

Rules of Procedure of the ICOMOS General Assembly

Adopted by the Founding General Assembly, modified by:
The 9th General Assembly (Lausanne, 1990),
The 13th General Assembly (Madrid, 2002) and
The 17th General Assembly (Paris, 2011)

[Revised draft prepared by the ICOMOS Board, Fukuoka, 2015](#)

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Commentaire [p1]: Under the Statutes the General Assembly is the only statutory body empowered to adopt and amend the ICOMOS Rules of Procedure. The Board is only empowered to prepare and review them.

Supprimé: 14

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Supprimé: Chairman

Supprimé: Chairman

Supprimé: 20

Supprimé: 22

Supprimé: 23

Supprimé: Procedure

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Definitions

In these Rules:

All terms used to designate the person with duties or functions are to be interpreted as implying that men and women are equally eligible to fill any post or seat associated with the these functions and duties.

The term "triennial General Assembly" means the General Assembly at which is conducted the business specified in the ICOMOS Statutes to occur every third year, including (among other items) the election of the office-bearers and Board, the adoption of the ICOMOS triennial General Program and budgetary guidelines for the forthcoming triennium, the nomination of the auditor, the adoption of doctrinal text, and the conferral of Honorary memberships. [Statutes Article 9d]

The term "extraordinary General Assembly" means a General Assembly convened for the specific purpose of either amending the Statutes or dissolving the association, in accordance with Articles 23 and 24 of the Statutes.

The term "special General Assembly" means a General Assembly convened by the President at the request of the majority of the members of the Board or of one third of the National Committees each represented by at least two voting members, in accordance with Article 9b of the Statutes.

The term "annual General Assembly" means a General Assembly convened for the approval of the annual accounts and budget according to Article 9b of the Statutes, which is not a triennial General Assembly, an extraordinary General Assembly or a special General Assembly.

1 Sessions

Article 1

Date of meeting

- 1 The ICOMOS General Assembly shall meet every year on the date chosen by the Board, taking into account any preference which the previous Assembly may have expressed.
- 2 Except in the case of a special General Assembly or an extraordinary General Assembly, the General Assembly shall be held at the same time as the Advisory Committee.

Article 2

Place of meeting

- 1 The General Assembly shall be held at a place chosen by the Board.
- 2 If the General Assembly is held elsewhere than at the ICOMOS Headquarters, at the invitation of an ICOMOS National Committee, the host country shall undertake to welcome all participants, whatever may be their country of origin.
- 3 In the event of circumstances which in the opinion of the Board render it inadvisable to hold the General Assembly at the place or on the date chosen at the previous session, the Board may, after consulting the National Committees and with the agreement of the majority of the Committees, convene the meeting elsewhere.
- 4 The annual and triennial General Assemblies shall be held in the same place as the Advisory Committee.

Article 3

Special and extraordinary General Assemblies

- 1 An extraordinary General Assembly may be held at the same time and in the same place as a triennial General Assembly, or at a time and in a place chosen by the Board.
- 2 A special General Assembly shall be held at the ICOMOS Headquarters unless the Board finds it necessary to convene the General Assembly elsewhere.

Article 4

Prior notification of meetings

- 1 The President shall notify all members of ICOMOS not less than two months in advance of the date and place of an annual General Assembly, a special General Assembly or a triennial General Assembly, and not less than four months in advance of the date and place of an extraordinary General Assembly. [Statutes Articles 9b, 23 and 24].
- 2 UNESCO, ICOM (the International Council of Museums), ICCROM (the Rome Centre), the International Union for the Conservation of Nature (IUCN) and any other international or national, non-governmental or inter-governmental organisation designated by the Board shall be notified of any General Assembly by the President of ICOMOS who shall invite them to send observers.

2 Agenda

Supprimé: in these Rules

Commentaire [A2]: This is not a term used in the Statutes but is used here for convenience.

Commentaire [A3]: The terms 'ordinary session' and 'extraordinary session' are no longer used in the Statutes

Supprimé: Ordinary sessions¶

Supprimé: three

Supprimé: s in ordinary session,

Supprimé: Executive Committee

Supprimé: 1

Supprimé: Executive Committee

Supprimé: <#>¶
2 . If the General Assembly is held elsewhere than at the ICOMOS Headquarters, at the invitation of an ICOMOS National Committee, the host country agrees to welcome all participants, whatever may be their country of origin.¶
3 - In the event of circumstances which in the opinion of the Executive Committee render it inadvisable to hold the General Assembly at the place or on the date chosen at the previous session, the Executive Committee may, after consulting the National Committees and with the agreement of the majority of the Committees, convene the meeting elsewhere.

Supprimé: ¶
¶
Extraordinary sessions¶
¶

Supprimé: Convocation and place of meeting

Commentaire [A4]: An EGA to change the Statutes would generally be held in conjunction with a triennial General Assembly, whereas an EGA to dissolve the association might need to be called at short notice.

Supprimé: The General Assembly may meet in extraordinary session in accordance with the ICOMOS Statutes, if convened by the President at the request of the majority of the members of the ...

Supprimé: Extraordinary sessions

Supprimé: Executive Committee

Supprimé: Ordinary and Extraordinary sessions¶ ...

Supprimé: eight

Supprimé: the ordinary session

Supprimé: forty days

Supprimé: session

Supprimé: .

Commentaire [p5]: These are the minimum notice periods specified in the ...

