ICOMOS

Rules of Procedure of the International Council on Monuments and Sites

Adopted by the Founding General Assembly, modified by:
The 9th General Assembly (Lausanne, 1990),
The 13th General Assembly (Madrid, 2002),
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The 22nd General Assembly (Kuching, 2026)

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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 these functions and duties.

ICCROM means the International Centre for the Study of the Preservation and Restoration of Cultural Property

IUCN means the International Union for the Conservation of Nature

ICOMOS means ICOMOS International (as opposed to any of its National or International Scientific Committees (or International Working Groups) unless otherwise indicated

Member(s) means member(s) of ICOMOS unless otherwise indicated

Emerging professional means an Individual member of ICOMOS who is a student or at an early stage of his/her professional career.

Operational Guidelines means the Operational Guidelines for the Implementation of the World Heritage Convention as adopted from time to time by the UNESCO World Heritage Committee

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

Giving notice, publication, communication, circulation, transmission and similar terms shall be deemed to have been done if the matter referred to is published on the ICOMOS web site or sent by electronic newsletter or email, or any combination of these.

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	Eritrea	Nigeria
	Benin	Eswatini	Rwanda
	Botswana	Ethiopia	Nigeria
	Burkina Faso	Gabon	Sao Tome and
	Burundi	Gambia	Principe
	Cameroon	Ghana	Senegal
	Cabo Verde	Guinea	Seychelles
	Central African	Kenya	Sierra Leone
	Republic	Lesotho	South Africa
	Chad	Liberia	South Sudan
	Comoros	Madagascar	Sudan
	Congo	Mali	Togo
	Côte d'Ivoire	Mauritius	Uganda
	Democratic	Malawi	United Republic of
	Republic of the	Mozambique	Tanzania
	Congo	Namibia	Zambia
	Equatorial Guinea	Niger	Zimbabwe
America	Antigua and	Cuba	Panama
	Barbuda	Dominican Republic	Paraguay
	Argentina	Ecuador	Peru
	Bahamas	El Salvador	Saint Kitts and Nevis
	Barbados	Grenada	Saint Lucia
	Belize	Guatemala	Saint Vincent and the
	Bolivia	Guyana	Grenadines
	(Plurinational	Haiti	Suriname
	State of)	Honduras	Trinidad and Tobago
	Brazil	Jamaica	United States of

	Canada Chile Colombia Costa Rica	Mexico Nicaragua	America Jruguay Venezuela

Region	Countries		
Arab States	Algeria Bahrain Djibouti Egypt Iran Iraq Jordan Kuwait	Lebanon Libya Morocco Oman Palestine Qatar Saudi Arabia Somalia	South Sudan Sudan Syrian Arab Republic Tunisia 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 Japan Kazakhstan Kiribati	Kyrgyzstan Lao (People's Democratic Republic) Malaysia Maldives Marshall Islands Micronesia (Federated States of) Mongolia Myanmar Nauru Nepal New Zealand Niue Papua New Guinea Palau Pakistan	Philippines Republic of Korea Singapore Sri Lanka Tajikistan Thailand Samoa Solomon Islands Timor-Leste Tonga Turkmenistan Tuvalu Uzbekistan Vanuatu Viet Nam

Europe	Albania Andorra Armenia Austria Azerbaijan Belarus	Belgium Bosnia and Herzegovina Bulgaria Croatia Cyprus	Czechia Denmark Estonia Finland France Georgia
Region	Countries		
Europe	Germany Greece Hungary Iceland Ireland Israel Italy Latvia Lithuania Luxembourg	Malta Monaco Republic of Moldova Montenegro Netherlands North Macedonia Norway Portugal Romania Russian Federation San Marino	Serbia Slovakia Slovenia Spain Sweden Switzerland Türkiye Ukraine United Kingdom (of Great Britain and Northern Ireland)

Activities of ICOMOS

1 ICOMOS and the World Heritage Convention

Article 3

The ICOMOS procedure for evaluating nominations to the World Heritage list

1. The evaluation process will be coordinated by the ICOMOS International Secretariat.
2. The timetable and structure of the evaluation process will be in accordance with the Operational Guidelines.
3. For each nominated property, ICOMOS will assess whether it demonstrates outstanding universal value as defined in the Operational Guidelines, whether it meets one or more criteria for inscription and the conditions of authenticity and integrity, whether legal protection is adequate and whether the management processes are satisfactory.
4. The President will chair the World Heritage Panel or will appoint a Chair or two co-Chairs. The Panel Chair(s) shall appoint the World Heritage Panel on the advice of the ICOMOS World Heritage Units. The Panel shall comprise individual ICOMOS members who collectively are gender balanced, represent all regions of the world and possess a wide range of relevant cultural heritage skills and experience, chosen each year for their particular area of expertise based on the nominated properties.
5. The ICOMOS World Heritage Panel, after acquainting itself with all the information provided by the International Secretariat, ICOMOS advisers, expert desk reviews from within the ICOMOS network or from partner organisations or other entities with specific expertise, and technical evaluation missions, will analyse the information and determine the organisation's position. The opinion of any other party involved in the evaluation process does not necessarily reflect that of the organisation.
6. Technical evaluation missions for mixed properties and for some cultural landscapes will be carried out jointly with IUCN.

7. The ICOMOS International Secretariat will respond to any allegations by States Parties of factual errors in the evaluations.

Article 4

Involvement of ICOMOS International Scientific Committees, International Working Groups and National Committees

1 The ICOMOS International Scientific Committees will be consulted in the evaluation and monitoring processes according to their area of expertise, in particular for review of the justification for inscription of nominated properties and for the identification of experts for technical evaluation missions. International Working Groups may also be consulted.

2 ICOMOS will inform its National Committees of nominations submitted by the governments of their countries. National Committees will normally also be informed of the identity of the experts who will undertake the technical evaluation missions, and will be consulted concerning the nomination. ICOMOS will also normally consult with an accredited and active National Committee before issuing reports or statements on World Heritage properties within the country of the National Committee, in accordance with Article 126.

3 National Committees, International Scientific Committees and International Working Groups must only make contact with UNESCO and the World Heritage Centre through the ICOMOS International Secretariat.

Article 5

Reports on the state of conservation of properties inscribed on the World Heritage List

1 The International Secretariat will coordinate the monitoring of the state of conservation and management of properties inscribed on the World Heritage List through the organisation of reactive monitoring missions and advisory missions.

2 ICOMOS will provide technical advice on specific issues (such as development projects and management plans) relating to certain properties, and also draft reports on the state of conservation of properties that are finalised in conjunction with ICCROM and the UNESCO World Heritage Centre for examination by the World Heritage Committee.

Article 6

Requests for advice and assistance, and development of the Convention

1 The International Secretariat will coordinate the provision of advisory missions and advice to States Parties and to the UNESCO World Heritage Centre relating to properties being considered for nomination, or already inscribed on the List.

2 ICOMOS will contribute to all aspects of the intellectual development of the Convention, through regional conferences and workshops, and the publication of manuals, reports and thematic studies.

Article 7

Implementation of the ICOMOS World Heritage mandate

1 ICOMOS will base its evaluations and other opinions on research and peer review.

2 Whilst as a standard practice ICOMOS will consult the National Committees concerned with a property that is being evaluated, in all other steps of the process it will draw only on experts from countries other than the State Parties concerned. Experts for technical evaluation missions will normally be from the region in which the property is located.

3 In its evaluation of a property, of state of conservation reports relating to it, or of assessment of threats to it, ICOMOS will not use experts who have been involved with the preparation of its nomination file, the development of the management system or plan or any other study, or with the preparation of a state of conservation report submitted by the State Party.

4 With regard to advancing the nomination of a property, experts involved in ICOMOS' World Heritage work are required to disclose to ICOMOS any direct advice given on particular nomination files along with the particular circumstances of the service provided. This applies to mission experts, desk reviewers, advisers, and members of the World Heritage Panel. This is not intended to include academic commentaries of a general nature.

5 National Committees and International Scientific Committees shall be asked to disclose any involvement they have in World Heritage nominations, as well as identifying individual members involved in such work.

6 World Heritage Panel members shall not participate in any discussions related to nominations or state of conservation reports related to sites in their own countries, or where there exists any other conflict of interest.

7 All experts and members involved in the preparation of nomination dossiers, which includes advising on, providing recommendations on, or in any way furthering such a nomination, but excluding any academic work not related to a specific nomination, shall not take part in any discussion of the nomination at the World Heritage Panel or undertake missions or desk evaluations for these nominations.

8 In its field evaluations, ICOMOS will not use experts who are currently serving as representatives of their countries on the World Heritage Committee.

9 Experts must all be aware of the ICOMOS Ethical Principles and are required to abide by them.

10 During discussion of a report or situation that concerns their own country, members of the World Heritage Panel and advisers must be absent from discussion and decision-making processes.

11 The recommendations to the World Heritage Committee adopted by the ICOMOS World Heritage Panel, or by a working group of the Panel mandated to evaluate additional information, are final and may not be changed or amended in any way other than by the Panel itself.

12 When new information concerning a nomination is submitted by a State Party, ICOMOS can only take it into account in evaluating the nomination if the information is received by the deadline set by the Operational Guidelines.

13 The recommendations and opinions of ICOMOS experts and the World Heritage Panel are confidential, and individuals may not in their independent capacity engage with the media, representatives of the State Party or any other individual or organisation that may or may not have an interest in the

property concerned. Officials of ICOMOS and members of its World Heritage Panel (including observers) may not disclose the discussions that have taken place in the Panel to any person or organisation that was not present in those discussions.

14 The names and qualifications of the members of the World Heritage Panel may be published only after the ICOMOS evaluations have been finalised. The names of desk reviewers will not be disclosed.

15 In the event that a member of the World Heritage Panel or an expert used in ICOMOS World Heritage processes fails to implement any aspect of this policy, sanction/s shall be applied. These shall be determined by the Board and shall be relative to the severity of the breach. In cases where the breach is considered to have compromised the credibility of ICOMOS as an objective and unbiased adviser to the World Heritage Committee and UNESCO, the individual concerned shall automatically be debarred from further participation in ICOMOS work associated with World Heritage matters and other areas of its work where it is important that the organisation be seen to be impartial.

2 ICOMOS doctrinal texts

Article 8

Definition of doctrinal text

A doctrinal text is a group of ideas, principles and/or recommendations which express contemporary thinking on cultural heritage protection, use and awareness and are based on scientific knowledge and practical experience. These texts address types of heritage properties and heritage protection activities and provide an interpretation of evidence in order to guide conservation action. ICOMOS, at the international level, develops a corpus of doctrinal texts as a necessary basis for heritage protection, responsible use and awareness policies

Article 9
Characteristics of doctrinal texts

1 New ICOMOS Doctrinal Texts, at the international level, comprise three types: Charters, Guidelines and Declarations :

a A Charter is a group of principles or a conceptual frame that defines contemporary knowledge on heritage conservation, safeguarding and valorisation, based on both scientific knowledge and practical experience, to direct action. Charters may be accompanied by Guidelines.

b Guidelines develop principles defined in Charters and should provide interpretation and details for procedures, good practice or requirements for implementation at multiple levels. ICOMOS Charters should preferably precede Guidelines. A Guideline can take the shape of a position or stance confirming, updating or clarifying an idea or approach related to the ICOMOS mandate.

c A Declaration is a document or position regarding a theme or an approach to the conservation, protection, use and enhancement of monuments, building complexes and sites. A Declaration can be created without an existing Charter. It can be a response or position to an immediate issue, situation, event or policy related to the ICOMOS mandate.

