

By-laws of the ICOM International Committee for Documentation¹

Article 1: Name	2
Article 2: Status and relationship with ICOM	2
Article 3: Mandate	2
Article 4: Membership	3
Article 5: Rights of members	4
Article 6: Protection of personal data	4
Article 7: Meetings	4
Annual General Meeting (AGM - General Assembly)	4
Quorum	5
Voting rights and proxy	5
Activities	5
Article 8: Working groups	6
Article 9: Governance	7
Composition of the Board	7
Election	7
Mandate and renewal	7
Termination of office and vacancy	8
Article 10: Role and responsibilities of the Board	8
Article 11: Financial resources	9
Delegation of authority	9
Sponsorship	9
Reporting	9
Financial management	9
Article 12: Evaluation	10
Article 13: Archives	10
Article 14: Approval and subsequent amendments to the By-laws	10
Article 15: Dissolution	11

¹ Approved during the International Committee on Documentation election process, December 2025

Article 1: Name

The name of the ICOM International Committee for Documentation is: ICOM Documentation (FR), ICOM Documentation (EN), and ICOM Documentación (SP), hereafter referred to as the “**Committee**” or “**Documentation**”.

Article 2: Status and relationship with ICOM

International Committees are principal instruments for the work of ICOM and for the realisation of its programmes of activity. They are channels of communication between ICOM members with similar professional interests. International Committees are responsible for the development and implementation of ICOM's programmes and activities related to each International Committee's specific mandate. Furthermore, International Committees provide valuable advice to the ICOM Executive Board, the Advisory Council, and the Director General on matters relevant to ICOM's mission and programmes. It serves as a think tank on matters related to documentation for ICOM.

International Committees are components of ICOM and are at all times subject to the ICOM Statutes, Internal Rules, Code of Ethics for Museums, Rules for International Committees, and relevant decisions of the ICOM General Assembly and Executive Board.

The Committee is established under Article 16 of the ICOM Statutes and Article 7 of the ICOM Internal Rules.

As all International Committees, Documentation is not entitled to operate as a legal entity but must operate within the generally accepted framework of ICOM with respect to Documentation's specific mandate described in the Article 3.

Each International Committee is represented at the ICOM Advisory Council by its Chair or its appointed representative, and at the ICOM General Assembly as determined by the ICOM Statutes and Internal Rules.

Article 3: Mandate

The Committee's aims are:

- Support the aims and objectives of ICOM, in particular with reference to the management, use, and future development of museum information and documentation;
- Contribute to the development and implementation of ICOM's program;
- Formulate and carry out a program of activities related to museum information and documentation;
- Provide a forum for communication, cooperation, and information exchange, between museums, professional museum workers, and others concerned with museum information and documentation;

- Provide advice to ICOM on museum information and documentation and be a source of professional expertise to assist in the implementation of ICOM's program;
- Represent the interests of museum information and documentation within ICOM;
- Cooperate with ICOM National Committees, Regional Organisations, other International Committees, and Affiliated Organisations, in matters related to the Committee's specific mandate and to the broader interests of ICOM.

Article 4: Membership

The membership of **Documentation** is open to all ICOM members in good standing upon request and without undue delay or restrictions.

Members of the **Committee** are members of ICOM, either individual members or representatives of institutional members, who have nominated **Documentation** as the International Committee of which they wish to be members. Any ICOM member shall be allowed to choose **Documentation** as his/her designated International Committee².

Members of ICOM wishing to join **Documentation** shall update their personal data in the ICOM database by ticking **Documentation** as their International Committee in their personal member space on the ICOM Website or inform the ICOM Secretariat, which shall forthwith transmit details of the member's application to the Chair or the Secretary of the Committee, together with the information as to whether the member is a voting member of any other International Committee.

Each International Committee is composed of those ICOM members that have chosen to be a member of that Committee and must maintain a membership of at least fifty (50) members. **Documentation** membership list is maintained by the ICOM Secretariat on behalf of the Committee and for its purposes. The ICOM Secretariat shall provide restricted access to the Chair and the Secretary of the Committee to the relevant parts of the ICOM membership database.