Supprimé: Executive Committee

Supprimé: session

Supprimé: ¶

Supprimé: ¶
Ordinary sessions¶

Article 5

Provisional agenda for annual and triennial General Assemblies

- 1 The provisional agenda shall be prepared by the Board pursuant to Article 6, not later than three months before the opening of the sessions.
- 2 This agenda shall be communicated to the members, to UNESCO, to ICOM, ICCROM (Rome Centre), IUCN and to other invited organisations, not less than two months before the opening session, [Statutes Article 9b].

Article 6

Contents of provisional agenda for annual and triennial General Assemblies

The provisional agenda shall include:

- a Election of the President of the General Assembly, of three Vice-Chairmen, of the General Assembly Secretary and of the Rapporteur,
- b Appointment of Committees on Credentials and Candidatures,
- c Receipt of the reports of the ICOMOS President and Treasurer on the management by the Board and the health and financial situation of the association,
- d Approval (if thought fit) of the annual report and annual accounts, and discharge of the Board and the Treasurer from liabilities,
- e Voting of the budget for the next year,
- f If required, adoption and amendment of the ICOMOS Rules of Procedure, and
- g If any Board position has fallen vacant since the previous General Assembly, the election of a replacement for each vacant position.

For a triennial General Assembly, the provisional agenda shall include in addition to the above items:

- h Outgoing Secretary General's Report on programme and activities for the previous three years,
- i Programme for the forthcoming three-year period,
- j Budget for the forthcoming three-year period,
- k Election of the President and Vice-Presidents of ICOMOS, of the Secretary General, Treasurer General and other members of the Board,
- l Election of Honorary Members (if any),
- m Rates of subscription for the following three-year period,
- n Any item proposed by a previous General Assembly,
- o Any item proposed by the Advisory Committee or Board,
- p Any draft resolution in accordance with Article 43, and
- q Any item proposed by the Director-General of UNESCO.

For every second triennial General Assembly, the provisional agenda shall include in addition to the above items:

- r Receipt of a report on the ICOMOS Ethical Principles.

Article 7

Supplementary items

Any other items of an urgent and important character included after the two month limit shall be submitted to the Bureau who, as far as possible, shall present these items in the form of a supplementary agenda.

Article 8

Preparation of the revised agenda for annual and triennial General Assemblies

The Bureau shall prepare, on the basis of the provisional agenda and supplementary agenda, the revised agenda which shall be submitted to the Board for approval.

Article 9

Agenda for a special General Assembly

- 1 The agenda for a special General Assembly shall be prepared by the Board.
- 2 It shall be communicated to ICOMOS members, to UNESCO, ICOM, ICCROM (Rome Centre), IUCN and to other invited or represented organisations at least two months before the opening of the session.
- 3 The agenda for a special General Assembly shall contain only the items proposed by those at whose request the meeting has been convened, being either a majority of the Board or one third of the National Committees each represented by at least two voting members.

Article 10

Agenda for an extraordinary General Assembly

- 1 The agenda for an extraordinary General Assembly shall be prepared by the Board.
- 2 It shall be communicated to ICOMOS members, to UNESCO, ICOM, ICCROM (Rome Centre), IUCN and to other invited or represented organisations at least four months before the opening of the session.

Supprimé: Executive Committee

Supprimé: , in function of the proposed items,

Supprimé: 120 days

Commentaire [p6]: The Statutes require that the notice of every GA be sent at least two months before the meeting and contain its agenda.

Supprimé: 60 days

Supprimé: .

Supprimé: ¶

Supprimé: Chairman

Commentaire [A7]: This assumes that the last paragraph of Article 9d10 in the Statutes refers to Board members rather than office-bearers.

Supprimé: b

Supprimé: c - Outgoing Treasurer General's Report¶
d

Supprimé: e

Supprimé: f

Supprimé: Executive Committee

Supprimé: g

Supprimé: h

Commentaire [p8]: This can now happen only at an extraordinary GA

Supprimé: i - Amendments to the Statutes (if any),

Supprimé: ¶
j - Appointment of Subcommittees on Credentials and Candidatures,¶
k

Supprimé: l

Supprimé: or Executive

Supprimé: s

Supprimé: m

Supprimé: item proposed by a National Committee, or by at least 15 members of ICOMOS

Supprimé: n

Supprimé: ¶

Supprimé: 60 day

Supprimé: Executive Committee

3 The agenda of an extraordinary General Assembly shall contain only the items relating to the specific purpose of the meeting, either the amendment of the Statutes or the dissolution of the association, as the case may be.

Article 11
Documents relating to agenda items

Documents relating to agenda items, and in particular the annual financial report and accounts, must be communicated to the members at least three weeks prior to the opening session of the General Assembly.

Article 12
Approval of a revised agenda

If the provisional agenda has been revised, the General Assembly, as soon as possible after the opening of the session, shall adopt this revised agenda.

Article 13
Amendments, deletions and new items

- 1 During a session of the General Assembly, items may be amended or deleted from the agenda in pursuance of a decision of the General Assembly.
- 2 New items of an important and urgent character proposed from the floor of an annual or triennial General Assembly may, with the approval of the General Assembly, be added to the Agenda.

