

Governance Manual Review Recommended Updates: Revision Summaries and Revised Content, Changes Tracked

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Section II. Officers

Revision Summary

The OFFICERS section was revised to make it succinct, streamline and update language, and use inclusive pronouns.

Revised Content, Changes Tracked

Section II. Officers

A. Composition¹

1. The elected officers of the Society are a president, a vice president, and a treasurer.
2. The president and the vice president serve terms of one year each. The treasurer serves a term of three years.
3. Officers take office at the conclusion of the annual business meeting following the election. They are ineligible for immediate reelection.

B. Duties

1. In addition to the responsibilities and activities of Council, the specific Officer duties are outlined in the individual position descriptions and include:
 - a. Ensuring the legal and ethical integrity of the organization.
 - b. Providing proper financial oversight and ensuring adequate financial resources.
 - c. Establishing policy for the Society.
 - d. Ensuring effective planning.
 - e. Monitoring and strengthening programs and services.
 - f. Ensuring the organization's public standing.
 - g. Supporting the work of the paid staff.
 - h. Selecting, supporting, and evaluating the CEO.

2. Together with the CEO, the officers are responsible for ensuring that records of continuing value to the Society are transferred to the Society's archives.³

C. Other

1. To ensure that the Society has a broad pool of leadership and to avoid potential power imbalances, elected officers of the Society are discouraged from serving as officers, steering committee members, or editors on other SAA bodies except where this service is specifically mandated or their specific expertise is essential.⁴
2. Elected officers of the Society will not concurrently serve as paid employees of SAA, except to complete pre-existing contracts.⁵

Approved by the Council: June 1991

Revised: July 2013, April 2025

¹ The source for Section II.A. is the *Constitution of the Society of American Archivists*, Article V.A.1.

² This list of duties is based on Richard T. Ingram, *Ten Basic Responsibilities of Nonprofit Boards*, Second Edition (BoardSource, 2009).

³ The source for Section II.B.2. is the *Constitution of the Society of American Archivists*, Article VII.

⁴ Per resolution adopted by the Council at its January 30-February 1, 1987, meeting and reaffirmed at the June 2-4, 1989 meeting.

⁵ Per resolution adopted by the Council at its June 5-7, 1987, meeting and reaffirmed at its June 2-4, 1989 meeting.

Section II. President

Revision Summary

The PRESIDENT section was revised to make it succinct, streamline and update language, and use inclusive pronouns. We also softened language (e.g., “terminate” replaced with “sunset”).

Additionally, responsibilities are more collaborative and supportive.

Revised Content, Changes Tracked

Section II. President

A. Term of Office

Article V of the Society's constitution states that the president serves a one-year term of office after a one-year term of office as vice president. The terms of office begin at the conclusion of the Annual Business Meeting after the election. Because the vice president automatically becomes president, the president is ineligible for immediate reelection. According to the SAA Foundation's bylaws, the SAA president also serves on the SAA Foundation Board of Directors in their capacity as an SAA Executive Committee member. Subsequent to serving one year as SAA president, the SAA immediate past president serves one year on the SAA Foundation Board of Directors.

B. Functions

Bylaw 1 of the Society's bylaws states, "The president shall direct and coordinate the affairs of the Society, preside at all business meetings of the Society, of the Council, and its Executive Committee, and shall perform such duties as may be directed by the Council."

C. Duties

The SAA President provides vision and leadership for the Society as a subject-matter expert on behalf of the archives profession. The President fulfills the following duties: profession. The President fulfills the following duties:

1. Preside over the Society's business meeting at the Annual Meeting.
2. Convene, facilitate, and call into session Executive Committee and Council meetings to ensure that agenda items are discussed, voices are heard, and generative debate is fostered in a spirit of collaborative leadership.
3. Facilitate productive and supportive communication between SAA Council, CEO, and Staff.
4. Support the vice president in appointing the chairs and the members of SAA committees, boards, task forces, and working groups, as well as representatives whose positions are created or become vacant during their term in office, according to the guidelines for each of these roles and SAA practice.
5. Initiate and sunset standing committees, task forces, and other groups with the advice and approval of the Council.
6. Support Council and Executive Committee to make informed decisions and share knowledge by inviting subject matter experts, committees, and other relevant stakeholders to present on issues of importance or concern to the president, the CEO, the Council, or the Society at large.
7. Provide oversight of the CEO, renewing the CEO's employment contract, engaging Council and other stakeholders for constructive feedback for performance reviews, and directing the search for a new CEO whenever necessary. With input from Council members, reviews and approves major work plans and projects proposed and led by the CEO.
9. Appoint Council members to Council committees.

Approved by Council: June 1991

Revised: January 1992, May 2011, April 2025

Section II. Vice President

Revision Summary

The VICE PRESIDENT section was revised to make it succinct, streamline and update language, and use inclusive pronouns.

Additionally, responsibilities are more collaborative and supportive. In particular, Duty #2 was edited to highlight the collaborative role of working with the President.

Revised Content, Changes Tracked

Section II. Vice President

A. Term of Office

Article V of the Society's constitution states that the vice president is elected and serves a one-year term of office. The term of office begins at the conclusion of the Annual Business Meeting after the election. The vice president shall automatically become president at the conclusion of the following year's Annual Meeting. According to the SAA Foundation's Bylaws, SAA vice president also serves on the SAA Foundation Board of Directors in his or her capacity as an SAA Executive Committee member.

B. Functions

Bylaw 1 of the Society's bylaws states "The vice president shall perform the duties of the president in case the president is absent or incapacitated and, in case of a vacancy in the presidency, shall assume that office and hold it for the remainder of the term."