2 When appropriate, ICOMOS doctrinal texts shall contain a mechanism to observe, monitor and evaluate the text over time.

Article 10
Procedure

1 Doctrinal texts are adopted by a General Assembly.

2 The final versions of all doctrinal texts must be produced in French, English and Spanish and may be produced in other languages.

3 Doctrinal texts must include the names of people and committees involved in drafting the text and include the reason, or motivation, for the text in the preamble.

4 Any doctrinal text 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 within 60 days after the close of the General Assembly

5 ICOMOS may issue supplementary guidance for drafting and preparing doctrinal texts which is to be observed.

6 The following procedure applies to Charters and Guidelines:

a. The need for a new ICOMOS Charter or Guidelines shall be carefully assessed by the Advisory Committee and the Board, taking into account the characteristics and requirements of the ICOMOS Charters and Guidelines

b. The assessment of the need for a new ICOMOS Charter or Guidelines shall be initiated through the presentation of a very brief summary of what is to be covered by the Charter or Guidelinesa motivation of the need for and precise purpose thereof and discussion of the category/ies for which it might be considered by the Advisory Committee and Board. This step must take place before the presentation of any substantial text to the Advisory Committee and Board, other than in very exceptional circumstances, before the drafting of such a text commences.

c. A Charter or Guidelines shall be either prepared or studied by an International Scientific Committee, an International Working Group or by an ad hoc committee designated for this purpose by the Board. The Board will decide if and to what extend partner organisations shall be associated to develop new ICOMOS Charters or Guidelines.

d. The International Secretariat shall inform the ICOMOS National and International Scientific Committees, International Working Groups and the ICOMOS membership, that a new Charter or Guidelines is being prepared.

e. A new ICOMOS Charter or Guidelines and any report concerning such texts shall be prepared simultaneously in English and French and, whenever possible, in additional languages such as Spanish.

f. The draft of a new Charter or Guidelines shall be distributed to all the ICOMOS National and International Scientific Committees and the ICOMOS membership for comment and review.
g. A revised draft, with a report explaining how the comments on the earlier draft have been incorporated and a compilation of the comments received, shall be distributed to all the ICOMOS National and International Scientific Committees and the ICOMOS membership.
h. The revised draft of a new Charter or Guidelines must be put on the agendas of the meeting of the Advisory Committee and Board, and must be discussed at least one year preceding that of the General Assembly at which the text is proposed to be adopted.
i. The Advisory Committee shall assess the substance and structure of the revised draft of a new Charter or Guidelines and recommend action to the Board; it shall make a specific recommendation concerning its title.
j. If necessary, the consultation process with the ICOMOS National and International Scientific Committees, International Working Groups and the ICOMOS membership shall be repeated until a final draft text has received a positive recommendation by the Advisory Committee and the approval of the Board. The revised draft of a new Charter or Guidelines must have received the approval of the Board at least six months prior to the General Assembly at which it is proposed for adoption.
k. The draft new Charter or Guidelines shall be redistributed in its final revised form to all the National and International Scientific Committees and the ICOMOS membership, at least four months before the General Assembly, with a view to its adoption by resolution.
l. When an existing Charter or Guidelines is proposed for amendment, the Board shall first decide whether the amendment is minor and more technical in nature or whether it is a major and more substantial amendment. For minor amendments, only Article 9 and Articles 10-6c to 10-6g, as applicable, will apply to the approval procedure. A

minor amendment to an existing Charter or Guidelines may be adopted by the Scientific Council with no further proceedings needed. The approval procedure for major amendments to existing Charter or Guideline shall follow the same procedure as for new Charter or Guidelines.

7. The following procedure applies to Declarations:
   a. A Declaration must be supported by at least ten ICOMOS members from three different National or Transnational Committees, or by three National Committees, three International Working Groups or three International Scientific Committees.
   b. A Declaration can be proposed by the Board.
   c. The proposed draft Declarations must include a short justification of the relevance and need of the Declaration.
   d. Other than Declarations proposed by the Board, the Advisory Committee shall assess the substance, relevance and structure of the draft declaration and recommend action by the Board.
   e. The draft Declaration should be presented for approval by the Board at least six months in advance of the General Assembly.
   f. The final draft Declaration must be submitted in writing in English and French, and wherever possible in additional languages such as Spanish, to the International Secretariat, at least four months prior to the opening of the General Assembly.
   g. The draft Declaration is to be circulated to the membership as a time-bound consultation process. The Board may appoint an ad hoc committee to review any submissions and advise of any revisions.
   h. The final draft Declaration is to be circulated to the membership at least one month before the date of the General Assembly at which it is to be adopted.

i. The Board may decide the subject of a draft Declaration is of an urgent and important nature to justify its presentation to the General Assembly for adoption following a shorter timeframe to that set out under 7 a-h.

j. When an existing Declaration is proposed for amendment, the Board shall first decide whether the amendment is minor and more technical in nature or whether it is a major and more substantial amendment. For minor amendments, the Board in consultation with the Advisory Committee may make the amendment. A minor amendment to an existing Declaration may be adopted by the Scientific Council with no further proceedings needed. The approval procedure for major amendments to existing Declarations shall follow the same procedure as for new Declarations

3 International Day for Monuments and Sites

Article 11

Aim of the Day

The aim of the International Day for Monuments and Sites, celebrated each year on 18 April, is to link a global theme to local or national realities and to encourage local communities and individuals throughout the world to consider the importance of cultural heritage to their lives, identities and communities, and to promote awareness of its diversity and vulnerability and the efforts required to protect and conserve it.

Article 12

Selection of annual theme

1 Suggestions for global themes for the International Day for Monuments and Sites shall be submitted to the Advisory Committee at the latest by its annual meeting the year before.

2 Wherever possible, themes should be linked to other anniversaries or events occurring in the same year so as to increase the visibility and relevance of the activities and events associated with the Day.

3 The Board will decide on the theme for the following year, taking into account the recommendations of the Advisory Committee.

4 Heritage Alerts

Article 13

Purpose of Heritage Alerts

1 Heritage Alerts can be used where a property of national or international significance, other than a property inscribed on the UNESCO World Heritage List, is considered to be under threat.

2 The aims of the Heritage Alert process are to:

a Use the expertise of the members of the ICOMOS International Scientific Committees and relevant ICOMOS International Working Groups and ICOMOS National Committees to assess the significance of and threats to a property indicated to be at risk, and

b Alert the public to the significance of and threat to the property at risk using ICOMOS networks to publicise the situation.

Article 14
Heritage Alert process

1 Heritage Alerts will be drafted using a standard format and in consultation with relevant ICOMOS National, Transnational and International Scientific Committees and International Working Groups.
2 The relevant National, Transnational and International Scientific Committees, in consultation with the ICOMOS Secretary General, will decide whether the Alert should proceed.
3 The relevant National, Transnational or International Scientific Committees or International Working Groups will prepare the necessary public documentation letters and media briefing material.
4 The ICOMOS International Secretariat will facilitate the publication of the Heritage Alert. Use of the ICOMOS name and logo must be in accordance with Article 100.

Article 15
Assessment of proposed Heritage Alerts

1 ICOMOS will respect established national and international guidelines for the significance assessment of heritage through analysis of history, fabric, form, function, use and design intent.
2 ICOMOS, as an international organization, will generally respond only to requests of international or national urgency and forward other requests to national and local heritage organisations for action.

Members

1 Becoming a member of ICOMOS

Article 16
Membership through a National or Transnational Committee

In countries where an ICOMOS National or Transnational Committee exists, individuals or institutions engaged in the conservation of cultural heritage who wish to join ICOMOS should apply to join their National or Transnational Committee, by completing and submitting the Committee's membership application form and providing any information required by the Committee, which may include a curriculum vitae or a short description of the institution, and nominations or supporting statements from existing members.

Article 17
Membership through the International Secretariat

1 In countries where no accredited ICOMOS National or Transnational Committee exists, individuals or institutions engaged in the conservation of cultural heritage who wish to join ICOMOS should apply to the International Secretariat, by completing and submitting the membership form available on the ICOMOS web site together with a curriculum vitae or a short description of the institution.

2 Applications to the International Secretariat will be submitted to the ICOMOS Bureau for approval at one of its regular meetings (normally March, June and October). Applicants will be notified promptly following the meeting of the Bureau's decision on their application.

Article 18
Refusal of membership applications

1 Applicants who have not received a response to an initial application to their National or Transnational Committee are advised to make a second application.

Applicants whose applications have been refused by the Committee should in the first instance make use of any appeal mechanism which the Committee may have established.

2 Persons or institutions who have applied to be members of their National or Transnational Committee and whose applications have been persistently refused or ignored by the Committee, or who have applied for membership to the International Secretariat and have been refused by the Bureau, may appeal to the Board in accordance with Article 86.

2 Payment of fees and provision of membership cards

Article 19

Payment of fees

1 In countries where an ICOMOS National or Transnational Committee exists, individuals or institutions that are members of that Committee shall pay to it the membership fee determined by the Committee, by the due date that the Committee also determines.

2 Having collected the fees from its members, the National or Transnational Committees shall then transfer to the International Secretariat the membership dues determined by the General Assembly to be payable by each member, together with a statement indicating the total number of members in each category for which payment is being made.

Article 20

Provision of membership cards

1 The International Secretariat will arrange for the preparation of membership cards and will forward the cards to the National and Transnational Committees.

2 The National and Transnational Committees will be responsible for forwarding membership cards to their members.

3 The International Secretariat will arrange for the preparation of digital membership cards and will forward these cards directly to members.

4 The International Secretariat and the National and Transnational Committees shall endeavour to complete the above procedures so that members receive their membership cards in due time.

3 Non-compliance, appeals and sanctions

Article 21

Allegations of non-compliance or other misconduct

1 An allegation of non-compliance with the Statutes or Ethical Principles, or of any other serious cause, may be made against a member of ICOMOS by another member, a National, Transnational or International Scientific Committee, or a member of the public.

2 Any such allegation must be made in writing, must name the member against whom the allegation is being made, and be signed and dated by the complainant. The allegation must also state when and where the alleged non-compliance or other misconduct is alleged to have occurred and where applicable the Article(s) of the Statutes or Ethical Principles alleged to have been breached.

3 The written allegation should be submitted as follows, with a copy of the allegation being sent at the same time to the International Secretariat:

   a. in the case of an allegation relating to the member's involvement with an International Scientific Committee, to that International Scientific Committee;
   b. In the case of non-compliance with obligations at the international level, or where the member does not belong to a National or Transnational Committee, to the Bureau;
   c. In all other cases, to the National or Transnational Committee to which the member belongs.

4 ICOMOS will use its best endeavours to ensure that any people investigating or dealing with an allegation are unconnected with the allegation in any way that is likely to involve self-interest, conflict of interest or bias.

5 The allegation must be acknowledged in writing, and the member against whom the allegation is made must also be notified of the allegation in writing.

6 In acknowledging the allegation and notifying the member concerned, both parties will be asked to confirm that no other procedures outside the complaint to ICOMOS (such as legal action) are in progress. If any such procedures are in progress, both parties will be advised that the allegation will not be formally recorded or dealt with until those procedures have been concluded.

Article 22
Review of allegations of non-compliance or other misconduct

1 In the absence of any other procedures, and in the interest of resolving the allegation informally through negotiation, ICOMOS will initially refer the complainant to a senior member of ICOMOS with whom the allegation can be discussed.

