

## Proposed resolution to adopt new Rules of Procedure

### Background

A major revision to the ICOMOS Statutes was adopted by the General Assembly in 2014. The revised Statutes made the then current Rules of Procedure obsolete in many respects. In addition, the resolution to adopt the new Statutes included the following relating to the Rules of Procedure:

**Taking into account** articles 9-d-7, 10-d-10 and 22 of the amended ICOMOS Statutes related to the ICOMOS Rules of Procedure;

**Endorses** the recommendation of the Merged Working Group to integrate in the ICOMOS Rules of Procedure a set of common rules to conduct the meetings of international statutory bodies as well as the Dubrovnik-Valetta Principles for the National Committees and the Eger-Xi'an Principles for the International Scientific Committees, which have proven to be effective;

**Requests** that the ICOMOS Rules of Procedure shall:

a **Spell out** the election procedure, in particular with a view to ensure that candidates declare from the outset their interest and willingness to take up the position of the ICOMOS President, Treasurer, Secretary General or Vice-Presidents;

b **Recall** that the longest continuous term of service allowed as member of the board, elected or officio, is 9 years or 3 terms, and thus that the number of terms under the 1978 Statutes and under the 2014 Statutes will be added;

**Requests** the ICOMOS Board to prepare such consolidated ICOMOS Rules of Procedure for adoption by the General Assembly in 2017;

**Further requests** the ICOMOS Board to present a first outline of the ICOMOS Rules of Procedure to the Advisory Committee in 2015, consolidated Draft Rules in 2016, and to organise consultations of the membership when necessary.

The Board is seeking to have an initial group of Rules of Procedure adopted at the General Assembly in Istanbul in October 2016, so that they can be in force for the next triennial General Assembly in 2017. This first group includes the Rules of Procedure relating to General Assemblies, and those for bidding to host a General Assembly and for assessing the bids. This paper discusses the new Rules being proposed by the Board. The text of the proposed resolution to adopt the initial group of Rules is provided at the end.

As previously advised, the Board is also proposing some amendments to the Statutes to be considered at an Extraordinary General Assembly in Istanbul. The Rules of Procedure now being proposed for adoption do not reflect these amendments. The full set of Rules which will be presented to the General Assembly for adoption in 2017 will need to reflect these amendments to the Statutes if they are adopted by the General Assembly in 2016.

### Common rules for international meetings

A first outline of the Rules of Procedure, together with a draft of the Rules for the General Assembly and Advisory Committee meetings, was presented to the Advisory Committee and the annual General Assembly in 2015. It was noted in the presentation that the differences in scale and content between the various types of international meeting held by ICOMOS made the development of a set of common rules for all international meetings impractical. Instead, a set of common principles applying to the rules has been proposed, with notes on how these principles are applied in the context of different international meetings. These were circulated to members for information in February 2016 but do not form part of the document now presented.

### Proposed consolidation of the Rules of Procedure

As suggested by the Working Group, it is proposed to adopt a single set of Rules of Procedure covering all procedures necessary to give effect to the Statutes in the operation of ICOMOS. This will mean combining the separate Rules of Procedure previously adopted by the various statutory bodies, adding other rules deriving from documents such as the Eger-Xian and Dubrovnik-Valletta Principles, and preparing new rules to cover items that have not previously been included in the Statutes or other documents.

For information, a list has been prepared indicating the topics for which Rules are proposed, derived from the current Handbook. It consists of a table of contents of both the proposed new Rules of Procedure and the revised Handbook, essentially distributing the contents of the existing Handbook between the two and adding some new items, shown in red. Those items in the existing Handbook which are regulatory rather than descriptive or advisory have been taken into the Rules – in some cases there is a need for similar items to appear in both (eg the procedure for selection of the host for a General Assembly is in the Rules, whereas the terms of reference for hosting a General Assembly are in the Handbook).

