



BY-LAWS OF THE ICOM INTERNATIONAL COMMITTEE FOR CONSERVATION

Last revised September 2005

The ICOM Committee for Conservation (hereinafter called the Committee) is an International Committee of the International Council of Museums (ICOM) in accordance with the Article 17 of the ICOM Statutes.

1. Aims

1.1 The Committee's aims are:

- a. To provide an organized framework within which specialists interested in conservation may meet and work on an interdisciplinary level.
- b. To promote and maintain the highest standards of examination, documentation, preservation, conservation and restoration of cultural property by bringing together from all countries those who are responsible for cultural property (as defined by Article 2 of the ICOM Statutes): conservators-restorers, scientists, curators, educators, administrators and other related professionals.
- c. To promote research of a scientific and/or technological nature pertaining thereto.
- d. To collect and disseminate information about materials, methods and developments in all conservation-related fields.
- e. To foster within the museum community, the general public and policy makers an awareness of the need to safeguard our cultural property by making available the relevant knowledge.

2. Composition and Procedures

- 2.1 The Committee is composed of Working Groups and their Participants, Coordinators and the Directory Board (hereinafter called the Board) who are current financial members of ICOM who have selected the Conservation Committee as the sole International Committee on which to vote in accordance with Article 12 of the ICOM Statutes, honorary members, Friends of ICOM-CC, Student Friends of ICOM-CC and co-opted members as provided in Articles 11 and 15 of the Rules and Procedures for the International Specialized Bodies of ICOM. The members of the Board and coordinators must be members of ICOM.
- 2.2 In accepting their office, Board members, Coordinators and Assistant Coordinators undertake to devote sufficient time and to find the means necessary to carry out their functions.
- 2.3 The Committee will meet normally every three years in a full session known as Triennial Meeting, which includes a General Assembly. All ICOM members, Friends of ICOM-CC and Student Friends of ICOM-CC and other interested persons may attend.
- 2.4 During the Triennial Meeting the election of the Board and Coordinators will take place. Changes in the organizational procedures and By-Laws will take place during the General Assembly.
- 2.5 The Treasurer will prepare a financial statement for inclusion in the Chairman's Annual report to the Advisory Committee of ICOM. A detailed report on the Triennium will be given to the membership before the Triennial Meeting for ratification at the General Assembly.

- 2.6 Honorary Membership may be awarded at the General Assembly on a motion of the Board to those persons who have rendered exceptional services to the ICOM Conservation Committee in particular and to the conservation profession in general.

3. Directory Board

- 3.1 The Board is composed of eight elected members and the Director General of ICCROM serves ex-officio as a member of the Board. Members of the Committee should be mindful of the need to have a spread of members representing conservators-restorers, conservation scientists, curators, administrators and other related professionals. The Director General of ICCROM may preside over secret and separate ballots for the positions of Chairperson, two Vice-Chairperson and Treasurer from within the ranks of the elected members of the Board. The Board will also appoint an Administrative Secretary (see old 3.5). A maximum of two members of the Board may be elected from any one country.
- 3.2 The Committee elects the Board at the Triennial meeting for a period of three years by direct or electronic voting. Not later than six months before the Triennial Meeting the Board will call for nominations. Any member of ICOM-CC may offer himself or herself for election by submitting their candidacy electronically to the ICOM-CC Secretariat within three months of the call. Candidates must submit a personal statement including curriculum vitae of no more than 250 words and a recent photographic image, which will be posted on the ICOM-CC web site at least three months before the date of the Triennial Meeting. Candidates must be currently financial members of ICOM who have chosen the Committee for Conservation as the Committee on which to vote.
- 3.3 Ordinary Board members may serve a maximum of two consecutive terms of office. If a Board member holds an executive position on the Board during the second triennial term s/he is eligible for election to the board for one further triennial period (see old 3.2).
- 3.4 An election Committee, consisting of an Election Supervisor and two scrutineers will be proposed by the Board at the General Assembly at the opening of the Triennial meeting to conduct the election.
- 3.5 When the newly elected Board is presented to the General Assembly it assumes its functions from the end of the general business meeting. Prior to that time the previous board maintains operational responsibility for running the Triennial meeting.
- 3.6 If all its members are newly elected, the Board may co-opt up to two members of the previous Board to ensure continuity. In other circumstances, it may at its discretion co-opt up to two members for specific functions.
- 3.7 The Board will meet at least once a year. Delegates from international organizations such as UNESCO, ICOMOS, IIC or other national organisation as appropriate may be invited to attend meetings of the Board as observers.
- 3.8 **The functions of the Board are:**
- a To be responsible for the overall management and functioning of the Committee and any funds it might hold, according to the aims and objectives set out in section I.
 - b To secure a host and location for the Triennial meeting and provide advice to the local organizing committee of the host country.
 - c To decide upon the formation or reorganization of Working Groups, Tasks Forces, Ad Hoc Committees or other bodies as required.
 - d To confirm the election of Coordinators and the appointment of Assistant Coordinators.
 - e To review on a regular basis the objectives, activities and financial status of Working Groups. The Board reserves the right to remove Coordinators who do not fulfil their duties according to these By-Laws (Para 4.5), subject to a three-quarter-majority vote of the Board.

