

DRAFT OF AMENDMENTS OF THE RULES OF PROCEDURE  
OF THE ICOMOS GENERAL ASSEMBLY  
(Amendments by General Assembly of 1990 in Lausanne integrated)

Amendments are marked in **bold fonts**

Text to be deleted are marked in **blot fonts** and preceded by "TO BE DELETED"

Article 6 - Contents of provisional agenda

The provisional agenda shall include:

- a) Election of the Chairman of the General Assembly, of three Vice-Chairmen, **the Secretary** and the Rapporteur,
- b) **Outgoing President's Report**
- c) Outgoing Secretary General's Report on programme and activities for the previous three years,
- d) Outgoing Treasurer General's Report
- e) Programme for the forthcoming three-year period,
- f) Budget for the forthcoming three-year period,
- g) Election of the President and Vice-Presidents of ICOMOS, of the Secretary General, Treasurer General and other members of the Executive Committee,
- h) Election of Honorary Members (if any),
- i) Rates of subscription for the following three-year period,
- j) Amendments to the Statutes (if any),
- k) Appointment of committees on Credentials and Candidatures,
- l) Any item proposed by a previous General Assembly,
- m) Any item proposed by the Advisory or Executive Committees,
- n) Any item proposed by a National Committee, or by at least 15 members of ICOMOS,
- o) Any item proposed by the Director-General of UNESCO.

Article 9 - Approval of the agenda

The General Assembly, as soon as possible after the opening of the session, shall adopt **its** (TO BE DELETED: ~~this revised~~) agenda.

Article 15 – Composition

All members of ICOMOS have the right to attend the General Assembly. Only such individual members and representatives of Institutional Members as have been duly designated by their National Committee have voting rights (in accordance with articles 6 (b) and 13 (f) of the ICOMOS Statutes). (TO BE DELETED: ~~15.1~~)

(TO BE DELETED:

~~15.2 — Any voting member may give his proxy to another voting member of his National Committee who must hand the Secretariat a signed and dated proxy form before the time fixed on the programme of the General Assembly for the meeting of the Credentials Committee. No member shall be entitled to have more than five votes in addition to his own (article 6b)).~~

Article 16 - Names of observers

The organisations invited to send observers according to Article 4.2 shall communicate the names of their observers to the President, **at least** one week before the opening of the General Assembly.

Article 18 - Ordinary session

At the beginning of each session, the General Assembly shall elect a Chairman, three Vice Chairmen and a Rapporteur of different nationalities and shall appoint a Credentials Committee, a Candidatures Committee, a Resolutions Committee and such other Committees and Commissions as may be required for the transaction of its business, **as specified in Articles 23, 24, 24.A and 25**. At the same time it shall elect a Teller and **as many** (TO BE DELETED: ~~at least two~~) Assistant Tellers **as necessary** among ICOMOS members and invited observers.

Article 19 - Extraordinary sessions

The General Assembly shall elect a Chairman, three Vice Chairmen and a Rapporteur of different nationalities, and shall appoint a Credentials Committee, a Candidature Committee, a Resolutions Committee and such other Committees and Commissions as may be required for the transaction of its business, **as specified in Articles 23, 24, 24.A and 25**.

Article 23 - Credentials Committee

23.1 The Credentials Committee shall consist of a Chairman and four Members of different nationalities who shall be elected by the General Assembly on the proposal of the Chairman of the Assembly. **Members of the Credentials Committee shall act and take their decisions in accordance to the ICOMOS Statutes and the Rules of**

**Procedure of the General Assembly. They shall not be allowed to campaign for or against candidates, nor to present their candidacy for the Bureau or the Executive Committee unless they resign before the elections are convened so as to be substituted in accordance with article 10 e) of the ICOMOS Statutes.**

23.2. It shall elect its own Rapporteur.

23.3 **The mandate of the Credentials Committee shall start once the outgoing Credentials Committee elected by the previous General Assembly has presented its report, as specified in the following items of this Article, and shall last until a new Credentials Committee is elected by the next General Assembly.**

