

GUIDELINES FOR THE ELECTIONS OF THE BOARD OF INTERNATIONAL COMMITTEES

This document presents the guidelines for the elections of the Board of the International Committees (hereinafter referred to as ‘ICs’). The Board is a body elected by the members and is responsible, among other things, for the financial management of the IC.

When organising and holding these elections, the ICs are invited to refer to this document, which brings together the statutory and regulatory references of the ICOM texts that are binding on the International Committees, as well as guidelines and recommendations.

ELECTORAL PROCESS

International Committees are invited to:

1. refer to their by-laws to **determine the positions to be elected** to the Board (such as: Chair, Vice-Chair, Treasurer, Secretary, Ordinary Board Member, etc).
2. Refer to the current mandates to **determine the elections calendar**
 - As a reminder, Board Members (including the Chair) are elected for a three-year term of office.
 - Elections shall be held every third year, preferably during the ICOM General Conference. In 2022, the ICOM General Conference will take place in Prague in a hybrid format from 20 to 28 August 2022.
 - Given the significant conference digitisation costs that the organisers of the General Conference will face because of the COVID-19 pandemic, it follows that the cost of organising 32 hybrid meetings would be too great to cover. Therefore, it will not be possible to hold the General Assemblies of International Committees in Prague. It is therefore recommended **that ICs hold their own hybrid/online General Assembly within 3 months of the General Conference** (September, October and November 2022) when the timing of their triennial GA and elections coincides with the ICOM General Conference cycle. The election of the IC Board could also be organised before the General Assembly (to announce the results during the General Assembly).

Suggested timetable:

April	May	June	July	August	September	October	November	December
	Call for candidates (4 months before the election)			General Conference in Prague	Online elections and ICs GA			

3. Implement the **rules of electoral procedure**:
 - A call for candidates shall be sent to all members of the International Committee at least four (4) months in advance before the elections

4. Verify the **eligibility** of applicants by considering the following requirements and limitations:
- “The Chair and the other members of the Board shall be elected for **three (3) years**, and their **mandate can be renewed once**.
 - **A member of the Board may subsequently be elected Chair**.
 - **However, no one may remain on the Board for more than twelve (12) consecutive years.**¹
 - *The Chair of an International Committee may not at the same time serve as Chair of a National Committee or an Affiliated Organisation or a Regional Alliance or as a member of the Executive Board*².
 - Only **ICOM members in good standing** who are **members of the International Committee** are eligible to stand for election³. Student, Honorary and Supporting Members are not entitled to hold an elected office in ICOM⁴.
 - A candidate may **apply for a single function** only.

GENERAL ASSEMBLY / ELECTION OF THE IC’s BOARD

1. The Chair shall **set the agenda** of the annual meeting, in consultation with the Board.
2. An **official invitation** to the annual meeting shall be **sent at least thirty (30) days before the date of the meeting to all members of the International Committee**.
 - ⇒ The official invitation shall include the date, time and place of the meeting, as well as the agenda. Documents (including the list of candidates running for the election of the Board) shall be made available in sufficient time for reflection and debate among the International committee’s members, preferably at the time of the official invitation.
3. **All members of the International Committee shall be invited and shall have the opportunity to participate, speak and vote.**

VOTING AND RESULTS OF THE ELECTIONS

The ICOM Secretariat recommends:

- **Holding the elections online** in 2022;
- **Xoyondo** (<https://xoyondo.com>) as a voting platform which complies with GDPR requirements and explicitly deletes the data after the poll. It is free and easy to use;
- **Opening the voting platform over several days** (from 4 days to one week) to allow the majority of members to express themselves.

- ⇒ Each ICOM member in good standing who is a member of the International Committee has the **right to vote and has one vote** (except Students).
- ⇒ The Chair shall be elected separately from the other members of the Board⁵.

¹ ICOM Internal Rules, article 7.4

² ICOM Internal Rules, article 7.4

³ ICOM Internal Rules, article 7.4

⁴ ICOM Statutes, Article 6 – Section 4 and Section 5

⁵ ICOM Internal Rules, article 7.4

- ⇒ There is no quorum indication of participation or decision in the ICOM Internal Rules regarding the International Committee but be sure to check the rules/by-laws of your IC. In case of doubt, the candidates for the position of Board Member on the International Committee who obtain the highest number of votes are elected.

VACANCIES

If one of the positions within the Board of your IC becomes vacant, you should refer to your by-laws to see what rules apply in this case. In the absence of such a rule, it can be assumed that :

- In case of vacancy of the Chair's office, the Board shall appoint the Vice-Chair to assume this function until the following election of the Board.
- In case of vacancy of the Vice-Chair/Secretary/Treasurer office, the Board shall appoint one of its Ordinary Members to assume this function until the following election of the Board.
- In case of vacancy of a position of Ordinary Member, the position shall remain vacant until the following election of the Board.

It is important to anticipate this situation and to appoint a sufficient number of Board members when organising the election.