3 Membership and credentials

Article 14
Composition

- 1 All members of ICOMOS have the right to attend the General Assembly.
- 2 Only such individual members and representatives of institutional members as have been duly designated by their National Committee (or, in the case of individual members in countries where no National Committee exists, duly designated by the Bureau) have voting rights. A majority of the designated voting members from each country must be individual members, and representatives of institutional members must be mandated by their institution [Statutes Articles 9a and 13d4].
- 3 Any voting member may give his proxy to another voting member of his National Committee (or, in the case of members in countries where no National Committee exists, his country). No member shall be entitled to have more than four votes in addition to his own [Statutes Article 9a4].
- 4 To be entitled to vote:
 - a National Committees, or individual and institutional members of ICOMOS in countries where no National Committee exists, must have transmitted to the International Secretariat all membership dues owed for the current and previous years. The number of votes is determined on the basis of membership dues received by 31 December of the previous year [Statutes Article 9a].
 - b Presidents of National Committees must have submitted to the ICOMOS International Secretariat, not less than one month before the General Assembly, a list of their voting members, signed by the National Committee President.
 - c The ICOMOS Bureau must have determined, not less than one month before the General Assembly, which individual and institutional members in countries where no National Committee exists are designated as voting members for their country.
 - d Proxies given to voting members who are present at the General Assembly must have been submitted to the ICOMOS International Secretariat one month before the General Assembly, or (in cases of subsequent illness, misadventure or emergency) not later than 24 hours before a vote at which the proxy is to be exercised, or in the case of a triennial General Assembly not later than 6 pm of the first working day of the General Assembly.

Article 15
Names of observers

The organisations invited to send observers according to Article 4.2 shall communicate the names of their observers to the President, one week before the opening of the General Assembly.

Article 16
Provisional admissions to a session

Any person to whose admission a member of ICOMOS has made objections shall be seated provisionally with the same rights as other members, until the Credentials Committee has reported and the General Assembly has given its decision.

4 Organisation of the General Assembly

Supprimé: ¶

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Supprimé: 10

Supprimé: the

Supprimé: ¶

Supprimé: Extraordinary sessions¶

¶

Article 11¶
Provisional agenda¶

1 - The provisional agenda shall be prepared by the Executive Committee.¶

2 - It shall be communicated to ICOMOS members, to UNESCO, ICOM, ICCROM (Rome Centre) and to other invited or represented organisations at least 30 days before the opening of the session.¶

¶

Article 12¶
Contents of provisional agenda¶

The provisional agenda of an extraordinary session shall consist only of items proposed by either the Executive Committee, by one third of the National Committees or by at least one third of the voting members.¶

¶

Article 13¶
Approval of the agenda¶

The provisional agenda and any supplementary items shall be submitted to the General Assembly for approval, as soon as possible after the opening of the extraordinary session.¶

¶

Article 14¶
Amendments and deletions¶

During an extraordinary session of the General Assembly, items may be amended or deleted from the agenda in pursuance of a decision of the General Assembly.¶

¶

Supprimé: 15

Supprimé: 1 .

Supprimé:

Supprimé: Institutional

Supprimé: Members

Commentaire [p9]: Some National Committees have had difficulty in meeting the new requirement, in some cases because their own statutes specify dates that make compliance problematic. In the past, the Credentials Committee has recommended exemption from strict compliance with the Statutes where it is reasonable and equitable to do so.

Commentaire [PP10]: This is intended to cover Annual, Special and Extraordinary General Assemblies which would normally last no more than half a day

Supprimé: (in accordance with articles 6 (b) and 13 (f) of the ICOMOS Statutes).¶

2 - Any voting member may give his proxy to another voting member of his National Committee who must hand the ICOMOS International Secretariat a signed and dated proxy form before 6 pm of the first working day of the General Assembly. No member...

Supprimé: 16

Supprimé: 17

Article 17

Annual and triennial General Assemblies

1. At the beginning of each session, the General Assembly shall elect a Bureau consisting of a President, three Vice-Presidents, a General Assembly Secretary and a Rapporteur of different nationalities and shall appoint a Credentials Committee, a Candidatures Committee (if an election is to be held), a Resolutions Committee (if draft resolutions are to be presented to the General Assembly) and such other Committees as may be required for the transaction of its business. If the current Secretary General is not a candidate for an office, it will not be necessary to elect a General Assembly Secretary. At the same time, if an election is to be held, the General Assembly shall elect a Teller and at least two Assistant Tellers among ICOMOS members (except those standing for election) and invited observers.

2. At an annual General Assembly, unless the General Assembly otherwise decides, the President of ICOMOS, or one of the Vice-Presidents of ICOMOS, shall preside, and the Secretary-General shall act as the Secretary and Rapporteur of the General Assembly. The Vice-Presidents of ICOMOS shall act as the Credentials Committee, and as the Candidatures Committee if an election for a vacant Board position is to be held.

3. Every effort shall be made to ensure that as many regions of the world as possible are represented within the Bureau and the Committees of the General Assembly.

Article 18

Special and extraordinary General Assemblies

The special General Assembly or extraordinary General Assembly shall elect a Bureau consisting of a President, three Vice-Presidents, a General Assembly Secretary and a Rapporteur of different nationalities (none of whom is a candidate for office, if an election is to be held at a special General Assembly), and shall appoint a Credentials Committee, a Candidature Committee (if an election is to be held at a special General Assembly), and such other Committees as may be required for the transaction of its business. If the current Secretary General is not a candidate for an office (if an election is to be held at a special General Assembly), it will not be necessary to elect a General Assembly Secretary.

5 President and Vice-Presidents

Article 19

Acting President

At the opening of each triennial General Assembly, the President of the previous triennial General Assembly or, in his absence, one of the Vice-Presidents of the previous Assembly, shall preside until the General Assembly has elected the President and Vice-Presidents of the General Assembly. At the opening of all other General Assemblies, the President of ICOMOS or, in his absence, one of the Vice-Presidents of ICOMOS, may preside until the General Assembly has elected the President and Vice-Presidents of the General Assembly.

