



# INTERNATIONAL COUNCIL OF MUSEUMS (ICOM)

## Internal Rules

As amended by the Extraordinary Executive Board  
on 9<sup>th</sup> June 2017 (Paris, France)

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## ARTICLE 1. PURPOSE

The purpose of these Internal Rules is to set out the rules governing the operation of ICOM and to complement the Statutes of ICOM.

## ARTICLE 2. MEMBERS

### **2.1 - Institutional Members**

#### 2.1.1 Institutional Members Definition

Institutional Members are defined as museums or other institutions that comply with the definition of a museum as outlined in the Statutes as well as that which is defined in the following.

#### 2.1.2 Institutions qualifying as museums

Aside from institutions designated as museums, the following institutions qualify as museums eligible to seek ICOM membership:

- i. Natural, archaeological and ethnographic monuments and sites, historical monuments and sites requiring the execution of museum-related activities including acquisition, conservation, and the collection of tangible and intangible evidence of peoples and their environment;
- ii. Institutions holding collections and displaying for educational purposes live specimens of plants and animals, such as botanical and zoological gardens, aquaria and vivaria;
- iii. Science centres and planetaria;
- iv. Non-profit art galleries, as well as conservation institutes and exhibition galleries maintained by libraries and archive centres;
- v. Nature reserves;
- vi. National, regional or local museum organisations as well as public agencies (ministries, departments or organisations) responsible for museums as defined in the present Article;
- vii. Non-profit institutions or organisations undertaking research in areas of conservation, education, training, documentation, as well as other activities relating to museums and museology;
- viii. Cultural centres and other institutions that facilitate the preservation, perpetuation and management of tangible and intangible heritage resources including living heritage and the creation of digital artefacts.

#### 2.1.3 Non-profit

The expression “non-profit” describes an organisation whose surplus funds are applied exclusively to promoting its stated purpose and to ensuring its operation.

### **2.2 - Individual members**

All those who in a professional manner practice tasks within the scope of a museum qualify for ICOM membership.

The tasks do not require a specific managerial or academic level. However, in the case of volunteers, time use and professionalism must correspond to a museum employee's.

## **2.3 - Honorary Members**

### **a. Definition**

Honorary membership status is the highest honour that ICOM can grant its Members. This status is awarded to individuals who have helped to advance the international museum cause and promoted ICOM's ideals, and to each former ICOM President.

### **b. Status and Privileges**

Honorary Member status is held for life. Honorary Members enjoy all the rights and privileges of membership and are not required to pay membership fees. In addition to the former ICOM Presidents, there may be no more than twenty (20) Honorary Members. Honorary Members may be appointed by the President to hold office within ICOM.

### **c. Incompatibilities**

Honorary Members may not hold elected office within the Association.

### **d. Prerequisites for Honorary Member Nomination**

The Chair of a National Committee, the Chair of an International Committee, the Chair of a Regional Alliance or a Member of the ICOM Executive Board may nominate an ICOM Member for honorary membership. The nomination must be signed and dated. No one may nominate him or herself.

If a Member is awarded such status while holding an elected office, he/she shall attain Honorary membership status only upon expiry of his/her term of office.

To be granted such status, the candidate is deemed to have performed a significant portion of his/her contributions and/or achievements during his/her time as a Member of ICOM. His/her contributions and/or achievements must demonstrate the excellence of his/her qualifications and competencies, and he/she must be internationally renowned.

All nominations must be submitted in writing and be accompanied by documents emphasising the nature of the candidate's work and the services that he/she has provided to the museum community, being the basis for the candidate's nomination for Honorary Membership, e.g.: letters of recommendation from persons who are directly familiar with the candidate's work, a list of publications, awards and prizes from professional organisations, paid and volunteer work performed while acting in an expert consulting capacity to assist museums and related educational organisations.

The candidate's contributions mentioned above must be international in scope.

The complete candidate nomination dossier must be submitted to the Director General no later than 1 November of the year preceding the triennial General Assembly in order to guarantee sufficient time for review of dossiers.

The Director General shall assess the admissibility of the candidate nomination dossier and shall give a ruling on its completeness and compliance with requirements, before he/she submits it to the ICOM President accompanied by an instructional memo acknowledging receipt of the nomination dossier and noting any irregularity.

The President shall review the candidate nomination dossier and shall choose a Member of the Executive Board to present the dossier to the other Members of the Executive Board.

The Member in charge of presenting the dossier must summarise all relevant information and be prepared to answer any questions pertaining to the candidate's eligibility.

Upon the recommendation of a majority of the Executive Board, the General Assembly may grant honorary membership status at the meeting which takes place during the triennial General Conference.

The admissions procedure must remain confidential until the General Assembly has taken a final decision.

If a candidate's nomination is refused by the General Assembly, it may be resubmitted at the next General Conference meeting.

## **2.4 - Membership Application and Approval**

Applications for Individual, Institutional, Student or Supporting membership may be sent to the National Committee of the applicant's country of residence (where such a Committee exists). Applications received by the Director General will be submitted to the appropriate National Committee where one exists.

