

PBR Oslo July 3, 2009-07-03

A general advice from my own experience with such work:

Almost always the first proposal is too detailed and too cumbersome. Go through it after some time and see if there are possibilities for simplifications/shortenings/taking away unnecessary details or even a simpler structuring of the whole thing.

For my own part, I discover new things every time I go through my own proposals. Particularly after input from others, I see other possibilities for simplification in addition to the input.

My comments are in blue and proposals for changes are in red, plus I use the Times font, so that the difference is visible also without colours. I had to translate the PDF file to Word, hope the result is not too messy.

Best of luck!

Per

Proposal for revised

International Committee for Museums of Ethnography*

Rules By-laws

(In the Statutes, rules for each Committee are referred to as By-laws. Not an important point)

Note: Various other terms are also currently in use as alternatives to 'ethnography'. These include ethnology, anthropology, folk museums, etc. A museum of ethnography can focus on local, regional, national and/or global cultures and societies.

(I think it is very ok that you state the above (with my proposed added detail) because ICME members from, say Scandinavia, have a tendency to take for granted that ethnography has to do with world cultures, while in other parts of the world ethnography has to do with their own local culture, etc. ICME is about all of these, of course).

Introduction

To promote and protect the interests of ICME and the international museum community, these Rules are designed to ensure that ICME provides maximum benefits to all parties. Unless stated otherwise, these rules are intended as minimum requirements.

Section 1: Name and Address

The name of the ICOM International Committee is: International Committee for Museums and Collections of Ethnography, Comité International pour les musées et collections d'ethnographie, Comité Internacional por los Museos y Collectiones d'ethnographia, hereafter referred as ICME. The Committee address is the address of the Chairperson in charge.

Section 2: Role and Responsibility

1. International Committees (among them ICME) are principal instruments for the work of ICOM and for the realisation of its programmes of activity. ICME is a channel of communication between

its members with similar professional interests. It is responsible for the development and implementation of its programmes and activities. Furthermore, it provides valuable advice to ICOM's Executive Council, the Advisory Committee, and the Secretary-General on matters relevant to ICME's mission and programmes.

2. ICME is a component of ICOM and subject to the ICOM Statutes and Policies, Code of Ethics, Rules for International Committees, and relevant decisions of the General Assembly and the Executive Council.

3. ICME is represented at the ICOM Advisory Committee by its Chairperson or representative, and at the ICOM General Assembly as determined by ICOM Policies.

4. ~~ICME's may establish by-laws. These must be~~ **are** based on the Rules for International Committees and are subject to approval by the ICOM Executive Council. Proposed amendments to these by-laws must be sent to ICME members at least four months before voting and must receive a majority of the cast votes to be adopted.

5. ICME represents ICOM and must operate within the generally accepted framework of the Organization with respect to the International Committee's specific theme.

6. The Chairperson of ICME shall ensure that its activities do not compromise ICOM.

Section 3: Aims and Objectives

7. The aims and objectives of ICME shall be to:

- contribute to the development and implementation of ICOM's programme;
- formulate and carry out a programme of activities related to Museums of Ethnography;
- provide a forum for communication, co-operation and information exchange, between museums, professional museum workers and others concerned with Museums of Ethnography;
- provide advice to ICOM on Museums of Ethnography and be a source of professional expertise to assist in the implementation of ICOM's programme;
- represent the interests of Museums of Ethnography within ICOM;
- co-operate with National Committees and Regional Organizations of ICOM and with other International Committees and Affiliated Organisations in matters related to the Committee's specific mandate and to the broader interests of ICOM;
- create and disseminate publications relating to matters connected with the Committee's aims and areas of interest;
- contribute to research in fields relevant to Museums of Ethnography and publicise the results as widely as possible.

Section 4: Membership

8. The membership of the International Committee shall comprise those persons being Individual Members or designated representatives of Institutional Members of ICOM who request membership of the Committee.

~~Members of the Committee shall be either:~~

- ~~- Voting members, being members of ICOM who have nominated ICME 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 ICME, but are voting members of another International Committee.~~

(ICOM has not had non-voting members for years, it is a status that no longer exist. Either you are a member of a Committee or not. **HOWEVER**, the Committees may communicate with and invite to meetings and let them speak and make proposals and whatever, except voting, whoever they want, whether they are other ICOM members or not members of ICOM at all).