23.4 Verification of Credentials – At the beginning of the Assembly, **the outgoing Credentials Committee elected by the previous General Assembly shall report to the present General Assembly on the credentials of voting members entitled to vote either by postal vote or personally at the Assembly, (TO BE DELETED: This Committee shall examine and report to the General Assembly on the credentials of voting members)** in accordance with ICOMOS Statutes (Articles 6b and 13f)<sup>1</sup> and in accordance with the following:

a. In order to vote, National Committees must be up to date with membership fees, **as specified in Article 6 e) of the ICOMOS Statutes.**

b. Chairmen of National Committees must have submitted to the ICOMOS International Secretariat, and not less than **six and a half months** (TO BE DELETED: ~~one month~~) before the General Assembly, a list of their voting members, signed by the National Committee Chairman. **At the same time, they must have expressed whether they prefer to vote by postal voting or personally at the General Assembly, as specified in article 6(b) of the ICOMOS Statutes. The choice made by each National Committee on this aspect shall be considered definitive and further modification on its decision shall not be allowed. Lists of voting members received after this date shall not be considered valid.**

(TO BE DELETED: Proxies given to voting members who are present at the General Assembly must have been sent not less than one month before the General Assembly to the ICOMOS Secretariat.)

c. **Within the next two months, the Credentials Committee elected by the previous General Assembly shall have examined and determined the right to vote of the proposed voting members, on the basis of the list of members and National Committees supplied by the ICOMOS Secretariat. For this purpose, it shall also have contacted those National Committees who had not duly fulfilled all the legal requirements so that, if appropriate, they have been able to make the necessary provisions in order to avoid any default on due time.**

d. **Within the same period of time, the Credentials Committee shall have prepared the definitive list of voting members and forwarded it to the ICOMOS Secretariat not less than four and a half months before the General Assembly. It shall have also presented a report to the Executive Committee.**

23.5 **The list of voting members prepared by the outgoing Credentials Committee, as well as the package containing the unopened envelopes and the certified list of voting members provided by the notary, as specified in Article 54.3, shall be handed to the new Credentials Committee on the evening of the first date of the General Assembly. This new Committee shall take appropriate measures for their custody by the Secretariat, also making them available for consultation in the next days if so required by any candidate or voting member.**

23.6 **The new Credentials Committee elected by the General Assembly shall examine and report to the General Assembly on the credentials (TO BE DELETED: ~~of voting members and~~) of all persons other than voting members admitted to the General Assembly. (TO BE DELETED: ~~in accordance with ICOMOS Statutes (Articles 6b and 13f) (\*1) and in accordance with the following:~~)**

23.7 **At the beginning of the voting process to be carried out at the General Assembly, the new Credentials Committee shall provide both the list of postal voting members prepared by the outgoing Committee and the list of postal voting senders certified by the notary to persons elected by the General Assembly for conducting the personal voting and the scrutinising process. At the end of the voting process, once personal ballots have been cast, the closed package containing the unopened envelopes provided by the notary shall be open in public by the Chairman of the Credentials Committee elected by the General Assembly. Immediately afterwards the inside white envelopes shall be introduced in the same transparent box where personal ballots have been previously deposited.**

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<sup>1</sup> **Article 6b of the ICOMOS Statutes states:** ICOMOS members in each country shall be formed into National Committees, as defined in Article 13. Applications for ICOMOS membership shall be forwarded to the National Committee, where such Committee exists. All members of ICOMOS National Committees shall have the right to attend and participate in the General Assembly of ICOMOS. However, no National Committee shall have more than 18 votes at the General Assembly **or in elections for the Bureau and Executive Committee.** (TO BE DELETED: Any voting member duly named in accordance with article 13f may give a proxy to another member of his National Committee; however no member shall be entitled to have more than 5 votes in addition to his own.)

**Article 13f of the ICOMOS Statutes states:** National Committees shall assign their own voting privileges at the General Assembly, within the numerical limits laid down in Article 6b and in accordance with their own statutes. A majority of the voting members of any National Committee shall be individual Members. The names of those members entitled to vote **either by a postal voting system or personally** at the General Assembly **as defined in Article 6 b),** shall be communicated to the ICOMOS Secretariat not less than **six and a half months** (TO BE DELETED: ~~one month~~) before the General Assembly. Representatives of Institutional Members shall have been duly designated by the relevant bodies.

