Society of American Archivists  
Council Meeting  
March 17, 2021  
Virtual Meeting

Agendas and background materials for SAA Council meetings are publicly available via the SAA website at: http://www2.archivists.org/governance/reports. Each Council meeting agenda comprises Consent Items, Action Items, Discussion Items, and Reports, and the number/letter in the minutes (e.g., II.A.) corresponds to an item listed on the agenda. The minutes summarize actions taken and the outcomes of discussions. Reports generally are not summarized in the minutes, but provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see the SAA website.

President Rachel Vagts called the meeting to order at 10:05 a.m. CT on Wednesday, March 17. Present were Vice President Courtney Chartier; Treasurer Amy Fitch; Executive Committee Member Melissa Gonzales; Council members Eric Chin, Stephen Curley, Petrina Jackson, Derek Mosley, Ricardo Punzalan, Mario Ramirez, Meg Tuomala, and Rachel Winston; and SAA Executive Director Nancy Beaumont, Publications Director Teresa Brinati, Finance/Administration Director Peter Carlson, Education Director Rana Hutchinson Salzmann, Information Systems Administrator Matt Black, and Governance Manager Felicia Owens.

I. COUNCIL BUSINESS

A. Adoption of the Agenda

Vagts introduced the agenda, noting that an executive session would be held at the end of the meeting. (Agenda items are presented in these minutes based on the original sequencing to minimize confusion.) Jackson moved adoption of the agenda as revised, Punzalan seconded, and the agenda was adopted unanimously (MOTION 1).

B. Status of Council To Do List

Council members briefly reviewed and provided updates on the status of actions listed in this internal working document.

II. CONSENT AGENDA

The following items were adopted by consent (MOTION 2).

Move Consent Items: Mosley  
Second Consent Items: Chin  
Vote: PASSED (unanimous)

A. Ratify Council Interim Actions
THAT the following interim actions taken by the Council between February 1 and March 15, 2021, be ratified:

- Approved the January 13, 2021, Council virtual meeting minutes. (February 1, 2021)
- Approved the charge for the Council Internal Working Group on Diversity and Inclusion. (Appendix) (March 15, 2021)

B. Ratify Executive Committee Interim Actions

THAT the following interim actions taken by the Executive Committee between January 20 and March 5, 2021, be ratified:

- Agreed to sign on to a statement prepared by the American Historical Association condemning the report from former President Trump’s 1776 Commission on US History; agreed to sign both as a member of the National Coalition on History and as SAA separately. (January 20, 2021)
- Agreed that the diversity statement requirements (approved by the SAA Council in January 2021) apply to elected class B members of the SAA Foundation Board. (February 5, 2021)
- Endorsed legislation (championed by the American Library Association) that reintroduces the Build America’s Libraries Act (S. 127), which would provide funding to modernize and build public libraries, tribal libraries, and state libraries and archives that provide library service directly to the general public, including improvements to library facilities that house archives. (February 9, 2021)
- As recommended by the SAA Intellectual Property Working Group, agreed to sign on to a letter encouraging the incoming US Trade Representative to support fair use in international trade agreements. (Appendix A) (March 2, 2021)
- Approved a mid-cycle funding request from the Women Archivists Section to provide an honorarium for the featured speaker at their upcoming virtual event on self-care for archivists. (Appendix B) (March 5, 2021)

C. Discontinue Research Libraries Section

THAT the Research Libraries Section be discontinued.

Support Statement: Discontinuing inactive sections will refocus attention and engagement on our more active sections and allow SAA to provide more resources to those groups.

Impact on Strategic Priorities: Goal 4: Meeting Members’ Needs.
Fiscal Impact: Reduced staff time to manage running annual election, scheduling meeting at Annual Meeting, etc.

III. STRATEGIC PLANNING

The following document was provided for reference:

A. Current Strategic Plan 2020-2022

B. Current Strategic Plan Dashboard

The Council approved revisions to the Strategic Plan Actions and Timelines dashboard, most notably to focus on developing a work plan to further diversity, equity, inclusion, accessibility, and cultural competency across the organization. A Council Internal Working Group on Diversity, Equity, and Inclusion will draft the work plan by May 31, with significant input from the thoughtful report of the Diversity Committee on DEIA priorities (see below).

