

## **INTERNAL RULES FOR**

### **ICOM International Committee for Collecting (COMCOL)**

### **ICOM Comité International pour le développement des collections (COMCOL)**

### **ICOM Comité Internacional para incentivar las colecciones (COMCOL)**

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#### **Article 1. NAME AND ADDRESS**

The name of the International Committee is: International Committee for Collecting, hereafter referred to as COMCOL. The Committee address is care of the Secretary in charge.

#### **Article 2. RESPONSIBILITY**

1. International Committees (among them COMCOL) are principal instruments for the work of ICOM and for the realisation of its programmes of activity. COMCOL is a channel of communication between its members with similar professional interests. It is responsible for the development and implementation of ICOM's programmes and activities related to COMCOL's specific mandate for collecting and collections development. It provides valuable advice to ICOM's Executive Council, the Advisory Committee, and the Director General on matters relevant to ICOM's mission and programmes.

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

4. COMCOL's internal rules are subject to approval by the ICOM Executive Council. Proposed amendments to these Internal Rules must be sent to COMCOL members at least four months before voting and must receive a majority of the cast votes to be adopted.

5. The Chairperson of COMCOL shall ensure that its activities do not compromise ICOM.

#### **Article 3. AIMS AND OBJECTIVES**

6. In accordance with ICOM's Rules for International Committees, the aims and objectives of COMCOL are to:

- support ICOM's aims and objectives, in particular with reference to collecting and collections development

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

#### **Article 4. MEMBERSHIP**

7. COMCOL membership is open to all ICOM members upon request, whether individual members or designated representatives of institutional members. Members can be voting members of only one international committee.

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

8. Members should regularly update contact information. A valid e-mail address is regarded as the official way of communication with COMCOL. All members must provide current e-mail addresses.

9. Membership of COMCOL shall cease if the member

- resigns from the Committee
- ceases to be a member of ICOM for any reason

10. COMCOL must maintain a membership of at least 50 individual or institutional members.

#### **Article 5. RIGHTS OF MEMBERS**

11. Members shall have the right to participate in the activities and programme of COMCOL, to vote in the meetings of COMCOL, to stand for election to the Executive Board, to vote in the Board Elections and to be designated as a representative of COMCOL to vote at the General Assembly of ICOM and in the election of the Executive Council.

12. COMCOL may, according to its own decision, include in its communication network, and accept as participants in its conferences, other members of ICOM as well as non-members.

#### **Article 6. MANAGEMENT OF THE COMMITTEE**

13. COMCOL shall be managed by an Executive Board consisting of a Chairperson, a Secretary, a Treasurer and up to six other Board members, elected by the Committee's voting members.

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

15. If a member of the Executive Board resigns office for any reason during the period between the triennial plenary meetings, the position may be filled by co-opting of another voting member of COMCOL until the next triennial plenary meeting is held.

16. The Executive Board shall be elected in conjunction with the triennial plenary meeting of COMCOL. The outgoing Executive Board shall invite nominations for the next Executive Board at least four months before the triennial plenary meeting, and shall inform the voting members of the names and qualifications of candidates at least two months prior to the date of commencement of the meeting.

17. A member of the Executive Board shall cease to hold office if the member resigns from COMCOL or from ICOM.

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

19. The quorum for a meeting of the Executive Board shall be one third of the number of Board members present personally.

#### **Article 7. ROLE AND RESPONSIBILITIES OF THE EXECUTIVE BOARD**

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

21. Each year, the Chairperson and Treasurer shall submit, in a timely fashion, a report on the activities of COMCOL during the preceding year, to the Director General for submission to the Executive Council and Advisory Committee of ICOM.

22. The Executive Board shall appoint five members of COMCOL to vote on behalf of the Committee at the General Assembly and the election of the Executive Council.

23. The Executive 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.

24. COMCOL may create working groups for specific purposes depending on the needs of a programme or on request by members. A working group shall include members of the Committee and its Chairperson, approved by the Board, is responsible for the working group activities and is reporting back to the Board. Each proposal for a new working group shall be submitted in writing to the Chair and shall be reviewed and approved by the Board. The Working Group's scope, ideas and developments will be published on the Committee's website.