The National Committee in question shall take all applications in consideration accepting or rejecting them as is appropriate, based on the criteria within the scope of Article 3 and free of discrimination of any kind in accordance with Article 4, Section 1, Para. 3 of the ICOM Statutes.

The National Committees shall forward membership applications to ICOM's Secretariat. Applications may also be submitted directly to the Secretariat, particularly if no National Committee exists in the respective country or in the case of members of international organisations who comply with the definition stated within the scope of Article 4 Section 3 of the Statutes.

In the event no National Committee has been established in the applicant's country of permanent residence, the application shall be referred to the Executive Board for decision.

The Executive Board may have membership applications reviewed.

Upon acceptance of an application and receipt of the annual subscription fees specified by the respective National Committee (or the Executive Board as the case may be) the member shall obtain membership rights accordingly.

In the event of the National Committee accepting new Members, the name of the respective Member, together with a copy of the member's application form and the annual subscription fees for the current year shall be submitted to the ICOM Secretariat without undue delay.

If an ICOM membership application is rejected by the respective National Committee, the applicant may seek review of the decision by the Executive Board. Such requests shall be made in writing addressed to the Director General, who shall seek further information as deemed appropriate prior to submitting the matter to the Executive Board. Following any such review, the Board's decision shall be deemed final and shall not be eligible to further appeal.

If an application for membership is accepted by the National Committee but challenged, the application will be reviewed and the final decision taken by the Executive Board.

Notice of refusal must be given within one (1) month following the National Committee's submission of application. Failure to respond by the stipulated deadline shall automatically constitute acceptance of the membership application.

In the event of ICOM membership application refusal, the relevant individual or institution may not become or remain a Member of the National Committee.

## **2.5 - Expulsion Procedure**

In the case where an action is asserted against a Member because of alleged infringement of the ICOM Code of Ethics for Museums or action(s) deemed incompatible with the objectives of ICOM, the Secretariat of ICOM shall prepare a file containing all relevant elements. This file shall be addressed by the Bureau who shall contact the member in question and hear his/her arguments, after which the Bureau shall deliberate and make a decision.

The Bureau's decision shall be delivered to the Member by registered mail, entailing an acknowledgment of receipt. His/her National Committee shall also be informed of this decision.

The Member can present his/her arguments again before a final decision is taken by the Executive Board.

The motion for expulsion shall be confirmed by the Executive Board at its next meeting. If the motion is not confirmed, the expelled Member shall be reinstated without entitlement to indemnity of any kind. The decision of the Executive Board is not subject to appeal.

## **ARTICLE 3. GENERAL ASSEMBLY**

### **3.1 - Tasks of the General Assembly**

#### **Ordinary General Assembly**

The Ordinary General Assembly shall

- adopt the policy report presented by the President,
- approve the accounts of the previous year,
- grant discharge to elected officers from their organisational responsibilities,
- elect Members of the Executive Board,
- approve the strategic plan,
- approve the membership fees amount proposed by the Executive Board,
- make decisions on eventual items of importance proposed by the Executive Board, the Advisory Council, National and International Committees and Regional Alliances,
- determine the time and place of the next General Assembly.

#### **Extraordinary General Assembly**

The Extraordinary Assembly can

- modify the Statutes
- take a decision on whether to dissolve the Association

## **3.2 - Election to the Executive Board**

### **3.2.1 Candidacy Forms**

The National and International Committees, and Regional Alliances can nominate candidates for election as Members of the Executive Board. A candidate can apply for a single function only.

The candidacy forms presented by the National and/or International Committees and/or Regional Alliances must be sent to the ICOM Secretariat in accordance with the election procedure rules using the established forms provided by the ICOM Secretariat.

Each form must contain the name of the Committee and/or Regional Alliance that is nominating the candidate and must include a biographical profile of the latter, signed by the Chair of the National and/or International Committee and/or Regional Alliance and by another Member of the Committee's or Regional Alliance's Board.

### **3.2.2 Eligibilities and ineligibilities**

National and International Committees and Regional Alliances may nominate any individual member in good standing for membership to the Executive Board. The nominated need not be a member of the nominating Committee or Regional Alliance.

The following individuals are ineligible for membership to the Executive Board:

- designated representatives of institutional members;
- employees of ICOM or its Committees;
- former employees of ICOM or its Committees, who shall be ineligible for a period of two (2) years after the expiry or termination of their contract. This requirement shall be met on the 31<sup>st</sup> of December of the year preceding the Executive Board election.

“Employee” refers to each individual who carries out functions for ICOM or its Committees and receives remuneration for these functions.

### **3.2.3 Candidacy Application**

Candidacy forms must be filed by the designated deadline, which is set by the ICOM Secretariat in accordance with an elections calendar adopted by the Executive Board. This calendar must be provided to the Committees and Regional Alliances within one (1) month of its adoption.