The final approved version can be accessed at: https://www2.archivists.org/sites/all/files/Revised%20Strategic%20Plan%20Dashboard_Approved%20031721.pdf.

MOTION 3

THAT the Strategic Plan Actions and Timelines dashboard, as revised by the Council and staff, be approved.

Motion: Gonzales
Second: Punzalan
Vote: PASSED

Support Statement: These revisions align with the Council’s stated priorities to further diversity, equity, inclusion, accessibility, and cultural competency across the organization.

IV. ACTION ITEMS

A. SAA Dataverse Collection Development Policy

The Committee on Research, Data, and Assessment (CORDA) developed a collection development policy, with significant feedback from SAA members and stakeholders, to provide clear and consistent guidelines to all individuals and institutions that wish to contribute data to the SAA Dataverse. The Council reviewed and approved the collection development policy unanimously.

MOTION 4
THAT the SAA Dataverse Collection Development Policy developed by the Committee on Research, Data, and Assessment be approved.

**SAA Dataverse Collection Development Policy**

**Statement of Purpose**

The Society of American Archivists (SAA) Dataverse is an SAA data service that was established to support the needs and interests of SAA’s members and the broader archives community. The SAA Dataverse supports the reuse of datasets for purposes of fostering knowledge, insights, and a deeper understanding of archival organizations, the status of archivists, and the impact of archives and archival work on the broader society. Deposited datasets should be “actionable” in that they should support direct analysis and interpretation. The SAA Dataverse welcomes deposits of collections of quantitative or qualitative data and associated documentation.

**Guiding Principles and Collecting Focus**

- The SAA Dataverse supports active data reuse and reevaluation on behalf of the archives community.
- The SAA Dataverse systems, policies, and procedures align with standards for trustworthy digital repositories, providing long-term data archiving, bit-level preservation, and data sharing that foster analysis, reuse, and new interpretations.
- The scope of the data and associated documentation must have clear potential value to one or more of four designated communities:
  
  1. Archives and records professions in North America
  2. Society of American Archivists
  3. Archival repositories
  4. Individual professional archivists and archival scholars

The SAA Dataverse welcomes data created by the SAA community and allied organizations and individuals.

- SAA requires that SAA-sponsored data be submitted for deposit. This includes data gathered by the Council and component groups, work supported by SAA Foundation funding, and selected materials related to the SAA Research Forum.
- Archival repositories that gather data of interest and usefulness beyond the originating organization.
- Individual professional archivists and archival scholars who gather data of broad interest and value.
- Authors publishing research in *American Archivist*, a peer-reviewed journal published by the Society of American Archivists.

SAA will prioritize data identified by and solicited for deposit by CORDA in its role as developer and manager of the SAA Dataverse repository.
Submission Requirements and Data Formats

Datasets and associated documentation must conform to the SAA Dataverse Terms of Use and SAA Dataverse Data Deposit Form. [Link expected to be available in Spring 2021.] Submissions will be reviewed by a designated review committee of SAA’s Committee on Research, Data, and Analysis (CORDA), and ingest will depend on adherence to the Guiding Principles and Collecting Focus. Review does not include assessment of methodology used.

Data should provide information about:
- Origins of the dataset;
- Methodologies for gathering, preparing, and analyzing the data;
- Any analyses or reports that are derived from the data, either published or unpublished.

Associated documentation can take the form of:
- Tabular data (including Excel, CSV, R, Stata, SPSS, tab-delimited files);
- Image files (.jpg, .png, .tif);
- Geospatial files; and/or
- File types that are widely accepted, that can be converted, and that are non-proprietary/open source (PDF, etc).

All contextual information necessary to understand and use the data (such as readme files, checklists, etc) is a mandatory component of the dataset. The submitter must remove all personally identifiable information (PII). The submitter must supply metadata to the fullest extent possible at the time of ingestion.

Preservation:
The SAA Dataverse is hosted by the Odum Institute for Research in Social Science at the University of North Carolina at Chapel Hill, which is a trusted repository for research data, datasets, and associated research whose mission is to provide long-term data archiving and data sharing. The Odum Institute’s systems, policies, and procedures have been developed in alignment with standards for trustworthy digital repositories as outlined in ISO 14721 Reference Model for an Open Archival Information System (OAIS) and ISO 16363 Audit and Certification of Trustworthy Digital Repositories. Data is preserved at the bit-level. Deposited items will be retained for the lifetime of the SAA Dataverse.

