

RECOMMENDATIONS OF THE TASK FORCE ON WORKING GROUPS

(*Don Grayson, Laszlo Bartosiewicz, Jorge Schibler*)

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- A. The focus of a Working Group must be relevant to Archaeozoology as a subdiscipline of Archaeology; the International Council (IC) will make the final determination as to such relevance, but all such groups must focus their activities on faunal remains from archaeological sites, or on techniques, methods, and theory relevant to the analysis of such remains.
- B. To gain status as an ICAZ Working Group, application in writing is to be made to the ICAZ Secretary. The application is to consist of the following sections:
- i. The proposed name of the Working Group;
 - ii. The proposed Coordinator and ICAZ Liaison of the Working Group (see D and E);
 - iii. A discussion of the rationale for, and goals of, the Working Group, not to exceed two double-spaced pages in length, including relevant bibliography (if needed).
 - iv. A list of at least ten ICAZ members who have indicated a willingness to participate in the proposed group, along with their current addresses and e-mail addresses if available.

Electronic application via email is preferred, to facilitate the evaluation process.

If the Secretary finds that the proposed topic of the Working Group is relevant to the goals of ICAZ, and that the application meets the requirements listed above, the Secretary will forward the application to the IC for its consideration. After an email ballot, the Secretary will inform the proposed Coordinator of the results of the ballot. If the vote is positive, status as an ICAZ Working Group will be granted immediately.

- C. Each Working Group is required to maintain at least ten ICAZ members among its participants. The remaining participants in an ICAZ Working Group are strongly encouraged, but not required, to become ICAZ members. If a Working Group fails to maintain ten ICAZ members among its participants, the IC will withdraw recognition of the Working Group.
- D. Each Working Group is required to have a Coordinator; the name and address, including email address, of that person must be registered with the ICAZ Secretary. The Working Group may choose its Coordinator in any way it wishes; if the Coordinator changes during the time that the Working Group is in existence, the ICAZ Secretary must be notified immediately. The Working Group Coordinator must be a member of ICAZ.
- E. The official Liaison between the Working Group and ICAZ (Working Group Liaison) is normally the Coordinator of the Working Group, although the Working Group is free to choose another person for this role. If the Liaison changes during the time the Working Group is in existence, the ICAZ Secretary must be notified immediately. Contacts between ICAZ and the Working Group will be maintained through the Working Group Liaison. It is also the duty of the Working Group Liaison to inform the ICAZ Secretary of the activities and status of the Working Group (see G). The Working Group Liaison must be a member of ICAZ.

- F. Each publication that results from the activities of the Working Group, or the completion of which has been facilitated by the Working Group, should acknowledge the Working Group and its ICAZ affiliation in the Acknowledgements section (e.g., “This paper represents a contribution from the ICAZ Working Group on X”; or, “The analyses in this paper benefited from discussions with the ICAZ Working Group on X”). Each such publication should also provide the current ICAZ-based Web site address for the Working Group in the acknowledgment, if such exists.
- G. Each Working Group is required to submit a written report to the Secretary at least one month prior to the biennial meeting of the International Council. That report is to contain a description of the activities conducted by the Working Group since the last IC meeting along with a list of publications that resulted from the Working Group’s activities: To be included on the list of publications, any given publication must contain an acknowledgment of the Working Group (see F). In addition, the report should contain a list of the active participants in the group, if possible indicating which members are also members of ICAZ (see C) as well as the name(s) of the Coordinator and Liaison of the Working Group. If such a list cannot be provided, the names of ten Working Group participants who are ICAZ members should be provided to verify that the membership conditions specified under C are met.
- H. Even if a Working Group has not conducted any activities between two given meetings, it must submit a biennial report. If such a report is not submitted, the IC may withdraw ICAZ recognition. If a Working Group either 1) fails to submit a report for two successive IC meetings; or, 2) does submit the required report but indicates that it has been inactive for two successive biennia, ICAZ recognition will be immediately withdrawn.
- I. If the Editor of the ICAZ Newsletter determines that a Working Group report is of high interest to the ICAZ membership as a whole, the report may be published, in whole or in part, in the Newsletter. The Working Group preparing its biennial report should do so with the recognition that it may be published after submission to the IC. In addition, the Newsletter will continue to solicit Working Group reports on a regular basis for publication in the Newsletter.
- J. A Working Group may disband at any time by informing the Secretary of its wish to do so. Any such request must be made by the Working Group Liaison and must reflect the majority opinion of the participants in the Working Group.
- K. If these recommendations are accepted, the benefits to ICAZ are clear:
- i. ICAZ will gain greater visibility through explicit recognition in published papers;
 - ii. The ICAZ membership will gain greater understanding of the issues pursued by the Working Groups through the more routine publication of more detailed Working Group reports.
 - iii. ICAZ membership can be expected to grow, both because of increased recognition resulting from published acknowledgements, and from the strict requirement that at least ten participants in any given Working Group must also hold membership in ICAZ.

- L. In order for there to be additional benefits to the Working Groups from their affiliation with ICAZ, we strongly recommend that:
- i. Formal venues be provided for Working Group meetings at the ICAZ International Conference, with these venues and meetings advertised as part of the general advertising that is provided for the ICAZ Conference as a whole;
 - ii. ICAZ continues to make its official website available for the use of the Working Groups, and that Working Groups be encouraged to be expansive in their use of the ICAZ website to distribute the results of their efforts to as wide a group of ICAZ members as possible;
 - iii. ICAZ members be encouraged to assist the members of Working Groups in their tasks to the fullest extent possible.
- M. Working Groups that existed prior to the adoption of these regulations need not reapply for status as an ICAZ Working Group, but will be governed according to the new regulations, including the regulations requiring that at least ten active participants—including the Coordinator and Liaison—of the Working Group be ICAZ members. Existing Working Groups that lack ten ICAZ members as participants will be given two years to attain the needed level of ICAZ members.
- N. Any necessary constitutional amendments will be prepared once the Task Force recommendations are approved or modified by the IC.