Candidacies must be addressed to the ICOM Secretariat. Once the Director General has examined the candidacy applications and have them completed where necessary, the applications are subsequently forwarded to the Nominations and Election Committee which must validate the admissibility of candidacies within no more than three (3) months following the filing deadline.

In the case where a candidacy is deemed inadmissible by the Nominations and Election Committee, a decision to that effect must be communicated to the National or International Committee or Regional Alliance that put the candidacy forward, granting them the opportunity to correct the candidacy application within a specified time.

### **3.2.4 The Nominations and Election Committee**

The Nominations and Election Committee (NEC) shall ensure that the nomination and election process is carried out as described in the Statutes and the Internal Rules and

shall validate the nomination of candidates and the results of the election to the Executive Board.

Upon expiry of the specified time limit to correct the candidacy application, the Nominations and Election Committee authorises the ICOM Secretariat to publish a list of candidates for ordinary membership on the Executive Board and for each Bureau position.

During the nomination and election process, ad hoc situations may occur, which makes it necessary for the Nominations and Election Committee to decide what the appropriate procedure is and implement it.

Within three (3) months after the end of each completed nomination and election process, the chair submits a report to the Chair of the Advisory Council. The report may include recommendations. The Nominations and Election Committee's recommendations and decisions must have been adopted by a simple majority of the Committee's members.

The Nominations and Election Committee is comprised of five (5) to nine (9) ICOM Members who are not candidates for membership of the Executive Board. They are nominated by the Chair of the Advisory Council and appointed by the Advisory Council. The chair and ordinary members of the Nominations and Election Committee can serve two consecutive terms in each position, with a maximum consecutive serving time of four terms. A term covers the time needed for one complete nomination and election process.

The Nominations and Election Committee is presided over by its chairperson, and reports to the Chairperson of the Advisory Council. The Director General can take part in the meetings but shall not take part to the votes. The Nominations and Election Committee is assisted by the relevant professional(s) in the Secretariat.

### 3.2.5 Presentation of Candidates

A candidate presentation document is published in ICOM's three official languages and communicated to ICOM's members, no later than three (3) months prior to the date of commencement of the General Conference. This document shall contain a presentation of each candidate's name, biographical data and vision, and a description of the election process.

The candidates are free to promote their candidacy within ICOM in additional ways.

### 3.2.6 Election of Members to the Executive Board

The election of Members to the Executive Board shall have taken place when the result of the voting is announced during the General Assembly meeting held during the General Conference. Voting rights are set forth in the Statutes Article 7.

Each National and International Committee has the right to appoint five (5) Members to vote on its behalf. Each Regional Alliance has the right to appoint three (3) and each Affiliated Organisation has the right to appoint two (2) Members to vote on its behalf.

Voting Members who are unable to be present on the days of voting may choose to vote by proxy, whereby they may designate another voting Member to vote on their behalf.

Only proxy forms created by the ICOM Secretariat shall be accepted at the time of voting. Upon presentation of the proxy, the Voting Member shall receive the voting ballot of the Member he/she is representing.



In order to be valid, a vote must provide the option to select, by ticking a box, a maximum of eleven (11) candidates for ordinary membership on the Executive Board. If this condition is not satisfied, the voting ballot shall be deemed invalid.

In addition, for each Bureau position the voting ballot must provide the option to select, by ticking a box, no more than a single (1) candidate. If this condition is not satisfied, the vote for the relevant seat in the Bureau shall be deemed invalid.

Voting Members may enter voting stations for a maximum period of two (2) consecutive days.

Candidates to an Ordinary Member position within the Executive Board that obtain the largest number of votes shall be elected.

The same shall apply with regard to Members seeking a seat in the Bureau.

Electoral rules reiterating and specifying these guidelines shall be drawn up by the Director General and validated by the Nominations and Election Committee for each election.

The voting ballot system may be replaced by any technical means rendering it possible to use an electronic voting or remote voting system, which is recommended by the Nominations and Election Committee and the ICOM Secretariat.

The election of the Executive Board Members is effective from the close of the General Assembly meeting during which elections were held.

#### **ARTICLE 4. ADVISORY COUNCIL**

The Advisory Council is the advisory body of ICOM.

##### **4.1 - Extraordinary meeting of the Advisory Council**

An extraordinary meeting of the Advisory Council may be held at the request of the Executive Board or the majority of the Advisory Council members. The Advisory Council Chair must directly request participants to attend the meeting by a reasonable deadline.

The extraordinary session must be held within three (3) months after receipt of the request from the Executive Board and its venue shall be located in the city where the ICOM Secretariat is based.

##### **4.2 - Election of the Advisory Council Chair, Vice-Chair and Spokespersons for the National Committees and the International Committees**

###### **4.2.1 Election of the Chair**

The Advisory Council shall be held in conjunction with the ICOM General Conference and elect its Chair for a term of three (3) years.