Copyright and Intellectual Property Rights:
All datasets and supporting documentation must be granted for distribution in the SAA Dataverse. Uploaded materials must be made freely available via a Creative Commons license. Datasets and associated documentation may be deposited in repositories outside of the SAA Dataverse if permission and copyright allow.

Deaccessioning:
Deaccessioning records from the SAA Dataverse should occur only if there is a legal or otherwise valid reason for the dataset to no longer be accessible to the public. If a record must be deaccessioned, a version of the dataset or the entire dataset may be deaccessioned. If a record was published for any amount of time, a “tombstone page” will remain for records or data that
have been deaccessioned to indicate its removal. Submitters must work with CORDA to deaccession data or records.

**Move:** Mosley  
**Second:** Jackson  
**Vote:** PASSED (unanimous)

**Support Statement:** The Collection Development Policy, which references the Odum Institute’s Terms of Use and Data Deposit form, will serve as an important guide for those individuals and institutions that wish to contribute data to the SAA Dataverse.

**Strategic Priorities:** All aspects of the SAA Dataverse support SAA’s Goal 3: Advancing the Field, and particularly 3.2. (Foster and disseminate research in and about the field) and 3.3. (Participate actively in relevant partnerships and collaborations to enhance professional knowledge).

**Fiscal Impact:** No direct expenses. Development and fielding of the policy required a significant time commitment by several CORDA volunteers; implementation of the policy will require a nominal amount of staff time and significant support from CORDA volunteers to respond to queries from potential depositors.

**B. Bylaws and Constitution Revisions: Annual Business Meeting**

Second-year Council members Chin, Ramirez, and Tuomala prepared final revisions to the SAA Bylaws and Constitution, incorporating feedback from an open member comment period conducted in late 2020. The revisions focused on allowing flexibility to hold the Annual Business Meeting virtually, especially given that the 2021 conference is virtual. The proposed revisions update the Rules of the Business Meeting (SAA Bylaws, Section 10) to allow flexibility for virtual meetings. Minor revisions also were also made to align with this change and to decouple member referendums from the timing of the SAA Annual Meeting, bringing the documents fully into alignment with approved changes from October 2016. In addition, general updates were made to replace references to “mail ballots and voting” with “electronic ballots and voting.” The Council approved the revisions as presented.

The Council further agreed to postpone Adjustments to the number of signatories for a petition to add a candidate to the annual election to allow time for further research and deliberation. The proposed revisions will be put to an all-member vote via referendum in the near future.

**MOTION 5**

**THAT the proposed changes to the SAA Bylaws and Constitution (as detailed in the appendix) be approved.**

**Move:** Chartier  
**Second:** Fitch  
**Vote:** PASSED (Abstain: Gonzales)
Support Statement: The proposed changes will allow much-needed flexibility when holding the Annual Business Meeting in a virtual setting, and will bring the constitution and bylaws fully into alignment with approved revisions and decisions from recent years.

Fiscal Impact: None.

C. Other Action Items from Council Members

No additional action items were brought forward.

V. DISCUSSION ITEMS

A. SAA Membership Dues Structure

Fitch and Carlson provided an update on the Finance Committee’s work to develop an alternative dues structure and schedule. They advised that the committee and staff will need additional time to gather adequate data for such a significant shift from the current dues structure. The Finance Committee will continue its work and provide regular updates to the Council.

B. Diversity Committee: Feedback and Recommendations Following Black Lives and Archives Forum

The Council reviewed a Diversity Committee report compiling the significant feedback collected during the Black Lives and Archives Forums held in summer 2020, and detailing recommendations for immediate and long-term actions that SAA might take to further the organization’s DEIA efforts. The recommendations and next actions will be considered by the Council Internal Working Group on Diversity and Inclusion as they develop an organization-wide work plan. The Council and staff noted their thanks to the Diversity Committee for their outstanding work on the forums and in preparing this comprehensive report.