#### **Initial Rules of Procedure proposed for adoption**

The initial group of Rules proposed for adoption by the General Assembly in 2016 includes Definitions, and Rules covering selection of the host for, and the operation of, the General Assembly. The Rules deal with General Assemblies in all the circumstances envisaged by the Statutes, and are based on the former Rules which dealt with only a single type of Assembly.

Apart from this expanded scope, the main differences between the proposed Rules and the existing Rules are:

- Inclusion of the procedures for lodging and assessing bids to host the General Assembly, and separating these from the Terms of Reference.
- Provision for appointment of most of the regular Committees of the General Assembly a year in advance, so that these Committees can function within the shorter timeframe of the annual General Assembly. In addition, this will give the Resolutions Committee more time for its work in advance of the triennial General Assembly, and enable the Candidatures Committee to encourage the widest possible field of candidates for election as well as to review nominations for compliance with the Statutes and Rules.
- Creating an Elections Committee in place of the previous Tellers, which would be responsible for preparing the ballots and conducting the elections.
- Defining “region” for the purpose of Articles 9-d-10 and 11-d-2 of the Statutes, in a way that reflects longstanding ICOMOS practice rather than adopting the UNESCO regions as indicated in the appendix to the Dubrovnik-Valletta Principles in the current Handbook.
- Clarifying the criteria for nomination of Vice-Presidents with respect to regions.
- Amending the order of elections to match the requirements of Article 9-d-10 of the Statutes.
- Including provision for the election of Bureau members at an annual General Assembly to fill a vacancy that has occurred during the preceding year, in accordance with Article 9-d-10 of the Statutes.

It should be noted that the section, article and page numbers in the proposed Rules are provisional at this stage, and will need to be adjusted once the full set of Rules has been compiled.

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## **Draft Resolution**

The General Assembly of ICOMOS, meeting in Istanbul on 19 October 2016:

**Recalling** its resolution 18GA 2014/13;

**Noting** that the proposal for the initial group of Rules of Procedure has been prepared by the Board;

**Having examined** the proposed initial group of Rules of Procedure, as well as the explanatory report and preliminary draft table of contents prepared by the Board;

**Adopts** by a statutory majority the attached Rules of Procedure, as proposed and sent to the members.

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## **Attachments**

**Rules of Procedure**

**Draft table of contents (for information only)**

## Definitions

### Article 1

#### Terms used in the 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 President means the President of ICOMOS unless otherwise indicated

The Board means the Board of ICOMOS

The Bureau means the Bureau of the Board of ICOMOS

Other terms used in the Rules have the meanings given to them in the Statutes unless otherwise indicated.

### Article 2

#### Regions

For the purpose of Article 9-d-10 of the Statutes and these Rules, there shall be five world regions defined as follows:

Region	Countries		
Africa	Angola Benin Botswana Burkina Faso Burundi Cameroon Cabo Verde Central African Republic Chad Comoros Congo Côte d'Ivoire Democratic Republic of the Congo Equatorial Guinea Eritrea	Ethiopia Gabon Gambia Ghana Guinea Kenya Lesotho Liberia Madagascar Mali Mauritius Malawi Mozambique Namibia Niger Nigeria	Rwanda Sao Tome and Principe Senegal Seychelles Sierra Leone South Africa Sudan Swaziland Togo Uganda United Republic of Tanzania Zambia Zimbabwe
America	Antigua and Barbuda Argentina Bahamas Barbados Belize Bolivia Brazil Canada Chile Colombia Costa Rica Cuba	Dominica Dominican Republic Ecuador El Salvador Grenada Guatemala Guyana Haiti Honduras Jamaica Mexico Nicaragua Panama	Paraguay Peru Saint Kitts and Nevis Saint Lucia Saint Vincent and the Grenadines Suriname Trinidad and Tobago United States of America Uruguay Venezuela
Arab States	Algeria Bahrain Djibouti Egypt Iraq Jordan Kuwait Lebanon	Libya Morocco Oman Palestine Qatar Saudi Arabia Tunisia	Somalia Sudan Syrian Arab Republic United Arab Emirates Yemen
Asia Pacific	Australia Afghanistan Bangladesh Bhutan Brunei Darussalam Cambodia China Cook Islands Democratic People's Republic of Korea Fiji India Indonesia Iran Japan Kazakhstan	Kyrgyzstan Lao People's Democratic Republic Malaysia Maldives Marshall Islands Micronesia (Federated States of) Mongolia Myanmar Nauru Nepal New Zealand Niue	Pakistan Pasifika Philippines Republic of Korea Singapore Sri Lanka Tajikistan Thailand Palau Samoa Solomon Islands Timor-Leste Tonga Turkmenistan Tuvalu Uzbekistan Vanuatu

