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 <b>25 members</b> and meet annual reporting requirements may be dissolved as</p>	<p>2012-05-06</p> <p>2012-05-06</p> <p>Adopted 0209,</p>	<p>Is this date a problem if it turns out to be too late for the deadline for submitting agenda items for the January Council meeting?</p> <p>Does this include electronic signatures?</p> <p>Do we mean <b>25 SAA members,</b></p>

...	<p>an official SAA Roundtable after due notice and an opportunity for Roundtable officers to appeal.</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>Motion 6. 2012-05-06</p>	<p>and if so, is that clear from the current language?</p>
<p><b>IV. MEMBERSHIP AND MEETINGS</b></p> <p><b>A. Membership</b></p> <p>1. SAA members may join <u>an unlimited number of Roundtables</u>. The SAA office will maintain and report on the official list of Roundtable members as an aid in allocating resources and tracking member services. <u>Participation in electronic discussion lists is open to nonmembers of the Society.</u></p> <p>2. <i>Nonmembers of SAA may participate in a Roundtable by joining in its electronic communications list and engaging in discussions of and work on issues of interest to its membership.</i></p> <p><b>B. Meetings</b></p> <p><del>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</del></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. <u>Participation in electronic discussion lists is open to nonmembers of the Society.</u></p>	<p>Adopted 0509, Motion 10.</p> <p>2012-05-06</p> <p>2012-05-06</p>	<p>Can nonmembers of SAA also participate in the work of the RT? It seems logical for SAA to be as unrestrictive as possible for RT participation beyond a "core" of 25 official members. The organization benefits from this stance in the long run.</p> <p>Section VII. Meetings, from the current (January 2012) version incorporated here to bring this into parallel with the Section</p>



<p><i>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></p> <p>3. <del>B.</del> 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>4. <del>C.</del> 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>5. <del>D.</del> Roundtables that are allocated dedicated</p>			
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<p>meeting space at one Annual Meeting will not receive priority over other Roundtables requesting dedicated space at the next Annual Meeting.</p> <p>6. <del>E.</del> 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><del>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.</del></p>		2012-05-06	This seems more like a To Do for Council. It really doesn't inform others about RT requirements in any significant way, is potentially confusing, and should be deleted.
<p>A. Roundtables will adopt and report to the Council a governance structure that is consistent with their need. <i>At minimum there must be one elected leader and</i> 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 leadership. 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>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>Changes in section A. adopted 0809-1, Motion 10. 2012-05-06</p>	<p>The language in V.A. makes a leap that should be made more explicit.</p>

<p><del>B. The leaders of the Roundtable leaders are expected required to notify the SAA Executive Office promptly of newly appointed or elected leaders within 14 days of the close of the Annual Meeting so that the official SAA leadership list ("saaleaderlist") can be updated and mailings can be circulated properly.</del></p> <p>C. Elected Roundtable leaders <del>conveners</del> will take office at the close of the SAA Annual Meeting.</p> <p><del>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. At minimum, however, they must use the Basic SAA Roundtable Bylaws template to adopt bylaws within a year of their first official meeting. In order to insure their alignment with SAA's governance documents, Bylaws and subsequent changes must be reviewed by the Executive Director or a designee and approved by Council after they are adopted by the Roundtable membership. This also insures that they become part of the permanent record as a component of Council meeting minutes.</del></p>	<p>B. 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 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>2012-05-06</p> <p>2012-05-06</p> <p>2012-05-06</p>	<p>Edited to incorporate deleted sections of VI.A. Also, better not to name the leadership listserv here, since it changes (now "saaleaders").</p> <p>Terminological inconsistency.</p> <p>First sentence seems gratuitous. Elsewhere we suggest that RTs <b>should</b> have bylaws, reviewed by Council. Brian suggested that there is (or could easily be created) a bylaws template that could be used for Roundtables. This should be done and posted to the "Leadership Resources" section of the SAA website. Perhaps good to have one for Sections as well?</p>
<p><i>A. Leadership Report: The chair of each Roundtable will convey to the Executive Director or designee an electronic list of the names of Roundtable leaders within 14 days of the close of the Annual Meeting. The chair will include in that list all individuals who should be subscribed</i></p>	<p><b>VI. ANNUAL REPORTING REQUIREMENTS</b></p>	<p>2012-05-14</p>	<p>Added here to keep parallel with X.VI.</p>