Article 20

General powers of the President

In addition to exercising the powers which are conferred upon him elsewhere by these articles, the President of the General Assembly shall declare the opening and closing of each plenary meeting of the General Assembly; he shall direct the discussions, ensure observance of these articles, accord the right to speak, put questions to the vote and announce decisions. He shall rule on points of order, shall control the proceedings and shall maintain order.

Article 21

Vice-Presidents

If the President of the General Assembly finds it necessary to be absent during a meeting or any part thereof, his place shall be taken by one of the Vice-Presidents of the General Assembly, who shall have the same powers and responsibilities as the President.

6 Committees of the General Assembly

Article 22

Credentials Committee

1. The Credentials Committee shall consist of a Chairman and four Members of different nationalities who shall be elected by the General Assembly on the proposal of the President of the Assembly in accordance with Article 17.

2. It shall elect its own Rapporteur.

3. The Credentials Committee shall examine a report prepared by the ICOMOS International Secretariat, check its accuracy, and present the results to the General Assembly on the credentials of voting members, of proxies and of all other persons admitted to the General Assembly, in accordance with the ICOMOS Statutes [Statutes Articles 9a and 13d] and in accordance with Article 14.

- Supprimé: 18
- Supprimé: Ordinary session
- Supprimé: 1 .
- Supprimé: Chairman,
- Supprimé: Vice
- Supprimé: Chairmen
- Supprimé: and Commissions
- Supprimé: it
- Commentaire [A11]: This procedure is suggested as a default for the annual GA so as to avoid too much bureaucracy for what should be a short meeting. However, the GA can still decide to vote for a different President, Bureau and Committees if it so wishes.
- Supprimé: <#>¶
- 2. Every effort shall be made to ensure that as many regions of the world as (...)
- Supprimé: 19
- Supprimé: Extraordinary
- Supprimé: sessions
- Supprimé: The General Assembly (...)
- Supprimé: ¶
- Supprimé: Chairman and Vice (...)
- Supprimé: 20
- Supprimé: Chairman
- Commentaire [p12]: This has (...)
- Supprimé: session of the
- Supprimé: Chairman
- Supprimé: session
- Supprimé: Vice
- Supprimé: Chairmen
- Supprimé: Chairman
- Supprimé: for
- Supprimé: session
- Supprimé: 21
- Supprimé: Chairman
- Supprimé: Chairman
- Supprimé: insure
- Supprimé: 22
- Supprimé: Vice
- Supprimé: Chairmen
- Supprimé: Chairman
- Supprimé: Vice
- Supprimé: Chairmen
- Supprimé: Chairman
- Supprimé: ¶ (...)
- Supprimé: 23
- Supprimé: Chairman
- Supprimé: Verification of Credentials -
- Supprimé: (Articles 6-b and 13-f) (*1)
- Supprimé: the following:

Article 23

Candidatures Committee

- 1 The Committee on Candidatures shall consist of a Chairman and four members, each representing a different country, who shall be elected by the General Assembly on the proposal of the President of the Assembly, in accordance with Article 17.
- 2 It shall elect its own Rapporteur.
- 3 The Candidatures Committee shall examine all files proposing candidates for election to the posts of President of ICOMOS, Vice- President, Secretary General, Treasurer or to the Board, and shall determine the eligibility of the candidates under Article 9d9 of the Statutes, on the basis of the list of members supplied by the ICOMOS International Secretariat. It shall prepare ballots as provided for by Article 53.

Article 24

Resolutions Committee

- 1 The Resolutions Committee shall consist of a Chairman and four members of different nationalities who shall be elected by the General Assembly on the proposal of the President of the Assembly. The Treasurer of ICOMOS shall be an ex-officio member of the Committee, and one of the Vice-Presidents of ICOMOS may also be co-opted to the Committee. The members proposed by the President should be selected for their ability to contribute to the work of the Committee, and shall include the members of the ad hoc committee referred to in Article 24.5 below.
- 2 It shall elect its own Rapporteur.
- 3 All draft resolutions shall be submitted to the ICOMOS International Secretariat in accordance with Article 44.
- 4 The Committee shall examine and report to the General Assembly on the presented draft resolutions according to the terms of Article 44. It shall have the right to coordinate and to evaluate the presented draft resolutions in order to obtain balance in substance and in form and may in this connection discuss the text with the member(s) or Committee(s) who submitted the draft resolutions. In case of non-consensus between the Resolutions Committee and the member(s) or Committee(s), the different points of view are to be presented to the General Assembly.
- 5 In order to prepare the work of the General Assembly Resolutions Committee, the President of ICOMOS is empowered to appoint a small ad hoc committee on Resolutions six months before the General Assembly. This ad hoc committee is intended to be part of the Resolutions Committee that is appointed by the General Assembly.

Article 25

Ad hoc Committees

The General Assembly may appoint ad hoc Committees whose task shall be the preparation and examination of specific problems. Those ad hoc Committees shall appoint their own Chairman and Rapporteur and shall report to the General Assembly. Members of any such Committees shall be of different nationalities.

7 Secretariat

Article 26

Duties of the General Assembly Secretary

- 1 The General Assembly Secretary shall act in the capacity of Secretary General at all General Assembly meetings relating to elections, election procedures and committees. The General Assembly Secretary may appoint one or more members of the Board, who are not standing for election, to act in his place at all such meetings, unless the meeting relates to an election and the person concerned is a candidate for election.
- 2 The Secretariat of the General Assembly, hereinafter referred to as the Secretariat, is provided by the staff of the ICOMOS International Secretariat acting under the responsibility and direction of the General Assembly Secretary.