C. Duties

1. Serve as a member of the Executive Committee.

2. Collaborate with the President to shepherd projects, initiatives, and programming.
3. In the absence of the president, preside at business meeting(s) of the Society and meetings of the Council.
4. Appoint the chairs and members of SAA committees, boards, task forces, working groups, and representatives according to the guidelines for each of these and SAA practice. Traditionally, the vice president / president-elect appoints representatives, chairs, and members of SAA bodies who will commence their service at the beginning of his or her term as president. The vice president fills vacancies occurring in mid-year in consultation with the president.
5. Appoint the chair and members of the Program and Host Committees for the meeting over which they will preside as president.
7. The vice president / president-elect appoints the chair of the Nominating Committee in the event of a tie for that office, according to the procedures in Bylaw 5.A.

Approved by Council: June 1991

Revised: January 1992, May 2011, April 2025

Section II. Treasurer

Revision Summary

The TREASURER section was revised to make it succinct, streamline and update language, and use inclusive pronouns.

Revised Content, Changes Tracked

Section II. Treasurer

A. Term of Office

Article V of the Society's constitution states that the treasurer shall be elected for a term of three (3) years beginning at the conclusion of the Annual Business Meeting following the election and shall be ineligible for immediate reelection. According to the SAA Foundation's bylaws, the SAA treasurer also serves on the SAA Foundation Board of Directors in their capacity as an SAA Executive Committee member.

B. Functions

Bylaw 1 of the Society states, "The treasurer shall be responsible for: planning and formulating financial policy in consultation with the Finance Committee and the CEO; recommending such policies to the Council; reviewing the annual budget before its submission to the Finance Committee and to the Council; internal auditing of all Society financial operations; providing an annual report on the Society's finances; and investing special funds and endowments on the advice and consent of the Finance Committee and the Council. In the absence of the president and vice president, the treasurer shall preside at business meeting(s) of the Society and meetings of the Council."

C. Duties

1. Serve as chair of the Finance Committee.
2. Prepare an annual treasurer's report. Present the report at the Annual Business Meeting and submit it for publication in *The American Archivist*.

3. In consultation with the Finance Committee and the CEO, recommend an annual budget to the Council.
4. Analyze all SAA financial statements. Report financial status, trends, and problems at each Council meeting. Make recommendations to the CEO and the Council.
5. Consult with the SAA office to assure that an annual audit is performed. Analyze audit results and report findings to the Council.
6. Working with the Finance Committee, oversee investment policy for special funds and endowments.
7. Ensure the Society's copy of the current employment contract and position description for the CEO is available in the SAA document library for Council reference.
8. In collaboration with the Foundation President and Board, ensure that the annual giving program is undertaken by the SAA Foundation.
9. In the absence of the president and vice president, preside at business meeting(s) of the Society and meetings of the Council.
10. Work with the Council, the Finance Committee, and the CEO to achieve a balanced annual budget and an adequate reserve fund.
11. Together with the Council, review all SAA proposals for external financial support before they are submitted to funding agencies.
12. Together with the Finance Committee and the Council, triennially review the dues structure to assure its sufficiency.
13. Serve as a member of the Executive Committee.

Approved by Council: June 1991; revised August 2009 and April 2025

Section III. Executive Committee

Revision Summary

The EXECUTIVE COMMITTEE section was revised to make it succinct with streamlined and updated language. Additionally, responsibilities are more collaborative and supportive.

Revised Content, Changes Tracked

Section III. Executive Committee

A. Composition

1. The Executive Committee is composed of the president, vice president, treasurer, and one third-year Council member who is elected annually by the nine Council members for a term of one year.¹
2. Executive Committee members also serve on the SAA Foundation Board of Directors.²

B. Duties³

1. Act for the Council in conducting the affairs of the Society between meetings of the Council. The president will chair the Committee and convene its sessions.
2. Approve the selection of the auditor and investment consultant(s).⁴
3. Coordinate the annual performance review of the CEO, which will include distributing evaluation forms to staff, Council members, and other stakeholders, compiling feedback, and delivering the performance review to the CEO.
4. Review in a timely manner action requests (such as approval of position statements, etc). In the spirit of transparency, involve Council in the decision-making and commenting process. Keep the rest of Council informed of EC

initiatives, including allowing a brief comment period for finalizing position statements.

5. Review the annual level of compensation for SAA staff according to policies approved by the Executive Committee.
6. Review and respond to appeals made in response to actions related to *Code of Conduct* violations.⁶

Approved by the Council: June 1991

Revised: May 2011, January 2012, July 2013, July 2014, April 2025

¹ The source for Section III.A.1 is the *Bylaws of the Society of American Archivists*, Bylaw 4.

² The source for Section III.A.2 is the *Bylaws of the Society of American Archivists Foundation*, Article V, Section 5.2.1.

³ Unless otherwise noted, the source for Section III.B is the *Bylaws of the Society of American Archivists*, Bylaw 4.

⁴ Regarding investments, the Executive Committee acts in conjunction with the Finance Committee as specified in that Committee's charge.

⁵ The language in Section III.B.1.d mirrors *Bylaws of the Society of American Archivists*, Bylaw 11, which originated as a proposed bylaw amendment adopted by Council at the May 24-26, 2011 meeting and approved by the membership at the August 2011 Annual Business Meeting.

⁶ SAA's *Code of Conduct* was adopted by the Council in an online vote in July 2014. A review cycle concurrent with that of SAA's *Equal Opportunity/Non-Discrimination Policy* was put in place, as well as a process for addressing violations.

Section IV. Council

Revision Summary

The COUNCIL section was revised to make it succinct, streamline and update language (“Executive Director” to “CEO”), and use inclusive pronouns. Additionally, responsibilities are more collaborative and supportive.