A person nominated by a National and/or International Committee and/or a Regional Alliance to this position must be an Individual Member of ICOM who should be or should have been already a member of the Advisory Council.

At least five (5) months prior to the date of commencement of a General Conference, the Director General shall send a call for candidacies to the ICOM Members.

The Director General must receive candidacy nominations no later than three (3) months prior to the commencement of a General Conference.

The Director General shall communicate the names of the candidates and the biographical data, which are at their option to provide, no later than three (3) months prior to the date of opening of the General Conference.

The candidate for the Chair office having received the largest number of votes shall be declared the winning candidate, provided that he/she obtains more than 50% of the votes in the first voting round.

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.

#### 4.2.2 Election of the Vice-Chair

The Advisory Council shall elect a Vice-Chair from among its members. The candidate for the Vice-Chair who receives the largest number of votes shall be declared the winning candidate.

#### 4.2.3 Election of the Spokespersons for the National and the International Committees

Both the separate meeting of the National Committees and the meeting of the International Committees shall elect a spokesperson at the first meeting after the General Conference. Each spokesperson will serve until the first meeting after the next General Conference. A spokesperson can be re-elected once.

Only individual members who are current or former chair of a National Committee or an International Committee respectively are eligible. Candidacies may be announced in advance or be presented at the separate meeting. At each meeting the candidate who receives the largest number of votes shall be declared the winner.

### ARTICLE 5. WORKING GROUPS AND STANDING COMMITTEES

#### **5.1 - Working Groups**

The President of ICOM may, with the approval of the Executive Board, establish temporary Working Groups for special purposes; define their mission, term of office, membership and their duration. The Chair of each Working Group submits its report to the President of ICOM and the Executive Board.

#### **5.2 - Standing Committees**

##### 5.2.1 General rules for Standing Committees

Standing Committees are appointed by the President after consultation with the Executive Board.

The mandate of a Standing Committee is indefinite. The Committee reports and operates under the authority of the Executive Board.

The chair and ordinary members can serve two consecutive three (3) year terms in each position, with a maximum consecutive serving time of four three (3) year terms.

The three (3) year term runs from the year following a General Conference to the year after the next General Conference. The mandate for the members of the Standing Committee representing the Executive Board ends when a new Executive Board is elected.

In addition to the chair and ordinary members, the Committee includes, *ex officio*, the President. The Director General can take part in the Committee meetings but shall not take part in voting. The Committee is assisted by the relevant professional in the Secretariat.

Proposals made by the Committee are adopted by simple majority of the committee members.

The Chair of the Committee submits an annual report to the Executive Board on 30 October at the latest (for exceptions, see under each Committee). The Committee shall also submit a general report on the Committee's work during the preceding triennium to each General Assembly at the General Conference of ICOM.

ICOM does not compensate the Members of the Committee nor reimburse expenses incurred in fulfilling their function such as travel, hotel and other costs.

#### 5.2.2 ICOM Ethics Committee

The Ethics Committee (hereinafter referred to as ETHCOM) is a Standing Committee of ICOM to advise the Executive Board and the Advisory Council of ICOM.

The purpose and mission of ETHCOM is to provide expertise for the museum community on all matters relating to museum professional ethics.

ETHCOM assists ICOM in advancing and promoting knowledge, best practices and informed actions focusing on ethical issues for museums and museum professionals.

ETHCOM shall notably:

- monitor the application of the ICOM Code of Ethics for Museums, inform the Executive Board of serious violations of the Code, and eventually request that certain recommendations be published by all means of ICOM's communication channels;
- recommend to the Executive Board and the Advisory Council any changes or additions to the ICOM Code of Ethics for Museums that may be found necessary or appropriate;
- review on behalf of ICOM other Ethics Standards that may be developed by the subordinate bodies of ICOM in accordance with their specialised domains;
- maintain awareness and advise the Executive Board on evolving ethical issues affecting museums and their work within the cultural heritage sector;
- conduct, with the approval of the Executive Board, concerted reflections on identified issues of particular importance, and explore the possibility of working for the development of tools to serve the museum community.

#### 5.2.3 ICOM Finance and Resources Committee

The Finance and Resources Committee, (hereinafter referred to as FIREC) is a Standing Committee of ICOM to advise the Executive Board and the Advisory Council of ICOM.

The purpose and missions of FIREC are:

- examine and advise the Executive Board (and thereby also the Advisory Council) on broad issues concerning ICOM's oversight and development of its financial

resources as a whole, taking a long-term view across a triennium rather than within single fiscal-year periods;

- examine and advise the Executive Board on the role and potential of the ICOM Foundation, as a body and instrument to assist ICOM financially in diverse ways;
- seek reports and advice from the task forces of ICOM Committees to assist the Board's clear understanding of the Committees' functioning, giving attention to comparative issues of current concern or future potential in terms of finances and resources allocation;
- advise ICOM on ways of differentiating some of its funding allocations on a more prioritised basis, to assist new developments and increased capacities within the organisation as a whole, according to its mission, principal objectives, strategic development and evolving programs.