Article 27

Duties of the Secretariat

- 1 It shall be the duty of the Secretariat, acting under the authority of the General Assembly Secretary to receive, translate and distribute documents, reports and resolutions of the General Assembly, and its Committees, to provide translations of speeches made at meetings and the circulation of the minutes of the meetings, to ensure that resumes on all candidates for election are available for inspection, as provided for in Article 53, to be responsible for the safekeeping of such documents in the ICOMOS archives, and to perform all other work which the General Assembly may require.
- 2 At least three months before the General Assembly, the International Secretariat must send a letter to the Presidents of the National Committees reminding them:
 - a of the deadline, not less than one month before the General Assembly, by which the National Committee President is to send to the International Secretariat the President's signed list of voting members of the National Committee.

Supprimé: ¶
 <#>In order to vote, National Committees must be up to date with membership fees.¶
 <#>Chairmen of National Committees must have submitted to the ICOMOS International Secretariat, and not less than one month before the General Assembly, a list of their voting members, signed by the National Committee Chairman.¶
 <#>Proxies given to voting members who are present at the General Assembly must have been submitted to the ICOMOS International Secretariat preferably one month before the General Assembly and not later than 6 pm of the first working day of the General Assembly.¶

¶
 ¶
 ¶ Article 6b of the ICOMOS Statutes states:¶
 - ICOMOS members in each country shall be formed into National Committees, as defined in Article 13. Applications for ICOMOS membership shall be forwarded to the National Committee, where such Committee exists. All members of ICOMOS National Committees shall have the right (...)

Supprimé: 24

Supprimé: Chairman

Supprimé: ¶

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Supprimé: General

Supprimé: Executive Committee

Supprimé: 10

Supprimé: 54

Supprimé: 24A

Supprimé: Chairman

Supprimé: 44-1

Supprimé: ¶

Supprimé: 44

Supprimé: (*2)

Supprimé: ¶

Supprimé: ^2 . This opens the possibility(...)

Supprimé: 1 .

Supprimé: Executive Committee

Supprimé: /her

Supprimé: <#>The General Assembly (...)

Commentaire [p13]: This is stated in (...)

Supprimé: <#> If the current Secretary (...)

Supprimé: <#>¶ (...)

Supprimé: 1 .

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Supprimé: and Commissions

Supprimé: 54.2

Supprimé: <#> If the current Secretary (...)

Supprimé: Chairmen

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Supprimé: national

- b of the need to pay all membership fees in order to avoid defaulting on the National Committee's voting rights at the General Assembly.
- c of the deadline, not less than two months before a triennial General Assembly, by which draft resolutions have to be transmitted to the International Secretariat.

Commentaire [p14]: Although the number of votes is determined by the fees received by 31 December, the right to vote at all is arguably not – especially where there is a good reason that is acceptable to the Credentials Committee.

8 Languages

Article 28

Official languages

English and French (the two working languages of ICOMOS), and the national language of the host country in which the General Assembly is being held, are the official languages of the General Assembly.

Supprimé: ,

Supprimé: ,

Supprimé: Spanish and Russian

Supprimé:

Supprimé: other

Article 29

Other languages

Delegates are free to speak in languages other than the two working languages of ICOMOS, but they must themselves provide for translation or a summary of their speeches or remarks into one of the two working languages of ICOMOS, according to choice; the Secretariat shall provide translation into the other working language. Translation from and into the official language of the host country will not be provided by the Secretariat but may be provided by the host country if fully supported by the budget for the General Assembly.

Supprimé: s

9 Records

Supprimé: ¶

Article 30

Minutes

- Minutes shall be taken of all plenary meetings of the General Assembly.
- In order to ensure the correctness of the records of the meetings and to facilitate the task of the Secretariat, delegates are requested to send a summary of their statements to the offices of the Secretariat.

Article 31

Distribution of minutes

- The minutes provided for in the preceding rule shall be circulated in French and English to members and to bodies represented by observers as soon as possible after the close of the session to enable them to correct the text of their speeches or remarks within 30 days after receipt.
- After the period of 30 days provided for in paragraph 31.1, the Secretariat will proceed to compile a definitive text of the minutes.
- In case of any doubt as to meaning, the French version of the minutes (French being the official language of ICOMOS) shall be taken as the definitive version [Statutes Article 21c].

Article 32

Minutes of private meetings

In cases where meetings are held in private, the minutes in French and English are to be incorporated in the archives of ICOMOS and not made public unless their publication has been specifically authorised by the parties concerned.

Article 33

Circulation of resolutions

- Resolution adopted by the General Assembly shall be circulated by the President of ICOMOS to the members, to UNESCO and other organisations represented at the General Assembly and to all interested bodies within 60 days after the close of the session.
- The President of ICOMOS will report annually to the Advisory Committee and General Assembly on the implementation of the resolutions adopted and on the results or effects of the resolutions.

Supprimé: 1 .

Commentaire [A15]: This envisages a progress report on resolutions at the annual GA as part of the President's report

10 Public and private meetings

Article 34

Public meetings

The meetings of the General Assembly and of its Committees, and subsidiary bodies shall be held in public except where otherwise provided in these rules, or unless the body concerned decides otherwise.

Supprimé: 2 . The President of ICOMOS will report annually to the Advisory Committee and at the next General Assembly on the implementation of the resolutions adopted and on the results or effects of the resolutions.¶

Supprimé: , Commissions

Article 35

Private meetings

- 1 When it is decided, in exceptional circumstances, to hold a private meeting, all persons shall be excluded except the members entitled to vote and the necessary members of the Secretariat. The Chairman may authorise the presence of observers at a meeting.
- 2 Any decision taken at a private meeting of the General Assembly, its Committees, or subsidiary bodies shall be announced at an early public meeting.