Revised Content, Changes Tracked

Section IV. Council

A. General

1. The Council is the elected governing body of the Society of American Archivists. Together with the Society's officers and the CEO, Council is responsible for SAA's governance, legal compliance, and financial well-being.
2. Council members are expected to attend and participate in all meetings of the SAA Council, virtually or in-person.
3. Council members are required annually to complete and file with the CEO a conflict-of-interest disclosure statement.
4. To ensure that the Society has a broad pool of leadership and to avoid power dynamic imbalances, Council members may not serve as an officer, chair, or member of an SAA committee, board, section steering committee, as editor of *The American Archivist* or publications editor, or as an official representative to an external organization except where this service is mandated by the SAA constitution and bylaws or where the Council delegates such service to an officer or Council member.¹

B. Composition²

1. The Council consists of the president, vice president / president-elect, treasurer, and nine Councilors elected at-large by voting members of the Society.

2. Three of the nine Councilors are elected in each annual election for terms of three years. Councilors are ineligible for immediate reelection.
3. If a vacancy occurs among the Councilors or in any of the offices except the presidency, it may be filled by the recommendation of the Executive Committee and a Council vote. The persons designated will hold the position until the next annual election, at which time the position will be filled by election for the remainder of the term, if any.

C. Functions

The Council is responsible for the following³:

1. Steering and guiding the Society of American Archivists to be a leading organization for archivists and archives.
2. Strategic Planning to establish priorities and initiatives that serve the profession and membership.
3. Monitoring and strengthening the Society's programs and services.
4. Coordinating and liaising with allied organizations, component groups and committees within SAA to support information-exchange and effective collaboration.
5. Advocating for the respect, fair compensation, and advancement of archival workers.
6. Championing the importance of archives as repositories of cultural knowledge.
7. Ensuring the legal and ethical integrity of the organization.
8. Providing financial oversight, maintaining financial sustainability, and approving the funding allocation for the Society's activities.

D. Duties

1. Provide leadership and collective vision for the Society to be a leader for the archival profession
 1. As subject matter experts, advise the CEO and staff on the issues, emerging trends, and pain-points of the archival profession.
 2. Develop and adapt SAA's Strategic Plan and other organizational strategic priorities.
 3. Coordinate and liaise with component groups and committees on aspects of the Strategic Plan that are delegated/assigned to them.

4. Call additional meetings of Council and member town hall forums as necessary to ensure that membership feels well-informed of organizational leadership actions and that broad input and feedback are incorporated into Council decisions and actions.
 5. Maintain and update the Governance Manual, including the Constitution and Bylaws. Edits to the Constitution and Bylaws must be approved by a majority membership vote. Modifications to additional Governance Manual sections can be approved by a majority vote of Council.
 6. Provide constructive feedback to the Executive Committee during the CEO's performance evaluation process.
 7. Deliberate and vote on Council action items.
2. Ensure the financial sustainability, transparency, and well-being of the organization
 1. Review, prioritize, and approve the Society's annual budget.
 2. Provide members with information about the sources and expenditure of SAA funds.
 3. Provide for and publish an annual audit of SAA's financial affairs.
 4. Review the dues structure every three years.
 5. Deliberate and approve/deny requests of groups representing SAA seeking external funding to avoid potentially conflicting funding requests from multiple SAA units.
 6. Deliberate, prioritize, and approve/deny SAA internal funding requests by component groups and committees.
 7. In partnership with the Executive Committee, hire the CEO, participate in the annual review of the CEO's performance, and provide direction as needed.
 8. Approve any relocation of the SAA office.
 9. Dispose of SAA's property, funds, or other assets in the event of the dissolution of the Society.
3. Establish, review, and approve SAA policies.
 1. Consider policy revisions recommended by component groups, representatives to external organizations, members, and staff.
 2. Provide vision and guidance on finalizing details of the Annual Meeting, including the location and policies.
4. Liaise with assigned component groups, including boards, committees, task forces, working groups, and sections.

1. Review annual reports; develop additional activities, tasks, and recommendations; and approve or deny petitions to create, transition to discussion groups, and sunset component groups.
2. Advocate on behalf of component groups to support their activities, including infrastructure and funding assistance, to Council.
3. Communicate information between component groups and Council.
5. Build and coordinate Society relationships with individuals and groups outside the Society.
 1. Communicate with external groups on matters of mutual interest, including aspects of the Strategic Plan that affect them and/or on which they might provide support.
 2. With regard to representatives to external organizations: Review annual reports; develop additional activities, tasks, and recommendations; and create and terminate.
6. Manage the Council's own work meetings and activities.
 1. Establish policies and procedures for Council work. Periodically review the cost and effectiveness of Council activities and governance.
 2. Council is expected to hold official Business Meetings minimally four times per year in open session. Council may schedule additional ad-hoc meetings to explore in-depth complicated topics and build cohesion as a team. These additional meetings will be open by default but may include executive sessions (see below).
 3. Council can enter into executive (i.e., closed) session with a two-thirds majority vote of those Council members present and only to discuss specific agenda items. Participants for executive sessions will be determined by Council and may or may not include non-Council member attendees and SAA staff. Decisions must be voted on during open session business meetings.
 4. Council members are required to participate actively in at least one Council subcommittee per year. Subcommittee include:
 - First-year cohort: Leadership Orientation Forum held in the fall
 - Second-year cohort: Governance Manual review. Modifications to the Constitution and Bylaws are required to have an all-member referendum. Edits to all other sections of the Governance Manual are approved by Council vote.
 - Third-year cohort: The Council elects one of the three third-year individuals to serve a one-year term on the Executive Committee.⁶ The other two third-year members are appointed to one-year terms on the Nominating Committee.

- Additional subcommittees: Throughout the year, the need for additional informal and term-limited subcommittees may be needed to explore in-depth issues that Council should vote upon in the future. These informal ad hoc committees may also include supplemental members from the general SAA membership who are selected to serve because of their subject-matter expertise. These subcommittees may be proposed by any member of Council and can be approved for formation by a majority vote.
5. Council elects three Fellows to serve one-year terms on the Committee on the Selection of Fellows.

Approved by the Council: June 1991

Revised by Council: February 2003, May 2010, August 2010, January 2012, July 2013, April 2025

¹ Per a resolution adopted at the January 30-February 1, 1987, meeting of the Council, reaffirmed at the June 2-4, 1989, meeting, and amended at the June 11-14, 1992, and August 28, 2001, meetings.