Region	Countries		
	Kiribati	Papua New Guinea	Viet Nam
Europe	Albania	Georgia	Netherlands
	Andorra	Germany	Norway
	Armenia	Greece	Poland
	Austria	Hungary	Portugal
	Azerbaijan	Iceland	Romania
	Belarus	Ireland	Russia
	Belgium	Israel	San Marino
	Bosnia and Herzegovina	Italy	Serbia
	Bulgaria	Latvia	Slovakia
	Croatia	Lithuania	Slovenia
	Cyprus	Luxembourg	Spain
	Czech Republic	Macedonia	Sweden
	Denmark	Malta	Switzerland
	Estonia	Monaco	Turkey
	Finland	Moldova	Ukraine
	France	Montenegro	United Kingdom

# General Assembly

## 1 Selecting the host for a General Assembly

### Article 3

#### Submission of bids

- 1 National Committees wishing to host a General Assembly other than one at which a general election for the Board is to be held should submit a formal proposal before 15 February of the preceding year.
- 2 National Committees or groups of National Committees wishing to host the next General Assembly at which a general election for the Board is to be held should submit an expression of interest accompanied by a preliminary draft bid at least 2 weeks prior to the Board meeting held in conjunction with the Advisory Committee meeting in the year before the previous such General Assembly. If the bid is submitted by a group of National Committees, they must designate one of these as the coordinator.
- 3 The formal proposal must be submitted no later than 15 January in the year of the previous such General Assembly.
- 4 All bids should be submitted to the International Secretariat using the format and checklist for potential National Host Committees available from the International Secretariat, should include a budget demonstrating that all the requirements of the checklist can be accommodated, and should be submitted in electronic format. Bids should not exceed 15 pages excluding annexes, which should also be kept to a reasonable length.

### Article 4

#### Assessment of bids

- 1 Each bid received will be verified for completeness by the International Secretariat. Formal bids not meeting the essential requirements will be considered incomplete.
- 2 Complete formal bids will be referred to the Advisory Committee for advice, and the Board will take that advice into consideration when assessing the bids.
- 3 The Board will consider all complete formal bids and invite a representative from each National Committee in question to present their bid at the Board meeting at which the bids are being considered.
- 4 The decision of the Board will be final.
- 5 The criteria for assessment of bids are:
  - Heritage significance of the proposed location, conference venue, accommodation
  - Relevance of the proposed theme
  - Rotation between regions and countries where General Assemblies have been organised in the past
  - Commitment by the national authorities to provide entry visas/permits to all members of ICOMOS regardless of nationality
  - Opportunities to visit and experience local heritage places
  - Accessibility of the location and of the conference venue
  - Participation of the National Committee(s) in previous General Assemblies, if anyBids that meet all basic requirements, and offer desirable/optional services, will be regarded more favourably. National Committees that have never hosted an ICOMOS General Assembly will be given priority.

### Article 5

#### Announcement and agreement

- 1 The dates and venue for the next General Assembly will be announced during the closing ceremony of the previous General Assembly. The host National Committee will be invited to make a short presentation, which can be supported by images.
- 2 The agreement between the host National Committee and ICOMOS will consist of an exchange of letters, the formal bid and an agreed calendar signed by both parties within two months after the decision.