Supprimé: , Commissions

11 Right to speak

Article 36

Members

All individual members of ICOMOS (including honorary and affiliate members) and all duly designated representatives of institutional members shall have the right to speak at the General Assembly, subject to the provisions of Articles 39, 40, 41, 42, and 43.

Supprimé: sustaining

Supprimé: ,

Supprimé: and 44

Article 37

Observers

Observers invited under Article 4.2 may make oral or written statements in plenary meetings of the General Assembly.

12 Conduct of business

Article 38

Quorum

- 1 At plenary meetings of a General Assembly other than an extraordinary General Assembly, the quorum shall be formed by one-third of the National Committees of ICOMOS each represented by at least one voting member present or represented, calculated according to the Statutes [Statutes Article 9a].
- 2 At an extraordinary General Assembly, the quorum shall be determined in accordance with the Statutes [Statutes Articles 23 and 24].
- 3 At meetings of Committees of the General Assembly the quorum shall be formed by the majority of the members of that body.

Supprimé: 1 .

Supprimé: the

Supprimé: voting members of ICOMOS, calculated according to Article 6b of the Statutes.

Article 39

Order of speakers

- 1 Except as provided for below, the President shall call upon speakers in the order in which they signify their wish to speak.
- 2 The Chairman or the Rapporteur of a Committee may be accorded precedence for the purpose of submitting or upholding the report of the Committee.

Supprimé: <#>¶

2 . At meetings of Committees and Commissions of the General Assembly the quorum shall be formed by the majority of the members of that body.¶

Supprimé: Chairman

Supprimé: or Commission

Supprimé: or Commission

Article 40

Statements of the President of ICOMOS and the Secretary General

The President and the Secretary General of ICOMOS, or a member of the Board designated by them, may make either oral or written statements at any time to the General Assembly or to a Committee concerning any question under consideration by them, with the approval of the President of the General Assembly or Chairman of the Committee.

Supprimé: Executive Committee

Supprimé: , to the General Assembly or to a Committee or Commission concerning any question under consideration by them

Article 41

Closing of list of speakers

- 1 During the course of a debate, the President may announce the list of speakers and, with the consent of the General Assembly, declare the list closed.
- 2 He may however, accord the right of reply to any member if a speech delivered after he has declared the list closed makes this desirable.

Supprimé: Chairman

Article 42

Points of order

- 1 In the course of a debate, any member may raise a point of order, and such a point of order shall be immediately decided by the President.
- 2 An appeal may be made against the ruling of the President. It shall be put to vote immediately, and the President's ruling shall stand unless overruled by a majority of the voting members present and voting.
- 3 A time-limit on speeches may be proposed by the President or may be raised as a point of order by any member of the Assembly.

Supprimé: Chairman

Supprimé: Chairman

Supprimé: Chairman's

Supprimé: the

Supprimé: Chairman

Article 43

Order of procedural motions

Subject to Article 42 the following motions shall have precedence in the following order over all proposals or motions before the meeting:

- a to suspend the meeting,
- b to adjourn the meeting,
- c to adjourn the debate on the item under discussion,
- d to close the debate on the item under discussion.

Article 44

Proposed resolutions and motions

- 1 Any member or Committee (including the Bureau and Board) of ICOMOS may propose a draft resolution or a motion for discussion at the General Assembly. All proposed resolutions shall be handled in accordance with Article 24. Except in cases of emergency, draft resolutions other than those required by the Statutes shall be discussed or considered only at a triennial General Assembly.
- 2 All draft motions or resolutions proposed for adoption by the General Assembly must be supported by at least ten ICOMOS members from three different Committees, or by three National Committees or three International Scientific Committees.
- 3 All draft resolutions must be submitted in writing, in both French and English, to the International Secretariat at least two months prior to the opening of the General Assembly, for consideration by the ad-hoc Resolutions Committee. Draft motions or resolutions submitted after the above deadline will only be considered by the ad-hoc Resolutions Committee, or the Resolutions Committee elected by the General Assembly, in cases of emergency.
- 4 Those proposing the draft resolution should endeavour to make the draft as simple as possible, so that its purpose is clear and the proposed actions are brief, relevant and within the competence of ICOMOS. (To this end, it is suggested that the part of the draft resolution describing the issue should be three to five paragraphs long, and the operational part one to three paragraphs.)
- 5 The Resolutions Committee shall decide whether a case of emergency exists that warrants consideration of any draft resolution submitted at an annual General Assembly, or not submitted by the deadline required for a triennial General Assembly. In order to be eligible for consideration by the Resolutions Committee as a case of emergency, any draft resolution must be supported by at least five National Committees or five International Scientific Committees. In no case will the Committee submit a resolution to the General Assembly unless it has been received in writing by the ICOMOS International Secretariat at least 48 hours prior to the session of the General Assembly at which the draft resolution is to be considered.
- 6 As a general rule, no motion may be discussed or put to the vote unless copies of it have been circulated to all members present by the ICOMOS International Secretariat not later than the day preceding the discussion.
- 7 Notwithstanding the provisions of the foregoing paragraph, the President may permit the discussion and examination of draft resolutions, point of order or amendments to substantive motions, without previous circulation of copies.
- 8 Any draft resolution proposed, which in the opinion of the Treasurer or the Director General of ICOMOS has implications in terms of human and/or financial resources, shall not be submitted by the Resolutions Committee to the General Assembly unless the provenance of the resources is specified and they have been committed.