#### 5.2.4 ICOM Legal Affairs Committee

The Legal Affairs Committee, (hereinafter referred to as LEAC) is a Standing Committee of ICOM to advise the Executive Board and the Advisory Council of ICOM.

The purpose and missions of LEAC are to provide expertise on legal issues of interest to the museum community, such as but not limited to cultural heritage, intellectual property and information technology laws.

LEAC assists ICOM in advancing and promoting knowledge, best practices and informed action focusing on legal issues for museums and museum professionals. The Committee shall notably:

- advise the Executive Board and the Secretariat on legal issues topical, affecting museums, museum professionals, art and cultural heritage and more generally on legal issues in relation with ICOM stakes and challenges.
- provide *opinio juris* to ICOM and ICOM Members in order for them to act with due diligence with respect to legal matters.
- advocate on legal issues affecting the museum community.
- raise awareness on new legal issues interesting the museum community.

#### 5.2.5 ICOM Strategic Allocation Review Committee

The Strategic Allocation Review Committee (hereinafter referred to as SAREC) is a Standing Committee of ICOM.

SAREC shall monitor the appropriate use of ICOM's financial resources set aside for the subvention, special project and grant programmes.

SAREC defines the guidelines to be followed by all applicants. It annually evaluates applications for subventions, special projects and grants submitted by ICOM's committees, alliances, affiliated organisations or members.

This evaluation rests on ICOM's Statutes, Internal Rules and Strategic Plan. SAREC reviews the quality and the scope of the proposals with regard to content, organisation and finances as well as their alignment with the Strategic Plan. On the basis of this evaluation, SAREC proposes the allocation of the annual subventions, special project subventions and grants.

SAREC's recommendations are transmitted to the Director General of ICOM, for the approval of the ICOM President in time to fall within the set budget voted every year by the Executive Board of ICOM.

Once a year, and with the assistance of the Secretariat, the Chair of SAREC submits a report to the Director General for the approval of the President of ICOM, to be presented to the Executive Board.

Once a year, the Chair of SAREC presents a report to the Advisory Council during its June meeting.

In carrying out its work, SAREC ensures that there are no conflicts of interest amongst its members and that the Committee retains its independence and impartiality when making its recommendations.

#### 5.2.6 Disaster Risk Management Committee

The Disaster Risk Management Committee (hereinafter referred to as DRMC) is a Standing Committee of ICOM dedicated to emergency response for museums.

DRMC gathers museum-related professionals from different parts of the world that monitor cultural heritage emergencies and stand ready to provide advice and assistance to international colleagues and their institutions upon request.

Dedicated to initial response after major natural and human-made disasters as well as during and after military conflicts, DRMC:

- aims at quickly assessing the situation for museums and heritage sites confronted with disasters, in order to immediately evaluate their most pressing needs;
- aspires to mainly act in events where the situation surpasses national capabilities for response;
- monitors disasters, develop response mechanisms for heritage at risk, and propose solutions for museums in emergency situations;
- supports long term capacity building of expert knowledge and regional networks;
- promotes public awareness for heritage in danger;
- liaises with the international heritage community by exchanging and sharing information related to emergency situations that put cultural heritage at risk.

### ARTICLE 6. RULES FOR NATIONAL COMMITTEES

#### **6.1 - Roles and Responsibilities**

A National Committee shall ensure the management of ICOM's interests within its State, represent the interests of its members within ICOM, including matters of a professional nature with which the National Committee is concerned, and contribute to the realization of ICOM's programmes.

Each National Committee is represented at the ICOM Advisory Council by its Chair or representative, and is represented at the ICOM General Assembly as determined by the ICOM Statutes and Internal Rules.

A National Committee shall be a primary channel of communication between the members and ICOM headquarters, and shall in particular be responsible for:

- the promotion of membership of ICOM among professional museum workers and museums in that State;
- the provision of advice to the Advisory Council, the Executive Board, and the Director General on any matter relevant to ICOM and its programmes;
- decisions on applications for Individual, Institutional and Supporting Membership of ICOM and their communication to the Secretariat;

- the appointment of voting members for purposes of electing the Executive Board and for voting at the General Assemblies;
- the submitting of an annual report on its activities for the previous calendar year to the Executive Board and the Chair of the Advisory Council;
- the collecting of annual subscriptions on behalf of ICOM and their transmission to the Secretariat.

## **6.2 - Membership**

A National Committee shall be composed of all the members of ICOM resident or registered in a State in which such a Committee has been established by the Executive Council. Each National Committee shall adopt its own rules in compliance with ICOM Statutes and Internal Rules and Code of Ethics for Museums.

If there is no National Committee in a State, an Individual Member resident in that State may, with the agreement of the National Committee of another State, and with the approval of the Executive Board, affiliate with that National Committee and participate in its affairs as if a resident of that other State. Such affiliation will cease automatically should a National Committee be established in the State of residence.

