



## SOCIETY FOR AMERICAN ARCHAEOLOGY

### COMMITTEE/TASK FORCE CHAIR SPRING 2023 REPORT TO THE BOARD OF DIRECTORS

**Due to SAA Executive Director, SAA Secretary, and Board Liaison on February 6, 2023**, for inclusion in the materials for the Spring Board of Directors Meeting. Your report serves to inform the SAA Board of the committee/task force's accomplishments and as background for the action items.

- The Board asks all committee and task force chairs to use this Word document to report to the Executive Director ([ona\\_schmid@saa.org](mailto:ona_schmid@saa.org)), the SAA Secretary (Kelley.Hays-Gilpin@nau.edu), and your Board Liaison.
- Reports are required in the spring of each year and optional in the fall.
- **Starting in 2022, Coordinator, Membership and Meetings, posts reports on Committee pages to improve transparency and assist incoming future chairs.**
- If you are able to join us in Portland Oregon, Committee and Task Force chairs are invited to join the Board for **breakfast on Saturday April 1, 2023**. Please RSVP by February 1.

Report of the	Bylaws Committee
From Chair	Vin Steponaitis
Date	February 1, 2023

#### 1. Membership and terms for your committee:

*So that the SAA Office's records are as complete as possible, please list your committee members and their terms here. Please also note if there are anticipated changes in a member's status before their term end date.*

Vin Steponaitis (chair), 2020-2023  
 Kyle Bocinsky, 2022-2025  
 Janet Levy, 2022-2025  
 Emily McClung De Tapia, 2022-2025

## 2. Executive summary of Committee's/Task Force's activities over the past year:

*Please note that the activities summary should not exceed 250 words. Should the committee or task force be responding to a Board request for a draft document or report, refer to it in the summary and forwarded with this form as an attachment. If no such document was requested by the Board, the executive summary should be confined to the word limit.*

In October of 2022, the Board asked our committee for guidance on whether the new Strategic Plan required changes to the SAA bylaws. After due deliberation, the committee decided that no changes were needed.

## 3. Items for Board Consideration, if applicable. These are recommendations and requests that specifically require Board approval.

*These items range from statements that you may wish to be disseminated, requests to undertake projects, requests to disseminate results, or any other action for which a committee or task force needs specific Board guidance/approval. Please do not embed such items in your activities summary. These items must be separately listed in this section. These are actions you are asking the Board of Directors to take. Please also include a discussion of fiscal impacts, if any, but note that budget requests occur in advance of the Fall Board meeting (and not as part of this report). Should you have questions about whether any of your Committee's items require Board approval, please consult with your Board Liaison prior to submitting your report. We also recommend that you run a draft of your report by your liaison before you "officially" submit it.*

Vin Steponaitis, whose current term ends at the next annual meeting, does not wish to be reappointed, so the committee will need a new chair. According to the Bylaws, the chair must be a past officer, and the two continuing members who qualify are Janet Levy and Emily McClung De Tapia. Janet is willing to serve as chair for 2023-2024, and we recommend that the Board appoint her to this role.

The bylaws also state that this committee "shall be composed of at least three members," so appointing a new member to replace Vin is not required. However, having an additional member would be helpful. One name to consider is Jonathan Driver, who would bring a strong understanding of SAA governance, lots of administrative experience, and a good sense of process.

Finally, we note that all three continuing members have terms that expire in 2025. For the sake of insuring continuity and the preservation of institutional memory, it would make sense to stagger these terms, either by adjusting at least one of the current terms, or by staggering the terms as the current members cycle off or are reappointed. The committee plans to discuss the matter and to make a more specific recommendation to the Secretary in due course.

**4. Draft motions, if appropriate. (Optional)**

*Drafting a suggested motion or motions for any requests noted above will help the Board more clearly understand your request and increase the “fit” between the request you make and corresponding Board action. Please keep in mind that suggested motions may be revised or not accepted by the Board, whose responsibility it is to consider the full range of member needs. If you choose to include suggested motion(s) with your report, it is essential that you work with your liaison before you submit your report. They will be able to provide examples of motions that you can use as models for the ones you create.*

The Board approves Janet Levy as chair of the Bylaws Committee.