Supprime: Proposal

Supprime: 1 .

Supprime: A

Supprime:

Supprime: Proposals for adoption by the General Assembly of new motions or amendments to the draft programme shall whenever they involve the undertaking of new activities or a substantial increase in budgetary expenditure, be submitted in writing to the ICOMOS International Secretariat before 6 pm of the first working day of the General Assembly.¶
Other draft resolutions shall be submitted to the ICOMOS International Secretariat before 6 pm of the second working day of the General Assembly.¶
2 . As a general rule, no motion may be discussed or put to the vote unless copies of it have been circulated to all members present by the ICOMOS International Secretariat not later than the day preceding the discussion.¶
3 Notwithstanding the provisions of the foregoing paragraph, the Chairman may permit the discussion and examination of draft resolutions, point of order or amendments to substantive motions, without previous circulation of copies.¶
4 Any draft resolution proposed, which in the opinion of the Treasurer General has implications in terms of human and/or financial resources, shall not be submitted by the Resolutions Committee to the General Assembly unless the provenance of the resources is specified and they have been committed.¶
¶

Supprime: 1 .

Supprime: 23-3

Supprime: 2 Each National Committee which has paid its membership fees has the right to vote. The number of votes is limited to 18 for each National Committee.¶
3 The right to vote at the General Assembly is given to those members elected by their own National Committees in accordance with their own statutes and the statutes of ICOMOS.¶
4 The Chairman of the National Committee must sign and send to the ICOMOS Secretariat a list of the voting members of that National Committee at least one month before the General Assembly.¶
5 Honorary members, sustaining members and observers shall not have the right to vote.¶

Supprime: Simple majority

Supprime: Decisions

13 Voting

Article 45

Voting rights

- 1 Procedures for voting rights shall be consistent with the procedures set forth in Article 14.
- 2 Each National Committee which has paid its membership fees has the right to vote. The number of votes for each National Committee, and for countries in which no National Committee exists, will be determined in accordance with the Statutes [Statutes Article 9a].
- 3 The right to vote at the General Assembly is given to those members designated in accordance with the Statutes [Statutes Articles 9a3 and 13d4].
- 4 Observers shall not have the right to vote.

Article 46

Decisions

Unless otherwise specified in these Rules or in the Statutes, decisions of the General Assembly shall be taken by a simple majority of the voting members present or validly represented, provided that they come from at least a third of the National Committees.

Article 47

Voting amendments to the statutes

Amendments to the Statutes shall be adopted in accordance with the Statutes [Statutes Article 23].

Supprimé: statutes
Supprimé: by a two-thirds majority of the voting members present or validly represented

Article 48

Voting

Normal voting shall be by a show of hands or by standing, except for voting by secret ballot as provided for in Articles 51 and 54.

Supprimé: Vote
Supprimé: . Vote by roll-call or

Article 49

Separate vote

Parts of a proposal shall be voted on separately, if a member requests that the proposal be divided. The resulting proposal shall then be put to a final vote in its entirety.

Supprimé: shall be taken in the cases
Supprimé: under
Supprimé: 49, 52 and 55

Article 50

Voting of amendments

- 1 When an amendment to a proposal is moved, the amendment shall be voted on first.
- 2 When two or more amendments to a proposal are moved, the General Assembly shall first vote the amendment deemed by the President to be furthest removed in substance from the original proposal and then so on, until all the amendment have been put to the vote.
- 3 If one or more amendments are adopted, the amended proposal shall then be voted upon.
- 4 A motion is considered as an amendment to a proposal if it merely adds to, deletes from or revises part of that proposal.

Supprimé: Article 49¶
Roll-call¶
1 . When the result of a vote by show of hands or by standing is in doubt, the Chairman may take a second vote, by a roll-call.¶
2 . Vote by roll-call shall be taken if it is requested by not less than two members. The request shall be made to the Chairman before voting takes place, or immediately after a vote by show of hands or by standing.¶
3 . When a vote is taken by a roll-call, the vote of each member participating shall be inserted in the verbatim record of the meeting.¶
¶

Article 51

Secret ballot

- 1 The President of ICOMOS, the office-bearers (other members of the Bureau) and the members of the Board shall be by secret ballot, as set forth in Article 54.
- 2 A vote by secret ballot shall be taken if so requested by the General Assembly or a Committee, or by five or more voting members present and from five different National Committees.

Supprimé: 50
Supprimé: 51
Supprimé: Chairman
Supprimé: 52

Article 52

Equally divided votes

If a vote is equally divided in voting not concerned with elections, the President of the General Assembly shall have the decisive casting vote.

Supprimé: election of the
Supprimé: Executive Committee
Supprimé: 55

14 Elections

Article 53

Candidatures and preparation of ballots

- 1 Files on all candidates proposed by National Committees or by members of ICOMOS, in accordance with the following requirements, shall be submitted to the ICOMOS International Secretariat at least 48 hours before any election, and in the case of a triennial General Assembly by 6 pm of the first working day of the General Assembly.
- 2 Files on candidates for the Board must include:
 - a letter of proposal signed by a National Committee or by at least three members of ICOMOS,
 - a brief résumé of the professional career, qualifications and current position of the candidate,
 - a statement from the candidate to the effect that he will serve if elected.
3. Files on candidates for the offices of President, Vice-President, Secretary General and Treasurer must include:
 - a nominator's letter signed by a member of ICOMOS from the region in which the country of the candidate is located,
 - a brief résumé of the professional career, qualifications and current position of the candidate,
 - seconding letters from at least three other members of ICOMOS representing at least three countries other than that of the nominator from the region in which the country of the candidate is located,
 - a statement from the candidate to the effect that he will serve if elected.
4. The Secretariat shall ensure that resumés on all candidates are available for inspection 24 hours before the time of balloting at a central place to be announced at the opening of the General Assembly.
5. The Committee on Candidatures shall meet on the evening of the first working day of the triennial General Assembly to determine the eligibility of the candidates under the Statutes on the basis of the list of members supplied by the ICOMOS International Secretariat. It shall prepare separate ballots for the offices of
 - President

