
**ICOM NOMINATIONS AND ELECTION COMMITTEE (NEC)
TERMS OF REFERENCE & MANDATE 2024**

ARTICLE 1 – DEFINITION OF THE NEC

In accordance with Article 3.2.4. of the ICOM Internal Rules, “*the Nominations and Election Committee (NEC) shall ensure that the nominations and elections process is carried out as described in the Statutes and the Internal Rules. Finally, it shall validate the nomination of candidates and the result of the elections to the Executive Board*”.

ARTICLE 2 – ROLE AND FUNCTION OF THE NEC

According to Article 3.2.4. of the ICOM Internal Rules, the NEC “(...) *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.”

ARTICLE 3 – COMPOSITION OF THE NEC

3.1. Composition and chairmanship of the NEC

“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”¹.

“The Nominations and Election Committee is presided over by its Chair, and reports to the Chair of the Advisory Council”². The role of the Chair of the NEC is crucial to ensuring fair and transparent electoral process. The Chair shall be able to facilitate discussions, resolve disagreements, take decisive decisions and ensure that all the NEC's actions are carried out without bias.

3.2. Eligibility and restrictions

In accordance with Article 3.2.4 of the Internal Rules and the [Nomination process](#), the members of the NEC shall be:

- Individual members of ICOM in good standing;
- Individual with a strong knowledge of ICOM, its bodies, organs and network, particularly regarding the role and responsibilities of the ICOM Executive Board and its election process;
- willing to commit fully to the NEC's responsibilities throughout the electoral process;
- able to attend meetings regularly and contribute actively to the Committee’s discussions and decisions.

¹ Article 3.2.4. of the ICOM Internal Rules.

² Article 3.2.4. of the ICOM Internal Rules.

It shall be noted that, as is the case within all ICOM Standing Committees and Working Groups, the working language of the NEC will be English.

The following restrictions apply:

- as per Article 3.2.4 of the Internal Rules, *“the chair and ordinary members of the Nominations and Election Committee can serve two (2) consecutive terms in each position, with a maximum consecutive serving time of four (4) terms. A term covers the time needed for one complete nomination and election process”*;
- no ICOM member shall be appointed to more than two (2) ICOM Standing Committees or Working Groups at the same time;
- no ICOM member shall be appointed as *Chair* of more than one (1) ICOM Standing Committees or Working Groups at the same time;
- no candidates for the membership of the Executive Board shall be appointed as member of the NEC;
- the Chairperson of the Advisory Council and the Spokespersons for the National and International Committees shall not be appointed as Chair of ICOM Standing Committees or Working Groups.

3.3. NEC appointment process

According to Article 3.2.4. of the ICOM Internal Rules, the Members of the NEC are *“nominated by the Chair of the Advisory Council and appointed by the Advisory Council”*.

3.4. Ex officio Members

In order to ensure independence and impartiality of the NEC, and to ensure that the electoral process is handle in a fair and transparent manner, no member shall be appointed *ex officio*. However, *“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 professionals(s) in the Secretariat”*³.

ARTICLE 4 – REPORTING

In accordance with Article 3.2.4 of the Internal Rules, *“Within three (3) months after the end of each completed nomination and election process, the chair [of the NEC] 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”*.

ARTICLE 5 – COMPENSATION OF THE NEC

ICOM does not compensate Members of the NEC or reimburse expenses incurred such as travel, hotel and other costs, unless otherwise instructed by the ICOM Executive Board.

ARTICLE 6 – TERM OF OFFICE OF THE NEC

The NEC will begin its mission as soon as it is appointed by the Advisory Council on 7 November 2024 (97th Session) and will continue until the report concerning the 2025-2028 elections of the ICOM Executive Board is submitted by the Chair of the NEC to the Chairperson of the Advisory Council.

³ Article 3.2.4. of the ICOM Internal Rules.