2 If the allegation is not resolved through negotiation, the relevant National, Transnational or International Scientific Committee, or the Bureau, as applicable, will review the allegation, and decide whether the allegation warrants sanction for non-compliance with the Statutes or Ethical Principles, or for other serious cause. If a National, Transnational or International Scientific Committee is minded to impose a sanction, it must confer with the Bureau before finalising its decision.

3 Following the decision, the member concerned (and the complainant where appropriate) must be informed of the decision and of the reasons for it. If the decision is to impose a sanction or to strike the member from the register, the member must in addition be called to provide an explanation, and be informed of the right of appeal to the Board in accordance with Article 87. The right of appeal must be exercised within two months of the member being informed of the decision.

4 Nomination of Honorary Members

Article 23

Nomination for Honorary membership of ICOMOS

1 Ten months or more before a General Assembly at which an election for the Board is to be held, the International Secretariat will call for nominations for Honorary membership of ICOMOS.

2 Nominations must be made by National or International Scientific Committees and should include the following information:
   a the name of the nominated individual
   b a brief presentation of the individual (maximum 3 lines)
   c the individual's curriculum vitae
   d a statement supporting the nomination, explaining the reasons for it and in particular how the nominee has given distinguished service at the international level to the conservation of cultural heritage (maximum 750 words)

3 Nominations must be submitted in electronic format in either or both of the working languages (as defined in Article 21-b of the Statutes). An additional version in Spanish is welcome.

4 Nominations must be received by the International Secretariat not less than six months before the opening of the relevant General Assembly.

5 The nominations will be assessed by the jury appointed by the Board to choose the recipient of the Piero Gazzola Prize. The jury will present its recommendations for the award of Honorary membership to the General Assembly.

6 The criteria for selection of Honorary Members will be determined by the Board.

5 Awarding missions and contracts to members

Article 24

Principles for the award of missions and contracts

1 ICOMOS will make every effort to provide all of its members access to ICOMOS missions and contracts for which they are fully qualified.

2 ICOMOS expects all members, approached in the name of ICOMOS to provide their expertise, to bring the request to the attention of the Bureau and/or the Director General for a decision on the award of work.

Article 25

Procedure for the award of missions and contracts

1 The Director General (and as required, the ICOMOS Bureau) will take the following considerations into account in awarding missions and contracts:

   a. the fit between the cost of the member's services and the technical demands of the work
   b. the geographic proximity of the member to the site, and the cultural familiarity of the member with the site
   c. the desire to share opportunities as equitably as possible among all members
   d. satisfaction with a member's performance in carrying out previous ICOMOS work.

2 No special preference will be given to members of the ICOMOS Bureau, Board, Advisory Committee or Scientific Council in awarding work

General Assembly

1 Selecting the host for a General Assembly

Article 26
Submission of bids

1 National or Transnational Committees, or groups of such 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 to the International Secretariat. If the expression of interest is submitted by a group of National Committees, they must designate one of these as the coordinator.

2 The expression of interest and draft bid for a General Assembly at which an election for the Board is to be held should be submitted at least 2 weeks prior to the Board meeting held in conjunction with the Advisory Committee meeting four years prior to the year of the General Assembly to which the expression of interest relates. The formal proposal to host the General Assembly must be submitted no later than 15 January in the year three years prior to the General Assembly to which the proposal relates.

3 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.

4 The Board will prepare Terms of Reference for hosting General Assemblies and associated meetings and events prior to a call for expressions of interest.

5 All bids should be submitted to the International Secretariat using the Terms of Reference format and checklist for potential National Host Committees, 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 27

Assessment of bids

1 Each bid received will be verified for completeness by the International Secretariat. Formal bids not meeting the essential requirements of the Terms of Reference will be considered incomplete.

2 Complete formal bids will be referred to the Advisory Committee Officers 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, if they so wish, 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 will include:

a. Heritage significance of the proposed location, conference venue, accommodation
b. Relevance of the proposed theme
c. Rotation between regions and countries where General Assemblies have been organised in the past
d. Commitment by the national authorities to provide entry visas/permits to all members of ICOMOS regardless of nationality
e. Opportunities to visit and experience local heritage places
f. Accessibility of the location and of the conference venue
g. Participation of the National Committee(s) in previous General Assemblies, if any

Bids that meet all essential 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 28

Announcement and agreement

1 The dates and venue for the next General Assembly at which an election for the Board is to be held will be announced during the closing ceremony of the previous General Assembly at which an election for the Board is held. The dates and venue for

other General Assemblies, apart from extraordinary General Assemblies, will be announced during the closing ceremony of the previous General Assembly

2 The host National Committee will be invited to make a short presentation, which can be supported by images.

3 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 General Assembly meetings

Article 29

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, a General Assembly convened at the request of a majority of members of the Board or of one third of the National Committees, or a General Assembly at which no members are present in person, 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 ordinary 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 30

Place of meeting

1 The General Assembly, other than a General Assembly at which no members are present in person, 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, General Assembly at which members are present in person 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 31

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, 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.

3 Agenda, documents and records of General Assemblies

Article 32
Contents of agenda

1. 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.
2 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:
   a 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
   b Any other matter which the Board considers is of an urgent and important nature.
3 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:
   a Receipt of the outgoing Secretary General's report on programme and activities for the previous three years;
   b Items proposed by a previous General Assembly (if any);
   c Items proposed by the Advisory Committee or Board (if any); and
   d Draft resolutions in accordance with Article 57 (if any).

4 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 32-1 above.

5 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 32-1 above.

6 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 32-1 above.

Article 33

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 34

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 35

Records

1 Minutes shall be taken of all plenary meetings of the General Assembly.

2 The draft minutes of the meeting shall be reviewed by the President of the General Assembly and the Secretary General and then circulated in the working languages to members and to bodies represented by observers within 60 days after the close of the General Assembly to enable them to advise any corrections within 30 days.

3 After the period of 30 days provided for in Article 35-2, the Secretariat will proceed to compile a final draft of the minutes.

4 The final draft of the minutes shall be published on the website within 120 days of the close of the General Assembly.

5 Following approval of the minutes by the subsequent General Assembly, the minutes shall be signed 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 at General Assemblies

Article 36

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 A member's right to attend the General Assembly, including attendance by electronic means, shall be subject to payment of the relevant General Assembly registration fee.

3 To be entitled to vote:

a National and Transnational Committees and their members, or individual and institutional members of ICOMOS in countries where no National Committee exists, must have transmitted, not less than one month before the General Assembly, 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 37

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 36;

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 36.
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 Organisation, committees and secretariat of the General Assembly

Article 38
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 39
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 or the President of ICOMOS, shall preside until the General Assembly has elected the President and Vice-Presidents of the General Assembly.

Article 40
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 41
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 42
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 43 to 46.
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.
6 In cases where a Committee member appointed by the General Assembly subsequently becomes ineligible or unable to serve, the Board shall have delegated authority to appoint a replacement in accordance with the provisions of this Article.

Article 43
Credentials Committee

1 The Credentials Committee shall consist of a Chairman and four Members of different nationalities, all from different National Committees. The Director General of ICOMOS, or a delegated representative of the Director General, shall be available to advise the Committee.
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 36 and present its report to the General Assembly.

Article 44
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, all from different National Committees. 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 and their facility in the working languages.
4 The Committee shall elect its own Rapporteur.
5 All draft resolutions shall be submitted to the ICOMOS International Secretariat in accordance with Article 57.
6 The Committee shall examine and report to the General Assembly on the presented draft resolutions according to the terms of Article 57. 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 to propose amendments to the text, 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 after discussion between the Resolutions Committee and the member(s) or Committee(s), the Resolutions Committee shall report to the General Assembly on its reasons either for not recommending that the draft resolution be put to the General Assembly, or on its reasons for not adopting the text of the proposers as the case may be, and in the latter case present its recommended version of the text 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 58 that an item on the agenda of a forthcoming General Assembly requires a resolution of the General Assembly, the Board may request the President to appoint an ad-hoc Resolutions Committee to undertake the above tasks.

Article 45
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 from a National Committee 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, requiring the nominations to be submitted six months before the General Assembly at which the election for the Board is to be held, in order that they can be published in advance by the International Secretariat;
   1. Review the preliminary nominations for competence and balanced representation of gender, diverse specialisations and different regions of the world;
   2. Encourage additional nominations from members to address any imbalances identified in the above review; and
   3. Examine all files nominating candidates for election and determine the eligibility of the candidates under Article 9-d-9 of the Statutes and Article 63 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 46
Election Committee

1 The Election Committee shall consist of a Teller and at least four Assistant Tellers, all of different nationalities and from different National Committees, who shall be appointed from among ICOMOS members not standing for election, coming from countries from which no member is standing for election.

2 The Elections Committee shall prepare the ballots for the elections and conduct the elections in accordance with Articles 65 and 66.

Article 47
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 and from different National Committees.

Article 48
General Assembly Secretary

Unless the General Assembly decides otherwise, the Secretary-General of ICOMOS shall act as the Secretary of the General Assembly.

Article 49
Secretariat

1 The Secretariat of the General Assembly shall be provided by the staff of the ICOMOS International Secretariat and may be assisted by others.

2 The Secretariat, acting under the authority of the General Assembly Secretary, shall receive, translate and distribute

documents, reports and resolutions of the General Assembly and its Committees, make draft resolutions and resumés of candidates for election available for inspection, circulate the minutes of the meetings, be responsible for the safekeeping of such documents in the ICOMOS archives, and perform all other work which the General Assembly may require.

6 Conduct of business, voting and elections at General Assemblies

Article 50

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 51

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 52, 53, 54 and 55.

2 Observers invited under Article 31 may make oral or written statements to the General Assembly.

3 A time limit on speeches may be imposed by the President of the General Assembly.

Article 52

Languages

Delegates should speak in one of the two working languages of ICOMOS (as defined in Article 21-b of the Statutes) unless the host country or the delegate has provided interpretation in another 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 53

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 54

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 55

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.

Article 56

Order of procedural motions

Subject to Article 55 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 57

Resolutions and motions

1 Subject to Article 58, resolutions and motions other than those relating to procedural items on the agenda and the adoption of doctrinal texts shall be considered only at a General Assembly at which an election for the Board is 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 National or Transnational Committees, or by three National Committees, three International Working Groups 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 must be

referred to the Board for decision in accordance with Article 58, and will only be considered by the Resolutions Committee if the Board decides that they are of an urgent and important nature.

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 briefly stated 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, together with any amendments proposed, have been circulated to all members present by the ICOMOS International Secretariat not later than two days preceding the discussion.

6 In the case of resolutions relating to amendments to the Statutes or to the Rules of Procedure, the drafts of which are required to be circulated to the members four months before the General Assembly, any proposals for changes to the circulated drafts (other than minor corrections to the text) must be submitted to the Secretariat at least one month prior to the General Assembly so that the proposed changes can be circulated to the membership in good time. In the case of all other proposals to amend draft resolutions, proposals for amendment must be submitted to the Secretariat at least one week prior to the General Assembly. Proposed changes that have not been so submitted may not be discussed or put to the vote at the General Assembly.

7 Any draft resolution proposed which relates to a specific property shall not be considered by the Resolutions Committee unless a Heritage Alert for that property has previously been submitted to the Secretariat in accordance with Article 14 and the relevant National, Transnational and International Scientific Committees have had an opportunity to respond to it.

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 to the General Assembly by the Resolutions Committee unless the provenance of the resources is specified and they have been committed.

9 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 within 60 days after the close of the General Assembly.