² Per Article V. of the SAA constitution.

³ Derived from Richard T. Ingram, *Ten Basic Responsibilities of Nonprofit Boards, Second Edition* (BoardSource 2009).

⁴ The process for amending the SAA constitution is spelled out in X. Amendments.

⁵ The process for creating and amending the SAA bylaws is spelled out in Article IX. of the constitution.

⁶ See Bylaw 4.

Section V. CEO

Revision Summary

The CEO section was revised to make it succinct, streamline and update language, and use inclusive pronouns.

Additionally, revisions highlight the CEO's responsibilities to ensure that Council's vision and responsibilities are administratively supported in a timely manner.

Revised Content, Changes Tracked

Section V. CEO

The CEO is the administrative head of the organization. The CEO ensures the fiscal and legal compliance of the organization while supporting the vision and leadership of the Officers and Council. The CEO is responsible for ensuring the operations and vitality of SAA. Their responsibilities include the duties listed below, which may be their direct responsibility or may be assigned to members of SAA staff.

A. Duties

1. Administration
 1. Recruits, hires, mentors, supports, and manages SAA staff to accomplish the goals and deliverables of the Society.
 2. Communicates with the Council and Officers on the condition of the Society, initiatives, and potential issues that arise.
 3. Oversees the Society's operational affairs; supports the officers, the Council, and component groups; and fosters SAA relationships with allied organizations.
 4. Executes contracts and commitments authorized by the Council or by established policies of the Society.
 5. Attends Business Meetings of the Council and of the Executive Committee as a nonvoting member.
 6. Ensures the meeting minutes are recorded and distributed in a timely way, and oversees execution of Council decisions.

7. Presents an annual report on the activities of the Society at the Annual Meeting and ensures the minutes of the Annual Business Meeting are recorded and distributed.
 8. Directs and coordinates all approved programs, projects, and major activities of the staff and contractors.
 9. Recruits, hires, trains, evaluates, and motivates SAA staff; defines their working hours, salaries, and benefits, and duties; and establishes performance standards and conducts performance reviews.
 10. Prior to the development of a new staff position(s), develops a position description and statement of its financial implications for the approval of the Council or, between Council meetings, the Executive Committee.
 11. Maintains and provides security for the Society's records, information, and property.
 12. Maintains custody of and preserves the corporate seal of the Society, and affixes the seal.
2. Member Relations
1. As the administrative leader of SAA, establishes a spirit of collaborative support. SAA staff are subject matter experts in their domain, who work in close partnership with subject matter experts for archives. While all staff are paid and many volunteers are uncompensated, the CEO establishes a stance of mutual respect and collaboration while informing volunteers of any potential limits to collaboration due to work scope, capacity, and sustainable efforts.
 2. As the "face" of SAA, the CEO, directly or by delegation to staff, maintains responsive and transparent communication with SAA members.
 3. As the administrative leader, mediates interpersonal conflicts with curiosity and diplomacy.
 4. Promotes whenever possible interest and active participation in the Society's activities and affairs on the part of its members.
 5. Directs the staff in the maintenance of member records and in billing for and collection of dues.
 6. Facilitates liaison and staff support to component group leaders.
 7. Conducts research, undertakes projects, prepares reports, and publishes the results on subjects of importance to the Society.
 8. Reports to SAA members the activities of elected officers, the Executive Committee, and the Council, and of members of the Society, through the communications media of the Society.
 9. Maintains personal contact with members to the extent possible.

10. Upon written request of a member, provides a copy of any forms submitted to the IRS relating to SAA's status as a 501(c) organization.
3. Finances
 1. In partnership with the treasurer, manages the Society's finances.
 2. Develops and recommends an annual budget and, upon its approval by the Council, operates the Society's financial affairs within the budget.
 3. Oversees the Foundation staff, who is responsible for implementing and deploying giving programs.
 4. Develops and implements an organizational structure for the staff that will meet internal needs. Recommendations on changes in staff compensation are submitted to the Executive Committee for its approval prior to submission of the annual budget to the Council.
 5. Ensures that all funds, physical assets, and other properties of the Society are appropriately safeguarded and administered.
 6. With the approval of the Council, seeks external funding to support appropriate projects of the Society, and administers and accounts for such funding to the Society and to the agency or body granting it.
4. Professional Relations
 1. Supports the President in establishing and maintaining good relationships with allied professional organizations, public service organizations, industries, and public officials and bodies at local, state, and national levels.
 2. Supports the Committee on Public Policy and Committee on Public Awareness in monitoring the activities of the federal, state, and local governments that are of interest to or affect archivists individually or the profession generally, and reports these activities to the Council and the membership.
 3. Coordinates the delivery of SAA testimony and position statements on issues of concern to the profession and SAA to public officials and others.
 4. When authorized by the Council, or by the Executive Committee when time will not allow for a full Council decision, represents SAA on matters of concern to the Society and the profession.
5. General
 1. Oversees the planning and execution of the Society's Annual Meeting within budget parameters, working with and providing necessary support to the Program Committee and the Host Committee.

2. Plans, promotes, and administers other meetings of the Society, the Council, the Executive Committee, or other Society bodies.
3. Establishes, directs, and maintains revenue-generating programs on behalf of the Society.

B. SAA Foundation

The SAA CEO also serves as the CEO of the [SAA Foundation](#) (unless the Foundation executive director position is filled by another individual).²

C. Review

The Executive Committee, in partnership with broader Council, is required to conduct a performance review of the CEO annually according to procedures mutually agreed to by the Executive Committee and the CEO.³

Approved by the Council: June 1991

Revised: September 1994, May 2011, July 2013, April 2025

¹ The source for Section V.A. is the *Bylaws of the Society of American Archivists*, Bylaw 2, and directives from the Council.