## 2 Date, place and notice of meetings

### Article 6

#### Date of meeting

- 1 The General Assembly shall take place on a date chosen by the Board, in consultation with the National Committee of the host country if the General Assembly is held elsewhere than at the ICOMOS Headquarters.
- 2 Except for an extraordinary General Assembly to consider the dissolution of ICOMOS, or a General Assembly convened at the request of a majority of members of the Board or of one third of the National Committees, the General Assembly shall be held in conjunction with the Advisory Committee meeting.
- 3 An extraordinary General Assembly to amend the Statutes shall be held in conjunction with an annual or triennial General Assembly.
- 4 A General Assembly convened at the request of the Board or National Committees shall take place on a date chosen by the Board, not less than three months nor more than six months following receipt by the President of the request.

### Article 7

#### 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.
- 3 Except for an extraordinary General Assembly to consider the dissolution of ICOMOS, or a General Assembly convened at the request of a majority of members of the Board or of one third of the National Committees, the General Assembly shall be held in the same place as the Advisory Committee meeting.

- 4 An extraordinary General Assembly to consider the dissolution of ICOMOS, and a General Assembly convened at the request of the Board or National Committees, shall be held at the ICOMOS headquarters unless the Board finds it necessary to convene the General Assembly elsewhere.

### Article 8

#### Prior notification of meetings

- 1 The President must give all members of ICOMOS at least the minimum notice of the date, place and agenda of the General Assembly, in accordance with Articles 9-b, 23 and 24 of the Statutes, and shall endeavour to give members as much advance notice as possible of each forthcoming General Assembly.
- 2 On or before 31 March each year, the International Secretariat must send a letter to the Presidents of the National Committees reminding them:
  - a of the deadline 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 in accordance with Article 13-d-4 of the Statutes; and
  - b of the need to pay all membership dues owed to the International Secretariat in order to avoid defaulting on the National Committee's voting rights at the General Assembly.

In the case of a General Assembly convened at the request of the Board or National Committees, or an extraordinary General Assembly to consider the dissolution of ICOMOS, this letter must be sent at the latest at the same time as the notice of meeting is given to members.
- 3 At the same time as notice is given to members, the President may give notice of the date and place of the General Assembly to UNESCO, ICOM (the International Council of Museums), ICCROM (the Rome Centre) and IUCN (the International Union for the Conservation of Nature), and to any other international or national, non-governmental or inter-governmental organisation designated by the Board, and invite them to send observers to the General Assembly.

## 2 Agenda, documents and records

### Article 9

#### Contents of agenda

- 1 The agenda shall be prepared by the Board.
- 2 The agenda for every General Assembly shall include:
  - a Election of the officers of the General Assembly in accordance with Article 9-b of the Statutes;
  - b Appointment of the Committees of the General Assembly for the current and (if required) following meetings;
  - c Adoption of the agenda; and
  - d Receipt of a report on Credentials.
- 3 Except for an extraordinary General Assembly or a General Assembly convened at the request of the Board or National Committees, the provisional agenda shall include the items listed in Articles 9-b and 9-d of the Statutes, and in addition:
  - e If any Bureau position has fallen vacant since the previous General Assembly, the election of a replacement for that position unless there is to be an election of the entire Board at the meeting; and
  - f Any other matter which the Board considers is of an urgent and important nature.
- 4 For a General Assembly held every three years in conjunction with an election for the Board, the provisional agenda shall include in addition to the above items:
  - g Receipt of the outgoing Secretary General's report on programme and activities for the previous three years;
  - h Items proposed by a previous General Assembly (if any);
  - i Items proposed by the Advisory Committee or Board (if any);
  - j Draft resolutions in accordance with Article 34 (if any); and
  - k Items proposed by the Director-General of UNESCO (if any).
- 5 The agenda for a General Assembly convened at the request of the Board or National Committees shall contain only the items proposed by those at whose request the meeting has been convened, in addition to the procedural items of business in Article 9-2 above.
- 6 The agenda for an extraordinary General Assembly to amend the Statutes shall contain only the resolution to amend the Statutes, in addition to the procedural items of business in Article 9-2 above.
- 7 The agenda for an extraordinary General Assembly to consider the dissolution of ICOMOS shall contain only the resolution to dissolve the organisation and to nominate the commissioners to liquidate its assets, in addition to the procedural items of business in Article 9-2 above.

