

**GUIDELINES FOR THE ELECTION OF THE BOARD OF INTERNATIONAL
COMMITTEES FOR THE TERM OF OFFICE 2025-2028**

Preliminary remarks

This document has been prepared by the ICOM Secretariat to the attention of the ICOM International Committees (hereinafter referred to as the “**ICs**” or the “**Committees**”). It presents the guidelines for the election of the Board (as defined below) of the International Committees.

When organising and conducting these elections, the ICs are invited to refer to this document, which consolidates the statutory and regulatory references of the ICOM texts that are binding on the ICOM International Committees, along with relevant guidelines and recommendations.

Similar to the procedure being applied for the ICs’ acronym changes, the ICOM Secretariat is acting as a supervisor and guarantor of a uniform election procedure that adheres to ICOM’s statutory and regulatory texts. This approach aims to prevent the recurrence of exceptional circumstances among the 34 ICOM International Committees.

Therefore, to promote harmonisation among the ICs and ensure compliance with the ICOM Statutes and Internal Rules, the following election rules shall be applied universally to all International Committees.

ELECTORAL PROCESS

The board is an elected body comprising members of the Committee (hereinafter referred to as the “**Board**”), which is responsible for various functions, including the financial management of the Committee.

The management responsibilities of the Committee reside with an elected Board composed of at least five (5) persons including the following:

- a (1) Chair,
- a (1) Vice-Chair,
- a (1) Secretary, and
- a (1) Treasurer.

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, nor a permanent right to attend the Board’s meetings (only upon formal invitation by the Chair and/or the Board).

Election of the Board

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 General Assembly that occurs during the ICOM General Conference¹.

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.

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 separately from the other members of the Board.

Term of office

Members of the Board shall be elected for a period of three (3) years and may be re-elected once (1) 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 twelve (12) consecutive years.

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.

Calendar

In accordance with **Article 7.4 of the ICOM Internal Rules**, “Elections shall be held every third year, preferably during the ICOM Triennial [i.e. General] Conference”.

In accordance with **Article 19 – Section 1 of the ICOM Statutes**, “When possible, the elections for the International Committees should take place during the General Conference”.

In line with **Article 7.5 of the ICOM Internal Rules**, “the [International] Committee shall hold meeting with its members at least once a year and during the time and place of the ICOM Triennial Conference”.

ICs’ ELECTIONS (2025-2028)

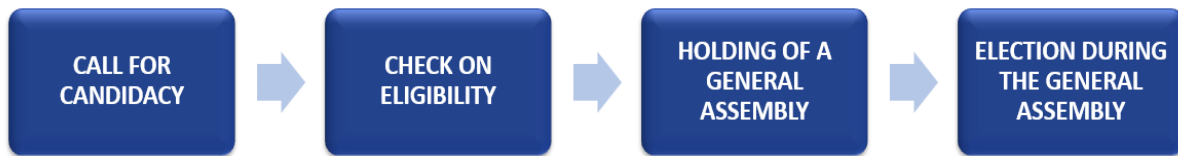
The next ICOM General Conference will take place in Dubai (UAE), in a hybrid format, from 11 to 17 November 2025.

Suggested timetable

July 2025	August 2025	Sept. 2025	Oct. 2025	November 2025
call for candidates (4 months before the election) and publication of the candidates at least 30 days before the elections				ICs elections at the General Conference in Dubai (UAE)

¹ ICOM Internal Rules, Article 7.4.

Steps to follow



1. Implement the [rules of electoral procedure](#):

- a call for candidates shall be sent to all members of the International Committee at least four (4) months in advance before the elections.

2. Verify the [eligibility](#) of applicants by considering the following requirements and limitations:

- Members of the board shall be elected for a period of three (3) years;
- Members of the board may be re-elected once (1) 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 twelve (12) consecutive years;
- 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 Executive Board².
- Only ICOM members in good standing who are members of the International Committee are eligible to stand for election³. Student, Honorary and Supporting Members are not entitled to hold an elected office in ICOM⁴;
- A candidate may apply for a single function only.

3. hold a [General Assembly meeting](#) to elect the IC board:

- i. The Chair shall set the agenda of the General Assembly meeting, in consultation with the board.
- ii. An official invitation to the General Assembly meeting shall be sent at least thirty (30) days before the date of the meeting to all members of the International Committee. The official invitation shall include the date, time and place of the meeting, as well as the agenda. Working documents (**including the list of candidates running for the election of the Board**) shall be made available in sufficient time for reflection and debate among the International Committee's members, preferably at the time of the official invitation.
- iii. All members of the International Committee shall be invited and shall have the opportunity to participate, speak and vote.

² ICOM Internal Rules, Article 7.4.

³ ICOM Internal Rules, Article 7.4.

⁴ ICOM Statutes, Article 6 – Sections 4 and 5.