² The source for Section V.C.1 is the *Bylaws of the Society of American Archivists Foundation*, Bylaw V.

³ The source for section V.D.1 is the *Bylaws of the Society of American Archivists*, Bylaw 4.

Section VII. Nominating Committee

Revision Summary

The NOMINATING COMMITTEE section was revised to make it succinct, streamline and update language, and use inclusive pronouns.

Additionally, under the Criteria for Selection of Candidates, we edited “gender demographics” by removing “gender” so that the criteria are not limited to a single aspect of one’s positionality.

Revised Content, Changes Tracked

Section VII. Nominating Committee

I. Purpose

In accordance with the SAA Bylaws, the Nominating Committee selects a slate of candidates for the positions of Council, Vice President/President-Elect, and the next year’s Nominating Committee for membership vote. The Nominating Committee reviews the nominations and self-nominations received; encourages potential candidates to stand for election; facilitates the election process by gathering information about the slate of candidates for the SAA election communications and related events; drafts questions that candidates respond to in their candidate statements; prepares a final report; and formally reports the election results at the annual business meeting.

II. Committee Selection, Size, Length of Terms

The Nominating Committee is composed of five members who serve for one year. Three members are elected each year by the membership from a slate submitted by the outgoing Nominating Committee and from any petition and write-in candidates submitted by the membership. Two of the three second-year Council members are selected by vote at the spring meeting of the Council to complete this committee. The chair of the Nominating Committee is the elected candidate with the highest number of votes. The vice president/president-elect appoints the chair of the Nominating Committee in the event of a tie for that office, according to the procedures in Bylaw 5.A.

The immediate past chair of the Nominating Committee shall serve on the Committee on the Selection of SAA Fellows for a one-year term.

III. Duties and Responsibilities

The committee selects a slate of two candidates for each of the following offices each year: vice president/president-elect, three members of Council, and three Nominating Committee members. Two candidates for the office of Treasurer are chosen every third year.

The SAA staff share documentation from previous year(s) Nominating Committee with the current committee. The committee reviews the current nominations and previous nominations pool and brainstorms about additional candidates to recruit. They use or create a rubric to evaluate candidates to narrow down to the final election roster selection. They develop the questions that candidates respond to in their candidate statements. They organize and facilitate an Election Open House and/or other election announcements, communications, and events.

The final slate is collaboratively determined by the committee. The final slate and list of candidate questions is delivered by the chair of the committee to the SAA CEO and President. The SAA staff handle the preparation and distribution of the ballot and arranges for the tabulation of election results by the volunteer election tabulators. The CEO informs each of the candidates of the results of the election.

The chair of the committee prepares a final report and submits it to the Council.

The chair reports the election results at the following annual business meeting.

IV. Criteria for Selection of Candidates

All candidates must be Individual members of SAA at the time that the election slate is finalized. Although no other formal criteria are listed for candidates, most committees strive for a balanced slate in terms of demographics, geographical area, types and size of candidates repositories, and professional interests. The committee may wish to use past service on the Council as a requirement for selection of vice presidential candidates, and active participation in SAA as a requirement for candidates for the Council.

Approved by the SAA Council: June 1988.

Revised: May 2022, April 2025

Section VIII: Task Forces

Revision Summary

The TASK FORCES section was revised to make it succinct, streamline and update language (e.g. deleted “roundtables”), and use inclusive pronouns.

Revised Content, Changes Tracked

Section VIII: Task Forces

A. Purpose

1. The SAA Council establishes task forces to deal with matters of special concern to the Society and the profession. Task forces are given specific charges to study and evaluate certain issues, prepare reports and study documents, and make recommendations for action by the Council.
2. The work of task forces usually occurs within a prescribed period of time specified by the Council in charging the task force, such as from one Annual Meeting to the next. The duration of the task force may be extended by Council action as needed to ensure that the work is completed.
3. When a task force is disbanded, existing SAA bodies such as committees and sections may continue attention to the area it addressed. In some instances, a new SAA body may be formed to follow up the work of a task force.

B. Membership

1. Members of task forces, including the chair(s), are appointed by the vice president / president-elect, and generally serve for the term of the task force. Membership on task forces is open to all SAA members. In making appointments to task forces, the vice president / president-elect gives special consideration to section leaders and members who may have a particular interest in the matter of special concern.
2. Members of the Council may serve on task forces when their expertise is useful in the matter of special concern. Council members should not typically serve as task force chairs unless a compelling reason exists for them to do

- so. Task forces will have a Council liaison appointed to the task force when the task force membership does not include at least one Council member.
3. A minimum of one half of the members of any task force are appointed from SAA members or others who are not currently serving on the SAA Council.
4. As needed, individuals who are not SAA members but who have specific knowledge or skills may be appointed to an SAA task force.
5. Generally SAA staff members do not serve as task force members, but they may be assigned to provide staff support to task forces.
6. To encourage participation in the work of a task force by those who seek to gain expertise in that area, early-career members may be appointed to task forces generally for the duration of the task force and are expected to assist in the work of the group throughout the year.
7. The process for the removal of a non-participating task force member is specified in the *Policy for Removing a Non-Participating Member from a Council-Appointed Group*.

C. Consultation and Reporting

1. Task forces are expected to communicate and coordinate with other SAA bodies engaged in similar undertakings. In the course of their investigations, task forces ordinarily are expected to use the Society's electronic announcement lists and website to alert the appropriate SAA leaders, or the membership when appropriate, of special matters that they are considering that may affect SAA policy, organizational structure, or new program initiatives. Depending on the details and extent of the charge and its term length, a task force will be supplied with a webpage that is specific to their purpose as a mode of transparent and periodic communication.
2. Task forces work closely with their Council liaisons and the CEO to ensure that they are responsive to the needs of the Society as outlined in their charge. Council liaisons are responsible for regularly communicating with the chair(s) of task forces to which they are assigned. Communications with the Council are directed through both Council liaison and CEO.
3. Each task force is expected to submit a report documenting its progress on its assigned charge for every Council meeting during the task force duration. All task force reports must use the [Council Report Template](#).

