

## Bylaws of the Lone Arrangers Roundtable

### **I. Mission**

The Lone Arrangers Roundtable (LAR) of the Society of American Archivists seeks to provide education, stimulate communication, and encourage support between archivists working in “lone arranger” settings. The term “lone arranger” includes those working alone or in very small staff situations.

### **II. Governance**

#### A. Steering Committee

The Steering Committee is composed of members willing to serve, including the officers (Chair, Vice-chair/Chair-elect, and the immediate past Chair).

The Steering Committee directs and coordinates activities of the roundtable and approves appointments made by the chair if vacancies occur. Committee members help establish projects to work on through the year, appoint a newsletter editor as necessary and contribute to the newsletter and to other activities, plan the annual business meeting, and endorse SAA program sessions presented to the roundtable. A member of the Steering Committee shall serve as secretary at the annual roundtable meeting and take minutes.

#### B. 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 Lone Arrangers 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, including, but not limited to, annual reports to the SAA.

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 immediate past Chair serves as a member of the Steering Committee and as Chair of the Nominating Committee.

The officers make a commitment for six years to serve two years each as Vice-chair/Chair-elect, Chair, and immediate past Chair. Each is expected to attend the annual meeting.

### C. Newsletter Editor

One or two newsletter editors shall be appointed by the Steering Committee as needed. The newsletter editors serve as members of the Steering Committee. 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.

### D. Committee

Committees may be appointed by the chair upon recommendation of the Steering Committee or by action of the membership at its annual meeting.

### E. Website Editor

The website editor shall be appointed by the Steering Committee as needed. The website editor serves as a member of the Steering Committee. The website editor should not serve concurrently as Chair of the roundtable.

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

### F. Endorsing Proposals for the Annual Meeting

Endorsements may be given to sessions submitted to the SAA's Program Committee and the LAR by the appropriate proposal deadline dates. Rules and guidelines for endorsement from the SAA shall be followed. Priority will be given to proposals submitted by LAR members. The Steering Committee members will review the proposals and respond with either a yes or no vote for endorsement. The proposals receiving the most affirmative votes will be endorsed. In the event of any ties the Steering Committee will reconsider. If the tie is not broken, the decision will be made by the Chair. The Chair will forward the endorsement of the LAR to the SAA by the appropriate endorsement deadline.

Members of the Steering Committee who are participating in the proposals are not eligible to vote on the endorsement.

### G. Nominating Committee and Elections

The Nominating Committee is composed of the immediate past Chair and two members of the Steering Committee. If any of these cannot serve, the roundtable Chair shall appoint members from the LAR as needed.

The Nominating Committee solicits candidates for the next year's Vice-chair/Chair-elect, using a notice in the newsletter and on the roundtable's listserv (if any) and receives the names of volunteers of persons recommended, and prepares an appropriate slate for the

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position from those nominees agreeing to place their names in nomination. The committee ensures that there is at least one nominee. All candidates for election must be individual members of SAA and the roundtable and be present at the annual meeting. The committee publicizes the slate on the website and via the LAR and Archivists listserv at least one month preceding the annual meeting. The committee prepares a ballot and conducts an election at the annual roundtable meeting. Only members of the roundtable may vote. Any member of the roundtable who is unable to attend the annual meeting may request an absentee ballot from the committee chair; absentee ballots must be returned to the committee chair prior to the annual meeting. Voting at the annual meeting shall be by secret ballot if there are more candidates than can be elected for the 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.

### **III. Meetings**

LAR will meet at least once during the Society of American Archivists' annual meeting and at other times as deemed appropriate by the steering committee.

Regional groupings are encouraged at regional archives meetings.

### **IV. Communication**

LAR will submit information to the Lone Arranger's newsletter, SAA's *Archival Outlook*, the Lone Arrangers List and the Archives Listserv. The roundtable will also disseminate information about its work through its website.

### **V. Roundtable Leadership & Council**

As appropriate, LAR leadership may meet with Council Representatives to discuss matters of mutual concern.

### **VI. Enactment and Amendments**

These bylaws were first approved and enacted by a majority vote of the membership in \_\_\_\_ 2009. These bylaws shall be reviewed at least every four years by the Steering Committee.

Proposed amendments to the Bylaws must be published in the newsletter and on the website at least one month preceding the annual meeting. 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

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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.

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