



**2007/DIV.02rev  
(Original)**

## **International Council of Museums Operating Policy**

### **OP 01.03**

**SUBJECT:** Advisory Committee

**DATE:** June 1, 2007

**PURPOSE:** The purpose of this Operating Policy (OP) is to ensure understanding of matters relating to the Advisory Committee.

**REVIEW:** This OP will be reviewed by February 1 of every even-numbered year by the Director General, the Chair of the Advisory Committee and one of the two Vice Presidents of ICOM assigned by the President for that purpose, with recommendations for revision presented to the ICOM President by March 15.

**POLICY:** The Advisory Committee is the advisory body of ICOM.

#### **Functions of the Advisory Committee**

1. Advise the Executive Council and the General Assembly on any matter relating to the **Strategic Plan**, policies, programmes, procedures and finances of ICOM;
2. Receive and approve the audited accounts for the preceding year, and the annual budget for the current year, presented by the Treasurer;
3. Select the candidates for election to the Executive Council;
4. Consider and advise on any proposed amendments to the Statutes of ICOM;
5. Do such other things as are required by the Statutes.

#### **Advisory Committee Membership**

1. Members of the Advisory Committee
  - i. The Chairpersons of National Committees or their appointed representatives;
  - ii. The Chairpersons of International Committees or their appointed representatives;
  - iii. The Chairpersons of Affiliated Organisations or their appointed representatives; and the Chairperson of the Advisory Committee elected by the Advisory Committee from among the members of ICOM.
  - iv. Members of the Executive Council, Chairpersons of Regional Alliances and any National Correspondents shall have the right to attend sessions of the

Advisory Committee as observers. They shall have the right to speak but not to vote.

2. A person shall cease to be a member of the Advisory Committee:
  - i. If the person ceases to hold the office of Chairperson of a National or International Committee or an Affiliated Organisation of ICOM;
  - ii. In the case of the Chairperson, if the person becomes unable to perform the functions of the office ceases to be a member of ICOM or resigns in writing addressed to the Director General;

### **Meetings of the Advisory Committee**

1. The Advisory Committee shall meet at least once each year in ordinary session in association with a meeting of the Executive Council. When a General Assembly is to be held, it shall meet in ordinary session during the days preceding a session of the Executive Council at least six months prior to the General Assembly, at which session the candidates for election to the Executive Council shall be elected. It shall also meet immediately prior to and at the close of each General Assembly.

2. An extraordinary session of the Advisory Committee may be held at the request of the Executive Council or of one quarter of the members of the Advisory Committee, conveyed in writing to the chairperson, who shall forthwith convene a meeting for a date not later than two months after the request is received. Such Extraordinary sessions shall be held at the place where the ICOM Secretariat is located.

### **Election of the Advisory Committee Chair**

1. The Advisory Committee shall at its meetings held in conjunction with the Ordinary General Assembly of ICOM, elect its Chairperson for a term of three years.

2. A person elected to this position shall be an Individual Member of ICOM who may or may not be already a member of, or have served on, the Advisory Committee.

3. A person may be re-elected once as Chairperson of the Advisory Committee.

4. At least six months prior to the date of commencement of an Ordinary General Assembly, the Director General shall write to the Chairperson of each National Committee, International Committee and Affiliated Organisation seeking nominations for the position of Chairperson of the Advisory Committee.

5. The Director General must receive nominations no later than three months prior to commencement of an Ordinary General Assembly.

6. The Director General shall communicate the names of candidates, together with such biographical data as they may choose to provide, to the members of the Advisory Committee, no later than two months prior to the date of commencement of the General Assembly.

7. The Advisory Committee shall be convened by the outgoing Chairperson immediately prior to the day of commencement of the General Assembly, and shall elect its next Chairperson by secret ballot on that occasion. The Director General, assisted by two scrutineers shall count the votes. The candidate receiving the most votes shall be declared elected, provided that the successful candidate receives more than 50% of the votes cast. In the event that no candidate receives more than 50% of the votes cast, the candidate receiving the lowest number of votes shall be eliminated and a further vote taken for the remaining candidates, and so on until one candidate receives more than 50% of the votes cast, who shall then be declared elected. The Chairperson-Elect will take up the position at the conclusion of the General Assembly and during the Assembly will be entitled to participate in the work and deliberations of the Advisory Committee as if already a member.

### **Duties of the Advisory Committee Chairperson**

The Advisory Committee Chairperson

1. Convenes and presides over meetings of the Committee;
2. Serves as *ex officio* member of the Executive Council;
3. Represents the Advisory Committee at meetings of the Executive Council;
4. Serves as the Elections Officer of ICOM;
5. Serves as *ex officio* member of the Board of all **Regional Alliances**.

### **Election of the Advisory Committee Vice-Chair**

At its meeting following the close of the General Assembly, the Advisory Committee shall elect a Vice-Chairperson from among its number. The Vice-Chairperson shall assist the Chairperson in the business of the Advisory Committee, and may represent the Chairperson at a meeting of the Executive Council or of the Board of a Regional Alliance, under a specific written delegation by the Chairperson in relation to a particular meeting or a particular Organisation.

### **Duties of the Advisory Committee Vice-Chairperson**

The Vice Chairperson of the Advisory Committee shall:

1. Fulfil those duties assigned by the Chairperson of the Advisory Committee;
2. In the absence of the Chairperson conduct the meeting of the Advisory Committee and exercise the duties associated with the Chairperson office.

### **Chairperson or Vice-Chairperson Vacancy**

If a vacancy arises in the office of Chairperson or Vice-Chairperson of the Advisory Committee, the Committee shall, at its first meeting thereafter elect one of its member to be Chairperson or Vice-Chairperson for the remainder of the term of the former Chairperson or Vice-Chairperson.

### **Advisory Committee Quorum**

The quorum for a meeting of the Advisory Committee shall be 50% of the membership present in person or by proxy. If this quorum is not reached the Advisory Committee shall again be convened at the same place within twenty-four hours. Whatever the number of members then present, the deliberations of the Advisory Committee shall be valid. The Chairperson of the Advisory Committee and the Chairpersons (or their appointed representatives) of the National and International Committees and Affiliated Organisations, may each exercise one

vote. A person who holds more than one position as Chairperson may vote on behalf of each such Committee or Organisation. Matters shall be decided by a simple majority of those present and voting. In the event of an equality of votes, the Chairperson of the Advisory Committee may exercise a casting vote.

A member of the Advisory Committee (other than the Chairperson) may be represented by another member of ICOM at a meeting of the Committee, but no person may hold more than one proxy. The member must appoint such representatives in writing, and such an appointment may extend only for the duration of a particular meeting of the Committee. A representative appointed in this manner possesses all rights of the member during that meeting of the Committee, including the right to vote.

#### **Advisory Committee Decisions**

If a matter that has been discussed at a meeting of the Advisory Committee cannot be decided at that meeting because of the need for further study or information, the Chairperson of the Advisory Committee may subsequently submit the matter to the members of the Committee for decision out of session. In these circumstances, the proposal will be submitted to the members of the Committee in writing, specifying a date by which a response must be received. Voting may be by post, by facsimile, or by e-mail and the matter shall be decided by a simple majority of those whose votes are received by the specified date.

#### **Advisory Committee Assistance**

The Advisory Committee may request from the Executive Council or the Director General additional information about any project or initiative being undertaken by ICOM.