- f To make provisional changes in the By-Laws as required, for ratification at the next General Assembly of the Committee or by postal ballot.
- g To bring resolutions to the attention of members with six months notice prior to voting either at the General Assembly or by electronic means on the website. A coordinator would normally endorse a resolution but individuals may also submit. A simple majority vote will determine the acceptance of the resolution which would then be posted on the website.

4. Coordinators

- 4.1 Coordinators will be elected during their respective Working Group sessions at the Triennial Meeting. Election results are to be confirmed by the Board. Coordinators are elected at each Triennial Meeting and may hold office for a maximum of two consecutive terms.
- 4.2 ICOM members will elect the Coordinators by a written ballot during the Working Group business meeting, which is supervised by the outgoing coordinator. Only voting Working Group members who are present at the Triennial Meeting are eligible to vote. A simple majority of valid votes will determine the result.
- 4.3 The outgoing coordinator will provide the list of Working Group members eligible to vote.
- 4.4 Each coordinator will appoint one or more Assistant Coordinator(s)
The functions of coordinators are:
 - a To maintain and stimulate communication between the Working Group members during the term of office by, for example, establishing newsletters, organizing interim meetings, and through general correspondence.
 - b To solicit and review papers for presentation by the Working Groups during the Triennial Meeting. Coordinators will also participate in the processes laid out by the Board for the final selection of papers to be published in the Preprints of the Triennial Meeting.
 - c To undertake any administrative duties necessary to ensure the continued successful functioning of the Working Group. This will include presentation to the Board at the Triennial Meeting of annual financial reports and a review of the activities of the Working Group members as requested, or other matters that the Coordinator or Working Groups wishes to bring to the attention of the Board.

5. Working Groups

5.1 Name, formation and probationary period

- a Working Groups are established, subject to approval of the Board at the initiative of at least ten ICOM-CC voting members from at least three countries and normally more than one continent. The new Working Group should be distinctive and not overlap with an existing Working Group. The Board may consult one or more Working Group Coordinators when specific questions regarding the covered subject should arise. However, the Board alone shall take the final decision, about the formation of a new Working Group.
- b A (new) Working Group should be given a name this is representative for the subject(s) covered and that cannot be confused with any other Working Group name. New names, including proposed changes, should be discussed with the Board before final acceptance.
- c A new Working Group shall have a development period of one complete Triennial period including the Triennial Meeting. During this period, the new Working Group will be offered assistance by the coordinators' liaison on the Board and the ICOM-CC Secretariat. At the end of the development period, the Board will evaluate if the newly established Working Group will acquire full status or not. The board will do so against criteria, which will have been negotiated with the new group at its inception. Full status means working independently. If full status is not achieved, the group will be dissolved.
- d Proposals for name changes, mergers and demergers of Working Groups must be submitted to the Board. The Board may consult relevant Working Group coordinators and members

before making a final decision. Merged or demerged groups are further subject to any other condition in the same way as new groups.

5.2 **Members**

Every member of ICOM-CC, who must be either an ICOM member or a Friend of ICOM-CC or Student Friend of ICOM-CC, may be a member of one or more Working Groups. The only requirement is registration on the coordinator's membership list, which must include the ICOM-CC or Friend of ICOM-CC or Student Friends of ICOM-CC registration number. Only ICOM members are eligible to vote and hold office.

5.3 **Abeyance/Dissolution**

If the aims of a given Working Group are not fulfilled, or if there is a lack of activity by a Group, the Board may decide to place the given Working Group in abeyance for a period of one Triennial period after which, in the absence of renewed activity, it will be dissolved. In exceptional circumstances the Board may take action or propose a new coordinator in order to continue the Working Group program until the issues are resolved. The final decision resides with the Board.