Individual members in a State without National Committee shall within ICOM be communicated to as a group, receiving the same information as the National Committees, and be encouraged to work together as a group and eventually be able to form a National Committee.

## **6.3 - Establishing a National Committee**

A National Committee may be established in any State by the Executive Board on receipt of a request in writing to the Director-General signed by at least eight (8) Individual or Institutional Members of ICOM residing in the State concerned.

Upon receipt of such a request, the Director-General shall inform all members of ICOM residing in the State concerned of the proposal, and invite their comments. The Director-General shall transmit the request together with any comments thereon from ICOM members residing in that State to the Executive Board for decision.

If the Executive Board decides to establish a National Committee, the Director-General shall advise all the members residing in the State concerned and shall designate one of the members to arrange and chair the first meeting of the Committee at which election of the Chair and members of the Board shall take place and Rules be adopted.

The Chair elected at the first meeting shall convey the minutes of the meeting to the Director-General at the earliest opportunity together with a copy of their Rules and the names and addresses of members of the Board.

Where no National Committee already exists in a State, an Association representing museums and professional museum workers at the national level in that State may, upon making application in writing to the Director-General, receive from the Executive Board authorization to constitute itself as a National Committee of ICOM in that State. Such authorization will be given only where it has been demonstrated that the Association in question has a substantial proportion of its members who are also members of ICOM and that the rules of the Association are not inconsistent with the Statutes of ICOM.

#### **6.4 - Elections of the Board**

Each National Committee shall elect its own Chair and an Executive Board of not less than four (4) persons (including the Chair). No person may serve as an Ordinary Member of the Board for a continuous period of more than six (6) years unless subsequently elected as Chair, Vice-Chair, Treasurer or Secretary. No person may serve more than twelve (12) consecutive years.

Each National Committee shall hold a plenary meeting at least once a year at which the Board shall present to the members an annual report on its activities and its financial position and the Committee's programme shall be reviewed and endorsed. A copy of the Committee's annual report for the preceding year shall be transmitted to the Secretariat.

The Board shall be responsible for appointing the persons who are to vote on behalf of the Committee in the election of the ICOM Executive Board and General Assembly.

Each National Committee shall, whenever possible establish relations with the association or associations representing the museum profession and heritage profession and all relevant institutions at national level of its State's jurisdiction.

The Chair of a National Committee may not at the same time serve as Chair of an International Committee or an Affiliated Organisation or a Regional Alliance or as a member of the Executive Board.

#### **6.5 - Suspension of the National Committee**

The Executive Board may decide to suspend the rights of a National Committee established under these Internal Rules if there is evidence that the Committee is no longer functioning effectively.

The Executive Board may decide to suspend a National Committee, following consultation with the said National Committee, if there is strong evidence that the Committee in question has acted in violation with the objectives of ICOM and of the ICOM Code of Ethics for Museums and failed to comply with such norms despite formal notice from the Executive Board.

A National Committee whose number of members falls below the minimum will be considered under reorganisation and its voting right will be suspended in the Advisory Council and General Assembly until the number of members has reached the required minimum.

### **ARTICLE 7. RULES FOR INTERNATIONAL COMMITTEES**

To promote and protect the interests of ICOM and the international museum community, as well as the persons and other entities that support museum programmes, these Rules are designed to assure that International Committees provide maximum benefits to all parties. Except where stated otherwise, these rules are intended as minimum requirements.

#### **7.1 - Roles and Responsibilities**

International Committees are principal instruments for the work of ICOM and for the realisation of its programmes of activity. They are channels of communication between ICOM members with similar professional interests. International Committees are jointly responsible for the development and implementation of ICOM's programmes and of

activities related to each Committee's specific mandate. Furthermore, the Committees provide valuable advice to the Executive Board, the Advisory Council, and the Director-General on matters relevant to ICOM's mission and programmes.

International Committees are components of ICOM and subject to the ICOM Statutes and Internal Rules, Code of Ethics for Museums and relevant decisions of the General Assembly and the Executive Board.

They are not entitled to operate as separate legal entities.

Each Committee is represented at the ICOM Advisory Council by its Chair or representative, and is represented at the ICOM General Assembly as determined by the ICOM Statutes and Internal Rules.

Each Committee may develop its own rules in compliance with ICOM Statutes and Internal Rules and Code of Ethics for Museums.

International Committees represent ICOM and must operate within the generally accepted framework of the organisation with respect to the Committee's specific theme.

The Chair of the Committee shall ensure that the Committee's activities do not compromise ICOM financially or professionally.

## **7.2 - Membership**

Committee membership is open to all ICOM members in good standing upon request and without undue delay or restrictions.

Each Committee is composed of those ICOM members that have chosen to be member of this (one) Committee and must maintain a membership of at least 50.

A Committee membership list is maintained by ICOM on behalf of the Committee and for its purposes.