VOTING PROCEDURE AND RESULTS OF THE ELECTIONS

The ICOM Secretariat recommends:

- **using Xoyondo** (<https://xoyondo.com>) as a voting platform. This tool complies with GDPR requirements and deletes the data after the poll. It is free and easy to use;
- **opening the voting platform over several days** (from four (4) days to one (1) week) to allow most members of the Committee to cast their vote.

The International Committee shall:

- hold the elections **online**;
- hold a General Assembly meeting during the **time and place of the 27th ICOM General Conference in Dubai** (UAE) in November 2025.

Each ICOM member in good standing who is a voting member of the International Committee **has one (1) vote**.

The Chair shall be elected separately from the other members of the Board⁵.

The ICOM Internal Rules do not specify a quorum for participation or decision-making regarding International Committees. However, be sure to check the By-laws of your specific IC for any relevant provisions. In case of doubt, the candidates for board member positions who receive the highest number of votes are elected.

VACANCIES

If one (1) of the positions within the board of the Committee becomes vacant, the board should refer to the Committee's *By-Laws* to see what rules apply in this case. In the absence of such a rule, it can be assumed that:

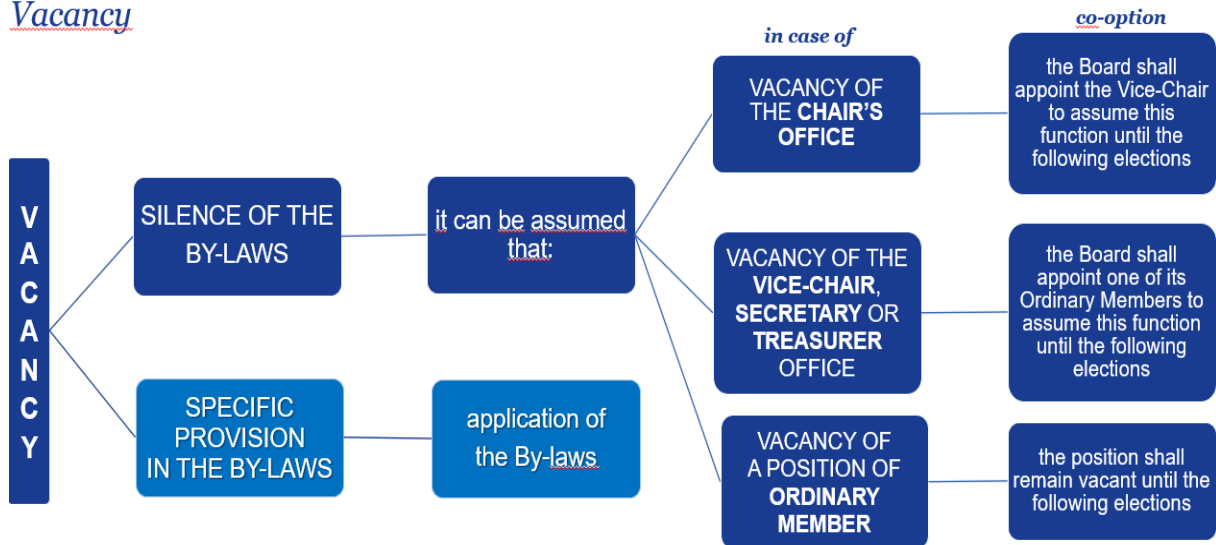
- in case of vacancy of the Chair's office, the board shall appoint the Vice-Chair to assume this function until the following election of the board;
- in case of vacancy of the Vice-Chair/Secretary/Treasurer office, the board shall appoint one (1) of its ordinary members to assume this function until the following election of the board;
- in case of vacancy of a position of ordinary member, the position shall remain vacant until the following election of the board.

It is important to anticipate potential vacancies and ensure that a sufficient number of board members are elected during the election process.

⁵ ICOM Internal Rules, Article 7.4.

International Committee Board members

Vacancy



RECOMMENDATIONS

When drafting the call for candidates, it is important to include a detailed description of the roles and responsibilities of each Board member (i.e. Chair, Vice-Chair, Treasurer, Secretary, Ordinary board member). This ensures that potential candidates are fully aware of what is expected of them and can apply based on their skills, qualifications, and interests.

Consideration should be given to all aspects of IC management, such as communication, membership management, publications, website maintenance, and conference organisation.

Clearly outlining these tasks will help attract candidates who are well-suited to the specific needs of the Committee.

It may also be beneficial to organise a meeting between current Board members and prospective candidates. This will provide an opportunity for open dialogue, allowing applicants to gain a deeper understanding of the responsibilities of each Board position. Additionally, it is important to highlight the level of commitment expected from Board members, particularly to avoid issues such as absenteeism or lack of engagement. Setting clear expectations from the outset will help ensure a more active and dedicated Board.