C. Preservation Section: Proposal for Sustainability Committee

Mosley summarized a proposal from the Preservation Section to create a standing Sustainability Committee. Consideration of the proposal, which was first submitted in fall 2020, was delayed due to meeting time constraints. The Council agreed that the proposal aligns with SAA’s current priorities, including those on DEIA issues, and encouraged Mosley to work with the Preservation Section to draft a formal group description and charge for Council review.

D. Compensation Task Force: Salary Transparency

Gonzales introduced a proposal from the Archival Compensation Task Force to require salary and compensation information in all job listings posted through all SAA communication channels. The Council discussed at length the pros and cons of such a change, considering various member perspectives. Due to time constraints, the Council agreed to continue its
discussion via email and to gather more information about how such a policy could be implemented and enforced.

E. Council Listening Sessions

Due to time constraints, the Council agreed to discuss this item via email following the meeting.

F. Other Discussion Items from Council Members

No additional discussion items were brought forward.

G. Executive Session

Due to time constraints, the Council agreed to schedule a separate time to meet in executive session.

V. REPORTS

Reports are discussed by the Council only as needed and generally are not summarized in the minutes (with the exception of the Executive Committee report, which details interim actions of the Executive Committee). They do, however, provide a wealth of information about the work of appointed and component groups and the staff. To view the reports—and all other background materials—see http://www2.archivists.org/governance/reports.

The Council reviewed, but did not discuss, the following reports:

A. President

B. Vice President/President-Elect

C. Treasurer

D. Other Reports from Council Members/What Are You Hearing from Members?

I. COUNCIL BUSINESS (continued)

C. Review of March 2021 To Do List / Talking Points

Staff will prepare and send via email a draft list of action items stemming from the meeting.

D. Adjournment

Punzalan moved adjournment, Ramirez seconded, and the Council meeting was adjourned by unanimous consent at 1:02 p.m. CT on Wednesday, March 17.
Appendix

Note that, for clarity and ease of navigating this document, it includes only those sections with proposed revisions.

Bylaws of the Society of American Archivists
Proposed Revisions, March 2021

5. ELECTION OF OFFICERS AND COUNCILORS

A. There shall be a Nominating Committee composed of five (5) members, two (2) of whom are selected at the spring meeting of the Council from among the councilors in their second year of service and three (3) of whom have been elected by the membership. The person receiving the most votes in the election by the membership shall serve as chair. In the event of a tie vote, the chair shall be appointed by the Vice President / President-Elect from among the three (3) elected members of the Committee.

B. The Nominating Committee shall canvass the membership for suggestions of possible nominees for the offices of Vice President, Treasurer, councilors, and Nominating Committee. The tabulated results of this advisory canvass shall be made available to any member of the Society upon request. The Nominating Committee shall try to achieve a broadly based, diverse governing body.

C. The Nominating Committee shall put forth a minimum of two (2) nominees from the eligible membership for each vacancy. The Nominating Committee shall notify the membership of the names of the nominees via the SAA website and through the January/February issue of the Society's newsletter. An eligible member may also be placed on the ballot by submission of a petition signed by fifty (50) individual members. Such petitions must be received in the executive office by February 10.

D. The Nominating Committee shall issue an official ballot containing names of the candidates whom it has named, the candidates who have been nominated by petition, and blank space for write-in candidates. The ballot shall be accompanied by brief biographical sketches of the nominees and responses to questions posed by the nominating committee. Candidates may add a brief statement of the issues facing the Society and how they intend to deal with those issues.

E. Ballots shall be distributed to all eligible voting members according to a method and schedule approved by the Council. If no candidate for a vacancy receives a plurality of at least forty (40) percent of the membership voting, the Nominating Committee will conduct a run-off election via mail ballot under terms determined by the Council. In the event of a tie vote for the office of Vice President, both candidates will be deemed to have been elected and will serve successive terms. The Council will determine by lot which candidate will serve as Vice President in the first and as President in the second year. The other candidate will serve as Vice President in the second year and as President in the third year. In the event of a tie vote that affects the outcome of the election for any other office, the Council will determine by lot which candidate will serve.
F. All votes shall be tallied by at least three (3) individual members of the Society. The ballots and the tabulated results shall then be given to the Executive Director who shall immediately notify all candidates of election results. The names of the new officers, councilors, and members of the Nominating Committee shall be published online and in the next issue of the Society's newsletter and announced publicly at the annual business meeting. A member may obtain the vote count from the executive office of the Society.