## **7.3 - Establishing an International Committee**

1. A request for the establishment of a new International Committee shall be sent to the Director General and must be signed by a minimum of fifty ICOM members, drawn from at least ten different countries and from more than one continent.
2. The domain of a proposed new committee must be professionally oriented, of global and long-lasting interest, and compatible with ICOM's mission and values.
3. The creation of a new International Committee shall be examined by the Executive Board which takes the decision.
4. If the Executive Board decides to establish an International Committee, the Director-General shall appoint one of the members to arrange and chair the first meeting of the Committee at which election of the Chair and members of the Board shall take place and Rules be adopted.
5. The Chair elected at the first meeting shall convey the minutes of the meeting to the Director-General together with a copy of their Rules and the names and addresses of members of the Board.
6. The Rules shall be compatible with ICOM's Statutes, Internal Rules and Code of Ethics for Museums.
7. A new International Committee is subject to a three-year probationary period.



#### **7.4 - Elections of the Board**

Elections shall be held every third year, preferably during the ICOM Triennial Conference. A call for candidates shall be sent to all members at least four (4) months in advance. ICOM members in good standing who are members of this one Committee are eligible to stand for election.

The Chair shall be elected separately from the other members of the Board. The Chair and the other members of the Board shall be elected for three (3) years, and their mandate can be renewed once (1). A member of the Board may subsequently be elected Chair. However, no Chair/member of the Board may remain in office for more than twelve (12) consecutive years.

The Chair of an International Committee may not at the same time serve as Chair of a National Committee or an Affiliated Organisation or a Regional Alliance or as a member of the Executive Board.

#### **7.5 - Operations**

The Committee shall hold meeting with its members at least once a year and during the time and place of the ICOM Triennial Conference. General information shall be distributed to members on a regular basis as a membership service while an optional fee may be charged for non-members receiving equivalent information.

The Committee may, according to its own decision, include in its communication network, and accept as participants in its conferences, other members of ICOM as well as non-members.

The Committee shall inform the National Committee of the country in which a meeting or event is organised. The International Committee decides independently with whom to cooperate and the venue for the meeting.

The Committee may create working groups for specific purposes and depending on the needs of the programme or on request by members.

#### **7.6 - Financial Resources**

The Board shall ensure that the Committee's financial management does not compromise ICOM.

The Committee shall submit an annual report of activities and an annual financial report to ICOM. Upon the submission of these reports the Committee is eligible to receive a subsidy from ICOM. ICOM may withhold the subsidy if the annual report is not delivered or is incomplete.

The Committee may accept sponsorship and apply for subventions, grants or other supports for activities and projects. It may request fees for services rendered.

Since an International Committee is not a separate legal entity, the Committee may establish an agreement of cooperation with a legal entity in the host country of its meeting to ensure proper financial management of all funds associated with the meeting, ensure the proper audit of accounts and verify final distribution of residual funds. The organizing entity may be a museum, university, foundation, the ICOM National Committee, or similar public-oriented body.

## **7.7 - Dissolution or suspension**

The majority of the members of an International Committee or the Executive Board may decide that the International Committee may be suspended if the Committee is no longer functioning effectively or has acted in violation of the ICOM Statutes or Internal Rules or the Code of Ethics for Museums, and failed to comply with such norms despite formal notice from the Executive Board. In the event of dissolution being declared, the Executive Board shall appoint one or two liquidators. Any remaining assets should be transferred to ICOM.

## **ARTICLE 8. RULES FOR REGIONAL ALLIANCES**

### **8.1 - Roles and Responsibilities**

A Regional Alliance is composed of National Committees in a region. They are designed to promote dialogue and the sharing of information between the National Committees, museums and the museum professionals of a given region.

The responsibilities of the Regional Alliance are to foster cooperation, mutual assistance and the exchange of information among its participants and in particular to:

- provide a forum for exchange of information between National Committees;
- contribute, where possible, to the realisation of ICOM's Strategic Plan;
- communicate and promote ICOM interests within the region;
- arrange such meetings and produce such publications as it deems necessary, provided all associated costs are met by the Organisation;
- serve the interests of the National Committees in the region, but not as a representative of those Committees.

### **8.2 - Definition and Recognition**

A Regional Alliance shall consist of five (5) or more National Committees within a region defined by political, geographical, linguistic, or cultural criteria, and be accepted by the Executive Board.

A Regional Alliance shall be identified by the name of the region approved by the Executive Board.

Each Regional Alliance may develop its own rules in compliance with ICOM's Statutes, Internal Rules and Code of Ethics for Museums.

The Chairperson of a Regional Alliance is a member of the Advisory Committee.

The Regional Alliance shall have no separate legal status.

### **8.3 - Regional Participation**

A National Committee within the region may participate in the activities of the Regional Alliance. All requests for participation shall be made in writing to the Regional Alliance that will, after consulting with the participating National Committees, inform the Director General of the inclusion.

### **8.4 - Elections of the Board**

There shall be a Board of the Regional Alliance consisting of a Chair and at least four (4) other persons, nominated and elected by the National Committee Boards of the regional participants.

