

SACC Records and Information Management Subcommittee Bylaws

ARTICLE I

PURPOSE, VISION, MISSION, AND GOALS

Section 1.
Purpose The primary purpose of the State Agency Coordinating Committee (SACC) is to examine administrative and management practices, to review problems and issues which have an impact across agency lines, and to encourage and foster management practices which are beneficial and cost-effective for all state agencies. In furtherance of this purpose, the Records and Information Management Subcommittee (SACCRIM) was established to serve as subject matter experts and advisors for SACC regarding records and information management legislation, issues, and topics with cross-agency implications and impacts. The SACCRIM also offers a forum for mutually beneficial knowledge sharing among agencies, and an opportunity for agencies to identify common issues and develop potential solutions.

Section 2.
Vision To be a trusted information management advisory body for the benefit of SACC, governmental bodies, and the sustainable governance of Texas' documentary legacy.

Section 3.
Mission and Goals To empower the community of information professionals in Texas state government to engage with and overcome the challenges that threaten the sustainable governance of records retained by state agencies in trust for the people of Texas.

The SACCRIM seeks to realize this mission by:

- Providing unified and timely guidance to SACC and other authorities/stakeholders
- Identifying shared information management issues and developing recommendations for addressing the most significant
- Facilitating professional development using collaborative approaches

ARTICLE II

MEMBERSHIP

Section 1. Voting membership shall consist of a representative from each SACC member agency, as named by the agency's Chief Executive officer or their designee. In addition, there may be one representative from the Records Management Interagency Coordinating Council (RMICC) and one representative from the Texas State Library and Archives Commission, and may be one representative from two non-SACC agencies as non-voting members.

If a Subcommittee member must leave their role as a representative to the Subcommittee, they are responsible for providing the Subcommittee Vice Chair with their agency's contact for appointing a new representative.

Section 2. Since the topics and issues the Subcommittee deals with impact many agencies, representatives from non-SACC member agencies may be invited to attend Subcommittee meetings as participating observers and contributors, but only official Subcommittee members (or their delegates) will have voting rights.

ARTICLE III OFFICERS

Section 1. A Subcommittee Chair will be elected by Subcommittee members for a two-year term to begin on September 1 of even-numbered years. The Subcommittee Chair will be responsible for presiding over meetings, setting meeting times and distributing an agenda and supporting materials for each meeting to Subcommittee members no later than five working days prior to the meeting. After approval of meeting minutes, the Chair will distribute the minutes to the SACC Liaison on a timely basis. The Chair will be responsible for submitting the bylaws, membership roster, and other documents to post on the SACC website. The Chair or designated delegate will attend quarterly SACC meetings and RMICC meetings to report on the Subcommittee's activities and timely report back to the subcommittee on SACC's requests and activities.

Section 2. A Subcommittee Vice Chair will be elected by Subcommittee members for a two-year term to begin on September 1 of odd-numbered years. The Vice Chair will preside during the Chair's absence. The Vice Chair will be responsible for helping the Chair with meeting preparation, including coordinating with guests and speakers, and contacting agencies for active member participation or replacements. If the Chair becomes vacant, the Vice Chair will automatically become the Subcommittee Chair. The Subcommittee members will then elect a new Vice Chair to complete the term.

Section 3. A Subcommittee Secretary will be elected by Subcommittee members for a two-year term to begin on September 1 of odd-numbered years. The Secretary will attend meetings, make arrangements for the meeting place, and take minutes. The secretary is responsible for submitting the meeting minutes inclusive of any vote results and action items to the Chair no later than 15 days after the meeting has been held.

ARTICLE IV MEETINGS

Section 1. Meetings will be held on the third Thursday of each month unless the Subcommittee votes to meet on a different day or less frequently. Meetings will be virtual unless otherwise decided upon by committee members.

Section 2. The Chair may call special meetings as necessary.

Section 3. A majority of the voting Subcommittee members in attendance shall be considered a quorum for the purpose of voting. If a quorum is not present, the meeting may occur, but no votes will be taken.

ARTICLE V

WORK GROUPS

Section 1. The Chair may set up work groups as needed to accomplish special projects and committee work. Group membership will be on a voluntary basis.

ARTICLE VI

BYLAW AMENDMENTS

Section 1. Any proposed amendments to these bylaws shall be distributed and discussed at least one meeting before they are presented for a vote. This section may be suspended with a unanimous vote of all voting members in attendance at a regularly called meeting of the Subcommittee.

Section 2. Two-thirds of the voting members present at a meeting must vote to accept an amendment to these bylaws.

Section 3. All amendments to the Bylaws will be submitted to the SACC for approval. Amendments become effective immediately upon an affirmative vote from the Subcommittee and approval of the SACC unless the Subcommittee votes on another effective date.

Section 4. These bylaws shall be reviewed, at a minimum, biennially.

ARTICLE VII

GENERAL PROVISIONS

Section 1. By April 1 of each year, the Subcommittee will submit a report on the previous fiscal year's activities, any recommendations for the SACC, and a proposed plan for SACC for the upcoming state fiscal year.

Section 2. The Subcommittee's official documents shall be these Bylaws, the annual Subcommittee report, a current membership contact list, the meeting agendas, minutes, speaker handouts, and any correspondence related to Subcommittee business. At the end of a Subcommittee Chair's term of office, the Subcommittee's official documents will be provided to the new Chair.

Section 3. Any committee member wishing to submit items for the agenda shall submit them no later than the 5th of the month to the Chair. The meeting agenda will be provided to Committee members no later than five days prior to the regular meeting by the Chair.

Section 4 Committee members may attend meetings virtually or by phone. A member may send an alternate or representative in their place if they are unable to attend a meeting.