Members of ICOM wishing to join the Committee, shall inform ICOM headquarters, which ~~shall~~ **will** forthwith transmit details of the Member's application to the Chairperson and the Secretary of the Committee, ~~together with advice as to whether the member is a voting member of any other International Committee.~~

(the Secretariat will, in case the applicant is a member of another Committee, make sure that no-one is a member of two Committees at the same time)

9. Membership of the Committee shall cease if the member:

- resigns from the Committee, or

~~- acts against ICOM's Statutes or Code of Professional Ethics.~~

(a Committee can not throw anyone out of ICOM, this has to be done at a higher level)

- **is no longer a member of ICOM**

10. ICME must maintain a membership of at least 50 individual **and/or** institutional members.

Section 5: Rights of Members

11. Members shall have the right to participate in the activities and programme of the Committee, and to participate in all its meetings.

12. ~~Voting~~ **Members** shall have the right to vote in meetings of the Committee, to stand for election to the Executive Board, to vote in the Board Elections and to be designated as a representative to vote at the General Assembly of ICOM and in the election of the Executive Council.

13. ~~Non-voting members shall have no right to vote, and may not be elected to the Executive Board of the Committee.~~ **Other members of ICOM as well as non-members may be included in ICME's communication network and participate at its meetings, but have no voting rights in the Committee.**

Section 6: Management of the International Committee

14. The Committee shall be managed by an Executive Board consisting of a Chairperson, a Secretary, a Treasurer, a webmaster, a newsletter editor and no more than nine Members, elected by the Committee's voting members. Members of the Executive Board shall be elected for a period of three years and may be re-elected only once.

15. No more than two members from any one country may be elected to the Executive Board.

16. If a member of the Executive Board ceases their office for any reason during the period between the triennial plenary meetings, the position may be filled by co-optation of another ~~voting~~ member of the Committee until the next triennial plenary meeting is held.

17. A member of the Executive Board shall cease to hold office if the member resigns from the Committee or from ICOM; ~~or is no longer a voting member of the Committee.~~

18. The Executive Board shall meet at least once in each year.

19. ICME shall determine the venue and arrangements for its meetings. One of these meetings shall be part of each ICOM Triennial Conference.

20. The quorum for a meeting of the Executive Board shall be one third of the number of Board members in person.

Section 7: Role and Responsibilities of the Executive Board

22. The Executive Board is responsible for managing the affairs of the Committee and for ensuring that the requirements of the Statutes of ICOM, and of these Rules, are met.

23. The Chairperson and Treasurer shall prepare each year a report on the Activities **and Finances** of the Committee during the preceding year, which shall be transmitted to the ~~Secretary~~ **Director-General** for submission to the Executive Council and Advisory Committee of ICOM.

24. The ICME board shall communicate with members at least once a year. General information shall be distributed to members on a regular basis as a membership service, while an optional fee may be charged for non-members to receive equivalent information.

25. ICME may create working groups for specific purposes depending on the needs of a programme or on request by members.

26. ICME shall inform the National ICOM Committee in the host country of a forthcoming meeting.

28. The Executive Board shall commit itself to prevent, by all reasonable means, any impediment which may be placed in the way of any member of the Committee attending the meeting by the Government of the host State.

Section 8: Finances of the Committee

27. The Committee is entitled to raise such funds for its operation as it considers necessary, including sponsorship, donations, grants and profits from the publications and other activities produced by the Committee itself.

28. The Committee is entitled to request contributions from members for specific additional services and activities. It may not impose a further annual membership subscription for ICOM members.

29. The Committee will, like other International Committees, **annually normally** receive a contribution from ~~the ICOM Executive Board in relation to the number of voting and non-voting members of the Committee.~~

(The basis of the subvention from ICOM is in a process of change. Right now you get a subvention where one part is a basic sum equal for all Committees; a part based on the number of members; and a part based on performance. The performance criteria will be ready and transparent within the end of next year or possibly before. A shift in weight from number of members to performance is very probable).

30. ~~The Committee shall not enter into any contract or any legally binding agreement involving expenditure by ICOM without the approval of the Executive Council first being obtained (other than contracts and agreements that relate to its own activities and which can be paid for from its own funds).~~ **The Committee shall fulfil its financial obligations and the Chairperson shall ensure that its financial accountability does not compromise ICOM.**

(The above is a direct quote from para 18 in the Rules for Int. Comm. and personally I think it is sufficient)

31. All monies received by the Committee shall be deposited in a separate bank account established for the purpose, and all payments made on behalf of the Committee shall be made from that bank account. The Board shall ~~advise the Treasurer of~~ **inform** ICOM of the account name and number and the name of the bank at which the account is established. The ICME Treasurer shall be entitled to manage that bank account.