10 The Secretary General 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 58

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.

3 The Board may appoint a Resolutions Committee to review any such resolution in accordance with Articles 44 and 57.

Article 59

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 60

Voting methods

1 The International Secretariat, in consultation with the Elections Committee, shall review the proposed process to be

used for secret ballots, and verify that there are procedures in place that provide for a secure and secret ballot, that allow voting only by those entitled to do so, and that prevent proxy votes (if any) being cast in excess of those to which a voting member is entitled.

2 All elections shall be conducted by secret ballot.

3 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.

4 All other votes at a General Assembly where all voting members are present in person shall be by show of hands. At a General Assembly at which some or all voting members are participating remotely, voting shall be by electronic means.

5 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.

6 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 61
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 amendments have been put to the vote.

5 If one or more amendments are adopted, the amended proposal shall then be voted upon.

6 For General Assemblies at which voting by electronic means is adopted, the President of the General Assembly is empowered to decide on a single consolidated amendment to any proposal, so that no proposal requires more than two rounds of voting.

Article 62

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 63

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 45.

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 outlining the reasons why he is seeking election, and confirming that he will serve and attend Board meetings 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 from 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 outlining the reasons why he is seeking election to that position, and confirming that he will serve in that office and attend Board and Bureau meetings 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 submitted in response to the preliminary call and received by the International Secretariat six months before the General Assembly will be published before the General Assembly. All nominations must be received no later than 60 days 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 30 days before the election is due to be held.
7. In cases where a candidate is of dual nationality or is a member of more than one National Committee, the Candidatures Committee shall decide, after consultation with the candidate, which country the candidate represents in accordance with Article 9-d-9 of the Statutes.
8. A candidate for election to the Board or Bureau may withdraw his candidature, or notify a change to the position for which he seeks to be elected (subject to complying with the candidature requirements set out in Articles 63-2 and 63-3), up to 48 hours before the election begins.

Article 64
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 30 days 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 from at least three countries other than that of the nominator; and
   d a statement from the candidate outlining the reasons why he is seeking election to the vacant position, and confirming that he will serve and attend Bureau meetings 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 résumés of all candidates available for inspection 48 hours before the election.

Article 65

Elections

1 The roll of voting members present or represented by proxy shall be confirmed by the Credentials 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.

7 The process adopted for an election conducted by electronic means shall incorporate safeguards that provide for independent monitoring and a free and fair election. The results of the election shall be announced by the International Secretariat.

Article 66

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 as President, Secretary-General or Treasurer is not elected to that office, he may (if willing to serve) be included as a candidate for Vice-President.
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.

5. In the event that
   a. fewer than twenty candidates are recommended by the Candidatures Committee as fulfilling the requirements to stand for election to the Board;
   b. fewer than twenty members are elected to the Board pursuant to Article 66-1;
   c. there is only a single candidate for the position of President, Secretary General or Treasurer, and that candidate is not elected to the Board, or receives less than a majority of votes cast for the position for which he is standing; or
   d. fewer than five candidates for Vice-President are elected to the Board; nominations for the vacant position(s) shall be called from the floor. The Elections Committee shall verify that any such nominations are in compliance with the Statutes, have the agreement of the member(s) nominated, and the support from the number of members, National Committees and countries required by Article 63. From among the eligible candidates, the election for the vacant position(s) shall then be held in accordance with the above procedures.

Article 67

Term of office

The term of office of members of the Board elected by the General Assembly begins at the close of the session at which they are elected and shall end when the results of new elections held by the General Assembly are announced. The retiring members shall be eligible for re-election in accordance with Article 9-d-9 of the Statutes.

Board

1 Date, place and notice of Board meetings

Article 68

Place of Board meeting

1 The Board shall meet at the ICOMOS headquarters or a place decided upon by its members at a previous meeting or between meetings using the procedure in Article 76.

2 For Board meetings held in person, ICOMOS members in the host country shall, to the best of their ability, ensure that the necessary visas are issued by the host country to all participants.

3 If the host country cannot obtain visas for all participants, the meeting shall be held in another country or by electronic means for some or all Board members, unless the business of the meeting requires on- site visits relating to matters on the agenda.

Article 69

Convocation

1 The President, through the International Secretariat, shall notify Board members at least two months in advance of the date and place of a meeting held in person, and at least one month in advance of the date of other meetings of the Board held by electronic means. In exceptional circumstances, the President may convene an urgent meeting of the Board by electronic means with less than one month's notice, in which case the International Secretariat shall consult Board members to determine the most convenient date for the majority of members.

2 At the same time, the President shall notify the Vice-President of the Advisory Committee, the Director General of the International Secretariat, any invited experts, past Presidents and representatives of invited partner organisations of the date and place of the Board meetings.

3 The Board shall hold two ordinary meetings each year, one of which shall be held in conjunction with the General Assembly, with sessions before and after the meeting of the General Assembly.
4 A Board meeting convened at the request of a quarter of its members shall be held at most forty days after the request has been received.
5 The time of day of Board meetings at which some or all Board members are attending by electronic means shall be decided with due regard to the normal working hours of the countries in which Board members are located and those of the International Secretariat.
6 Between Board meetings, the Board may make decisions according to the procedure set out in Article 76.

2 Invitation of experts to Board meetings

Article 70

Criteria for the selection of experts

Any person, whether or not a member of ICOMOS, whose presence may be useful for the debate, may be invited to attend Board meetings and to speak on an agenda item during the meeting.

3 Agenda, documents and records for Board meetings

Article 71

Agenda

1. The draft agenda of a meeting shall be communicated to all Board members at least two weeks in advance of a meeting, and at least one week in advance for an urgent meeting, as defined in Article 69-1.
2. The draft agenda shall be prepared by the President in conjunction with the Director General and Secretary General and after contributions have been solicited from all members.
3. At the start of a meeting, the agenda shall be submitted to the Board for its approval and may be modified if the Board so decides.

4. The agenda of an ordinary meeting of the Board shall amongst other things consist of the following items: Adoption of the agenda.
   a Matters arising, including follow-up reports on implementation of previous decisions that have not yet been fully implemented.
   b Reports from the President, Secretary General, Treasurer and Director General
   c Financial report and statements.
5. Agendas for urgent meetings of the Board shall include only those matters for which they have been convened.

Article 72

Recording and minutes

1 The Secretary General with the support of the International Secretariat and any rapporteur(s) whom the Board may appoint shall record, publish and distribute the minutes.

2 Decisions shall be formally adopted at the conclusion of discussion of the relevant agenda item, and recorded in writing. The minutes shall include the names of those responsible for implementation of decisions and the time for implementation where appropriate.

3 The draft minutes of the meeting shall be reviewed by the President and the Secretary General and then circulated to Board members within 30 days after the close of the meeting to enable them to advise any corrections within 15 days.

4 After the period of 15 days provided for in Article 72-3, the International Secretariat will proceed to compile a final draft of the minutes.

5 Within 60 days of any meeting, the final draft minutes and decisions, revised as appropriate, shall be circulated to all members of the Board. A copy of the minutes, edited if required to omit any confidential matters, shall be made available to ICOMOS members upon request.

6 Following approval of the minutes at the subsequent Board meeting, the minutes shall be signed and placed in the archives of ICOMOS.

7 Discussion and decisions that are confidential, whether marked

as such or by their nature, shall not be made public nor disclosed to any third party.

Article 73
Documents to be available at meetings

1 The following documents must be available at all meetings:
- a Statutes
- b These Rules of Procedure
- c The triennial action plan and other plans
- d d The programme and budget
- e Agreements with partner organisations
- f The General Assembly resolutions
- g The minutes and recommendations of the Advisory Committee and the Scientific Council for the past three years
- h The minutes and decisions of the Board and Bureau for the past three years
- i Report on membership and the state of Committees
- j Financial reports and statements
- k Supporting documents of items to discuss

2 Supporting documents of items to discuss shall be communicated at least seven days in advance of the meeting. Documents will not necessarily be distributed in hard copy at all meetings.

3 Participation in Board meetings and decisions

Article 74
Participation in meetings

1 In addition to being present at a Board meeting in person or by proxy, a Board member may elect to be present by teleconferencing or similar electronic means for all or part of the meeting.

2 Observers and non-voting attendees at Board meetings may be required by the President to absent themselves from the meeting during the discussion of matters of a confidential nature.

Article 75

Decisions at meetings

1 Decisions shall as far as possible be by consensus, but when necessary a vote shall be taken.

2 A decision shall be voted on by secret ballot whenever two or more Board members shall so request or if the President so decides.

Article 76

Decisions between meetings

1 When good governance of the organisation requires decisions between meetings, such decisions may be made by electronic mail.

2 A proposal for a decision between meetings may be initiated by the President, or four members of the Board. The required documentation shall be sent to the Director General who in consultation with the Secretary General, if contactable, will prepare the draft decision and relevant documentation.

3 The draft decision must be e-mailed to all members of the Board along with relevant documentation and a discussion introducing the topic and explaining why the issue in question must be resolved upon before a conventional meeting can be held.

4 All e-mail relating to a decision between meetings must be done only through the Board list-serv, except as indicated in Article 76-6-d.

5 For decisions via e-mail:

   a. members will normally be given five French working days after circulation of the draft decision and associated documents to put views and counterviews and to discuss the matter via whatever medium and with whichever Board members they choose. In cases of extreme urgency a shorter period may be nominated by the Secretary General. An amendment to a proposed decision, or an alternative decision, may be submitted to and circulated by the Director General provided that it has the support of not less than two Board members, in which case time allowed for discussion will be extended by 48 hours. In the event that a second amendment or alternative decision is submitted

discussion time will not be further extended. A proposed decision, an amendment thereto, or an alternative decision may in the conventional way be withdrawn by the proposers at any time in the course of deliberations.

b. Should two Board members indicate within 72 hours of the commencement of the e-mail process that they believe that the decision should be deferred until a meeting in person or by electronic means can be convened, the Director General shall in the course of the next normal French working day put the question of whether or not to proceed with consideration of the matter under discussion to the vote allowing 72 hours for voting. The view of the majority of respondents shall prevail.

c. Should the motion to defer the decision not be adopted, no additional time for discussion will be added to the period specified in Article 76-6-a.

d. At the end of the period allowed for discussion members will be allowed a further 48 hours in which to vote on the proposed decision. In the event that the decision is not adopted and if there is an amended, or an alternative decision, a further 48 hours will be permitted for a second round of voting and so on in order of the submission of alternatives to the proposed original decision.

e. Voting will be by means of the list-serv unless a secret ballot is required in accordance with Article 75-2, in which case voting shall be by individual e-mail to the address of the Director General or his nominee who shall announce the outcome of voting to all members of the Board.

f. The result of the out-of-session decision must be recorded in the minutes of the next Board meeting.

5 Working methods of the Board

Article 77

Work plans

1 A triennial plan shall be adopted by the Board in accordance with the triennial General Programme and other decisions of the General Assembly.

2 Before the commencement of each financial year the Board shall adopt an annual work plan for the organisation based upon the targets set out in the triennial plan and drawn up by the Secretary General.

3 The annual work plan shall amongst other things include:
   a. The annual budget adopted by the General Assembly
   b. An assessment of non-financial resources available and needed
   c. A plan of operations with target dates and key deliverables.

Article 78

Task teams

The Board may entrust tasks and projects to one or more of its members or to Board task teams made up of members of the organisation provided that:

a Task teams shall be chaired by a member of the Board.
b Clear timeframes are set for the completion of tasks or projects.
c Reports on progress and activities are submitted to each ordinary meeting of the Board.

