Operating procedures

INTERNATIONAL COUNCIL FOR TRADITIONAL MUSIC (ICTM)
STUDY GROUP ON MUSIC and MINORITIES
OPERATING PROCEDURES

1. Name

The name of the organization shall be ICTM Study Group on Music and Minorities (hereafter ?Study Group?). The Study Group is an appointed committee of the Executive Board of the International Council for Traditional Music [ICTM Rules 1984: paragraph 8, article i]. The ICTM is a non-profit non-governmental international organization in formal consultative relations with UNESCO.

2. Objectives

The Study Group shall promote Music of minorities through research, documentation, and interdisciplinary study, an shall provide a forum for cooperation among scholars and students of music of minorities by means of international meetings, publications and correspondence. The Study Group may undertake such projects as are in support of its stated objectives, including, but not limited to, organization of Study Group symposia, and formation of sub-study groups.

3. Membership

- (a) Membership in the Study Group is open to all members of the ICTM who are involved in the field of music of minorities, either as specialists in this field or in related fields which include consideration of matreials relevant to music of minorities.
- (b) Rights of active Study Group members are to participate in business meeting discussion and to vote.
- (c) Persons who have not attended Study Group meetings or have not

contributed to Study Group activities at least via correspondence for a period of four consecutive years shall be considered inactive members.

4. Elected Officers and Responsibilities

- (a) The elected officers of the Study Group, who must be active members of ICTM and the Study Group, shall be Chairperson, Vice-Chairperson, Secretary/Treasurer.
- (b) The term of office shall be four years or until successors are elected with terms staggered* so that one or two new officers are elected at each business meeting of the Study Group (*The first election under these Operation Procedures shall install all three officers for the following terms: Chairperson for two years, Vice-Chairperson for four years, Secretary/Treasurer for four years. In the following election the term of the Chairperson shall revert to four years.)
- (c) A call for nominations shall be announced to active Study Group members at least 180 days prior to a business meeting. Nominations with secured consent shall be submitted in writing by any active Study Group member to a designated mailing address prior to a business meeting, or nominations may be made orally during the business meeting.
- (d) Voting shall be by ballot at the business meeting (with 20% or at least 12 active members constituting a quorum), and the votes shall be counted at the business meeting. Officers are elected by a majority of members present and voting.
- (e) No member shall hold more then one office at a time.
- (f) The duties of the Chairperson shall include responsibility to the Boards of the Study Group an the ICTM for all current affairs of the Study Group; presiding at business meetings; serving as Chairperson at the Study Group Board meetings; calling Board meetings or securing written decisions of the Board when necessary; assuring that parliamentary procedure according to paragraph 9 is followed in all meetings oft the Study Group; acting as corresponding secretary; cosigning with the Secretary/Treasurer the annual report which shall be sent to the ICTM President and Secretary General; and serving as the

sole spokesperson of the Study Group to the ICTM Board. (The current membership list shall be kept by the Chairperson; all files and official Study Group correspondence shall be transferred to the successor Chairperson.)

- (g) The duties of the Vice-Chairperson shall be to assist the Chairperson in the management of the Study Group and its activities, to represent the Study Group publicly when the Chairperson it not present, to assist whenever possible the Chairperson with Study Group participation in the ICTM World Conference, to assist whenever possible the Editor(s) in the production oft the Study Group publication(s). In the absence or in the event of the Chairperson?s resignation or removal from office or inability or refusal to perform the duties of the office of the Chairperson, the Vice-Chairperson shall undertake the duties of the Chairperson. (h) The duties of the Recording Secretary/Treasurer shall be to assist the Chairperson in the management of the Study Group, to keep a record of all proceedings of Study Group business meetings (noting proposals and motions, and giving names of individuals who make them, discussions, and decisions), to the Chairperson and sent to the ICTM President and Secretary General for publication in the ICTM Bulletin, to supervise Study Group monies, to maintain records of all financial affairs which shall be reported annually to the membership. (All past minutes, files, and financial records shall be transferred to the
- (i) A vacancy in any office may be filled until the next election by the affirmative vote of the remaining Board members. If the vacancy occurs in the office of Chairperson then the Vice-Chairperson shall perform the duties of the Chairperson for the remainder of the Chairs? term. In this case, the remaining Board members shall appoint a replacement to the office of Vice-Chairperson.
- (j) If a business meeting cannot be held in any given year for an election of those officers whose terms end, then the election process will be conducted at the next scheduled business meeting.
- 5. Board

successor Secretary/Treasurer.)

- (a) The Board of the Study Group shall consist of three elected officers of the Study Group (Chairperson, Vice-Chairperson, and Secretary/Treasurer), plus Symposium Chairperson(s) ex officio. Board meetings may be called by the Chairperson or any two Board members. Any three Board shall constitute a quorum at a Board meeting. Decisions of the Board require a majority vote of all members of the board. The Board may authorize actions by the Board without a meeting by means of a writing signed by all Board members.
- (b) The Symposium Chairperson shall be a representative of the Study Group Symposium and shall remain on the Board until the final completion of Symposium business matters. (Thus it is possible that there will be more than one Symposium Chairperson serving on the Board in any given year.)
- (c) The Board shall have general supervision of the affairs of the Study Group between its business meetings, shall assure the time and place of business meetings, and shall recommend policy to the Study Group. The board shall be subject to the resolutions of the Study Group, and none of its acts shall conflict with the resolutions of the Study Group.

6. Committees

(a) Symposium organizing and program committees:

The Study Group shall aim to hold a symposium at least every two years. The location, topics, and responsible organizer of Study Group symposia shall be approved by a majority of members present and voting at a business meeting. The Study Group symposia and meetings shall be scheduled so as not to conflict with the ICTM World Conference.

(b) Sub-study groups:

To conduct projects related to music of minorities, sub-study groups may be formed at the discretion of members and on written application to the Study Group Board. A report of the sub-study group shall be given at each business meeting.

7. Business Meetings

A business meeting shall be held at least once every two years, at each Symposium of the Study Group or during the ICTM World Conference, and shall be announced to participants through the ICTM Bulletin and trough the Study Group Newsletter. The quorum for a business meeting shall be 20% of the current active membership or at least 12 members.

8. Operating Procedures

The Operating Procedures of the Study Group can be amended by a twothirds majority vote of Study Group members present and voting at a business meeting. A proposed amendment to the Operating Procedures shall be submitted to the Study Group members through the ICTM Bulletin at least 60 days prior to the meeting at which the vote is to be taken.

9. Rules of Order

Chair or Vice-Chair will preside the Business meetings.

Business meetings can start if at least 12 members are present.

Every member is allowed to speak at business meetings, announcement by raising the hand.

Every member has the right to make a motion (proposal) directly which will be discussed and put to vote.

Votes will be by a simple majority.

Minutes of business meetings (i.e. official record of decisions taken in a meeting) will be passed on to all members and will be, if necessary, discussed at the next business meeting.