



# Council of Commissions Manual

The intellectual heart of the IUAES lies in its scientific Commissions, whose scope expands and contracts along lines of topical interest, thematic specialization, and theoretical development. Presently, nearly thirty Commissions span the breadth of intradisciplinary and interdisciplinary concerns within anthropology. Over time, new Commissions are established whilst others have dissolved, regrouped around revised or extended in terms of shared interests or amalgamated with another Commission.

The Council of Commissions (hereafter CoC) represents all the IUAES Commissions which collectively are at the core of the IUAES chamber's academic activities. The CoC is a forum for discussion between Commission leaders and coordination of IUAES Commission activities. It is also a forum where Commission leaders' concerns can be surfaced and, through the CoC's Head and Deputy Head, brought to the attention of the IUAES's Executive Committee (EC) and thence to the WAU Steering Committee (SC). In addition, it is a forum where decisions taken by the IUAES EC and the WAU SC, and that concern the functioning of the Commissions, are reported and discussed. In that respect, the CoC constitutes an advisory body with representation, through the CoC's Head and Deputy Head, on the Executive Committee of the IUAES chamber within WAU and also on the WAU SC. The Head and Deputy Head of the CoC are elected by the CoC around the time of each quadrennial World Congress. Details of the election process can be found in the WAU Operational Guidelines and Rules (OGRs).

## Responsibilities of the CoC

As the collectivity representing the interests of all the IUAES Commissions, the CoC is responsible for ensuring that the intellectual work undertaken in the name of the IUAES and its various Commissions is of a standard that brings credit and recognition to the IUAES and WAU. To that end, the CoC is responsible for

- enabling interaction between Commissions and their leaders in order to develop best practices within and between Commissions and their members
- ensuring that Commission leaders have opportunity for mutually assisting each other to achieve those best practices, including enabling early career anthropology and ethnology scholars from across the world to make significant contributions to knowledge that receive widespread recognition
- responding to initiatives from the IUAES EC, and making suggestions to the EC as regards initiatives and practices that will best serve the Commissions, collectively and individually, to achieve the goals of their intellectual activities



## Responsibilities of Head and Deputy Head of the Council of Commissions

The Head and Deputy Head of the CoC represent the CoC on the IUAES EC and are responsible for facilitating the work of all IUAES Commissions, as led by their respective Commission leaders. The Head and Deputy Head are responsible for ensuring that the voices of Commission leaders – as expressed both through regular CoC meetings and through those leaders' direct communication to them – are heard clearly by the full membership of EC.

Their primary role is to advocate for the interests of Commissions as expressed through collective decisions of the CoC. To that end they are required regularly and, where necessary, on an urgent ad hoc basis, to

- ensure that a CoC meeting is convened during the time of each Congress and World Congress as well as at least once per quarter (more frequently if that is decided by a majority of CoC members); and also ensure that calls for agenda items are circulated to all CoC members no less than 14 days before such a scheduled CoC meeting. In instances where no agenda items are received by 7 days before such a scheduled meeting, that meeting may be cancelled, and its cancellation advertised to all members of the CoC as well as reported to the EC.
- ensure that a special CoC meeting is convened no more than 14 days after they have received a request and at least one agenda item for such a special CoC meeting from at least five (5) members of the CoC from different Commissions. Whenever a request has been received for a special CoC meeting, that fact must be reported immediately to the EC through the Secretary-General who will then be required to attend that special CoC meeting and, if necessary, to act as chair.
- ensure that minutes are taken at every CoC meeting and circulated to all members of the CoC within fourteen days of each such meeting; and that the minutes are tabled at the next EC meeting after the minutes have been compiled, as well as placed on the WAU webpage for general scrutiny by WAU members.
- keep the EC informed of any concerns regarding the IUAES and its functioning (including concerns regarding the functioning of the EC) that are raised by Commission leaders, whether through a CoC meeting or through direct communication. Such concerns include initiatives suggested by the CoC to enable its and Commissions' best functioning.
- keep the members of the CoC informed of any and all decisions taken by, and initiatives from the EC that may, in any way, influence the functioning of all or any one of the Commissions. Decisions regarding Congresses and their organisation are particularly important.

- ensure that there is close coordination between each and every Congress's scientific committee and the Commissions so that all panels proposed, and that fall within the field of an established Commission, are brought to the immediate attention of that Commission's leaders, along with contact details of those panels' respective convenors – so that those panels might be considered as sponsored or co-sponsored by that particular Commission.
- keep the EC and the general membership of the IUAES and of WAU informed of the activities of each and every Commission – within no more than a month after Commission leaders have reported those activities to them.
- monitor the CoC listserv and respond substantively within no more than one week to any issues raised there by Commission leaders; and ensure that those issues are brought to the attention of the EC at its immediately next monthly meeting as well as to report the EC's responses back to the CoC (via the list-serv) directly thereafter.
- maintain good working relationships with all members of the CoC (that is all Commission leaders) and seek means to mediate when such relationships fail.
- organise to enable working meetings of all IUAES Commissions at or during each Congress.
- A secondary role of the Head and Deputy Head of the CoC is to facilitate a good working relationship between the CoC and both the EC and WAU's general membership. To that end they are required regularly to
- monitor the activities of the Commissions and to report on those to the EC, through the EC to WAU's SC, and also to all members of the WAU – whether through Newsletters and/or the WAU website or other electronic communication media which all WAU members can readily access.
- notify all Commissions, well in advance, about all and every form of activity that is planned for a Congress or World Congress, to facilitate Commissions being able to participate actively in those activities; and repeatedly to encourage Commissions to do so.
- collect, edit into a common format, collate and publish all Commissions' annual reports and to ensure that they are readily accessible to all WAU members – at the very least by publication on the WAU website.
- collect Commissions' quadrennial election reports, as well as any reports on interim elections which result in changes in Commission leadership; and publish those so that they are accessible to all WAU members – at least by publication on the WAU website.
- ensure that the list of Commissions and their leaders that appears on the WAU website's Commissions page is updated within no more than two weeks of any change in Commission leadership having been reported to them.