6 Support for Board meetings

Article 79

Duties of the Director General in relation to Board meetings

1- The Director General shall provide the following services to the Board:
   a. Assist the President with the drafting of the agenda and its distribution.
   b. Call for items for inclusion in the agenda and documents to be distributed with it.
   c. Assist the President to collect reports and follow up on execution of decisions taken by the Board.
   d. Inform relevant partners and the membership of ICOMOS of changes in the membership of the Board.

2- The Director General may delegate these tasks to the Director or another member of the staff of the International Secretariat.

7 Obligations of Board members

Article 80

Work ethic

Board members are bound by the following obligations:

1 Commitment: All members shall, after discussion in the Board, be allocated a portfolio or area(s) of specific responsibility by the President, and shall prioritise work in areas for which they are responsible. Board members shall also use their best endeavours to attend all Board meetings in person, or if necessary by teleconference.

2 Serving all: Board members shall serve all branches of and individuals in the organisation rather than the interests of particular National or International Scientific committees, or any other narrow constituency.

3 Conflict of interest: Board members must take care to avoid situations which may result in a conflict of interest and, where this is not possible, must declare any such conflicts of interest and absent themselves from discussion and decision making associated therewith.

4 Independence: Board members should be independent and receive no instructions from their National or International Scientific Committee or any other third party.

5 Collegiality: Board members should work in a spirit of collegiality and mutual support of efforts to achieve the goals of ICOMOS.

6 Confidentiality: Matters which are of a sensitive or confidential nature shall not be disclosed to any third party.

7 Openness and transparency: The work of the Board shall, other than in instances requiring confidentiality, be conducted in an open and transparent manner that fosters understanding of the inner workings of ICOMOS on the part of its members and partner organisations.

8 Equity: Board members must use their best endeavours to ensure that all members of ICOMOS share in the opportunities presented by membership of the organisation.

8 Accreditation of National and Transnational Committees

Article 81

Accreditation of National and Transnational Committees

1 An application for accreditation as:
   a a National Committee, by ICOMOS members in a country that meets the requirements of the Statutes, or
   b a Transnational Committee, by ICOMOS members in more than one country,

   must be submitted to the International Secretariat for consideration by the Board.
2 The application must include the following information:
   a An application letter, together with a copy of the ICOMOS Ethical Principles, both signed by at least five existing ICOMOS members in the country or countries concerned
   b A list of all of the ICOMOS members intending to join the National or Transnational Committee
   c A copy of the draft Statutes for the proposed National or Transnational Committee, or a declaration that the Committee will adopt the ICOMOS Model Statutes for National Committees.
   d A copy of the minutes of the meeting of ICOMOS members at which the draft Statutes were approved.
3 The International Secretariat will inform all ICOMOS members in the country or countries concerned that the application has been received and will advise the date of the Board meeting at which it will be considered, subject to approval of the draft Statutes.
4 The draft Statutes will be reviewed by the ICOMOS International Scientific Committee on Legal, Administrative and Financial Issues (ICLAFI) and the applicants will be advised of any amendments required to bring the draft Statutes into

line with these Rules of Procedure (in particular, the Model Statutes for National Committees), the ICOMOS Ethical Principles and the ICOMOS Statutes.

5 The draft Statutes must not be submitted to the regulatory authority in the country of the proposed National Committee until they have been endorsed by ICLAFI.

6 Once the draft Statutes have been recommended for approval by ICLAFI, the application will be submitted to the Board for consideration at its next meeting. The International Secretariat will inform all ICOMOS members in the country or countries concerned of the Board's decision.

7 The establishment of new National and Transnational Committees will be announced by the International Secretariat

8 National or Transnational Committees are encouraged to periodically review their statutes, and make any necessary changes to ensure compliance with the ICOMOS Statutes, Rules of Procedure and Ethical Principles. Where amendments are proposed, a draft of the revised statutes with the proposed changes highlighted shall be submitted to the International Secretariat, together with any explanations the Committee wishes to provide. The Secretariat will review the proposed changes, advise the Committee if any of these could affect its ongoing accreditation, and ask for the changes in question to be reviewed. The final version of the amended statutes will be submitted to the Board for its approval and confirmation of continued accreditation.

Article 82
Non-conformance of National and Transnational Committees

1 If the International Secretariat has not received the required amount of membership dues from a National or Transnational Committee by the date nominated in the Statutes, it will refer the matter to the Board.

2 Where the Board (on the basis of advice from the Advisory Committee, the International Secretariat, or ICOMOS

members in the country or countries concerned) is of the opinion that an existing National or Transnational Committee is not in conformity with the ICOMOS Statutes, Rules of Procedure, and Ethical Principles, either by non-payment of dues or otherwise, it will ask the Committee concerned to provide an explanation.

3 Depending on the explanation, the Board may decide to undertake further investigation of the Committee and advise the Committee of the steps the Board considers necessary to rectify the non-conformity.

4 Should the National or Transnational Committee not take the necessary steps to rectify the non-conformity within the time nominated by the Board, the Board may ask the Committee to show cause why it should not have its accreditation withdrawn.

5 Subject to the Committee's response to the request to show cause, the Board may decide, in exceptional cases, to suspend the participation of a non-complying National or Transnational Committee in Advisory Committee meetings and its voting rights in the ICOMOS General Assembly, or to withdraw accreditation either for a specified period or altogether.

6 ICOMOS members of a National or Transnational Committee which has had its accreditation withdrawn permanently may elect to apply to become members through the International Secretariat until such time as a new Committee has been established and accredited, at which time they should then apply to join the re-established National Committee.

7 ICOMOS members in a country or countries where the National or Transnational Committee has had its accreditation withdrawn permanently must follow the procedure in Article 81 to re-establish a Committee.

9 Establishment and dissolution of International Scientific Committees

Article 83

Establishment of International Scientific Committees

1 A proposal for the establishment of an International Scientific Committee (ISC) must be made in the first instance to the Scientific Council, by a group of at least ten ICOMOS members from different world regions, sharing a particular expertise.

The proposal may be sponsored by a National Committee or a specialised institution. ISCs are established for the long-term based on the requirement for work in a variety of professional fields.

2 The proposal must include the following information:
   - a A mission statement or a statement of need for the new committee, including its potential for cooperation with other ISCs
   - b The manner in which the proposed committee will contribute to the progress of the current ICOMOS Scientific Plan or Programme
   - c Long-term aims and goals and associated programmes of activities
   - d Proposed committee By-laws
   - e A proposed roster of members, ensuring broad representation from world regions
   - f An annotated roster of affinity organizations or groups working in the field of interest, identifying proposed institutional partners, if any
   - g A roster of proposed officers, along with professional credentials and curriculum vitae for each
   - h The location of the proposed committee secretariat, including a letter of commitment to that effect
   - i A proposed budget and details of financial and administrative support secured or to be secured.

3 The Scientific Council shall refer the proposed By-laws to ICLAFI for its advice.

4 The Scientific Council will review the proposal and present it, together with its recommendation and the advice from ICLAFI, to the Advisory Committee, which shall in turn provide advice to the Board on the establishment of the ISC and its proposed By-laws. The Board will then decide whether the new ISC should be established for a probationary period of three years as a task force.

5 During the incubation period, the task force shall work as a fully functional ISC, and shall be required to meet all the programming, administrative and reporting duties of an

established ISC.

6 At the end of the three year incubation period, the Scientific Council shall evaluate the probationary task force and recommend to the Advisory Committee whether the task force should:
   a be established as a permanent ISC
   b continue as a task force for an extended probationary period, or
   c be dissolved.

If the task force is dissatisfied with the Scientific Council recommendation, it may make its own representation to the Board. The Board will make a decision on the establishment of the ISC taking into account the advice of the Advisory Committee.

7 The establishment of new International Scientific Committees will be announced by the International Secretariat.

Article 84

Establishment of Hybrid International Scientific Committees

1 Under certain conditions, an ISC (known as a Hybrid ISC) may be established in cooperation with one or more affinity organisations in order to serve both.

2 A proposal for Hybrid ISC will be reviewed by the Scientific Council and Advisory Committee, and follow the same establishment process as other ISCs, except that the decision on its establishment will need to be made by both the Board and the affinity organisation.

Article 85

Non-conformance of International Scientific Committees

1 Where the Board (on the basis of advice from the International Secretariat, the Advisory Committee, the Scientific Council, or members of the ISC concerned) is of the opinion that an existing International Scientific Committee is not in conformity with the ICOMOS Statutes, Rules of Procedure, and Ethical Principles, it will ask the Committee concerned to provide an explanation.

2 Depending on the explanation, the Board may decide to undertake further investigation of the ISC with the assistance

of the Scientific Council and advise the Committee of the steps the Board considers necessary to rectify the non-conformity.

3 Should the International Scientific Committee not take the necessary steps to rectify the non-conformity within the time nominated by the Board, the Board may ask the Committee to show cause why it should not be dissolved.

4 Subject to the Committee's response to the request to show cause, the Board may then decide to dissolve the International Scientific Committee either for a specified time or altogether.

5 ICOMOS members wishing to re-establish an International Scientific Committee that has been permanently dissolved must follow the procedure in Article 83 to re-establish a Committee

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10 Appeals to the Board

Article 86

Appeals against refusal of membership applications

1 An appeal to the Board against refusal of or lack of response to an application for membership shall be lodged with the International Secretariat and contain the following information, and supporting documents in the form of copies of emails or scans of letters:

a full name of applicant

b contact details (address, telephone and email)

c date of submission of original application

d if no response received, date of submission of second application (if applicable) and a brief written statement on the circumstances of the appeal

e if application refused, date of refusal and reasons given for refusal, if any

f reasons for disagreement with National or Transnational Committee's or Bureau's determination

g a copy of the original application and any information submitted with it, including a brief biography or curriculum vitae

h a copy of the refusal notice (if applicable) or any other correspondence sent by the Committee or Bureau.

2 The ICOMOS International Secretariat will check the appeal for completeness and, in the case of an appeal against an application that has been refused or ignored by a National or Transnational Committee, will write to the Committee concerned, advising that an appeal has been made, enclosing the documentation and asking the Committee for information on the matter. The Committee will be given 14 days to reply.

3 The International Secretariat will then submit the completed appeal, and any associated response from the Committee concerned, to the Board, which will hear the appeal at its next meeting on the basis of the documentation provided.

4 An appeal against refusal of an application by the Bureau shall be determined immediately at the Board meeting, and the appellant informed of the Board's decision by the International Secretariat following the meeting.

5 In the case of an appeal against an application that has been refused or ignored by a National or Transnational Committee, the Board will make a preliminary determination. Following the hearing, the ICOMOS International Secretariat will write to the Committee advising it of the Board's preliminary determination.

6 In the event that the Board makes a preliminary determination that the appeal should be upheld, and the National or Transnational Committee either fails to respond to the determination within 14 days, or continues to refuse the application, the ICOMOS Board will make a final determination and inform the appellant and the Committee.

7 If the Board upholds the appeal, the National or Transnational Committee shall be obliged to admit the appellant as a new member in all respects, subject to the same rights and obligations as any other member.