#### Article 24 - Candidatures Committee

- 24.1 The Committee on Candidatures shall consist of a Chairman and four members, each representing a different country, who shall be elected by the General Assembly on the proposal of the Chairman of the Assembly. **Members of the Candidatures Committee shall act and take their decisions in accordance to the ICOMOS Statutes and the Rules of Procedure of the General Assembly. They shall not be allowed to campaign for or against candidates, nor to present their candidacy for the Bureau or the Executive Committee unless they resign before the elections are convened so as to be substituted in accordance with article 10 e) of the ICOMOS Statutes.**
- 24.2 It shall elect its own Rapporteur.
- 24.3 **The mandate of the Committee on Candidatures shall start once the outgoing Committee on Candidatures elected by the previous General Assembly has presented its report, as specified in the following items of this Article, and shall end when a new Committee on Candidatures is elected by the next General Assembly.**
- 24.4 **The outgoing Committee on Candidatures elected by the previous General Assembly, shall have previously examined** all files proposing candidates for election to the posts of President of ICOMOS, Vice President, Secretary General, **Treasurer General** or to the Executive Committee. **It (TO BE DELETED: and) shall have determined the eligibility of the candidates under Article 10 of the Statutes, on the basis of the lists of members supplied by the Secretariat and subject to due payment of their membership fees.** It shall also have prepared ballots papers **as provided by Article 54 of these Rules of Procedure** and the **definitive** list of eligible candidates in accordance with the following:
- a. **Nine months before the General Assembly National Committees and members of ICOMOS shall be invited to present candidacies to the Bureau and the Executive Committee, in accordance with Articles 9, 10 and 12(c) of the ICOMOS Statutes and the Rules of Procedure of the General Assembly.**
  - b. **The deadline for presenting candidacies shall be six and a half months before the General Assembly. Those received after this date shall not be considered valid.**
  - c. **Within the next two months, the Candidatures Committee elected by the previous General Assembly shall examine all files proposing candidates for election to the posts of President of ICOMOS, Vice President, Secretary General, and Treasurer General or to the Executive Committee, and shall determine the eligibility of the candidates, on the basis of the list of members supplied by the Secretariat. It shall contact those candidates who have not duly fulfilled all the legal requirements so that, if appropriate, they may make the necessary provisions in order to avoid any default on due time.**
  - d. **It shall forward the definitive list of eligible candidates and ballots papers to the ICOMOS Secretariat not less than four and a half months before the General Assembly.**
- 24.5 **At the beginning of the Assembly it shall report on the list of candidates to the General Assembly, and forward this list and résumés on all candidates as well as the ballot papers to the new Committee on Candidatures elected by the General Assembly on the evening of the first day of the Assembly. The new Committee on Candidatures shall take appropriate measures for their custody by the Secretariat, also making them available for consultation in the next days if so required by any voting member, and shall announce at the opening of the Assembly their availability for general inspection as specified in Article 54.2.**
- 24.6 **At the beginning of the voting process, this new Committee shall provide the list of candidates prepared by the outgoing Candidatures Committee to the persons elected by the General Assembly for conducting the personal voting and the scrutinising process. It shall also take care that a sufficient number of ballots papers as prepared by the outgoing Candidatures Committee are available for personal voting members.**

#### Article 24A - Resolutions Committee

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- 24A.4 The Committee shall examine and **submit its** report to the General Assembly on the presented draft resolutions according to the terms of Article 44.
- It shall have the right to coordinate and to evaluate the presented draft resolutions in order to obtain balance in substance and in form and may in this connection discuss the text with the member who submitted the draft resolutions. In case of non-consensus between the Resolutions Committee and the member, the different points of view are to be presented to the General Assembly.

#### Article 25 - Ad hoc Committee

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 **submit their** report to the General Assembly. Members of any such Committees shall be of different nationalities.