They are elected for a three-year (3) term and can be re-elected once (1). A member of the Board may subsequently be elected as Chair. No person shall be permitted to serve more than four (4) consecutive terms. No more than one (1) person from any National Committee may be on the Board at any one time.

The Chair shall be an Individual Member of ICOM who is member of one of the National Committees forming the Regional Alliance. The Board members shall be Individual Members, or designated representatives of Institutional Members of ICOM of the National Committees forming the Regional Alliance.

The Chair and Board shall be elected at the meeting of the Alliance preferably held in association with the General Conference of ICOM.

The position of Chair of the Board shall not come from the same National Committee for more than six (6) consecutive years.

### **8.5 - Meetings**

The Regional Alliance shall hold such meetings as it considers necessary for the attainment of its objectives.

Each Regional Alliance shall hold a meeting at least once (1) a year at which the Board shall present to the members an annual report on its activities and its financial position and the Alliance's programme shall be reviewed and endorsed.

Prior to the convening of the meeting at least three (3) months' notice shall be given to the leaders of regional National Committees.

National Committees attending the Regional Alliance meeting shall be entitled to one (1) vote on any matter before the Alliance.

### **8.6 - Amendment of Rules**

The Rules of an Alliance shall be adopted at a meeting of the Alliance as soon as they are deemed practicable and may be amended at any meetings subsequent thereof.

A National Committee participating in the Alliance shall be notified at least three (3) months prior to the General Meeting of any proposed amendments to these rules of procedure.

Adoption and amendment of the rules of Procedure shall require the support of a three-quarters (3/4) majority of the participating National Committees present, provided that at least one-third (1/3) of the participants in the Alliance are present at the meeting.

### **8.7 - Financial Resources**

A Regional Alliance may award grants and donations for its own purpose, as it considers necessary by such means deemed legal and appropriate.

The Regional Alliance shall maintain proper accounts of all payables and receivables on an annual basis. The accounts shall be reviewed annually and reported to the ICOM Director General.

### **8.8 - Review of a Regional Alliance**

Regional Alliances may be subject to a review. The review process will focus on compliance with the operational aspects of the Regional Alliance and its regional validity.

## **8.9 - Suspension or dissolution of a Regional Alliance**

The Alliance may be dissolved by informing the Executive Board of ICOM of the region's decision to discontinue activities or the Executive Board may decide that the rights of Regional Alliances established under these Internal Rules shall be suspended if evidence indicates that the Alliance is no longer functioning effectively or there is a strong evidence that the Alliance in question has acted in flagrant violation of the objectives of ICOM and the ICOM Code of Ethics for Museums and failed to comply with the norms contained therein despite having received formal notice from the Executive Board thereof.

In the event the Alliance is dissolved, its assets (if applicable) shall be transferred to ICOM headquarters and distributed by the Executive Board, giving careful consideration to all relevant national and regional laws and regulations.

## **ARTICLE 9. RULES FOR AFFILIATED ORGANISATIONS**

An Affiliated Organisation is an entity separate from ICOM, governed by its own constitution and rules, which shall not conflict with the objectives of ICOM and the ICOM Code of Ethics for Museums. It is an international organisation with a purpose of interest for museums or the museum profession-

Applications for affiliation to ICOM shall be made in writing, addressed to the Director-General and accompanied by a copy of the Constitution and Rules of the Organization. The application shall set out the reasons why the Organization wishes to affiliate with ICOM. The Director-General shall submit the application to the Executive Board for decision.

The affiliation of an International Organization may be terminated by the Executive Board for any of the following reasons: Lack of relevance for museums or for the museum profession; non-existing or insufficient activity; actions that are a serious violation of the ICOM Statutes, Internal Rules or Code of Ethics for Museums.

An International Organization whose affiliation has been terminated may re-apply for affiliation if the matters that resulted in termination of its affiliation have been resolved.

## **ARTICLE 10. DIRECTOR GENERAL**

The Director General is in charge of managing the human resources, recruitment, and salary policy of the Secretariat. He or she manages ICOM's day-to-day affairs and operations in light of decisions taken by the President, the Executive Board and the General Assembly.

He or she is responsible, in cooperation with the President, for making the annual business plan and the pertinent budget(s) for the activities and operation of the organisation as well as for following up on them and preparing annual reports.

He or She may incur expenses coming within the scope of the voted budget. For expenses in excess of the amount set by the Executive Board each year, the President's prior written consent is required. This limit does not apply to mandatory expenses (wages and salaries, social security charges, taxes, rents, entry into a duly signed successive performance contract, etc.). The Director General processes the payments that have been incurred in due and proper form.

## GENERAL PROVISIONS

In the event of a contradiction or discrepancy between these Internal Rules and the Statutes of ICOM, the Statutes of ICOM shall prevail over these Internal Rules.

In the event of a contradiction or a difficulty in interpreting the English, the Spanish or the French versions of the present Rules, the latter version shall prevail.

Entry into force, 9 June, 2017