Article 87

Appeals against sanctions and removal from register

1 An appeal to the Board against a decision to impose sanctions on a member, or strike the member from the register, shall be lodged with the International Secretariat and contain the following information, and supporting documents in the form of copies of emails or scans of letters:
   - **a** full name of member
   - **b** contact details (address, telephone and email)
   - **c** written advice from the Bureau, or the National, Transnational or International Scientific Committee, informing the member of the sanction to be imposed
   - **d** the explanation provided by the member in response to the decision
   - **e** the basis on which the member is appealing the decision

2 The ICOMOS International Secretariat will check the appeal for completeness and will submit the completed appeal to the ICOMOS Board, which will hear the appeal at its next meeting. Both the appellant and a representative of the National, Transnational or International Scientific Committee concerned are entitled to be present at the hearing either in person or by electronic communication.

3 The appellant and the Committee will be informed of the Board's decision by the International Secretariat following the Board meeting.

11 Board members representing ICOMOS at meetings and events

Article 88

Criteria for assessing invitations to meeting and events

ICOMOS will use the following criteria to assess invitations to the organisation for a representative to attend meetings and events:

- **a** Whether the invitation was received (well) in advance or at the last minute
- **b** If the event/meeting is recurrent, whether ICOMOS was invited previously, whether ICOMOS attended previously, and what were the benefits of attending

c Whether the meeting can be classified as diplomatic, representational or professional
d The ICOMOS role at the event, which may include (Keynote) speech, contribution, or participation
e The importance of the organiser in terms of type of organisation and global/regional reach, and whether the organisation is a traditional partner of ICOMOS
f The importance of the event in terms of scope, visibility, and impact, what ICOMOS can accomplish, and whether ICOMOS will benefit from participation
g How much work is involved: for the Secretariat and for the ICOMOS representative
h How much attendance will cost, whether participation costs are covered, and whether any reciprocity is expected in the future.

Article 89
Processing invitations to meetings and events

1 Board members shall provide the International Secretariat with a copy of the invitations they receive in that capacity, indicating whether they will attend the meeting/event or not, as well as provide a recommendation on whether an ICOMOS representation is required or desired based on the criteria listed in Article 88.
2 The International Secretariat shall steer the process whilst copying the messages for information to the Secretary General and to the persons to whom the invitation has initially been addressed. The International Secretariat shall fully inform the National Committee of invitations to meetings and events that take place in its country. Correspondence to National or International Scientific Committees will as a matter of course be addressed to the President.

Article 90
Level of representation

1 The President shall make every effort to represent ICOMOS at all meetings and events that are considered of the highest importance in application of the above mentioned criteria, or that are of a diplomatic character.

2 If the President cannot attend, a regional Vice-President shall be invited to represent ICOMOS.
3 The Vice-Presidents shall make every effort to represent ICOMOS at meetings and events of regional importance.
4 The Secretary General and Treasurer shall represent ICOMOS at meetings and events related to their portfolio and any other meetings and events when the President or the Vice-Presidents are not available.
5 The Director General or his delegate shall represent ICOMOS at meetings and events related to his own duties and other meetings and events as requested by the Bureau, with the support of one or more Bureau members, as appropriate.
6 Bureau members shall be invited to attend meetings and events of a representational character. If a Bureau member cannot attend a regional meeting or event, other Board members of the region shall be invited to represent ICOMOS.
7 If no Board member can attend a regional meeting or any other meeting or event he was invited to, an appropriate ICOMOS member shall be invited to represent ICOMOS.
8 For meetings and events of a professional character, a representative of an appropriate ISC may be invited by the Board to represent ICOMOS.

Article 91

Duties of ICOMOS representatives

Any representative of ICOMOS is required to:

a Present the ICOMOS official position and in any case clearly establish the distinction between official positions and personal opinions;
b Check the ICOMOS position before agreeing to represent ICOMOS; a briefing will be provided by the International Secretariat;
c Send a brief report to the International Secretariat within 15 days of the event, so that ICOMOS can ensure follow-up and continuity.

12 Election to fill vacant Bureau position between General Assemblies

Article 92

Election procedure

1 In accordance with Article 10-d-13 of the Statutes, as soon as possible after a vacancy on the Bureau occurs, the Director General shall notify all Board members and call for nominations from among the Board members to fill the vacant position.

2 Nominations for the vacant position on the Bureau shall be made by at least two Board members and sent to the International Secretariat by the date nominated by the Director General in the call for nominations.

3 If only one nomination is received, the Director General shall declare that Board member elected to the vacant position on the Bureau. If more than one nomination for the vacant position is received, the Director General will advise the Board that an election is to be held, and name the candidates for the vacant position.

4 If there is a Board meeting scheduled within two weeks of the advice of an election, the election shall be held by secret ballot at that Board meeting. Otherwise, the election shall be held in accordance with the procedure for decisions between meetings set out in Article 76-6-d, except that no time will be allocated for discussion before the vote is taken, and Board members will be given one week to cast their votes.

5 The Director General will announce the result of the election to the Board and to the membership.

13 Partnerships and agreements

Article 93

Proposals for partnerships and agreements

1 All proposals for new or renewed existing partnerships and agreements will be reviewed by the Board in accordance with the criteria set out in Article 96.

2 As part of its review, the Board will seek the advice of the

Advisory Committee. Where a regional group of National Committees, a National Committee, or an International Scientific Committee has a role in the implementation of the partnership or agreement, the group or Committee will also be consulted. The consultation shall continue throughout the whole process of establishing or revising the partnership or agreement.

Article 94
Levels of partnerships and ICOMOS partners

1 Partnerships will be made or renewed with ICOMOS International if:
   - a the Partner is an international organization
   - b the Partner is a current partner of ICOMOS International
   - c the consortium involves international organisation(s) or current partner(s) of ICOMOS International; or
   - d the partnership deals with a long-term project in cooperation with one (or more) International Scientific Committee(s), or with a long-term project with an international dimension.

2 Partnerships at the regional level will be made or renewed with ICOMOS International and/or with a group of its National Committees if:
   - a the Partner is a regional international organization
   - b the Partner is a current partner of ICOMOS at the International or regional level
   - c the consortium involves regional international organisation(s) or current partner(s); or
   - d the partnership deals with a long-term project in cooperation with several National Committees from the same region, or with a long- term project with a regional international dimension.

3 The partnership will be referred to the relevant National Committee if:
   - a the Partner is a national organisation;
   - b the project has a national dimension; or
   - c the implementation will take place at a national level only.

4 Potential alternatives to partnerships and agreements should always be considered. These may include a temporary partnership for a trial period, a contractual relationship, or institutional or affiliate membership of ICOMOS.

Article 95
Procedures for partnerships and agreements

1 Every partnership and agreement will be formalised as a written document (a memorandum of understanding or similar) and include the description, rationale, and proposed time span of the partnership.
2 Partnerships and agreements at the international level will be signed by the President or by a mandated Bureau member once they have been approved by the Board.
3 The original partnerships and agreements documents as well as the list of partnerships on international level will be archived at the International Secretariat.
4 Partnerships and agreements will be reviewed every 3 years, prior to each General Assembly at which an election for the Board is to be held, with the aim of defining the agreements that ICOMOS has and will actively maintain, the agreements to be revised or improved, new partnerships to be explored, and the agreements to be terminated.
5 A report on relevant activities developed through partnerships and agreements will be included in the ICOMOS Annual report.

Article 96
Criteria for partnerships and agreements

The Board will determine the detailed criteria to be used in assessing the desirability and feasibility of new and revised partnerships and agreements, based generally on the benefits and costs to ICOMOS.

14 Patronage and the protection of the ICOMOS name and logo

Article 97
Principles of patronage

1 Patronage is non-material support that may be granted each year to a limited number of events or activities that correspond to ICOMOS' aims and objectives, in order to demonstrate the

moral endorsement of ICOMOS for an exceptional activity. However, ICOMOS is neither financially nor legally responsible for the activity, and no financial undertaking nor any further commitment is linked to the granting of patronage.

2 The range of activities for which patronage will be considered includes producing cinematographic and audio-visual works, publishing books, organizing congresses, meetings and conferences, training courses, awarding prizes, competitions, festivals, specialist fairs or shows, and other national and international events.

3 Patronage must be limited in time. It may be granted to one-off or regularly repeated activities. In the latter case, a new request for authorisation is required for each repeated activity.

4 Events or activities proposed for patronage should be:

a promoted preferably by bodies and associations and not by private individuals

b non-profit making. Profit-earning initiatives are automatically excluded. In exceptional circumstances, patronage will be considered for events promoted by commercial/for-profit organisations. Such activities, however, must be deemed to be of high value to furthering the cause of cultural heritage

c of direct relevance to ICOMOS' current priorities as reflected in its programme of activities, and must also help to raise public awareness of the organisation's objectives.

5 Patronage will not be granted to:

a. individuals
b. organisations
c. permanent activities
d. activities or projects that are continuously evolving

Article 98

Management of patronage

1 Patronage for an activity of national scope or concerning only the specific field of work of one of the ICOMOS International Scientific Committees will be managed by the relevant ICOMOS National Committee or ISC.

2 Patronage for an activity of significant international or regional scope will be managed by the International Secretariat and must be approved by the Board.

Article 99

Applications for patronage and use of the ICOMOS logo

1 An application to the Board for patronage of an event of significant international or regional scope must be submitted to the International Secretariat in one of the working languages,

2 The application must be signed by the head of the organisation seeking patronage, or another person with authority to act on its behalf, and include the following information:

- a the name and nature of the organisation (whether it is, for example, a public authority or institution, a civil society or body, or a university or other educational establishment)
- b full contact details of the organisation and the person making the application
- c details of the purpose and governance of the organisation, with supporting information such as the most recent annual report
- d whether ICOMOS patronage has been granted to the organisation in the past
- e information on the event or activity for which patronage is being sought, including its title, location, date and nature, sources of funding, and program
- f details of other people or organisations whose patronage has been sought and granted
- g an explanation of how the activity or event will further the aims and activities of ICOMOS
- h expectations of the organisers of the event or activity about the role of ICOMOS and its representatives, such as how ICOMOS will be involved at the scientific level, and whether ICOMOS representatives would be expected to attend certain events
- i whether any participation costs of ICOMOS representatives would be covered by the organisers
- j the visibility of the patronage, including the communication materials on which the patronage and logo of ICOMOS will

appear.

3 If the request for patronage is not submitted by the National Committee of the country where the event or activity is to be held, the International Secretariat will consult that National Committee concerning the request.

4 The Board will consider the request at its next meeting, or (if the request needs a response before the next meeting) using the mechanism for decisions between meetings set out in Article 76.

5 If the request for patronage is granted by the Board, the responsible body will receive an official notification from the ICOMOS International Secretariat, setting out the general conditions for the use of the ICOMOS name and logo, and any other conditions that the Board may impose.
If the request is declined, the responsible body will receive a notification from the ICOMOS International Secretariat, explaining the reasons why the request has not been granted.

6 The ICOMOS name and logo may not be used for any reason whatsoever for anything other than the initiative for which they have been authorised. Draft copies of programmes, promotional and other material incorporating the ICOMOS name and logo intended for printing or other broadcast dissemination should be sent to ICOMOS for approval before publication.

7 The Board may withdraw its grant of patronage in the event of a breach of any of the conditions under which patronage is granted.

8 At the conclusion of the activity, the responsible body will be asked to send an evaluation report to ICOMOS which describes the visibility, outreach and impact that the activity has achieved. This report should be accompanied by examples of materials and documents that have been produced and bear the name and logo of ICOMOS.

Article 100

Use of the ICOMOS name and logo by members

1 When communicating with third parties, ICOMOS members, National Committees and International Scientific Committees must not claim to represent ICOMOS as a global organisation on any matter unless they have been specifically authorised by the Board or the General Assembly to do so.