D. Meetings

1. Funding for task force meetings, if available, is typically stipulated in the Council's charge to the task force. The standard expectation is that the bulk, if not all, of a task force's work will be done utilizing emails, conference calls (supported by the SAA Office), and free tools. A task force whose term extends over an Annual Meeting is encouraged to request space (on a timetable established and publicized by the CEO) and hold an in-person or hybrid meeting at the conference hotel, travel and accommodations for which are the responsibility of task force members.
2. SAA funding for additional in-person meetings not specified in Council's charge to a task force is not typically available, but funding requests can be submitted for consideration.

Adopted by Council: June 1991

Revised: June 1992, August 2007, July 2013, November 2014, April 2025

Section X: Rep(s) to Academy of Certified Archivists (ACA)

Revision Summary

The REP(S) TO ACADEMY OF CERTIFIED ARCHIVISTS section was revised to make it succinct, streamline and update language (e.g., removed “roundtable”), and use inclusive pronouns.

Revised Content, Changes Tracked

Section X: Rep(s) to Academy of Certified Archivists (ACA)

Collaboration Objective:

The ACA is an independent certifying body for supporting a standardized Body of Knowledge for the archival profession. It is beneficial for the ACA to be attuned to emerging standards development and professional literature through SAA. As mission and scope-aligned organizations, having a formal collaboration ensures coordination and mutual benefit for both organizations.

Collaboration Logistics:

The ACA is encouraged to have an institutional membership with SAA. This will allow them to have access to SAA communications and have a voting representative (customarily the ACA president).

Any collaborations between SAA and ACA are encouraged to be initiated by the representative Presidents or their delegates.

II. Number and Length of Appointments

- A. The SAA vice president appoints an official representative to the ACA for a 2-year term.
- B. To ensure the familiarity of the representative to the mission and work of ACA, the official representative is encouraged to have been a member of the

ACA for a few years prior to appointment. ACA membership during the time of appointment is a requirement for this liaison role.

III. Duties

A. The CEO is responsible for financial issues.

B. The SAA liaison represents the Society on issues of archival policy, such as education, publications and standards, in which SAA and ACA have a mutual interest; and on issues where coordination of efforts is desirable, such as the work of the nominating committees.

IV. Reporting Procedures

The SAA liaison prepares an annual report to Council in accordance with established procedures and reports to Council when necessary throughout the year.

V. Meetings

The SAA liaison meets with ACA at the SAA's Annual Meeting and at special meetings called by the ACA when appropriate. The CEO may also attend ACA meetings as appropriate.

VI. SAA Stakeholders

- A. Committee on Education
- B. Archival Educators Section
- C. Standards Committee
- D. Publications Board, SAA publications editor and American Archivists editor

Approved by Council: September 1991

Revised: August 6, 2012, April 2025

Section X. Rep(s) to ICA Forum of Professional Associations

Revision Summary

The REP(S) TO ICA FORUM OF PROFESSIONAL ASSOCIATIONS section was revised to make it succinct, streamline and update language, and use inclusive pronouns.

We added information about covering expenses for the rep to attend the two anticipated in-person ICA meetings per year. In particular, SAA would cover coach class roundtrip airfare and a per diem while the rep (or its employing institution) would cover the remaining expenses.

We also added an additional duty, which is to inform Council of international news or efforts that may be of concern to SAA and its membership.

Revised Content, Changes Tracked

Rep(s) to ICA Forum of Professional Associations

International Council on Archives (ICA)

Forum of Professional Associations (FPA)

Group Web Page: <https://www.ica.org/en/forum-of-professional-associations-fpa>

The Forum of Professional Associations (FPA) of the International Council on Archives represents professional associations who are interested in the administration, preservation and use of records and archives. Formerly called the Section of Professional Associations (SPA), the FPA was established October 2021 by vote of the ICA Extraordinary General Assembly. FPA has representatives from the international archival community and is managed by a Steering Committee, of which the SAA representative is a member. All professional associations are encouraged to join FPA and to take advantage of being part of the international archival community.

FPA aims to strengthen and unite the archival profession globally and to help its member associations develop their organizations and increase their influence. It does this by producing guidelines and advice to associations aimed at improving their services and enhancing their community profile, and by organizing and supporting seminars and conferences. It also supports an archival solidarity project which works to coordinate international foreign assistance projects.

II. Number and Length of Appointments

The Academy of Certified Archivists and SAA are represented jointly by a single individual appointed by the SAA Vice President¹ (in consultation with the appropriate ACA leader[s]) for a four-year term that is renewable. To facilitate the possibility of the election of SAA's representative to the Executive Committee of ICA FPA, the term of appointment runs through the ICA meeting of the final year of appointment.

Selection of the ACA/SAA representative to ICA FPA is based on the following criteria:

- The individual must be a member in good standing of both the Academy of Certified Archivists and the Society of American Archivists.
- To ensure that the representative has a broad understanding of archival issues in the United States, the individual is encouraged to have served as a member of the SAA Council and/or ACA Board of Regents.
- The individual shall have demonstrated an interest in and understanding of international archival issues (e.g., competency models, standards development, preservation of at-risk archives).
- ICA commits to waiving the registration fee for attending the ICA meeting. SAA commits to covering the expenses for a coach class round trip fare, ground transportation, and daily per diem according to SAA office policies for each of the two anticipated in-person meetings per year. The remaining expenses will be the responsibility of the representative and is encouraged to be covered by their employing institution as a service to the archives profession. The individual must be available and able to travel to up to two international meetings per year.
- The representative must be supported by their employer with leave time and supplemental funding as needed.

III. Duties

- A. Participate actively as a member of the ICA FPA Steering Committee.
- B. Gain support for joint action on questions of interest to professional

associations.

