

Design Records Section Standing Rules

NAME. The name of the section shall be the Design_Records Section of the Society of American Archivists.

MISSION. The Design Records Section (DRS) of the Society of American Archivists supports the preservation of design records that includes, but is not limited to, architectural, engineering, landscape architecture, planning, urban design, graphic design, and construction records. This community discusses the storage, conservation, arrangement, preservation, access, and description problems inherent in specialized records. The Section's mission is to provide a forum for members to discuss issues related to access and management of records from the architectural, design, and related fields.

MEMBERS. Membership in the Section shall be determined according to the guidelines established in Section IX. of the SAA Governance Manual.

GOVERNANCE.

These standing rules of the Design Records Section shall serve as a supplement to the SAA Section Bylaws, which govern all SAA sections. Please refer to Section IX. Sections of the SAA Governance Manual for information on membership, section election procedures, reporting requirements, and more.

Officers.

The officers of the Section shall be a Senior Co-chair and a Junior Co-chair. The Junior Co-chair shall be elected annually for a two-year term, serving in year one as Junior Co chair and in year two as Senior Co-chair. In addition, a Steering Committee of three members shall be elected, each for a three-year term, with one elected in each year. The Web Liaison shall be elected and serve a two-year term. The Student Liaison shall be elected and serve a one-year term.

Duties of Officers.

Officers shall fulfill those responsibilities specified in Section IX. of the SAA Governance Manual.

Nominations.

The Chair shall issue a call for nominations, including self-nominations, for the position of Junior Co-Chair every June to all Section members via the Section's official email discussion list and website. A slate of candidates shall be established by the Co-Chairs and announced to Section members no later than June 15.

Elections.

Elections shall be conducted online with the assistance of the SAA staff and in accordance with the guidelines for Section elections as specified in Section IX. of the SAA Governance Manual. Availability of the online ballot and the deadline for voting shall be announced by the Co-Chairs to all section members via the section's official email discussion list and website.

Appointments.

Section members may be appointed by the Co-Chairs to additional leadership roles (e.g., Newsletter Editor, Web Liaison, etc.).

MEETINGS. The Section shall hold a meeting in conjunction with the SAA Annual Meeting and may meet at other times as deemed appropriate by the Co-Chairs. The time and agenda shall be communicated in advance via the Section's official email discussion list and website.

AMENDMENTS. To ensure alignment with SAA's governance documents, any amendments to the section's standing rules should be reviewed by the executive director (or her/his designee) and the section's Council liaison by May 1, before they are put forward in a referendum for vote by the section membership. Proposed amendments to the section's standing rules will appear on the section's annual election ballot for a final approval by a simple majority of the section's membership. Any adopted amendments should be posted promptly to the section's official microsite and be noted in the section's next annual report to the Council. Any revisions to the section's name or mission/description must be submitted to the Council for final approval. For more information on amendment procedures, see Section IX. Sections of the SAA Governance Manual.