### Article 10

#### Documents relating to agenda items

- 1 Documents relating to agenda items, and in particular the annual financial report and accounts, must be communicated to the members at least four weeks prior to the General Assembly.
- 2 Draft Rules of Procedure and proposals for their amendment, and proposed amendments to the Statutes, must be transmitted to members in accordance with Articles 22 and 23 of the Statutes.

### Article 11

#### Amendments, deletions and new items

- 1 In the case of an extraordinary General Assembly or a General Assembly convened at the request of the Board or National Committees, items on the agenda may not be altered, and items may not be added to or deleted from the agenda, either before or during the meeting.
- 2 In all other cases, items may be added to, amended or deleted from the agenda if so decided by the General Assembly.

## Article 12

### Records

- 1 Minutes shall be taken of all plenary meetings of the General Assembly.
- 2 In order to ensure the correctness of the records of the meeting and to facilitate the task of the Secretariat, delegates are requested to send a summary of their statements to the Secretariat.
- 3 The minutes of the meeting shall be circulated in the working languages to members and to bodies represented by observers as soon as possible after the close of the General Assembly to enable them to correct the text of their speeches or remarks within 30 days after receipt.
- 4 After the period of 30 days provided for in paragraph 1, the Secretariat will proceed to compile a definitive text of the minutes.
- 5 The final version of the minutes shall be circulated to members within 60 days of the close of the General Assembly and placed in the archives of ICOMOS.
- 6 In cases where meetings are held in private, the minutes in the working languages are to be incorporated in the archives of ICOMOS and not made public unless their publication has been specifically authorised by the parties concerned.

## 3 Membership and credentials

### Article 13

#### Composition

- 1 Attendance and voting rights of members at the General Assembly shall comply with Articles 9-a and 13-d-4 of the Statutes.
- 2 To be entitled to vote:
  - a National Committees and their members, or individual and institutional members of ICOMOS in countries where no National Committee exists, must have transmitted all membership dues owed to the International Secretariat in compliance with Article 6-b of the Statutes;
  - b Presidents of National Committees must have complied with Article 13-d-4 of the Statutes concerning designated voters;
  - c The ICOMOS Bureau must have determined, not less than one month before the General Assembly, which individual members and representatives of institutional members in countries where no National Committee exists are designated as voting members for their country in accordance with Article 9-a-3 of the Statutes;
  - d Proxies given in accordance with Article 9-a-4 of the Statutes to voting members who are present at the General Assembly must have been submitted to the ICOMOS International Secretariat at least one month before the General Assembly, or (in cases of subsequent illness, misadventure or emergency) not later than 72 hours before the start of the General Assembly at which the proxy is to be exercised.

### Article 14

#### Credentials

- 1 The International Secretariat shall prepare a report on the credentials of members to attend and vote at the General Assembly, including:
  - a The amount of membership dues received by the International Secretariat from National Committees, and from individual and institutional members in countries where no National Committee exists, and the amount of such dues owed to the International Secretariat, in accordance with Article 6-b of the Statutes;
  - b The number of votes to which each National Committee is entitled in accordance with Article 9-a of the Statutes;
  - c The lists of voting members and proxies received from National Committees in accordance with Article 13-d-4 of the Statutes and Article 13;
  - d The lists of voting members and proxies determined by the Bureau for countries in which no National Committee exists; and
  - e The total number of voting members present or represented at the General Assembly.
- 2 The report shall be completed after the expiry of the latest time for submission of proxies according to Article 13.
- 3 The Credentials Committee shall review the report and decide on any recommendations to be presented to the General Assembly concerning the credentials of members to attend and vote.
- 4 The Chair of the Credentials Committee shall present the report to the General Assembly for its decision.
- 5 Any person claiming membership of ICOMOS to whose attendance a member of ICOMOS has objected shall be admitted provisionally, with the same rights as other members, until the Credentials Committee has reported and the General Assembly has given its decision.