2 Letters or other documents bearing the ICOMOS International letterhead and logo may only be issued by the International Secretariat. ICOMOS members and Committees must not under any circumstances issue letters using this letterhead or one which closely resembles it.

3 ICOMOS members, Committees or others authorised by the Board to make use of the ICOMOS logo must use it strictly in accordance with the graphic design and visual identity guidelines issued by the International Secretariat.

4 The ICOMOS names and logo remain at all times the property of ICOMOS.

Bureau

1 Date, place and notice of Bureau meetings

Article 101
Place of meeting

1 The Bureau shall meet at the ICOMOS headquarters or a place decided upon by its members at a previous meeting or between meetings using the procedure in Article 76.

2 ICOMOS members in the host country shall, to the best of their ability, ensure that the necessary visas are issued by the host country to all participants.

Article 102
Convocation

1 The President, through the International Secretariat, shall notify Bureau members at least four weeks in advance of the date and place of meetings of the Bureau.

2 The Bureau shall meet before each Board meeting, and at other times as required to fulfil its duties.

3 A Bureau meeting convened at the request of four of the members shall be held at least three days and at most forty days after the request has been received.

4 The President may invite Board members and experts to attend Bureau meetings.

2 Agenda, documents and minutes for Bureau meetings

Article 103
Agenda

1 Except for meetings convened at the request of four Bureau members, the draft agenda shall be prepared by the President in conjunction with the Director General and Secretary General and after contributions have been solicited from all members of the Board, and shall be communicated to all members of the

Bureau at least fifteen days in advance of the meeting.

2 In the case of a Bureau meeting convened at the request of four of its members, the draft agenda shall be prepared by the Bureau members concerned, and circulated at the same time as the request for the meeting.

3 Agendas for meetings of the Bureau shall include only those matters for which they have been convened.

Article 104

Documents

Supporting documents of items to be discussed at Bureau meetings shall be communicated to members at least seven days in advance of the meeting, or shall be transmitted with the draft agenda in the case of meetings convened at the request of four Bureau members.

Article 105

Minutes

1 Minutes of Bureau meetings shall be circulated in draft, edited and made available to Bureau members generally in accordance with Article 72.

2 Agendas and minutes of the Bureau shall be circulated to all members of the Board and opportunity allowed for comment on minutes at the formal meeting of the Board immediately following a meeting of the Bureau.

3 A copy of the minutes, edited if required to omit any confidential matters, shall be made available to ICOMOS members upon request.

4 Following approval of the minutes at the subsequent Bureau meeting, the minutes shall be signed and placed in the archives of ICOMOS.

5 Discussion and decisions that are confidential, whether marked as such or by their nature, shall not be made public nor disclosed to any third party.

3 Decisions between Bureau meetings

Article 106

Decisions between meetings

Decisions between meetings of the Bureau shall be made generally in accordance with the procedure set out in Article 76 and recorded in the minutes of the next meeting of the Bureau.

4 Designation of voting members for countries with no National Committee

Article 107

Procedure for nomination of voting members at a General Assembly

1 If there are five or fewer ICOMOS members in a country where no National Committee exists, those members will be designated as the voting members for that country.

2 If there are more than five ICOMOS members in a country where no National Committee exists, the Bureau shall decide which of the members are to be designated as the voting members. Preference will be given to those members who have indicated their intention to attend the forthcoming General Assembly.

3 The International Secretariat will advise all the designated members of the Bureau's decision, and remind them of the need to lodge proxies if necessary in accordance with Article 36-3-d.

Advisory Committee and Scientific Council

1 Date, place and notice of Advisory Committee and Scientific Council meetings

Article 108

Date and place of meetings

1 The place and date for the Advisory Committee meeting shall be chosen by the Board. Ordinary meetings of the Committee at which at least some members attend in person shall be held in conjunction with and in the same place as the General Assembly held in person, and also in conjunction with an ordinary session of the Scientific Council.

2 If the Advisory Committee and Scientific Council meetings are 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 If the Advisory Committee and Scientific Council meetings are conducted by electronic means, they need not be held in conjunction with the General Assembly or with each other but should take place within the period two months before the General Assembly.

4 Once the date of the Advisory Committee meeting has been set, other ICOMOS events in other places, particularly those involving members of the Advisory Committee, should be arranged so as not to occur at the same time as the Advisory Committee meeting.

5 Between ordinary meetings, the Advisory Committee may hold extraordinary meetings in conjunction with meetings of the Board.

Article 109

Convocation

1 The President of the Advisory Committee shall notify the members of the Advisory Committee, of the date and place of an ordinary meeting at least three months in advance, and at least one month in advance of the date and place of an extraordinary meeting.

2 The President of the Advisory Committee may inform the Director General of UNESCO, and any other international or national, non-governmental or inter-governmental organisation designated by the Board, of the meeting and may invite them to send observers.

2 Membership and credentials for Committee and Council meetings

Article 110

Delegation

1 Any member of the Advisory Committee or Scientific Council who is unable to attend a session may be represented by someone else: the President of a National Committee by a member of the National Committee of his or her country, and the President of an International Scientific Committee by a member of his or her International Scientific Committee.

2 The designation of a representative shall be made by means of a written, signed and dated proxy, to be sent to the President of the Advisory Committee with a copy to the International Secretariat at least fifteen days before the meeting.

Article 111

Eligibility to vote

Presidents of National Committees or their representatives shall be entitled to vote at Advisory Committee meetings only if their Committees have transmitted, not less than one month before the meeting, all membership dues owed to the International Secretariat in compliance with Article 6-b of the Statutes;

3 Agenda, documents and records for Committee and Council meetings

Article 112

Agenda

1 The agendas of the meetings shall be communicated to the members of the Advisory Committee and Scientific Council at least thirty days in advance for an ordinary meeting and fifteen days in advance for an extraordinary meeting.

2 The agendas shall be prepared by the President and officers of the Advisory Committee and Scientific Council in agreement with the President and the Secretary General of ICOMOS.

3 The agendas shall be submitted for approval by the Advisory Committee (or the Scientific Council, as appropriate) at the opening session of their meetings. Certain points on the agenda may be modified or withdrawn by decision of the Committee or Council. Other important and urgent matters may be included in the agenda by decision of the Committee or Council.

Article 113

Documents

Documents relating to agenda items must be communicated to the members of the Advisory Committee and Scientific Council at least fifteen days prior to the meeting.

Article 114

Recording and minutes

1 At the commencement of each meeting, the Advisory Committee and Scientific Council shall appoint one or more rapporteurs to take minutes of all sessions of the Advisory Committee and Scientific Council meetings.

2 The draft minutes of the meeting shall be reviewed by the President and Vice-President of the Advisory Committee and the Secretary General of ICOMOS and then circulated to members of the Advisory Committee and Scientific Council within 60 days after the close of the meetings to enable them

to advise any corrections within 30 days.

3 After the period of 30 days provided for in Article 114-2, the rapporteurs will proceed to compile a final draft of the minutes.

4 The final draft of the minutes shall be circulated to members of the Advisory Committee within 120 days of the close of the Advisory Committee meeting.

5 Following approval of the minutes at the subsequent Advisory Committee and Scientific Council meetings, the minutes shall be signed and placed in the archives of ICOMOS.

Article 115

Advisory Committee recommendations to the General Assembly

Any decisions of the Advisory Committee that make recommendations to the General Assembly must be reviewed by the Resolutions Committee of the General Assembly in accordance with Articles 44, 57 and 58.

4 Conduct of Committee and Council meetings and elections

Article 116

Conduct of meetings

1 Advisory Committee and Scientific Council meetings shall be conducted generally in accordance with the procedures for a General Assembly as set out in Articles 51 to 56 of these Rules.

2 Either the President or the Vice-President of the Advisory Committee shall preside at meetings of the Advisory Committee and Scientific Council. In the absence of both, one of the other officers of the Scientific Council or National Committees shall be chosen by the meeting to preside.

3 The Secretary General of ICOMOS shall attend the meetings of the Advisory Committee in an advisory capacity.

4 Each Advisory Committee Member or designated Representative is entitled to one vote on matters before the Advisory Committee.

5 Voting on recommendations shall be by secret ballot should the Committee or Council so decide.

6 The process for voting other than by secret ballot on

recommendations at meetings conducted by electronic means shall allow members of the Advisory Committee to cast a vote freely and without intimidation.

Article 117

Elections

1 Elections for the President, Vice-President and officers of the Advisory Committee shall be held in accordance with Article 12-b of the Statutes.

2 Each of the two components of the Advisory Committee, the Scientific Council and the group of National Committees, shall first elect up to three officers. The whole of the Advisory Committee shall then elect the President and Vice-President from amongst these officers.

3 Each National and International Scientific Committee has one vote, which may be exercised by the President of the Committee or his appointed proxy. The proxy must be in writing and signed by the President. No person may hold more than one proxy.

4 Candidates for election as an officer must be current members of the Advisory Committee or their appointed representatives, but other than for a sitting President of the Advisory Committee may not at the time of nomination be a member of the Board.

5 Candidates for a position as officer who intend to become candidates for election as President or Vice-President of the Advisory Committee must be Current or past Presidents or Vice-Presidents of their National Committee or International Scientific Committee at the time of the election. Representatives of Advisory Committee members are eligible for election as officers of the Scientific Council or group of National Committees.

6 All candidates must be nominated by their respective Committees.

7 Even if there are no more than three candidates for the position of officer for either the Scientific Council or National Committees group, an election must be held.

8 Elections of the officers, President and Vice-President shall be by secret ballot. The Advisory Committee shall appoint six tellers, three from the Scientific Council and three from the National Committees, to conduct the elections.

9 In the election for the officers, the three candidates in each component with the highest number of votes shall be elected. No candidate shall be elected to office by less than a majority of votes cast. In the elections for President and Vice-President, if no candidate receives a majority in the first ballot, the candidate with the lowest number of votes shall be eliminated and a second ballot held, and the process repeated if necessary until one candidate for each position receives a majority of votes.

10 In the event that an Advisory Committee officer resigns or is otherwise unable to serve for a full term, the remaining Advisory Committee officers must as soon as practicable call for nominations from the Advisory Committee to fill the vacant positions. If the number of nominations is equal to the number of vacant positions, those nominated will be declared elected. If there are more nominations than positions to be filled, an election must be held by electronic means. Officers so elected shall hold office until the next ordinary election of the Advisory Committee officers, and the partial term shall count as a full term for the purpose of calculating the maximum number of consecutive terms, all in accordance with Article 12-b of the Statutes.

11 Advisory Committee Officers may be assisted in their work by co-opting other Advisory Committee members in the event

that an Officer resigns or is unable to serve a full term whilst a call for nominations and election process is pending.

5 Decisions between Committee and Council meetings

Article 118
Decisions by e-mail

1 The Advisory Committee and Scientific Council may make decisions between meetings generally in accordance with the procedures for out-of-session decisions by the Board by means of e-mail as set out in Article 76 of these Rules.

2 The Advisory Committee officers shall meet before meetings of the Advisory Committee, and at other times as often as required to fulfil their duties. Meetings of the Advisory Committee officers shall be conducted generally in accordance with the procedures for Bureau meetings as set out in Articles 101 to 105 of these Rules.

6 Reviewing the performance of National and International Scientific Committees

Article 119
Reviewing the performance of National and Transnational Committees

1 The Advisory Committee, with the assistance of the officers elected to coordinate the activities of National Committees, shall periodically review the performance of all of the National and Transnational Committees.