G. In filling a vacancy for any councilor or officer other than the President under the terms of Article V., Section A.2.a., of the constitution, the Council shall balance the will of the voting membership expressed in the most recent election cycle, the need for familiarity with issues being addressed by the Council, and the amount of time remaining in the term of the vacancy to be filled.

6. ORGANIZATIONAL UNITS

A. Except as otherwise specified in the constitution and/or bylaws, committees, boards, task forces, working groups, sections, roundtables, and other units shall be created and terminated by the President with the advice and approval of the Council. Chairs of committees, boards, task forces, and working groups shall be appointed by the Vice President / President-Elect for terms of one year and may be appointed to a maximum of three consecutive terms except for such bodies for which the term and means of selection of chair are otherwise specified in the constitution and/or bylaws of the Society. Each committee, board, task force, working group, or other unit shall have guidelines approved and amended as necessary by the Council that set forth its purpose, size, composition, means of selection and length of terms of members and chair, reporting procedures, and duties and responsibilities. Each section shall select its own leaders and shall adopt standing rules bylaws defining its own governance provided that no section standing rules bylaw may be in conflict with the constitution, bylaws, or guidelines of the Society. Each roundtable shall select its own leaders and shall operate in accordance with guidelines approved and amended as necessary by the Council.

B. Student chapters may be initiated in academic institutions and approved by the Council. Each student chapter shall select its own leaders and adopt bylaws defining its own governance, provided that no student chapter bylaw may be in conflict with the constitution, bylaws, or guidelines of the Society.

8. GUIDELINES

The Council is authorized and directed to prepare, adopt, or amend such administrative guidelines, policies, and procedures as may be desirable to regularize the functions and operations of the Society’s committees, task forces, boards, sections, roundtables, representatives, awards, programs, and other activities. Adoption or amendment of a guideline requires approval by a majority of the Council. No part of the guidelines may conflict with the Society's constitution or bylaws. The guidelines shall be maintained by the Executive Director,
and a copy of the current guidelines shall be available to any member upon request to the Executive Director.

10. RULES OF BUSINESS MEETING

At the beginning of the Society's annual business meeting, the President shall present the following rules for adoption by a majority vote of those members present and voting. Once adopted, the rules may be suspended or amended only by a two-thirds (2/3rds) majority of members present and voting unless such suspension or amendment conflicts with the Society's constitution or bylaws. Notice of the rules of the business meeting shall be made in writing to all meeting attendees registrants through their registration packets.

a) Full members, student members, and honorary members may vote at the Society's business meetings. Each institutional member may identify a primary contact person who is eligible to vote.

b) In any question of the membership status of an individual, the executive office roster of members for the month in which the annual meeting begins will be definitive.

c) All members may participate in discussions at the business meeting.

d) Nonmembers may speak by general consent of the membership; if a member calls into question the participation by a nonmember, the chair will ask for a vote by the members present. A simple majority will provide consent to speak.

e) Persons seeking recognition from the chair shall identify themselves for the record, giving their names, institutional or other affiliation, and whether they are members or nonmembers.

f) One hundred (100) individual members constitute a quorum.

g) Debate shall be limited to five minutes for each speaker; no speaker may have the floor twice until all who wish to speak have spoken.

h) All resolutions to be brought before the business meeting for action shall be submitted in writing to the Executive Director no later than noon of the day preceding the business meeting and shall be available to members at the meeting. Resolutions from the floor may be considered by majority vote, except as required by the Constitution.

i) At the beginning of the meeting the President will announce the agenda, call for additions or amendments, and call for a vote to approve the agenda. After the agenda has been adopted by the majority of the members present and voting, it can be departed from only by the general consent or by two-thirds vote if any members request a vote.

j) Proxy votes are not permitted.

k) Should the business meeting be held virtually, where a quorum of eligible voting members cannot be confirmed nor an official vote taken, the rules of the business meeting shall be waived.
Resolutions or other business brought forward by members will be handled separately as deemed appropriate by the Council and in accordance with the SAA constitution and bylaws.

Aside from the rules above, Robert's *Rules of Order* (latest revised edition) will govern the business meeting.