32. The Treasurer 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 plenary meeting. ~~The Committee shall transmit a copy of the above mentioned report to the Secretary-General of ICOM for presentation to the Executive Council.~~

(This is not necessarily the report the Committee shall send annually to the Director General. The report to the Director General is already mentioned in para 23)

Section 9: Elections

33. Elections shall be held every third year, normally during the ICOM Triennial Conference. A call for candidates (Chairperson and board members) shall be sent to all members at least four months in advance. Members (as identified in Section 3, para. 8) are eligible to stand for election. Two months before the election a list of candidates with their short biographies should be sent to all ICME members.

34. All members not able to attend the General Meeting shall have the right to vote by mail or e-mail.

35. The Chairperson shall be elected prior to the other members of the Board. The Chairperson and the other members of the Board shall be elected for three years, and their mandate can be renewed once. A member of the Board may subsequently be elected Chairperson. However, no one may remain on the Board for more than twelve consecutive years.

36. The newly elected Chairperson and the new members of the Board shall choose among themselves specific functions such as Secretary, Treasurer, Newsletter Editor and Webmaster.

37. The Chairperson or Board members of ICME may not serve in another elected or appointed position in ICOM unless authorized by the Executive Council.

Section 10: Meetings of the Committee

38. The Committee shall hold such meetings as it considers necessary for the attainment of its objectives and the carrying out of its programme, and shall meet each year if possible, and always in conjunction with the General Assembly of ICOM. The dates and place of annual meetings shall be communicated at least six months in advance. The agenda of the triennial plenary meeting held in conjunction with the General Assembly of ICOM shall include the following items:

- a report on the work of the Committee during the preceding triennium,
- a report on the finances of the Committee for the preceding triennium,
- a review of the draft triennial programme of ICOM, and adoption of the work programme of the Committee for the forthcoming triennium,
- adoption of budget for the following triennium,
- election of the Executive Board.

39. The quorum of the triennial plenary meeting **in all other matters than elections** shall be 10% of the ~~voting~~ membership of the Committee either present in person or by proxy.

(Here you must be clear: You have under para 34 mentioned voting by mail/e-mail for elections, while this seem to have to do with all other matters)

40. Each voting member shall be entitled to represent by proxy a maximum of one other voting member. An institutional member may designate another member of the same institution to vote on their behalf, even if not ~~a member of ICOM or a voting~~ member of the Committee.

(My personal opinion is that one should not let non-members of ICOM vote in ICOM, even as proxies).

41. The Committee may establish working groups which should include a ~~voting~~ member of the Committee, who shall be responsible for the working group activities and ~~shall~~ report back to the Committee at the annual plenary meetings.

~~42. In accordance with the ICOM Statutes, article 17, paragraph 10, the Chairperson of the Committee shall arrange the date, place and subject of the ICME meetings, in consultation with the Executive Board and the Chairperson of the National Committee of the country where the meeting is expected to be held.~~

(Are you referring to the old Statutes from before 2007? I cannot see that the Statutes art. 17 says this and I cannot find any para. 10. The Committee may arrange its meetings wherever it wants and about any subject. Once a meeting place is decided, the National Committee of the host country shall be informed, that's all. You need not consult anyone! But of course, the Chair must consult the Executive Board of its Committee, before a decision is made).

Section 11: Amendments to the Rules

43. The present Rules of the Committee, adopted at the annual/triennial meeting held in Seoul, Korea, on the 20 October 2009, may be amended at any subsequent annual plenary meeting of the Committee.

44. Any suggested amendment to the Rules must be proposed and seconded by ~~voting~~ members of the Committee. The text of any proposed amendment, together with any explanatory material, shall be sent to the voting members of the Committee at least one month prior to the annual plenary meeting at which they are to be considered.

The present Rules have been adopted by a two-thirds majority **of the votes cast by the members present** at a General Meeting of the Committee ~~including and~~ those ~~votes~~ sent in by members unable to attend, by e-mail or mailing in specially marked envelopes.

(Be sure not to ask for a two-thirds majority of all ICME members, because that is impossible in practice, even if they can vote by e-mail/mail. The most realistic is that ICME is run by those members that are active!)

Section 12: Webpage

45. ICME's webpage should be regularly maintained to provide a good information service for ICME's membership and the interested public.

Section 13: Dissolution

46. In the event of dissolution being declared either by a majority of the members attending the annual meeting of ICME or by the Executive Council (in accordance with the Statutes, Article 17, paragraph 12.), the latter shall appoint liquidators. Any remaining assets should be transferred to ICOM's General Secretariat.

Revised Rules adopted in Seoul, October 2009

*Based on ICME Rules -1977 and Rules for ICOM International Committees – 9 December 2005