#### Article 26 - Duties of the outgoing Secretary General

- 26.1 The (TO BE DELETED: ~~outgoing Secretary General shall act in the capacity of Secretary General~~) **Secretary elected by the Assembly shall act in this capacity** at all meetings of the General Assembly, including the meetings of its Committees and Commissions. He may appoint one or more members of the **outgoing** Executive Committee to act in his place at all such meetings.
- 26.2 The Secretariat of the General Assembly, hereinafter referred to as the Secretariat, is provided by the staff of the ICOMOS Secretariat chosen by the **outgoing** Secretary General and acting under (TO BE DELETED: ~~his~~) **the** responsibility and direction **of the Secretary of the Assembly**.

#### Article 27 - Duties of the Secretariat

- 27.1 It shall be the duty of the Secretariat, acting under the authority of the (TO BE DELETED: ~~Secretary General~~) **Secretary of the Assembly**, to receive, translate and distribute documents, reports and resolutions of the General Assembly, its Committees and Commissions, to provide translations of speeches made at meetings and circulate minutes of the meetings to ensure that resumes on all candidates for election as provided for in Article 54.2, to be responsible for the safekeeping of such documents in the ICOMOS archives, and to perform all other work which the General Assembly may require.
- 27.2 At least **nine** (TO BE DELETED: ~~three~~) months before the General Assembly, the International Secretariat must send a letter to the Chairmen of the National Committees reminding them:
- of the deadline, not less than **six and a half months** (TO BE DELETED: ~~one month~~) before the General Assembly, by which the National Committee Chairman is to send to the International Secretariat the Chairman's signed list of voting members of the national Committee, **also expressing its choice between voting personally at the General Assembly or prior by postal voting, as specified in article 6(b) of the ICOMOS Statutes**.
  - of the need to pay all membership fees, **as specified in Article 23.4.a**, in order to avoid defaulting on the National Committee's voting rights at the General Assembly.
- 27.3 **It shall provide the list of National Committees and members of ICOMOS and a report on the situation of their membership payment to the Credentials Committee and to the Candidatures Committee, as indicated in Articles 23.3.d, and 24.4.c.**
- 27.4 **Four and a half months before the General Assembly, the ICOMOS Secretariat shall send to all members of ICOMOS the list of voting members prepared by the Credentials Committee, the résumés on candidates, and the list of candidates prepared by the Candidatures Committee. Ballot papers prepared by the latter shall also be sent to postal voting members and they shall be invited to vote until one month before the General Assembly. The ICOMOS Secretariat shall also communicate to these voting members the name and address in Paris of the notary appointed by the Executive Committee, to whom they shall send their ballots papers. The list of voting members prepared by the Credentials Committee shall also be forwarded to the notary by the ICOMOS Secretariat four and a half months before the General Assembly.**
- 27.5 **Both a closed package sealed by the notary, containing the unopened envelopes and a list of the senders' names, certified by the notary, shall be forwarded by the ICOMOS Secretariat to the Credentials Committee at the beginning of the Assembly. The Secretariat shall keep them under custody as well as the list of voting members prepared by the outgoing Credentials Committee and shall ensure that they are available for consultation as specified in Article 23.5.**
- 27.6 **The Secretariat shall keep under custody the ballot papers prepared by the outgoing Candidatures Committee, as well as the list and résumés on all candidates and shall ensure that they are available for consultation and inspection, as specified in Articles 24.5 and 54.2.**
- 27.7 **The text of the proposed amendments of the Statutes shall be sent by the ICOMOS Secretariat to all members of ICOMOS nine months before the General Assembly, as specified in article 19 of ICOMOS Statutes.**

#### Article 40 - Statements of the outgoing President of ICOMOS and the outgoing Secretary General

The **outgoing** President and **also** the **outgoing** Secretary General of ICOMOS, or a member of the **outgoing** Executive Committee designated by them may make either oral or written statements at any time, with the approval of the Chairman, to the General Assembly or to a Committee or Commission concerning any question under consideration by them.