Membership of the Committee can be either:

- Voting Members, being members of ICOM who have nominated **Documentation** as the Committee of which they wish to be a voting member; or
- Non-voting Members, being members of ICOM who have sought membership of the Committee but who are voting members of another International Committee; or
- Co-opted Members, being persons not members of ICOM who provide professional services to museums, who accept and abide by the ICOM Code of Professional Ethics, and do not deal in cultural property. Members in this category shall be co-opted in conjunction with a specific project or for a specific period of time. This category should not exceed 20% of the Committee's membership.

Membership of the Committee shall cease if the Member:

² ICOM members can choose membership in up to 5 International Committees, but only one International Committee with voting rights.

- Resigns from the Committee; or
- Is no longer a member of ICOM; or
- The co-opted period or project ends.

Article 5: Rights of members

Documentation Members are entitled to participate in the **Committee's** activities and programmes, and to attend its meetings.

General information shall be distributed to the **Committee's** Members on a regular basis as a membership service.

Voting members of the Committee shall have the following rights:

- To vote in the meetings of the Committee;
- To stand for election to the Board;
- To vote in the Board elections;
- To be designated as a representative to vote at the ICOM General Assembly and in elections to the ICOM Executive Board.

Non-voting Members and Co-opted Members may not vote in the affairs of the Committee nor stand for election to the Voting Board.

Article 6: Protection of personal data

While working with personal data from its Members, the Committee takes all the necessary measures to respect the provisions of national and international legislations, especially comply with the European Union General Data Protection Regulation (EU-GDPR).

Article 7: Meetings

Annual General Meeting (AGM - General Assembly)

The Committee shall hold meetings with its Members at least once a year. The Committee shall determine the venue and arrangements.

To ensure the proper legal and financial management of funds associated with its AGM and to certify the proper audit of related accounts, the Committee shall establish an agreement of cooperation with an entity in the host country (a museum, university, foundation, the ICOM National Committee, or similar public-oriented body) under the conditions set out in Article 10 and in the ICOM Financial Regulations.

Whenever possible and if logistics allow, the year of an ICOM General Conference, the AGM shall be held at the same time and place as the General Conference, but it may be held separately and/or virtually if circumstances require this.

The Chair shall set the agenda of the AGM, in consultation with the Board. An official invitation to the AGM shall be sent at least thirty (30) days before the date of the meeting to all Members of the Committee. The official invitation shall include the date, time, and place of the meeting, as

well as the agenda. Documents shall be made available in sufficient time for reflection and debate among the Committee's Members, preferably at the time of the official invitation.

Its agenda shall include the following items:

- A report on the work of the Committee;
- A report on the finances of the Committee;
- A report on the membership of the Committee;
- A report on the work of the Editor;
- A review of the activities of the Working Groups and renewal of their mandates if appropriate;
- Reporting of the results of the election of the Board.

While organising the AGM, the Committee shall inform the ICOM National Committee in the host country of the forthcoming event.

The Committee may accept other members of ICOM, as well as non-members as observers in its AGM. The observers do not have voting rights.

Quorum

The quorum for an AGM of the Committee shall be ten per cent (10%) of its membership present personally or by proxy.

Voting rights and proxy

Each ICOM member in good standing who is a voting-member of the Committee shall have the right to vote and shall have one (1) vote, for that purpose.

A voting member is entitled to carry up to five (5) proxies for absent voting members of the Committee. Voting members giving a proxy must be up to date with the payment of their membership fees.

Electronic voting may be used whenever technically and logistically possible.

The Committee's decisions shall be subject to a simple majority.

Activities

The Committee may organise a wide range of activities to fulfil its mission and achieve its objectives: conferences, workshops, working groups, task forces, local and regional meetings, and other activities that seem appropriate to promote the Committee and/or museum education and cultural action.

Article 8: Working groups

The Committee may create working groups for specific purposes depending on the needs of a programme or on request by Members.

The Working Groups shall hold such meetings as they consider necessary for the attainment of their objectives and carrying out their program.

Working Groups are the key to the activities of the Committee. Working Groups are established subject to the approval of the Board and confirmed by the vote of the AGM. The new Working Group shall be distinctive and be formed with at least 3 members. The Board may consult one or more existing Working Group Coordinators when specific questions regarding the covered subject should arise. However, the Board alone shall take the final decision about the formation of a new Working Group.