## 4 Organisation, committees and secretariat

### Article 15

#### Election of Officers

Every effort shall be made to ensure that as many regions of the world as possible are represented among the Officers of the General Assembly elected in accordance with Article 9-b of the Statutes.



**Article 16****Acting President**

At the opening of the General Assembly, the President of the previous General Assembly, or in his absence a Vice-President of the previous General Assembly, shall preside until the General Assembly has elected the President and Vice-Presidents of the General Assembly.

**Article 17****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 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 18****Vice-President**

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 a Vice-President of the General Assembly, who shall have the same powers and responsibilities as the President.

**Article 19****Appointment of Committees**

- 1 The General Assembly shall appoint a Credentials Committee, and when necessary a Resolutions Committee, a Candidatures Committee and an Elections Committee, in accordance with Articles 20 to 23.
- 2 In the case of a General Assembly at which an election is to be held, the Elections Committee may be appointed at the commencement of the same meeting.
- 3 In all other cases, the General Assembly shall appoint committees during the meeting to serve until the completion of their tasks at the following General Assembly.
- 4 The General Assembly shall take into account the recommendations of the Advisory Committee when appointing committees.
- 5 Every effort shall be made to ensure that as many regions of the world as possible are represented within the Committees of the General Assembly.

**Article 20****Credentials Committee**

- 1 The Credentials Committee shall consist of a Chairman and four Members of different nationalities.
- 2 The Committee shall elect its own Rapporteur.
- 3 The Credentials Committee shall examine the report prepared by the ICOMOS International Secretariat pursuant to Article 13 and present its report to the General Assembly.

**Article 21****Resolutions Committee**

- 1 In the year before an election for the Board is to be held, the General Assembly shall appoint a Resolutions Committee.
- 2 The Resolutions Committee shall consist of a Chairman and four members of different nationalities. 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.
- 3 The members of the Committee should be selected for their ability to contribute to the work of the Committee.
- 4 The Committee shall elect its own Rapporteur.
- 5 All draft resolutions shall be submitted to the ICOMOS International Secretariat in accordance with Article 34.
- 6 The Committee shall examine and report to the General Assembly on the presented draft resolutions according to the terms of Article 34. 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 need for any draft resolution, or its text, with the member(s) or Committee(s) who submitted the draft resolution. 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.
- 7 In cases where the General Assembly has not previously appointed a Resolutions Committee, and the Board decides pursuant to Article 35 that an item on the agenda of a forthcoming General Assembly requires a resolution of the General Assembly, the Board shall request the President to appoint a small ad-hoc Resolutions Committee to undertake the above tasks.

**Article 22****Candidatures Committee**

- 1 In the year before an election for the Board is to be held, the General Assembly shall appoint a Candidatures Committee.
- 2 The Candidatures Committee shall consist of five members, each representing a different region.
- 3 The Committee shall elect its own Chairman and Rapporteur.
- 4 The Candidatures Committee shall:
  - a In conjunction with the International Secretariat, organise a preliminary call for nominations of candidates for election to the Board, to be submitted six months before the General Assembly at which the election for the Board is to be held;



- b Review the preliminary nominations for competence and balanced representation of diverse specialisations and different regions of the world;
  - c Encourage additional nominations from members to address any imbalances identified in the above review; and
  - d Examine all files nominating candidates for election and determine the eligibility of the candidates under Article 9-d-9 of the Statutes and Article 40 of these Rules, on the basis of the list of members supplied by the ICOMOS International Secretariat.
- 5 The Chair of the Candidatures Committee shall present its report to the General Assembly at which the election for the Board is to be held.

### **Article 23**

#### **Election Committee**

- 1 The Election Committee shall consist of a Teller and up to four Assistant Tellers, all of different nationalities, who shall be appointed from among ICOMOS members not standing for election.
- 2 The Elections Committee shall prepare the ballots for the elections and conduct the elections in accordance with Articles 42 and 43.