- ensure that the CoC listserv is updated within no more than two weeks of any change in Commission leadership having been reported to them.
- monitor and report to one or more meetings of the CoC on the activities of any Commission that appears have become inactive or dormant; and, where that has been shown to be the case, to propose to the CoC that that Commission be declared defunct and that the CoC recommends to the EC (by a 50+1% majority vote during a quorate CoC meeting) that that Commission be disestablished and removed from the list of recognised IUAES Commissions.
- A division of labour between the CoC's Head and Deputy Head may be permitted but only if:
  - it falls within rule VI,2,d,vii of WAU's Operational Guidelines and Rules which states that "Guided by the Secretary-General, the Head of the CoC shall be responsible for monitoring the activities of all IUAES Commissions, including obtaining and making available to all members of the WAU, in Newsletters and/or the WAU website or other electronic communication medium, annual reports on those activities."
  - such a division of labour has been proposed to and accepted by a two thirds majority during a CoC meeting. Introducing or implementing such a division of labour is not in the remit of the EC; and
  - the particularities of any division of labour are subsequently reported to a CoC meeting at least once a year, and their acceptability ratified by at least a 50% majority of that CoC meeting.

The Head and Deputy Head may, in consultation with the CoC, delegate various of the above and related tasks to subcommittees and/or task teams. Such delegation does not, however, relieve the Head and Deputy Head of their ultimate responsibility. Nonetheless, it is incumbent upon CoC members who have agreed to join any such subcommittee or task team to undertake all the tasks associated with such subcommittee or task team membership, to report accordingly to the Head, the Deputy Head and the CoC as a whole, and to recognise their responsibility in the interests of all the Commissions. Amongst such subcommittees there may be an advisory committee to assist the Head and Deputy Head in fulfilling their responsibilities.

## Responsibilities of IUAES Commission leaders

Each Commission's chair and deputy chair (hereafter leaders) are primarily responsible for the productive intellectual activities of their Commission and the administrative and management processes needed to ensure that such intellectual productivity as well as regular and active exchange between Commission members occurs. The forms that such regular exchanges and the distribution of the outcomes of those intellectual activities take





may differ from one Commission to another. Intellectual exchanges may be through means of conferences, seminars/webinars, symposia (including online), congress panels, workshops, etc. Outcomes may be distributed through publications, contributions to policy and/or to educational practices etc. In all instances, it is the responsibility of commission leaders to ensure that those activities and outcomes are explicitly associated with the Commission and thereby with the IUAES (and WAU).

A secondary but equally important responsibility is that each Commission's leaders maintain contact with the leaders of other Commissions – in order to foster mutual assistance, to organise collaborative intellectual activities (e.g. co-sponsorship of congress panels, cooperation on joint projects etc), and thereby to enhance the good standing of the IUAES and WAU. To this end, at least one leader of each Commission is expected to attend each CoC meeting or, if neither leader is available, to ask a proxy to attend and represent that Commission.

A third set of responsibilities, as spelled out in the WAU Operational Guidelines and Rules, is that Commission leaders

- maintain records of their Commission's members
- maintain and update records of all panels for congresses and other international conferences sponsored by the Commission as well as of all conferences, symposia, seminars etc, that the Commission sponsors and/or organises
- maintain and update records of all publications and any other forms of distribution of the outputs of the Commission's collective intellectual activities
- ensure that a democratic election of the Commission's leaders is held at least once every four years so that no individual occupies the same leadership office in the Commission for more than two consecutive four-year terms.
- complete and submit annual Commission reports in a timely manner.
- A final, but crucially important set of responsibilities is that Commission leaders, as members of the CoC, commit to ensuring the good functioning of the CoC by
- participating regularly in CoC meetings and inter-Commission activities; and
- agreeing to participate in and contribute actively to the work of CoC sub-committees and/or task teams.

## Revisions of this Manual

Given that circumstances may change over time, this manual may be revised at any time by the CoC on the recommendation of the Head and Deputy Head or of at least five other CoC members each from a different Commission. At least once every four years, during the three months prior to a newly elected Head and Deputy Head taking office, this manual must be formally reconsidered and, if necessary, revised.

*As approved in the CoC meeting on July 13th, 2023.*