SAA Member or Group Requests SAA Action

1. SAA member or group wants to suggest SAA action.
2. SAA member or group uses template to write Advocacy Overview.
3. Issue very urgent?
4. SAA member or group emails Advocacy Overview to SAA Exec. Director: nbeaumont@archivists.org.
5. Additional info needed and from whom?
6. Request additional info from SAA member and/or expert person or group.
7. SAA member or group provides additional info by deadline.
8. Expert person or group provides additional info by deadline.
9. SAA member or group emails Advocacy Overview to president@archivists.org.
10. SAA take action?
11. Ask expert person or group to develop action?
12. SAA leadership develops action by deadline.
13. Expert person or group develops action by deadline.
14. Feedback needed from stakeholders?
15. SAA leadership or Expert person or group seeks and incorporates feedback by deadline.
16. Expert person or group sends action draft to Executive Committee.
17. Full Council review needed?
18. Council reviews by deadline.
19. Revision needed?
20. Can Council make the revisions?
21. Expert person or group revises by deadline.
22. Expert person or group sends action draft to Executive Committee.
23. Action disseminated.
24. Inform Advocacy Overview author of decision and additional options.
25. Advocacy Overview author seeks additional options if desired.

Step taken by SAA member or group
Step taken by SAA President, Executive Committee, Council, and/or Staff
Step taken by expert person or group (e.g., CoPP, IPWG, etc.)

Color Key:
- Decision
- Step

Shape Key:
- Diamond
- Circle
- Parallelogram