### **Article 24**

#### **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.

### **Article 25**

#### **General Assembly Secretary**

The General Assembly Secretary shall direct the work of the Secretariat of the General Assembly, which shall be provided by the staff of the ICOMOS International Secretariat and may be assisted by others.

### **Article 26**

#### **Secretariat**

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 (in accordance with Article 29) of speeches made at meetings, to make draft resolutions and resumes of candidates for election available for inspection, to circulate the minutes of the meetings, 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.

## **9 Conduct of business, resolutions, voting and elections**

### **Article 27**

#### **Public and private meetings**

- 1 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.
- 2 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.
- 3 Any decision taken at a private meeting of the General Assembly, its Committees or subsidiary bodies shall be announced at an early public meeting.

### **Article 28**

#### **Right to speak**

- 1 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 30, 31, 32 and 33.
- 2 Observers invited under Article 8 may make oral or written statements to the General Assembly.

### **Article 29**

#### **Languages**

Delegates are free to speak in languages other than the two working languages of ICOMOS (as defined in Article 21-b of the Statutes) but they must themselves provide for translation or a summary of their speeches or remarks into at least one of the two working languages; if necessary the Secretariat shall provide translation into the other working language. Translation from and into the 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.

### **Article 30**

#### **Order of speakers**

- 1 Except as provided for below, the President of the General Assembly 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.

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

#### **Article 31**

##### **Closing of list of speakers**

- 1 During the course of a debate, the President of the General Assembly 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.

#### **Article 32**

##### **Points of order**

- 1 In the course of a debate, any member may raise a point of order, and this point of order shall be immediately decided by the President of the General Assembly.
- 2 An appeal may be made against the ruling of the President. It shall be put to a 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 of the General Assembly or may be raised as a point of order by any member of the Assembly.

#### **Article 33**

##### **Order of procedural motions**

Subject to Article 32 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 34**

##### **Resolutions and motions**

- 1 Subject to Article 35, resolutions and motions other than those relating to procedural items on the agenda shall be considered only at a General Assembly at which an election for the Board is due to be held.
- 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 Resolutions Committee. Draft motions or resolutions submitted after the above deadline will only be considered by the Resolutions Committee 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 No resolution or 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.
- 6 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 to the General Assembly by the Resolutions Committee unless the provenance of the resources is specified and they have been committed.
- 7 Any 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 General Assembly.
- 8 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.

#### **Article 35**

##### **Urgent and important matters requiring resolutions**

- 1 If the Board decides that the subject of a draft resolution or motion is of an urgent and important nature, it may be considered at any General Assembly other than an extraordinary General Assembly or a General Assembly convened at the request of the Board or National Committees.
- 2 No draft motion or resolution will be considered by the Board as being of an urgent or important nature unless it has been proposed and supported by at least fifteen ICOMOS members from five different Committees, or by five National Committees or five International Scientific Committees.

#### **Article 36**

##### **Voting rights and decisions**

- 1 Voting rights shall be determined in accordance with Articles 6-b, 9-a and 13-d-4 of the Statutes
- 2 Decisions of the General Assembly shall be taken in accordance with Article 9-c of the Statutes.

## **Article 37**

### **Voting methods**

- 1 All elections shall be conducted by secret ballot.
- 2 Any vote shall be taken by secret ballot if so requested by the General Assembly, or by five or more voting members present and from five different National Committees.
- 3 All other votes shall be by show of hands.
- 4 Where voting is by show of hands, the Secretariat shall arrange suitable means for identifying the voting members present at the meeting and the number of proxies (if any) carried by each of them, to enable the counting of votes.
- 5 The President may determine the outcome of a vote by show of hands by taking the number of votes against a motion or resolution together with the number of abstentions from voting, and deducting these from the total number of votes present at the meeting as determined by the Credentials Committee.

## **Article 38**

### **Voting of amendments**

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

## **Article 39**

### **Equally divided votes**

Except in the case of an election, if a vote is equally divided, the President of the General Assembly shall have the decisive casting vote.