**11. MEMBER REFERENDA**

A. Member dues changes and resolution of motions filed with the Executive Director in accordance with Article IX or Article X of the Constitution shall be determined by member referendum.

B. The Council Executive Committee shall review and approve a [briefing paper](#) prior to the constitutionally specified distribution date for presentation of the motion for dues changes and constitution or bylaws amendments at the Annual Meeting.

C. Copies of proposed member dues changes, constitution or bylaws amendments, and briefing papers, prepared by the proposer(s) and/or by the Executive Director in accordance with Council guidelines, shall be distributed in accordance with Articles IX and X of the Constitution and shall be presented at the annual business meeting. Presentation shall include information regarding the timing of the referendum on the proposed dues change or amendment, as specified in F. and G. of this bylaw.

D. All members shall be given the opportunity to participate in discussion and debate on items presented for referendum.

E. Notice of the referendum, along with copies of the documents specified in C., shall be distributed by the Executive Director according to a method approved by the Council to eligible voting members.

F. For dues changes and amendments proposed under Articles IX. and X. of the constitution that are determined by the Council to be time sensitive, the notice of the referendum specified in E. shall occur no more than thirty (30) days after the meeting at which the motion is presented. Ballots shall be distributed to eligible voting members according to a method approved by the Council no fewer than sixty (60) days and no more than ninety (90) days after the meeting.

G. For amendments proposed under Articles IX. and X. of the constitution that are determined by the Council not to be time sensitive, the notice of the referendum specified in E. shall occur no fewer than sixty (60) days prior to the availability of ballots for the annual election of officers, councilors, and elected members of the Nominating Committee. The referendum on such amendments shall be included as part of this annual ballot.

H. Approval of motions shall be determined by a majority vote for dues changes and by a two-thirds (2/3rds) vote for proposed amendments to the Constitution and Bylaws of those members voting in the referendum, provided that at least ten (10) percent of the eligible voting members shall have voted. A member may obtain the vote count from the Executive Director.
Constitution of the Society of American Archivists  
Proposed Revisions, March 2021

VII. RECORDS

The records of the Society, of the Council, and of other units of the Society shall be preserved by the officers, Councilors, the Executive Director, and unit chairs, and shall be promptly turned over by them to their successors. Noncurrent records shall be appraised by direction of the Council upon recommendation of the Society's archivist, those records of continuing value shall be placed for preservation in the Society's official archives, and the Council shall determine a policy of access to these records.

VIII. PUBLICATIONS

When funds are available, the Society shall publish a journal, a newsletter, a membership directory, and other publications as the Council may designate. All categories of membership shall be entitled to receive the journal, newsletter, and access to the membership directory and subscriptions to the periodicals shall be accepted from others at such rates as may be directed by the Council.

IX. BYLAWS

1. Adoption or amendment of bylaws as specified below may be made either by a two-thirds (2/3rds) vote of the Council or by a two-thirds (2/3rds) vote of those members voting in a referendum conducted according to the bylaws of the Society.

2. The Council is authorized and directed to prepare, adopt, or amend such bylaws as may be desirable to regularize the administrative practices of the Society.

3. Amendments to the bylaws may be recommended by a majority vote of the Council or proposed in writing by at least 5% of the eligible voting members of the Society. Amendments to be voted on by member referendum must be filed with the Executive Director at least sixty (60) days prior to the Annual Meeting conduct of a member referendum. Copies of the proposed amendments shall be distributed by the Executive Director according to a method approved by the Council to eligible voting members at least thirty (30) days in advance of the Annual Meeting referendum at which they are to be presented.

4. A copy of the current constitution and bylaws shall be published on the Society's website and shall be available to any member upon request to the Executive Director.
X. AMENDMENTS

Amendments to this constitution may be recommended by a majority vote of the Council or proposed in writing by at least 5% of the eligible voting members of the Society. All amendments must be filed with the Executive Director at least one hundred (100) days prior to the Annual Meeting conduct of a member referendum. Copies of the proposed amendments shall be distributed by the Executive Director according to a method approved by the Council to eligible voting members at least sixty (60) days in advance of the Annual Meeting referendum at which they are to be presented. Amendments may be adopted by a two-thirds (2/3rds) vote of those members voting in a referendum conducted according to the bylaws of the Society.