<p><i>to the official SAA leadership list.</i></p> <p><del>B. 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 Roundtable leaders are required to complete and file with the Executive Director an annual report within 90 days of the close of the Annual Meeting, regardless of whetehr the Roundtable convenes in conjunction with the Annual Meeting. (Download the <a href="#">report form</a>.) The Council Report Template document must be used for annual reports.</del></p> <p><del>C. B. Failure to complete and file B. Failure to complete and file ...</del></p> <p><del>D. C. Roundtable annual reports</del></p> <p><del>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</del></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 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</p>	<p>2012-05-06</p> <p>Adopted 0210, Motion 7.</p> <p>2012-05-06</p>	<p>Edited for clarity. Terminological inconsistency, and the first sentence of VI.A. duplicates V.B. and is unnecessary here. Also, we should avoid too many imbedded links. Better to just name the form we want RT reporters to use.</p> <p>Changed in conjunction with adoption of “Uniform Guidelines for SAA Websites and Online Communications.”</p> <p>Not done. If, as NPB indicates, we haven't been doing this, then it</p>
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<p><del>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.</del></p>	<p>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>apparently isn't all that important and should be deleted here.</p>
<p><b>VII. ROUNDTABLE MEETINGS</b></p> <p><del>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.</del></p> <p><del>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.</del></p> <p><del>A. Conveners will receive an annual notice from 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.</del></p> <p><del>1. The SAA office receives a request for space by the deadline established by the Executive Director.</del></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.</p> <p>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 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> <ol style="list-style-type: none"> <li>1. The SAA office receives a request for space by the deadline established by the Executive Director.</li> <li>2. All reporting requirements for the previous year have been met.</li> </ol>	<p>2012-05-06</p>	<p>Incorporated into IV. Membership and Meetings.</p>



<p>2. All reporting requirements for the previous year have been met.</p> <p><b>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 here.</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 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,</li> </ul>	<p><b>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 here.</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 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>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>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>and/or</p> <ul style="list-style-type: none"> <li>• <del>All annual reporting requirements for the previous year have been met, including the convener's acknowledgment of leadership responsibilities.</del></li> </ul> <p><del>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.</del></p> <p><del>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.</del></p> <p><del>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.</del></p> <p><del>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.</del></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>
<p><del>VII. VIII. CONSULTATION WITH THE COUNCIL</del></p> <p>A. The president will extend an invitation to Roundtable <del>convener</del> <i>leaders</i> to attend the</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</p>	<p>2012-05-06</p>	<p>Terminological inconsistency.</p>

<p>annual Leadership Forum <i>and Orientation</i>. Attendance for Roundtable <del>leaders</del> <del>conveners</del> <del>will not be mandatory</del> <i>is strongly encouraged</i>.</p> <p><del>B. Roundtables may submit requests directly to the Council through the SAA Executive Director.</del> The Council is responsible for addressing Roundtable matters, making recommendations about Roundtable matters, and communicating actions concerning Roundtables to the <del>conveners</del> <i>leaders</i>. <i>Assigned Council liaisons are the primary contact for Roundtable leaders with Council. Any concerns that Roundtable leaders have with their assigned Council liaison should be discussed with the Executive Director or the SAA President.</i></p>	<p>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>2012-05-06</p>	<p>The Council has preferred to assign Council liaisons the responsibility of shepherding roundtable requests.</p> <p><i>Time to bring this in line with the reality reflected in NPB's comment and also correct terminological inconsistency.</i></p>
<p><b><del>VIII. IX. COMMUNICATIONS</del></b></p> <p>A. Roundtable <del>leaders</del> <del>conveners</del> will provide to the SAA staff ...</p> <p><del>C. Any mailings or electronic communications from Roundtable leaders to their members should also be distributed to the Council and the SAA Executive Office.</del></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. 2012-05-06</p> <p>2012-05-06</p>	<p><i>Terminological inconsistency.</i></p> <p><i>Seems unnecessary since Council liaison (and SAA staff member as well?) are subscribed to each RT discussion list.</i></p>

<p><del>C.D.</del> Announcements ...</p> <p><del>D.E.</del> The SAA office will contact <i>Roundtable leaders conveners</i>, 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>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>	<p>2012-05-06</p>	<p>Terminological inconsistency and removing term suggesting we still publish the Annual Meeting program in print.</p>
<p><b><del>IX. X.</del> 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 <del>submitted to the Executive Directory due to the Council</del> within 90 days of the close of the Annual Meeting. <del>A form is provided on which the Roundtable leadership</del> <i>Roundtable leaders should use the SAA Component Group Budget Request form form to describes the activity planned for the Roundtable and proposes a budget sufficient to accomplish it. The deadline will be strictly adhered to; budget requests received after the deadline will not be considered, but may be resubmitted as part of</i></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 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</p>	<p>2012-05-06</p>	<p>No form exists for this purpose. One should be created. Per NPB's comment, a form for component groups' budget request submissions should be created. Who would do that? Also edited for consistency with V.I.A.</p>

<p><i>the next year's annual report.</i></p> <p><del>D. Roundtable conveners may submit special funding requests directly to the Council through the Executive Director.</del></p> <p><del>D.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 Roundtable's Council liaison Executive Director, with sufficient time for consideration by the Executive Committee, which will respond within 30 days.</del></p>	<p>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>2012-05-06</p> <p>2012-05-06</p>	<p>This clause seems to contradict the "deadline will be strictly adhered to" language in X.B. Roundtables should not be encouraged to seek funding from Council outside of the prescribed process. RT's can work through their Council liaison if extenuating circumstances exist.</p> <p>Include Council liaisons in this process? Yes, I think that's a good idea.</p>
<p><b>X. <del>XI.</del> USE OF SAA NAME, LOGO, AND AUSPICES</b></p>	<p><b>XI. 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</p>	<p>Changes adopted 0210, Motion 7.</p>	

	<p>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>		
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