C. Recommend actions that SAA may endorse or pursue in the international arena.

D. Bring to Council's attention any international news or efforts that would be of concern to SAA and its membership.

IV. Reporting Procedures

The representative prepares an annual report to the Council in accordance with established procedures. Additionally, the representative provides a written report (using the Council Agenda Item template) to the Council within 30 days of attending an ICA meeting. All reporting requirements are the responsibility of the appointed representative, regardless of whether they are able to attend any meetings.

V. Meetings

The ACA/SAA representative generally attends both the ICA Annual General Meeting (in the fall) and the ICA Forum of Professional Associations Meeting (in the spring). In addition, the representative may attend the quadrennial ICA Congress. SAA funds attendance at ICA meetings as the annual budget permits.

VI. SAA Stakeholders

A. International Archival Affairs Section and other SAA Sections as appropriate

B. Standards Committee

Approved by the Council: May 2003

Revised: August 2013, April 2025.

Updated Nov 2022, per ICA change from "Section on Professional Archival Associations" to "Forum of Professional Associations" (Oct 2021).

¹ As long as this representation remains a joint effort between ACA and SAA, the Vice President's appointment is made in consultation with the ACA leader who makes ACA's appointments.

Section X: Official Representatives to External Groups

Revision Summary

The OFFICIAL REPRESENTATIVES TO EXTERNAL GROUPS section was revised to make it succinct, streamline and update language, and use inclusive pronouns.

Additionally, we removed the assumption that representatives will be responsible for expenses and, in turn, added SAA's responsibility to budget such expenses.

Revised Content, Changes Tracked

Section X: Official Representatives to External Groups

A. Purpose and Criteria for Representation

1. As part of the effort to serve its members, the archival profession, and users and creators of archival records, the Society of American Archivists maintains formal communications with a wide variety of groups engaged in archival, library, curatorial, research, and other cultural heritage/memory work. These formal ties play a critical role in enabling SAA to generate action, to determine policy and standards, to provide information and counsel on archival matters to related groups, and to keep abreast of developments in fields relevant to the archival community.
2. The following criteria provide the rationale for SAA's appointment of a formal representative to an external group:
 1. The external group's mission must relate to SAA's mission as stated in SAA's governance, policy, and/or planning documents.
 2. The external group must be a government agency or a nonprofit organization, such as a professional association or affinity group.

3. Representation on the group is not funded, unless specifically indicated in the Council-approved charge.
3. The process for requesting a representative to an external group comprises the following:
 1. A formal request for representation must be made from either the external group or an SAA body for Council approval. The request should use the Collaboration Application and must include the following information formulated as a charge for the representative:
 - External group name
 - External group website
 - Collaborational objective
 - Collaboration logistics:
 1. Number of representatives and length of terms.
 2. Specific qualifications/areas of expertise that representative(s) should have for appointment.
 3. Participation expectation: How many meetings they are expected to attend, are the meetings in-person or virtual, their role at the meetings they attend, the directionality of their responsibilities/accountability, the expectations in how they share information, report, or make requests across organizations.
 4. Reporting expectation for the external group and to SAA stakeholders, including frequency, extent, and format. SAA reporting requirements and procedures are specified in the liaison charge.
 - Anticipated costs (institutional membership, travel expenses, event registration, etc)
 - SAA Stakeholders
 2. Requests for representation must include a charge and must be approved by the Council before a representative can be appointed and representation initiated.
 3. A page formalizing this representation will need to be created by the sponsoring SAA unit and submitted to SAA staff for addition to the website.

B. Appointment and Expectations for Representatives

1. The SAA vice president/president-elect appoints representatives, who must be SAA members in good standing, to external groups as part of the annual

appointments process, unless otherwise specified in the representative's charge.

2. The vice president/president-elect, acting in consultation with the Executive Committee as appropriate, appoints replacement external representatives outside of the standard appointments cycle when necessary.
3. SAA representatives to external groups report to Council and/ or other SAA stakeholders, as specified in their charge.
4. The following expectations must be met by the appointed representatives:
 1. Attend and participate in meetings of the external committee/body.
 2. If unable to attend a meeting, inform the chair(s) of the SAA group to whom the representative reports, or to Council, as specified in their charge, and discuss whether a substitute attendee should be designated.
 3. The appointed SAA representative is responsible for summarizing discussion and decisions of the external group to SAA stakeholders according to the reporting expectations outlined in their liaison charge.
 4. In cases where expenses are required to participate in liaison activities, SAA will work with the appointed representative to determine estimates of expenses required. These decisions need to be documented in the liaison charge and be budgeted for by SAA.

C. Consultation and Reporting

1. Appointed SAA representatives to external groups are expected to report according to the frequency and format outlined in the liaison charge.
2. Circumstances may require the SAA representative to act in a timely manner on behalf of SAA. In such cases, representatives will seek the advice of the Committee Chair (if applicable), Council Liaison, and SAA President prior to any anticipated action on the issue. The President may involve the CEO, Executive Committee, and/or the full Council to establish the course of action that the representative needs to take. Council needs to be informed of the decisions.

D. Review and Renewal of Liaison Relationships

1. Prior to appointing or reappointing a liaison to an external group, the Executive Committee needs to review the liaison charge. The review will be comprised of the following details:

- . Liaison charge
 - . Costs to SAA (and potentially to the liaison)
 - . Reports by the liaison
 - . Justification of continued liaising work (supporting the Strategic Plan, etc.)
2. The results of the review need to be incorporated into the Executive Committee report to Council to keep them informed. Council will vote to sunset or create new liaison roles.
 3. SAA Staff will provide a list of expiring external liaison roles that need to be appointed by the SAA Vice President as part of the annual call for volunteers to appointed positions.