The proposal for a new Working Group requires the following:

- Motivation and Objectives
- Work-plan: it shall cover at least three years and include suitable milestones against which activities can be evaluated. Such work-plans will be reviewed in the future.

Working Group coordinators shall be appointed by Working Group members. If a coordinator steps down, a replacement coordinator shall be appointed by the members of the Working Group. If no coordinator is available, the Board shall appoint a coordinator until the next AGM.

The coordinator of the Working Group has the following tasks:

- Ensure the work of the Working Group follows their work-plan.
- Maintain and sustain communication between Working Group members.
- Lead the process of shaping the Working Group's work-plan.

Working Groups shall report at the AGM. The Board will check the Working Groups progress against their work-plan.

Cooperation between Working Groups is encouraged.

If the milestones of a Working Group are not reached, the Board may decide to place the Working Group on probation for a period (usually a year) after which, in the absence of progress, it may be dissolved.

Article 9: Governance

Composition of the Board

The management responsibilities of **Documentation** reside with an elected Board composed of at least nine (9) persons including the following: a (1) Chair, a (1) Vice-Chair, a (1) Secretary, a (1) Treasurer, and (1) Editor. Board members not holding office should be known as Ordinary Board members.

The Board may also invite observers to attend its meetings. The observers do not have voting rights.

Some meetings are attended by Working Group coordinators as non-voting observers, where they will report on their progress.

Election

Only ICOM members in good standing who are members of the Committee are eligible to stand for election.

Elections shall be held every third year, preferably at the Committee's AGM that occurs during the ICOM General Conference. A call for candidates shall be sent to all Members of the Committee at least four (4) months in advance. A candidate may apply for a single function only.

Voting will close at midday (UTC) on the calendar day before the day of the AGM at the triennial meeting. The result will be announced at the triennial AGM of the Committee.

All members of the Board must be approved by a simple majority of votes between the Committee's Members present and being represented. The Chair shall be elected by the other members of the Board.

Mandate and renewal

Members of the Board shall be elected for a period of three (3) years and may be re-elected once in the same position. No Member of the Board shall serve in the same position for more than six (6) consecutive years. No Member of the Board shall remain in office for more than nine (9) consecutive years.

No more than two members from any one country may be elected to the Board. In order to ensure adequate geographic representation, the elected members of the Board may co-opt additional members (not exceeding one third of the number of elected members) from regions not sufficiently represented by elected members. The terms of office of co-opted members will extend from the date of their co-option to the next triennial meeting of the Committee.

The Chair of an International Committee may not at the same time serve as Chair of a National Committee or an Affiliated Organisation or a Regional Alliance or as a member of the ICOM Executive Board.

Termination of office and vacancy

A member of the Board shall cease to hold office if the member:

- Resigns from the Committee or from ICOM (*voluntary resignation*);
- Is no longer a voting member of the Committee;
- Fails to attend more than three (≥ 3) successive meetings of the Board without justification (*compulsory resignation*).

To formally pronounce the compulsory resignation, the Committee must document and prove the unjustified absences (e.g. minutes of the meetings of the Board) and must have given the member concerned the opportunity to comment.

If a member of the Board ceases to hold office for any reason during the period between the elections, the Board may fill the vacant position by co-option of another member of the Board for the remainder of the term of office, until the following election of the Board, specifically:

- In case of vacancy, or leave of absence, in the Chair's office, the Board shall appoint the Vice-Chair to assume this function for the remainder of the leave or term of office;

- In case of vacancy of the Vice-Chair/Secretary/Treasurer/Editor office, the Board shall appoint one of its Ordinary Members to assume this function for the remainder of the term of office;
- In case of vacancy of a position of Ordinary Member, the position shall remain vacant for the remainder of the term of office, provided that there are at least five (5) Board members. If there are less than five (5) Board members, the Board may appoint a new member of the Board.

Article 10: Role and responsibilities of the Board

The Committee's Board is responsible for managing the affairs of the Committee and for ensuring that the requirements of the ICOM Statutes, the ICOM Internal Rules and **Documentation's** By-laws are met.

The Board of the Committee, represented by the Chair, shall ensure that the Committee's activities do not compromise ICOM.