#### Article 44 - Proposal and motions

- 44.1 Any member of ICOMOS may propose a draft resolution or a motion for discussion at the General Assembly. All proposed resolutions shall be handled in accordance with Article 24A. All motions shall be transmitted in writing to the **Secretary of the Assembly** (TO BE DELETED: ~~Secretary General~~) who shall make copies available to all members present. Proposals for adoption by the General Assembly of new motions or amendments to the draft programme shall whenever they involve the undertaking of new activities or a substantial increase in budgetary expenditure, be submitted in writing and shall reach the **Secretary of the Assembly** (TO BE DELETED: ~~Secretary General~~) before the end of the first day of the General Assembly.
- 44.4 When, in the judgement of the **outgoing** President of ICOMOS any resolution or amendment is of particular importance or affects the budget estimate, he may request that the **outgoing** Executive Committee be given an opportunity to communicate its views on the matter. On such a request being made, the discussion of the matter shall be postponed for such time, not exceeding 24 hours, as may be required for this purpose.

#### Article 45 - Voting rights

- 45.1 Procedures for voting rights shall be consistent with the procedures set forth in Article **23.4** (TO BE DELETED: ~~23.3~~)
- 45.2 Each National Committee which has paid its membership fees has the right to vote. The number of votes is limited to 18 for each National Committee, **subject to the rules specified in Article 6b) and 13 f) of the Statutes.**
- 45.3 The right to vote at the General Assembly is given to those members elected by their own National Committees in accordance with their own statutes and the statutes of ICOMOS.
- 45.4 The Chairman of the National Committee must sign and send to the ICOMOS Secretariat a list of the voting members of that National Committee at least **six and a half months, as specified in Article 23.4** (TO BE DELETED: ~~one month~~) before the General Assembly.

#### Article 46 - Simple majority

Decisions of the General Assembly shall be taken by a simple majority of the voting members present (TO BE DELETED: ~~or validly represented.~~)

#### Article 47 - Voting amendments to the statutes

Amendments to the statutes shall be adopted by a two-thirds majority of the members **entitled to vote according to Article 23.4** (TO BE DELETED: ~~voting members present or validly represented.~~)

#### Article 53 - Equally divided votes

If a vote is equally divided in voting not concerned with elections, a second vote shall be taken in the course of a subsequent meeting. This meeting shall be held within **at least one hour** (TO BE DELETED: ~~48 hours~~) after the first vote, and the taking of the second vote shall appear on its agenda. Unless at this meeting there is a majority in favour of the proposal, it shall be considered as lost.

#### Article 54 - Candidatures and preparation of ballots

- 54.1 Subject to Article 12c of the ICOMOS Statutes, files on all candidates proposed by National Committees or by members of ICOMOS, in accordance with the rules for electoral procedure in force, shall be submitted by the **ICOMOS Secretariat** (TO BE DELETED: ~~Secretary General~~) to the Chairman of the Committee on Candidatures **elected at the previous General Assembly at least six and a half months** before (TO BE DELETED: ~~5 p.m. on the first date of~~) the ICOMOS General Assembly.

Files on candidates for the Executive Committee must include:

- a letter of proposal signed by a National Committee or by at least three members of ICOMOS,
- a brief résumé of the professional career, qualifications and current position of the candidate,
- a statement from the candidate to the effect that he will serve if elected.

Files on candidates for the offices of President, Vice-President, Secretary General and Treasurer General must include:

- a proposer's letter signed by a member of ICOMOS,
- a brief résumé of the professional career, qualifications and current position of the candidate,
- seconding letters from at least three other members of ICOMOS representing at least three countries other than that of the proposer,
- a statement from the candidate to the effect that he will serve if elected.

- 54.2 The Secretariat shall ensure that résumés on all candidates are available for inspection 24 hours before the time of balloting at a central place to be announced at the opening of the General Assembly, **as specified in Article 24.3.**

- 54.3 The **outgoing** Committee on Candidatures **and the new Committee on Candidatures elected at the General Assembly shall meet on the evening of the first day of the General Assembly. The list and files of candidates and the ballots papers prepared by the outgoing Committee shall be handed to the new one who shall take care of their custody, as specified in Article 24.5, until the elections are held.** (TO BE DELETED: ~~The list of candidates shall for to determine the eligibility of the candidates under Article 10(a) of the Statutes on the basis of the list of members supplied by the Secretariat.~~) **Ballot papers previously prepared by the outgoing Candidatures Committee, as specified in Article 24.4, shall consist in a single ballot** (TO BE DELETED: ~~It shall prepare separate ballots~~) for the offices of :