Approved by the Council: June 1988

Revised: January 1991, August 2012, May 2013, April 2025

Section X. Rep(s) to US State Dept Advisory Committee on Historical Diplomatic Documentation

Revision Summary

The REP(S) TO US STATE DEPT ADVISORY COMMITTEE ON HISTORICAL DIPLOMATIC DOCUMENTATION section was revised to make it succinct and streamline and update language.

Revised Content, Changes Tracked

Section X. Rep(s) to US State Dept Advisory Committee on Historical Diplomatic Documentation

Group Web Page: <http://history.state.gov/about/hac>

The Advisory Committee consists of representatives of historical and other professional associations who advise the Office of the Historian of the U.S. Department of State on the preservation, processing, use, and publication of State Department records. The qualifications and method of selection and terms of service are specified by federal law.

II. Number and Length of Appointments

A single representative is appointed for a three-year term by the U.S. Secretary of State from a list of three candidates submitted by the SAA President.

III. Qualifications

A. Each member of the Committee must have a security clearance in order to review classified materials.

B. No officer or employee of the United States government may be a member of the Advisory Committee.

IV. Duties

A. Provide advice on the preparation of the *Foreign Relations* series published by the U.S. Department of State.

B. Advise on access to Department of State records.

C. Provide counsel on related archival concerns.

V. Reporting Procedures

The representative prepares an annual report to Council in accordance with established procedures and reports to Council when needed on other occasions.

VI. Meetings

The Committee meets at least four times per year in Washington, D.C. Members may review materials between meetings. All of the expenses of the representative are paid by the U.S State Dept.

VII. SAA Stakeholders

A. Government Records Section

B. Reference, Access and Outreach Section

C. Congressional Papers Section

Approved by Council: January 1991, April 2025

Section XIII: Working Groups

Revision Summary

The WORKING GROUPS section was revised to make it succinct, streamline and update language (“interns” to “early-career members”), and use inclusive pronouns.

We removed the expectation that early-career members would attend the annual meeting.

We revised the Meetings and External Resources section so that it allows for flexibility and centers remote engagement.

Revised Content, Changes Tracked

Section XIII: Working Groups

A. Purpose

1. Working groups of the Council may be created by the Council as it determines a need for a standing body of experts in a particular issue area. Working groups differ from standing committees in that 1) they are populated with acknowledged experts in a given topic area and 2) their members may be reappointed indefinitely so that their expertise remains available to the Council. Working groups differ from task forces in that their charge is ongoing and not (necessarily) time-limited. Working Groups are advisory to the Council and may be created and disbanded by the Council as appropriate.
2. Working groups are responsible for the following:

1. Responding in a timely fashion to requests from the Council for background information and recommendations on matters relating to the group's area of expertise.
 2. Scanning the environment and tracking issues that may be of interest or concern to archivists, and recommending (either proactively or in response to a query from the Council) whether SAA should respond to an issue.
 3. Preparing drafts (for Executive Committee or Council approval) of background or position papers, statements, and/or other documents relating to the group's issue(s) area.
 4. Contributing to the education of SAA members and staff on the set of issues assigned to them.
 5. Bringing to the Council's attention areas in which collaboration with other organizations may advance SAA's efforts related to the set of issues assigned to them.
3. Working groups may have short-term and mid-term measurable tasks and assignments; they always have a long-term advisory role.

B. Membership

1. Working groups are composed of acknowledged experts in the issue areas assigned to them. In recognition that the type of expertise needed on a working group may be in short supply, there is no set term length for participation; members serve at the pleasure of the SAA Council. Nonmembers of SAA may be appointed, based on their expertise.
2. Working groups have no fixed size. The Council may adjust membership according to the availability of expertise and the group's anticipated workload. The vice president/president-elect, on behalf of the Council and with the recommendation of the working group, makes new appointments and terminates appointments, including those of the chair(s), as needed.
3. Unlike other positions within SAA, there is no prohibition against a member of the Council serving on a working group. Sitting members of Council do not typically serve as chair of a working group unless a compelling reason exists for them to do so.
4. To encourage participation in the work of a working group by those who seek to gain expertise in that area, early-career members may be appointed to working groups. Early-career members, who are appointed by the vice president/president-elect in consultation with the chair, serve as nonvoting

members for a term of one year and are expected to assist in the work of the group throughout the year.

5. The process for the removal of a non-participating working group member is specified in the *Policy for Removing a Non-Participating Member from a Council-Appointed Group*.

C. Consultation and Reporting

1. Working groups work closely with their Council liaisons and the President/Vice President to ensure that they are responsive to the needs of the Council. In certain cases, when time is of the essence, working groups may communicate directly with the Executive Committee.
2. Working groups are required to submit an annual report to Council. The chair is responsible for coordinating the submission of an annual report, which must be filed with the SAA office within ninety days after the Annual Meeting. Annual reports must use the [Council Report Template](#). The annual report should summarize the working group's activities throughout the year, provide a general idea of anticipated future activities, and may raise issues or questions for the Council's feedback.

D. Meetings and External Resources

1. Working groups usually meet online, typically once a month or however is described in their group charge. The chair prepares and distributes in advance an agenda for the meeting. Online meetings can be conducted by the SAA Zoom account or by members' individual online platforms of their choice. SAA does not have a standardized centralized repository for working documents. Working Groups have access to their SAA Connect Library and can transfer records of enduring value to the SAA Archives.
2. If the group wishes to meet in person during the SAA Annual Meeting, working group chairs request space (on a timetable established and publicized by the SAA staff) for an in-person meeting at the conference. Expenses for the Working Group meeting (space, AV, and chairs, etc.) should be covered by SAA. Individual travel and lodging expenses usually will be the responsibility of working group members.
3. In-person mid-year meetings of working groups is discouraged due to the limited availability of financial resources. Working group chairs should discuss requests for such funding with their Council liaison and the CEO.
4. If a working group wishes to seek resources (whether 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 CEO and Council liaison, with sufficient time for consideration by the Executive Committee, which will respond within thirty days.

Adopted by the Council: January 2012

Revised: July 2013, April 2025