## **Article 40**

### **Candidatures for Board elections**

- 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 for review by the Candidatures Committee appointed by the General Assembly of the previous year in accordance with Article 22.
- 2 Files on candidates for the Board must include:
  - a a nominator's letter signed by a National Committee or by at least three members of ICOMOS;
  - b a brief résumé of the professional career, qualifications and current position of the candidate; and
  - c a statement from the candidate to the effect that he will serve if elected.
3. Files on candidates for the Board who wish subsequently to be candidates for the offices of President, Vice-President, Secretary General and Treasurer must include:
  - a a nominator's letter signed by a member of ICOMOS;
  - b a brief résumé of the professional career, qualifications and current position of the candidate;
  - c seconding letters from at least three other members of ICOMOS representing at least three countries other than that of the nominator; and
  - d a statement from the candidate to the effect that if elected to the Board he intends to stand for office as President, Vice-President, Secretary-General or Treasurer as the case may be, and will serve in that office if elected.
4. In the case of nominations for Vice-President, the nominator and at least two of the seconders must be from countries from the region in which the country of the candidate is located.
5. Nominations should preferably be submitted in response to the preliminary call and received by the International Secretariat six months before the General Assembly, and must be received no later than 72 hours before the election is due to be held.
6. The Candidatures Committee, having examined all files nominating candidates for election, shall convey the list of eligible candidates to the Elections Committee and the Secretariat at least 48 hours before the election is due to be held.

## **Article 41**

### **Candidatures for Bureau members elected between Board elections**

- 1 If a position on the Bureau has become vacant since the last election, an election for a member of the Board to fill that position for the balance of the original term of office must be held in accordance with Article 9-d-10 of the Statutes.
- 2 Members of the Board who wish to be candidates for the vacant position must submit their candidatures to the ICOMOS International Secretariat at least 48 hours before the commencement of the General Assembly.
- 3 Files on candidates for the vacant position must include:
  - a a nominator's letter signed by a member of ICOMOS;
  - b a brief résumé of the professional career, qualifications and current position of the candidate;
  - c seconding letters from at least three other members of ICOMOS representing at least three countries other than that of the nominator; and
  - d a statement from the candidate to the effect that he will serve if elected.
- 4 In the case of nominations for Vice-President, the nominator and at least two of the seconders must be from countries from the region in which the country of the candidate is located.
- 5 The Secretariat shall make the resumés of all candidates available for inspection 24 hours before the opening of the General Assembly.

**Article 42****Elections**

1. The roll of voting members present or represented by proxy shall be confirmed by the Elections Committee and votes shall be cast by secret ballot.
2. Any ballot paper or equivalent carrying a number of votes greater than the number of vacancies to be filled shall be null and void.
3. Any candidate may name one voting observer, who must be an ICOMOS member able to present a current ICOMOS membership card, and who is not a candidate for office. Voting observers must not participate in the process of tallying votes.
4. The Elections Committee shall receive, record and count the votes cast in the presence of the voting observers. Should the observers object to any action relating to specific counting procedures, they may make their objection known to the Chair of the Elections Committee and request instant cessation of the count and remedial action. After the Chair 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.
5. The Chair of the Elections Committee shall deliver the results of the election to the President of the General Assembly for announcement.
6. 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.

**Article 43****Order of elections for the Board and Bureau**

- 1 The election for the Board shall be held first. 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 in accordance with Article 9-d-9 of the Statutes. 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.
- 2 Following the election of the Board, elections shall be held for the offices of President, Secretary-General and Treasurer, in that order. 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, a second ballot shall be held to decide between the two candidates with the most votes in the first ballot.
- 3 In the event that a duly proposed candidate for office is not elected to that office, he may (if willing to serve) be included as a candidate for another office at a following election.
- 4 The election for the five Vice-Presidents shall then be held. Those candidates for the office of Vice-President receiving the highest number of votes shall be elected.

**Article 44****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 Article 9-d-9 of the Statutes.

# ICOMOS

## **Rules of Procedure of the International Council on Monuments and Sites**

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# ICOMOS

## **Handbook of the Members of the International Council on Monuments and Sites**

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