

Proposed Revisions to the Section's By-Laws

The Steering Committee proposes a significant revision to the section's bylaws, which were adopted at the 2006 annual meeting. The bylaws were purposely flexible, but over time, the need to have more robust procedures, codify existing practice, bring them into line with other sections' bylaws, and formally distribute some of the work of the committee among its members became apparent. In addition, the ability to conduct online elections and votes to amend the bylaws necessitated a revision of relevant sections. To that end, the following revised bylaws will be voted on at the annual meeting in Austin, and as specified by the current bylaws, a two-thirds majority is required for them to pass. The current bylaws are available for your reference at <http://www.archivists.org/saagroups/acq-app/bylaws.asp>.

I. Membership

1. Membership in the Acquisition and Appraisal Section of the Society of American Archivists is open to any member of SAA who has an interest in the acquisition and appraisal of public records, private papers, and other archival or manuscript collections.

II. Officers

1. Officers of the Acquisition and Appraisal Section consist of a chair and vice chair.
2. A new vice chair is elected each year and serves for one year as vice chair, succeeding automatically to the office of chair for the subsequent year. At the end of the year of service as chair, the incumbent serves as the immediate past chair.
3. The chair presides at meetings of the Section and the steering committee; coordinates section-proposed sessions for the annual meeting and section endorsements; with other officers sets the Section's agenda for the year; appoints Section committees as needed; represents the Section in its relations with SAA in general and with the Council and other groups within the Society; appoints Section committees as needed; coordinates preparation of an annual report of Section activities and submits it to the SAA executive office; is expected to attend the annual meeting. The chair serves a one year term.
4. The vice chair/chair elect serves as acting chair in the absence of the chair; takes minutes at section meetings; normally acts as newsletter editor, producing at least two newsletters per year; is expected to attend the annual meeting; and organizes the program for the section meeting at the annual meeting. The vice chair serves a one year term.

III. Steering Committee

1. The steering committee is composed of six members: chair, vice-chair, and four at-large members.
2. At large-members serve two-year terms, two members being elected at each annual meeting with additional members elected if unexpired terms need to be filled. A member may be re-elected but may not serve more than four consecutive years as an at-large member.
3. At the request of the chair, at-large members may serve on the nominating committee, assist in planning the section meeting program, assist in planning annual meeting sessions of interest to the section, or other responsibilities as assigned. They also participate in discussion of section business and are expected to attend the annual meeting.
4. The immediate past chair is not a voting member of the steering committee but continues to participate in the Section leadership by the following: acts as chair of the Section's Nominating Committee; is responsible for publishing electronic ballots and announcing the results of the balloting at the Section's annual meeting; is expected to attend the annual meeting; and prepares the annual report to be submitted to SAA within 90 days of the annual meeting. The annual report covers the section's activities during the immediate past chair's year as chair.

IV. Web Liaison

1. The web liaison is appointed by the chair and approved by the steering committee.
2. The web liaison serves three years, but the term can be renewed indefinitely until another candidate is identified.

V. Election of Officers and Steering Committee

1. Only members of SAA and the Acquisition and Appraisal Section may be nominated to serve as officers or steering committee members. Only members of the Acquisition and Appraisal Section may vote.
2. The Nominating Committee consists of the immediate past chair of the Section (serving as chair of the committee) and the two at-large members of the steering committee whose terms are not expiring at the conclusion of the next annual.
3. The committee calls for nominations at least two months prior to the annual meeting. All persons whose names are submitted to the Committee or proposed

by the Committee itself shall be considered nominees if they agree to have their names placed in nomination and are members of SAA and the Section.

4. The committee ensures that there is at least one nominee for vice chair and that the number of nominees for the steering committee is not less than the number of positions to be filled.
5. The committee announces the nominees in the last newsletter prior to the annual meeting and through the section listserv.
6. Elections shall be conducted electronically by means provided by the Society of American Archivists. The ballot will include a provision for write-in candidates. Members will have a minimum of one week to vote online. Members may request a mail-in ballot from the committee in place of an electronic ballot. Results shall be announced at the Annual Meeting. For the benefit of those unable to attend the Annual Meeting, results shall also be announced via the Section listserv after the Annual Meeting.
7. Winners are determined by the majority of votes cast by the deadline. The committee determines results and announces the results at the annual Section meeting. If an election results in a tie, the committee conducts a runoff election at the annual Section meeting.
8. If the vice chair is unable to succeed the chair, a new chair is elected following the same procedures as for the election of the vice chair. The Steering Committee shall appoint any other vacancies to fulfill unexpired terms of elected positions, after which a normal election shall occur.
9. Elected officers and steering committee members assume office at the conclusion of the annual meeting of the Section.

VI. Amendments to By-laws

1. Any member of the Acquisition and Appraisal Section may propose amendments to these by-laws. Proposed amendments must be submitted in writing to the chair.
2. The chair will distribute proposed amendments to the membership through one of the Section newsletters.
3. Proposed amendments must be approved by a simple majority of the Steering Committee and must be ratified by a two-thirds majority of the total votes cast by members.
4. The chair will distribute proposed amendments to the membership through an announcement to the Section listserv and they may also be announced through

the Section newsletter. The amendments shall also be available for review on the Section's website for 30 days before voting commences. Voting shall be conducted electronically by means provided by the Society of American Archivists. Members may request a mail-in ballot from the committee in place of an electronic ballot. Members will have a minimum of one week to vote online.

VII. Meetings

1. The Acquisition and Appraisal Section meets once a year at the annual SAA meeting at the time and place scheduled by the SAA program committee and executive office. A steering committee meeting is usually held during the annual meeting.

2. For the section meeting, the vice-chair takes minutes; for the steering committee meeting, the past chair takes minutes. Minutes are made available to the Section within six weeks of the annual meeting.

VIII. Enactment

1. These by-laws were revised in 2009.