2 The review will examine the activities of each National and Transnational Committee to determine whether the Committee is in compliance with the ICOMOS Statutes and Ethical Principles and the Principles and Guidelines for National Committees, and in particular:

a. whether the Committee has provided a list of its members and transferred their membership dues to the International Secretariat within the statutory time

b. whether the Committee has submitted an annual report of its activities to the International Secretariat

c. whether the Committee has acted in a way that is

inconsistent with the aims and objectives of ICOMOS

d. whether the Committee is in breach of any decision of the Advisory Committee, the Board or the General Assembly
e. whether the Statutes of the Committee are in accordance with the Model Statutes for National Committees, and whether the Committee is in breach of its own Statutes
f. whether the Committee has held annual meetings and elections in accordance with the Dubrovnik-Valletta Principles
g. whether the Committee has refused to admit new members without adequate reasons.
h. The Advisory Committee may provide advice and guidance to any National Committee it finds to be non-compliant or inactive. Cases of persistent non-compliance will be referred to the Board for corrective action as outlined in Article 82.

Article 120
Reviewing the performance of International Scientific Committees

1 The Scientific Council, with the assistance of the officers elected to coordinate the activities of International Scientific Committees, shall periodically review the performance of all of the International Scientific Committees.

2 The three elected Scientific Council Officers (or three of its members) will conduct a triennial review of all International Scientific Committees. The evaluation shall be carried out through the annual reports and other means as necessary, and the results and recommendations shall be conveyed to the Board as part of the Council's annual report.

3 Officers are elected for a three-year mandate and shall be substituted by a member of the Scientific Council when either they cannot, for whatever reason, carry out their mandate or in circumstances where their own Committee is being assessed.

4 The reviewers shall submit a triennial report to the Officers of the Scientific Council three months before the meeting of the Scientific Council held in the year preceding the General Assembly. The review report shall be presented at that meeting of the Scientific Council.

a The review will examine the activities of each International Scientific Committee to determine whether the Committee is in compliance with the ICOMOS Statutes, Rules of Procedure, Ethical Principles, and theInternational Scientific Committees Guidelines and By-Laws Template , and in particular:

b whether the Committee has provided a list of its members to the International Secretariat

c whether the Committee has submitted an annual report of its activities and potential recommendations for assistance to the International Secretariat

d whether the Committee has acted in a way that is inconsistent with the aims and objectives of ICOMOS

e whether the Committee is in breach of any decision of the Advisory Committee, the Board or the General Assembly

f whether the By-Laws of the Committee are in accordance with the By-Laws Template for International Scientific Committees, and whether the Committee is in breach of its own By-Laws

g whether the Committee has held annual meetings, including one concurrent with the triennial ICOMOS General Assembly, and elections in accordance with the International Scientific Committees Guidelines and By-Laws Template

h whether the Committee has refused to admit new members without adequate reasons

i whether the Committee continues to be professionally active in its area of expertise and to engage with a wider audience

j whether the Committee has participated in Scientific Council meetings, Advisory Committee meetings, regional meetings and General Assembly

5 The Scientific Council may provide advice and guidance to any International Scientific Committee it finds to be non-compliant or inactive. Cases of persistent non-compliance will be referred to the Board for corrective action as outlined in Article 8

National and Transnational Committees

1 Forming a National or Transnational Committee

Article 121

Forming a National Committee

1 ICOMOS members in a country without a National Committee may decide to propose establishing a National Committee consisting of at least five members, provided the country meets the criteria of Article 13-a of the Statutes.

2 A proposed National Committee must adopt Statutes that are in conformity with the Model Statutes for National Committees endorsed by the ICOMOS Board. National Committees seeking to become incorporated in their country must adopt Statutes that are also in conformity with local legislation. If the proposed Committee is of the view that there is a conflict between the ICOMOS Model Statutes and local legislation, the Committee must advise the Board in writing of any Article(s) in the Model Statutes that in its view conflict with local legislation, and must in addition provide a local expert opinion to support this view, together with a proposed amendment in the working languages to the Article(s) concerned. The Board will decide whether the proposed amendment is acceptable.

3 An application for accreditation as a National Committee must be made to the Board in accordance with the provisions of Article 81.

4 The name of the National Committee, including any 'doing business as' name, shall contain only the full name "International Council on Monuments and Sites" or the acronym "ICOMOS" and the name (or appropriate abbreviation of the name) of the country of the National Committee. The same requirement applies to the web site address of the National Committee, its email addresses and its social media presence.

5 Once the National Committee has been accredited, the Committee is responsible for entering the names of its members into the International ICOMOS membership

database and for updating this information annually.

6 National Committees are encouraged to strengthen cooperation and to develop bilateral or multilateral partnerships amongst National Committees across and within regions based on shared interests or common challenges. This collaboration can also enhance coordinated action in crisis situations and foster broader alliances with relevant intergovernmental and academic organizations. An annual meeting of National Committees following the regional divisions outlined in Article 2 is encouraged as a means of supporting such cooperation and collaboration.

Article 122

Forming a Transnational Committee

1 ICOMOS members in more than one country without a National Committee may elect to propose establishing a Transnational Committee consisting of at least five members.

2 A proposed Transnational Committee must adopt Statutes that are generally in conformity with the Model Statutes for National Committees endorsed by the ICOMOS Board.

3 An application for accreditation as a Transnational Committee must be made to the Board in accordance with the provisions of Article 81.

2 Annual reporting for National and Transnational Committees

Article 123

Submission of annual report

Every National and Transnational Committee must submit an annual report to the International Secretariat.

Article 124

Content of annual report

1 The Advisory Committee officers, through the International Secretariat, will advise National Committees of the required format and content of the annual report.

2 The annual report must contain as a minimum:

a The names and contact details of the President and Secretary of the Committee

b The number of Committee members in the current and previous year

c A summary of the Committee's activities for the past year, including in particular activities associated with the International Day for Monuments and Sites.

3 Non-compliance of National or Transnational Committee members

Article 125

Procedures for dealing with non-compliance

1 National and Transnational Committees may adopt their own procedures for dealing with allegations of non-compliance by their members with the ICOMOS Statutes and Ethical Principles or the National or Transnational Committee's own Statutes.

2 Any such procedures must be generally in accordance with Articles 21 and 22 of these Rules, and must include a right of appeal to the Board in the event that a sanction is proposed, in accordance with Article 87.

4 Involvement of National Committees in World Heritage procedures

Article 126

Consultation with National Committees concerning World Heritage

1 National Committees may be consulted by the ICOMOS International Secretariat in connection with the role of ICOMOS as an Advisory Body to the World Heritage Committee, in accordance with the document *The Role of ICOMOS Committees in the context of the World Heritage Convention* (adopted October 2019), and should follow the Good Practice rules contained in that document.

2 With the exception of the work of the ICOMOS World Heritage Panel, the ICOMOS Bureau, the Board, the International Secretariat and other National Committees shall not make a resolution, provide an opinion, or issue a statement relating to heritage issues in any active National Committee's country, before a draft is sent in due time to the relevant National Committee for its review and comments, unless the issue is of such urgency that consultation is not feasible.

International Scientific Committees

1 Forming an International Scientific Committee

Article 127

Forming an International Scientific Committee

1 ICOMOS members with special expertise in an area of ICOMOS activity may decide to propose establishing an International Scientific Committee.

2 A proposed International Scientific Committee must adopt By-laws that are in conformity with the Model By-laws for International Scientific Committees endorsed by the ICOMOS Board. International Scientific Committees may not be incorporated.

3 An application for establishment as an International Scientific Committee must be made to the Board through the Scientific Council and Advisory Committee in accordance with the provisions of Articles 83 and 84.

4 Once the International Scientific Committee has been accredited, the Committee is responsible for entering the names of its members into the International ICOMOS membership database and for updating this information annually.

2 Annual reporting for International Scientific Committees

Article 128

Submission of annual report

Every International Scientific Committee must submit an annual report to the Scientific Council.

Article 129

Content of annual report

1 The Advisory Committee officers, through the International Secretariat, will advise International Scientific Committees of the required format and content of the annual report.

2 The annual report must contain as a minimum:
   a The names and contact details of the President and Secretary of the Committee
   b The number of Committee members in the current and previous year
   c A summary of the Committee's activities for the past year, including in particular its annual meeting and any conferences or publications

3 Non-compliance of International Scientific Committee members

Article 130

Procedures for dealing with non-compliance

1. International Scientific Committees may adopt their own procedures for dealing with allegations of non-compliance by their members with the ICOMOS Statutes and Ethical Principles or with their own By-laws.
2. Any such procedures must be generally in accordance with Articles 21 and 22 of these Rules, and must include a right of appeal to the Board in the event that a sanction is proposed.

Funds

1 The Raymond Lemaire International Fund

Article 131

Administration of the Fund

1 ICOMOS members, National Committees and others may donate to the Raymond Lemaire Fund, which has been established to provide scholarships to assist in the training of emerging professionals.

2 All donations to the fund must be separately accounted for in the ICOMOS financial reports.

3 The fund will be managed by the International Secretariat.

4 A call for donations to the fund will be made at least once a year.

Article 132

Applications for scholarships provided by the Fund

1 When sufficient funds have been accumulated, the International Secretariat will invite applications from emerging professionals for the award of a scholarship from the Fund.

2 The Board will determine the criteria for assessment of applications and the information to be provided by applicants.

3 The International Secretariat will receive all applications and prepare a report to the Board with a draft assessment of the applications and recommendations for the award of scholarships.

4 The Board will review the applications and consider the recommendations, and decide on the number of scholarships to be awarded and the amount of each scholarship.

5 All successful applicants will receive one year of ICOMOS membership in addition to their scholarship award.

2 The Victoria Falls/Mosi-oa-Tunya Solidarity Fund

Article 133

Administration of the Fund

1 ICOMOS members, National Committees and others may donate to the Victoria Falls Fund, which has been established to assist ICOMOS members in financial difficulty to travel to ICOMOS events, particularly General Assemblies at which an election for the Board is to be held.

2 All donations to the fund must be separately accounted for in the ICOMOS financial reports.

3 The fund will be managed by the International Secretariat.

4 A call for donations to the fund will be made at least once a year.

5 The ICOMOS Victoria Falls/Mosi-oa-Tunya Solidarity Fund and any external grant support received for the same purpose will be administered together using a single Grants Committee and a consolidated list of criteria for allocation.

6 The Board will appoint the Grants Committee reflecting the cultural and geographical diversity of ICOMOS, and includes at least one representative of the Scientific Council, and the Treasurer of ICOMOS and the President or Vice-President of the Advisory Committee ex officio. The Grants Committee must not include members (other than the ex officio members) intending to stand for election at the General Assembly.

7 National Committees will be reminded by the International Secretariat that any support to individuals not in their Committee to attend the General Assembly should be channelled through the Victoria Falls/Mosi-oa-Tunya Fund.

Article 134

Applications for assistance provided by the Fund

1 The International Secretariat will invite applications from ICOMOS members at the beginning of the year in which a General Assembly and election of the Board is to be held.

2 The Board will determine the criteria for eligibility for assistance and the information to be provided by applicants.

3 Applications will be received by the International Secretariat and verified for completeness. Complete applications will be transmitted to the Grants Committee for assessment.

4 All applicants will be informed of the Grants Committee's decision on their application. The decisions of the Grants Committee will be final.

5 The International Secretariat will administer the offers of assistance in accordance with the Grants Committee's decisions.

6 Information contained in the applications, as well as any subsequent financial support given to individuals, will be treated as confidential.