- President
- 5 Vice Presidents
- Secretary General
- Treasurer General

and a **single ballot** for 12 **eligible** (TO BE DELETED: ~~elected~~) members of the Executive Committee

The ballots shall list all eligible candidates for each office in alphabetical order, (TO BE DELETED: ~~They shall be prepared so that~~) **and all candidates for office wishing so, may be** (TO BE DELETED: ~~are~~) included in the list of candidates for the Executive Committee. **Candidates duly proposed for office shall therefore be considered as candidates for the Executive Committee unless they have expressed the opposite when their candidacy was presented, as specified in Article 24.4.b.** (TO BE DELETED: ~~In the event that a duly proposed candidate for office is not elected to that office, he shall be considered a candidate for the Executive Committee. A distinguishing mark may be used to identify candidates recommended by the Advisory Committee.~~)

#### Article 55 – Elections

- 55.1 Four and a half months before the General Assembly, the ICOMOS Secretariat shall send the ballot papers to voting members indicating the name and address in Paris of the notary appointed by the Executive Committee, to whom the ballots papers shall be sent, as specified in Article 27.4
- 55.2 The deadline for receiving postal votes shall be one month before the General Assembly. Votes received after this date shall not be considered valid.
- 55.3 For postal voting, ballot papers shall be introduced in a white envelope and this inside a second closed envelope with the name and address of the sender. The notary shall keep all the unopened envelopes received under custody.
- 55.4 Within the next fifteen days after the deadline fixed for receiving postal votes, the notary, after verifying that the senders' names written on the unopened envelopes received are included on the list of voting members prepared by the Credentials Committee, shall draw up a certified list with their names.
- 55.5 Both this certified list and a closed package sealed by the notary, containing the unopened envelopes shall be forwarded by the notary to the ICOMOS Secretariat who shall pass them to the outgoing Credentials Committee at the beginning of the Assembly. Afterwards, this Committee and the new Credentials Committee elected by the General Assembly shall act as specified in Article 23.5 and 23.7.
- 55.6 The roll of voting members present **who have chosen to vote personally at the General Assembly** (TO BE DELETED: ~~or represented by proxy~~) shall be called and votes shall be cast by secret ballot **in a single round.** (TO BE DELETED: ~~At each ballot.~~). **Any** ballot carrying a number of votes greater than the number of votes allowed (TO BE DELETED: ~~vacancies to be filled~~) shall be null and void.
- 55.7. Each group of six candidates wishing to appoint their own observers for the election process shall be allowed to nominate one viewer at each polling-booth.
- 55.8. Both postal ballots included in the unopened envelopes sent previously and personal votes cast by secret ballots at the General Assembly, after been introduced in transparent voting boxes, shall be scrutinised simultaneously and in public at the General Assembly and the results, which shall be submitted to verification if necessary, announced immediately after the scrutinising process is finished.
- 55.9 Candidates for President, Secretary General and Treasurer General receiving the highest number of votes for each post shall be elected. **The five candidates for Vice-President receiving the highest number of votes shall also be elected.** (TO BE DELETED: ~~No candidate shall be elected to office by less than a majority of votes east. Successive ballots shall be taken, eliminating each time the candidate who received the smallest number of votes east.~~)
- 55.10 Those twelve candidates for the Executive Committee receiving the highest number of votes shall be elected, provided that only one candidate may be elected to the Executive Committee from any one country (except for the country to which the President of ICOMOS belongs). 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.
- 55.11 If (TO BE DELETED: ~~on any ballot,~~) the votes are equally divided, the Chairman of the Assembly shall decide the position of the various candidates by drawing lots.
- 55.12 The Teller shall deliver the results of the election to the Chairman of the General Assembly for announcement.

#### Article 57 - Amendments

Save insofar as the above articles reflect specific ICOMOS Statutes, the General Assembly is empowered to modify these Rules of Procedure, provided approval is given by a two-thirds majority of the members **entitled to vote according to Article 23.4** (TO BE DELETED: ~~voting members present or validly represented.~~)

#### Article 58 – Reference text

**These Rules of Procedure, when translated to other languages, shall retain its original English version as reference text.**