



## **BY-LAWS OF THE INTERNATIONAL COUNCIL OF MUSEUMS COMMITTEE FOR CONSERVATION**

*last revised September 2011*

The ICOM Committee for Conservation (hereinafter called the Committee) is an International Committee of the International Council of Museums (ICOM) in accordance with Article 17 of the ICOM Statutes. The Committee is a component of ICOM and subject to the ICOM Statutes and Policies, Code of Ethics, Rules for International Committees, and relevant decisions of the General Assembly and the Executive Council.

### **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 and conservation of cultural property by bringing together from all countries those who are responsible for cultural property: conservators, scientists, curators, educators, administrators and other related professionals (as defined in Article 3 of the ICOM Statutes).
- 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 members, Working Group Coordinators and the Directory Board (hereinafter called the Board) who are members of ICOM in good standing who have selected the Committee for Conservation as the International Committee in which to vote in accordance with the Rules for International Committees, as well as other ICOM members, Friends of ICOM-CC, and Student Friends of ICOM-CC.
- 2.2. In accepting their office, Board members and Coordinators undertake to devote sufficient time and to find the means necessary to carry out their functions.
- 2.3 The Committee will meet every three years in a full session known as a Triennial Conference, which includes a General Assembly, and on the occasion of the ICOM General Conference, which takes place the year before the ICOM-CC Triennial Conference. The Committee also holds such interim meetings as it considers necessary for carrying out its Working Group programs. All ICOM members, Friends of ICOM-CC and Student Friends of ICOM-CC and other interested persons may attend.

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- 2.4 During the Triennial Conference the election of the Board and Coordinators will take place. Changes in the organizational procedures and By-Laws will be ratified during the General Assembly by a simple majority of votes expressed by direct or electronic voting.\*
- 2.5 The Treasurer will prepare a financial statement for inclusion in the Chairman's Annual report to ICOM. A detailed report on the triennium will be given to the membership before the Triennial Conference for ratification at the General Assembly.
- 2.6 ICOM-CC Medals may be awarded at the General Assembly on a motion of the Board to those persons who have rendered exceptional services to the ICOM Committee for Conservation in particular and to the conservation profession in general.

### **3. Directory Board**

- 3.1 The Board is composed of eight elected members. In addition, 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 Board members representing conservators, conservation scientists, administrators and other related professionals. A maximum of two member of the Board may be elected from any one country of residence. The Director General of ICCROM may preside over secret and separate ballots for the positions of Chairperson, two Vice-Chairpersons and Treasurer from within the ranks of the elected members of the Board. The Board will appoint an Administrative Secretary.
- 3.2 The Committee elects the Board at the Triennial Conference for a period of three years by direct or electronic voting.\* A simple majority of valid votes will determine the result. No later than six months before the Triennial Conference the Board will call for nominations. Any member of ICOM in good standing who has chosen the Committee for Conservation as the Committee in which to vote may stand 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 website at least three months before the date of the Triennial Conference.
- 3.3. Board members may serve a maximum of two consecutive terms of office unless s/he holds an executive position only during the second triennial term, in which case s/he is eligible for election to the Board for one further triennial period.
- 3.4 An Election Committee consisting of an Election Supervisor and two scrutineers will be established by the Board 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 final plenary session. Prior to that time the previous Board maintains operational responsibility for running the Triennial Conference.



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- 3.6 The Board may at its discretion co-opt up to two members for specific functions.
- 3.7 If a member of the Board ceases to hold office during the period between Triennial Conferences, the position may be filled by the co-option of another voting member of the Committee until the next Triennial Conference. A member of the Board shall cease to hold office if the member:
- a. Resigns from the Board
  - b. Is no longer a voting member of the Committee.
- 3.8 The Board will meet at least once a year. Delegates from international organizations such as UNESCO, ICOMOS, IIC or other national organizations as appropriate may be invited to attend meetings of the Board as appropriate.
- 3.9 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 1.
  - b. To secure a host and location for the Triennial Conference and provide advice to the National Organizing Committee of the host country.
  - c. To decide upon the formation or reorganization of Working Groups, Task 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 fulfill their duties as described in these By-Laws (Para 4.5), subject to a three-quarter majority of the Board.
  - f. To make provisional changes in the By-Laws as required, for ratification at the next General Assembly of the Committee by direct or electronic voting.\*
  - g. To bring resolutions to the attention of members with four months' notice prior to voting either directly at the General Assembly or by electronic means.\* A Coordinator will normally propose a resolution but individuals may also submit. A simple majority 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 Conference. Election results are to be confirmed by the Board. Coordinators are elected at each Triennial Conference and may hold office for a maximum of two consecutive terms.

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- 4.2 ICOM members in good standing who have chosen the Committee for Conservation as the International Committee in which to vote and who are members of the Working Group will elect the Coordinator by direct or electronic voting\* during the Working Group business meeting. A simple majority of valid votes will determine the result. The election is supervised by the outgoing Coordinator.
- 4.3 The outgoing Coordinator will provide the list of Working Group members eligible to vote.
- 4.4. If a Coordinator steps down during the period between Triennial Conferences, an Assistant Coordinator replaces him/her until the next Triennial Conference. If no Assistant Coordinators are available, the Board may appoint a member of the Working Group.
- 4.5 Each Coordinator will appoint one or more Assistant Coordinator(s).
- 4.6 The functions of Coordinators are:
- 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.
  - To solicit and review papers for presentation by the Working Groups during the Triennial Conference. Coordinators will also participate in the process laid out by the Board for the final selection of papers to be published in the Preprints of the Triennial Conference.
  - 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 Conference of the 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

- 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.



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- b. A (new) Working Group should be given a name that 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 Conference. 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 Every member of ICOM-CC, who must be either an ICOM member or 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 or Friend of ICOM-CC registration number. Only ICOM members who have selected the Committee for Conservation as the International Committee in which to vote 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.

\*Electronic voting may be used whenever technically and logistically possible.