The Board of the Committee, represented by the Chair, shall fulfil its financial obligations, as described in Article 11, and shall ensure that the financial accountability does not compromise ICOM.

In accepting their office, the members of the Board undertake to devote sufficient time and to find the means necessary to carry out their functions. All members of the Board are expected to actively advocate for the Committee's programmes of activities and participate in the efforts to promote the Committee's work.

The Board is also responsible for:

- The overall management and functioning of the Committee, according to the aims set out in Article 3;
- The proper preparation of the AGM, such as but not limited to, securing the venue and logistical arrangements and for the negotiations of the agreement of cooperation with the host entity, as set out in Article 7;
- The annual reporting to ICOM Secretariat (report of activities and financial report), as set out in Article 11;
- The conservation of the Committee's archives, as set out in Article 13;
- Designating two Board members to vote on its behalf at ICOM's General Assembly and in the election of the Executive Council or advise the Secretary General, or its intention to vote by mail.

Where the Committee's Board, represented by the Chair, needs to engage itself in a contractual agreement, a request for a delegation of authority shall be asked to the ICOM President. Delegations of authority are granted on a case-by-case basis.

Article 11: Financial resources

Delegation of authority

The Committee shall not enter into any contract or any legally binding agreement involving expenditure by ICOM without having first obtained a delegation of authority from the ICOM President.

Sponsorship

The Committee may accept sponsorships and apply for subventions, grants or other supports for its activities and projects. It may request fees for special activities and services rendered (within the limitations stated in Article 2 and subject to prior agreement by ICOM).

Reporting

The Committee shall submit an annual report of activities and an annual financial report to ICOM. Upon the submission of these reports and according to the number of registered members, the Committee is eligible for a subsidy from ICOM. ICOM may withhold the subsidy if these reports are not delivered in a timely fashion or are incomplete.

Financial management

All money received by the Committee shall be deposited in the bank account established by ICOM Secretariat for the purpose, and all payments made on behalf of the Committee shall be made from that bank account.

The ICOM Secretariat shall advise the Board of the account name and number and the name of the bank at which the account is established and provide the tutorial/instructions to manage the funds properly.

The Treasurer of the Committee shall keep proper accounts of all monies received and expended on an annual basis and shall present to the Members a report on the finances of the Committee at each AGM. The Committee shall transmit a copy of the above-mentioned report to the ICOM Director General for presentation to the ICOM Executive Board following its guidelines.

The Board shall ensure that the Committee's financial management complies with the ICOM Financial Regulations.

Article 12: Evaluation

International Committees shall be evaluated at least once every six (6) years or at such times as may be deemed necessary, to determine the International Committee's conformity with the ICOM Statutes, Internal Rules, Rules for International Committees and the relevance of the International Committee's activities in relation to the ICOM mission, core values, and programmes.

Article 13: Archives

The Committee shall complete and keep records of financial accounts and expenditures, annual financial reports, annual reports of activities and minutes and proceedings of the Board, AGMs and, if relevant, meetings of the working groups. Such records shall be maintained by the Secretary in electronic and hard copy form and will be communicated to the ICOM Secretariat for its archives.

Article 14: Approval and subsequent amendments to the By-laws

Each International Committee may establish its By-laws. These must be based on the ICOM Statutes and the ICOM Internal Rules.

The present By-laws of the Committee may be amended at any AGM of the Committee.

The suggested amendment to the By-laws must be proposed and seconded by voting members of the Committee. The decisions are taken by a two thirds (2/3) majority of the voting members present and represented.

The text of any proposed amendment, together with any explanatory material, shall be sent to the Members of the Committee at least one (1) month prior to the holding of the AGM at which they are to be considered.

Article 15: Dissolution

The majority of the members of an International Committee or the ICOM Executive Board may decide that the International Committee may be suspended if the Committee is no longer functioning effectively or has acted in violation of the ICOM Statutes or Internal Rules or the Code of Ethics for Museums and failed to comply with such norms despite formal notice from the ICOM Executive Board.

In the event of dissolution being declared, the ICOM Executive Board shall appoint one (1) or two (2) liquidators. Any remaining assets should be transferred to ICOM.