Supprimé: 53
Supprimé: 54
Supprimé: 1 . Subject to Article 12-c of the ICOMOS Statutes, f

Supprimé: rules for electoral procedure in force
Supprimé: ICOMOS

Commentaire [PP16]: This is intended to give effect to Article 9d10 of the Statutes, which states that the Vice-Presidents shall be nominated by their region

Supprimé: ¶
¶ Files on candidates for the Executive Committee must include:¶

Supprimé: <#> .

Supprimé: <#>a letter of proposal signed by a National Committee or by at least three members of ICOMOS,¶

Supprimé: <#> .

Supprimé: <#>a brief résumé of the professional career, qualifications and current position of the candidate,¶

Supprimé: <#> .

Supprimé: <#>a statement from the candidate to the effect that he will serve if elected.¶

¶

Supprimé: résumés

- [Five Vice Presidents](#)
- [Secretary General](#)
- [Treasurer](#)

and for the elected members of the Board.

6. [The ballots shall list all eligible candidates for each office in alphabetical order. They shall be prepared so that all candidates for office-bearer \(the Bureau\) are included in the list of candidates for the Board. In the event that a duly proposed candidate for an office-bearer position is not elected to that office, he shall be considered a candidate for the Board.](#)

Article 54

Elections

- 1 The roll of voting members present or represented by proxy shall be [confirmed](#) and votes shall be cast by secret ballot. At each ballot, any ballot carrying a number of votes greater than the number of vacancies to be filled shall be null and void.
- 2 Those candidates for the office of Vice-President receiving the highest number of votes shall be elected. No candidate for the office of President, Secretary General and Treasurer shall be elected to office by less than a majority of votes cast. If no candidate has received the majority of the votes cast, the second ballot shall include only the two candidates with the most votes.
- 3 If on any ballot, the votes are equally divided, the [President](#) of the [General Assembly](#) shall decide the position of the various candidates by drawing lots.
- 4 Those [candidates for the Board](#) receiving the highest number of votes shall be elected, provided that only one candidate may be elected to the [Board](#) from any one country. Where there is more than one candidate from the same country, only the candidate from that country receiving the highest number of votes shall be elected.
- 5 The Teller and the Assistant Tellers receive record and count the votes cast in the presence of the voting observers. Any candidate may name one voting observer, who is an ICOMOS member and can present a current ICOMOS membership card and who is not a candidate for office. The voting observers are not participants in the process of tallying the vote. Should they object to any action relating to specific counting procedures, they may make their objection known to the Teller and request instant cessation of the count and remedial action. After the Teller decides whether or not to take remedial action, should objections continue the voting observers will report immediately to the [President](#) of the General Assembly who may propose and implement further remedial action after which the vote count may resume. The Teller shall deliver the results of the elections to the [President](#) of the General Assembly for announcement.

Article 55

Term of office

The term of office of each member of the [Board](#) elected by the General Assembly begins at the close of the session at which he is elected and shall end when new elections are held by the General Assembly. The retiring members shall be eligible for re-election in accordance with [the Statutes \[Statutes Article 9d9\]](#).

15 Amendments

Article 56

Amendments

[Except in cases where the above articles reflect specific ICOMOS Statutes, the triennial General Assembly, or in exceptional cases the annual General Assembly or a special General Assembly,](#) is empowered to modify these Rules of Procedure [in accordance with the Statutes \[Statutes Article 22\]](#), provided [that approval is given by a two-thirds majority of the voting members present or validly represented, coming from at least a third of the National Committees.](#)

Supprimé: 3. The Committee on Candidatures shall meet on the evening of the first working day of the General Assembly to determine the eligibility of the candidates under Article 10-a of the Statutes on the basis of the list of members supplied by the ICOMOS International Secretariat. It shall prepare separate ballots for the offices of:¶
 - [President](#)¶
 - [5 Vice Presidents](#)¶
 - [Secretary General](#)¶
 - [Treasurer General](#)¶
 and for 12 elected members of the Executive Committee.¶
 The elections for the positions of President, Vice President, Secretary General and Treasurer General are held simultaneously.¶
 ¶
 The ballots shall list all eligible candidates for each office in alphabetical order. They shall be prepared so that all candidates for office are included in the list of candidates for the Executive Committee. In the event that a duly proposed candidate for office is not elected to that office, he shall be considered a candidate for the Executive Committee.¶

- Supprimé: 55**
- Supprimé:** called
- Supprimé:** General
- Supprimé:** Chairman
- Supprimé:** twelve
- Supprimé:** Executive Committee
- Commentaire [p17]:** This provision is no longer part of the Statutes.
- Supprimé:** Executive Committee
- Supprimé:** (except for the country to which the President of ICOMOS belongs)
- Supprimé:** Chairman
- Supprimé:** Chairman
- Supprimé:** 56
- Supprimé:** Executive Committee
- Supprimé:** Article 10 of the statutes
- Supprimé:** 57
- Supprimé:** Save insofar as
- Supprimé:** ¶
- Supprimé:** ¶