25. The Executive Board shall inform the National ICOM Committee in the host country of a forthcoming meeting.

26. The Executive Board shall commit itself to prevent that any impediment will be placed in the way of any member of the Committee attending the meeting by the Government of the Host state.

#### **Article 8. FINANCES OF THE COMMITTEE**

27. COMCOL shall fulfil its financial obligations and the Chairperson shall ensure that its financial accountability does not compromise ICOM.

28. COMCOL is entitled to raise such funds for its operations as it considers necessary, including sponsoring, donations, grants and profits coming from publications and other activities produced by the Committee itself.

29. COMCOL may not impose any annual membership subscription on ICOM members, but is entitled to request contributions for specific additional services and activities.

30. COMCOL shall not enter into any contract or any legally binding agreement involving expenditure by ICOM without the prior approval of the Executive Council (other than contracts and agreements that relate to its own activities and can be paid from its own funds).

31. All money received by COMCOL shall be deposited in a 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 ICOM of the account name and number and the name of the bank at which the account is established. The COMCOL Treasurer shall be entitled to manage that bank account.

32. The Treasurer shall keep proper accounts of all money 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. COMCOL shall submit an annual report of activities and an annual financial report to ICOM under the responsibility of the Chairperson and/or the Treasurer.

33. To ensure the proper legal and financial management of funds associated with COMCOL's annual meetings and to certify the proper audit of related accounts, the Committee shall establish an agreement of cooperation in the host country (a museum, university, foundation, the ICOM National Committee, or similar public-oriented body).

#### **Article 9. ELECTIONS**

34. Elections shall be held every third year, normally during the ICOM Triennial General 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 Article 4) are eligible to stand for election. Two months before the election a list of candidates with their short biographies should be sent to all COMCOL members.

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

36. The Chairperson shall be elected prior to the other members of the Board and shall be elected for three years. The mandate can be renewed once. The Chairperson can also be elected a board member for a maximum of another two terms (six years). A member of the Board shall be elected for three years and the mandate can be renewed once. A member of the Board may subsequently be elected Chairperson for three years and the mandate can be renewed once. However, no person may remain on the Board for more than four consecutive terms.

37. The newly elected Chairperson and the new members of the Board shall choose among themselves functions as Secretary, Treasurer and other specific functions, which can be Newsletter Editor and Webmaster.

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

#### **Article 10. MEETINGS OF THE COMMITTEE**

39. COMCOL shall meet at least once a year, 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 COMCOL during the preceding triennium
- a report on the finances of COMCOL for the preceding triennium
- a review of the draft triennial program of ICOM, and adoption of the work programme of COMCOL for the forthcoming triennium
- adoption of budget for the following triennium
- election of the Executive Board

40. The quorum of the triennial plenary meeting shall be 10% of the voting membership of the Committee either present in person or by proxy.

41. Each member shall be entitled to represent by proxy a maximum of one other voting member. An institutional member may designate an employee of the institution to vote on its behalf, even if not an individual member of ICOM or a member of the Committee.

42. The person responsible for a working group shall report the working group activities at the annual plenary meeting.

43. The Chairperson of COMCOL shall arrange date, place and subject of the Committee's 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.

## **Article 11. AMENDMENTS**

44. The present Rules of the Committee, adopted at the plenary meeting held on 10 November 2010 in Shanghai, revised and amended at the plenary meeting held in Seoul on 28 October 2015, may be amended at any subsequent annual plenary meeting of the Committee.

45. Any suggested amendment to the Rules must be proposed and seconded by voting members of the Committee.

46. Adoption and amendment of the Rules must receive a majority of the cast votes to be adopted, including votes sent in by members unable to attend, by e-mail or mailing in specially marked envelopes.

## **Article 12. DISSOLUTION OF THE INTERNATIONAL COMMITTEE**

47. In the event of dissolution being declared either by the majority of the members attending the annual meeting of COMCOL or by the Executive Council, the latter shall appoint liquidators. Any remaining assets shall be transferred to ICOM.

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*Rules adopted at the plenary meeting held on 10 November 2010 in Shanghai, revised and amended at the plenary meeting held in Seoul on 28 October 2015.*