

2006/DIV.11**International Council of Museums**

Operating Policy

OP 01.00**SUBJECT: Organisation of the International Council of Museums****DATE:** June 1, 2007**PURPOSE**

The purpose of this Operating Policy (OP) is to present the Organisation of the International Council of Museums (ICOM) as a non-governmental Organisation (NGO) of UNESCO. The Organisation chart visually presents the Organisation of the International Council of Museums.

REVIEW

The ICOM President, Chair of the Advisory Committee and Director General will review this OP on May 1 of each even numbered year with recommendations for revision forwarded to the Executive Council by June 1.

POLICY**1. Authority**

a. The International Council of Museums (ICOM) is an international non-governmental Organisation of museums and professional museum personnel established to advance the interests of museology and other disciplines concerned with museum management and operations. ICOM maintains formal relations with UNESCO and has a consultative status with the United Nations' Economic and Social Council. The registered office and Secretariat of ICOM shall be at such place as the General Assembly, with the approval of UNESCO, may decide.

b. ICOM shall take such steps as are necessary and appropriate to obtain such privileges and benefits as may be available under the law of the land where the ICOM registered office and Secretariat are located.

c. ICOM is a 1901 Association under French law.

2. Mission

The International Council of Museums (ICOM) is the international organisation of museums and museum professionals that is committed to the conservation, continuation, and communication to society of the world's natural and cultural heritage, present and future, tangible and intangible.

3. Purpose

As a non-governmental, non-profit body, ICOM establishes professional and ethical standards for museum activities, promoting training, advancing knowledge, addressing issues, and raising public cultural awareness through global networks and co-operation.

4. Objectives:

The International Council of Museums is committed to the following objectives.

- (a) Encouraging and supporting the establishment, development and professional management of museums of all kinds;
- (b) Advancing knowledge and understanding of the nature, functions and role of museums in the service of society and of its development;
- (c) Organising co-operation and mutual assistance between museums and between professional museum workers in the different countries;
- (d) Representing, supporting, and advancing, the interests of professional museum workers of all kinds;
- (e) Advancing and disseminating knowledge in museology and other disciplines concerned with museum management and operations.

2. In pursuit of these objectives ICOM may do all such things as are legal, financially feasible, and required to enable it to carry out its functions.

5. Representative Structure

ICOM consists of its members acting cooperatively in National and International Committees and Regional and Affiliated Organisations, assisted by its Secretariat. It is a representative structured Organisation. The membership elects the Executive Council, consisting of four officers (President, two Vice Presidents, and Treasurer) and eleven Ordinary members for three-year terms. The elections process is conducted in conjunction with the triennial General Assembly, and is administered by an Advisory Committee consisting of representatives from the National and International Committees and Regional and Affiliated Organisations. The Advisory Committee is responsible for approving policy and the Executive Council is responsible for administering the activities of ICOM.

The operational elements of ICOM are:

- General Assembly
- Executive Council
 - President
 - Two Vice Presidents
 - Treasurer
 - Secretary
 - At-large (ordinary) Members
- Advisory Committee
- National Committees
- National Correspondents
- International Committees
- General Conference
- Regional Alliances
- Affiliated Organisations

- Operational Secretariat
- UNESCO-ICOM Museum Information Centre
- ICOM Foundation

6. Membership

The members of ICOM shall be assigned to the following categories:

- Individual Members
- Institutional Members
- Student Members
- Honorary Members
- Supporting Members

Each category of membership has a related annual membership fee payable to ICOM as determined by the Executive Council.

7. General Assembly

An Ordinary session of the General Assembly is held every three years, at a time and place and with a theme determined by Advisory Committee and the Executive Council. In determining the place at which the next Assembly and Conference will be held, consideration shall be given to the desirability of meeting in the various regions, the availability of local facilities, financial, and program support as well as the projected costs for participating members.

8. Executive Council

The Executive Council consists of no fewer than nine members of ICOM elected by the designated voting representatives of National and International Committees and Affiliated Organisations for a three-year term. The Chairperson of the Advisory Committee shall, ex officio, be a member of the Executive Council. Of the elected members, four shall be the President, two Vice-Presidents and the Treasurer and the remainder shall be At-large or Ordinary Members.

9. Advisory Committee

The Advisory Committee advises the Executive Council and the General Assembly on any matter relating to the policy, programme, procedures and finances of ICOM. It receives and approves the audited accounts for the preceding year, and the annual budget for the current year, presented by the Treasurer. It selects the candidates for election to the Executive Council, considers and advises on any proposed amendments to the Statutes and Policies of ICOM, and does such other things as are required by these Statutes and Policies.

10. National Committees

The National Committees are the fundamental units of ICOM, and the principal instruments of communication between ICOM and its members. A National Committee ensures the management of ICOM's interests within its State, represents the interests of its members within ICOM, including matters of a professional nature with which the National Committee is concerned, and contributes to the realization of ICOM's programmes.

11. National Correspondents

Where no National Committee exists in a State, a member of ICOM may be designated by the Executive Council to be ICOM's National Correspondent for that State.

12. International Committees

The International Committees constitute the principal instruments for the work of ICOM and for the realization of its programmes of activities. They are of an exclusively professional character. An International Committee is a channel of communication between members of ICOM with similar professional interests.

13. General Conference

ICOM shall meet in General Conference every three years at the time and place of the Ordinary General Assembly. The General Conference shall be the forum for consideration and discussion of matters of a practical and theoretical nature concerning museology and museums and, in particular, matters relating to the theme of the Conference decided by Advisory Committee and the Executive Council. The Conference shall also receive and consider a report on the activities of ICOM for the preceding triennium, and its draft programme for the following triennium. The General Conference may propose such resolutions arising from its discussions as it thinks fit for consideration by the General Assembly.

14. Regional Alliances

ICOM Regional Alliances provide a forum for exchange of information and co-operation between National Committees, museums, and professional museum personnel in the region for which they are established. They may arrange conferences, produce newsletters or other publications and do all such other things as are necessary, or convenient, in pursuit of these objectives.

15. Affiliated Organisations

An affiliated international Organisation composed of at least two-thirds professional museum personnel may apply to become an Affiliated Organisation of ICOM.

16. Operational Secretariat

The **Operational** Secretariat provides services to members; provides services to meetings of the Executive Council, the Advisory Committee and the General Assembly; prepares, evaluates, and reports on ICOM's programme of activities approved by the General Assembly; carries out, under the Treasurer's direction, the financial operations of ICOM, including the payment of all accounts, the keeping of appropriate records, and the preparation of proper financial statements; facilitates the work of the International Committees; and assists the Secretariat of UNESCO in the realization of its programme.

The Secretariat publishes on a regular basis an information bulletin or newsletter in the official languages of ICOM that is sent to all members in good standing.

17. UNESCO-ICOM Museum Information Centre

The UNESCO-ICOM Information Centre primarily serves ICOM members and the personnel of UNESCO by providing information about ICOM and its activities. The centre's services include: bibliographies, bibliographic searches, reference

services, photocopying of articles from ICOM publications, orientation towards other information sources if necessary. The Secretary-General is responsible for and maintains the UNESCO-ICOM Museum Information Centre, and provides such staff and financial resources, as the Executive Council deems necessary for the operations of the Centre.

18. ICOM Foundation

The ICOM Foundation supports the work of ICOM. The General Assembly shall approve the Constitution and Rules of the Foundation, and any amendment thereto, which shall be consistent with the *Statutes* of ICOM.

19. Organisation Chart

The following Organisational charts reflect the primary lines of authority and information exchange of the International Council of Museums.

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