

**International Committee for the Collections and Activities
of Museums of Cities (CAMOC)**

Rules

Approved by the GA, 4-9-2015

Article 1. Name

The name of the organisation is the International Committee for the Collections and Activities of Museums of Cities (CAMOC in abbreviated form). CAMOC was established in April 2005 at a meeting in Moscow, in the presence of representatives from the ICOM Secretariat. The first CAMOC Executive Board was elected at the meeting.

Article 2. Legal Status

CAMOC is an international committee forming an integral part of the International Council of Museums (ICOM), which is based in Paris. ICOM is subject to French legislation, in particular the 1901 law on associations. ICOM is a non-governmental organisation maintaining formal relations with the United Nations Educational, Scientific and Cultural Organisation (UNESCO) and has a consultative status with the United Nations Economic and Social Council. CAMOC is subject, without exceptions, to ICOM Norms.

Article 3. Objectives

The Committee is a forum for people who work in or are interested in museums about cities, urban planners, historians, economists, architects or geographers, all of whom can share knowledge and experience, exchange ideas and explore partnerships across national boundaries. The specific objectives of CAMOC are to:

- a. stimulate dialogue and co-operation among museums, as well as between museums and other institutions or individuals concerned with urban, urban-historical, and urban-cultural issues, by supporting and encouraging them in the collection, preservation, interpretation and presentation of original material (tangible and intangible) relating to the past, present and future of the city, and thus helping to reinforce the city's identity and contributing to its development;
- b. carry out a programme of activities related to the development of museums about a city by
 - helping to enhance their role in city life
 - drawing attention to best models of museum practice in changing social, cultural and economic conditions

- promoting partnership and cooperation among museums of cities world wide
 - promoting partnership and co-operation with other urban players.
- c. contribute to the development and implementation of ICOM's programmes;
- d. act as a source of professional expertise to assist in the implementation of ICOM programmes related to CAMOC specific fields of interest;
- e. represent the interests of museums of cities;
- f. serve as a channel of communication between ICOM members with similar professional interests;
- g. co-operate with other ICOM International Committees, and other ICOM committees, Regional alliances and affiliated organisations in matters related to the broader interests of ICOM.

Article 4. Composition

- a. All ICOM members in good standing may join the Committee, which is composed of five categories of membership:
- Individual members
 - Institutional members
 - Supporting members
 - Honorary members
 - Student members

Supporting members, Honorary members and students members have no voting rights and cannot stand for Board elections.

- b. The Committee may accept other persons ("guests") as members within a limit of 20% of its composition, based on their professional experience, who are considered worthy of being members, without voting rights.
- c. ICOM members wishing to join the Committee shall simultaneously inform the CAMOC Secretary and the ICOM Secretariat of their intention to join and the latter shall transmit the application to the Chairperson of the Committee. CAMOC shall maintain a membership of at least fifty (50) members.

Article 5. The status of membership is lost:

- for all members who have resigned in writing;
- for all ICOM members who have not paid their annual ICOM membership subscription;
- for any reason considered by ICOM to be a breach of professional ethics.

Article 6. Membership fees

All ICOM members have the right to become a member of one International Committee without having to pay a fee beyond the annual ICOM membership fee.

Article 7. Finance

- a. The financial resources of the Committee consist of:
 - the subsidies from ICOM
 - proceeds from payments for services rendered
 - donations, grants, and bequests
- b. The Committee is entitled to raise such funds for its operations as it considers necessary. It may not impose any annual membership subscriptions on ICOM members, but is entitled to impose a charge for specific services.
- c. The Committee may impose charges for participation in meetings, as it deems necessary.
- d. The Committee may receive grants and donations and accept underwriting from sponsors.
- e. The Committee may generate, and sell at its own expense, publications or other creative or scholarly productions, but shall inform the Director General of ICOM or his or her designated officer before doing so.
- f. The Committee shall not enter into any contract or any legally binding agreement involving expenditure which cannot be met out of its own funds without the prior approval of the Director General of ICOM or his or her designated officer first being obtained. In all other cases a report should be made to the Director General or his or her designated officer providing full details of the expenditure occurred and the reasons for so doing. This disposal does not apply in case the Chair of CAMOC is provided with a delegation of authority by the President of ICOM.
- g. All money received by the Committee shall be deposited in a bank account established for the purpose and administered by ICOM at its own bank in Paris. All payments made on behalf of the Committee shall be made from that bank account. No payment may be made without the authorisation in writing of the Committee Chairperson and Committee Secretary or Treasurer, if the latter is appointed. The authorisation shall be communicated to the Finance Director of ICOM.
- h. The Committee shall keep proper accounts of all money received and expended on an annual basis. A report on the finances of the Committee shall be presented to members at each plenary meeting of the Committee.
- i. The Committee shall send a financial report to the Director General of ICOM for

presentation to the ICOM Executive Council. This financial report will accompany the annual report on the Committee's activities as requested by the Director General.

Article 8. Rights of Members

Members of the Committee shall have the right to:

- a. participate in the activities and programmes of the Committee, to buy any publications produced by the Committee for sale to members;
- b. vote in the plenary 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 of the Committee to vote at the General Assembly of ICOM, if they are voting members of the Committee.

Article 9. General Assembly of CAMOC

- a. The General Assembly, composed of all members of the Committee, must meet in an ordinary session, on written notification to attend, once a year, but at least on the occasion of every ICOM Triennial Conference. The General Assembly ratifies the elections to the Board and decisions taken by the latter. The quorum for a General Assembly is 10% of CAMOC's voting members physically attending the session out of the overall CAMOC active voting members. The General Assembly takes its decisions by a simple majority of voting members, present and represented.
- b. All decisions can be made by correspondence.

Article 10. Executive Board

- a. The Board is composed of at least five (5), but no more than eleven (11) persons, who must be individual ICOM members, as well as voting members of CAMOC. Elections are held every three years and can be held prior to the General Assembly, which takes place during the ICOM Triennial Conference. The Chairperson is elected separately by and from the Executive Board members, once the Board has been constituted. Members of the Board are elected for three years, and their mandate can be renewed by election for the next three-year period. They can be elected for a third and final term, provided there is a gap of three years before re-election. This specific rule applies also to co-opted members of the Board, who are appointed and not elected. The Chairperson can be re-elected for a second term of office, but cannot be elected for a further term of office. The Board will also appoint a Secretary and other officers as it determines. The Board may appoint co-opted and honorary members, without limit, but they will not be entitled to vote on decisions of the Board. Wherever possible, membership of the Board, and of the Committee as a whole, should reflect the diverse and international nature of ICOM membership.

- b. No more than two members from any one country may be elected to the Board at the same time.
- c. No more than one person from any one institution may be elected to the Board at the same time.
- d. The outgoing Executive Board shall invite nominations for the next Executive Board at least four months before the Elections 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 Elections. A member of the Committee may authorise, in writing, another voting member to vote on his or her behalf at the election or may vote by mail.
- e. If a member of the Executive Board ceases to hold office for any reason during the period between the triennial General Assemblies, the position may be filled by co-option of another member of the Committee until the next triennial meeting is held.
- f. A member of the Executive Board shall cease to hold office if the member resigns from the Committee.
- e. The Executive Board shall meet as often as it deems necessary but not less than once in each year.
- f. The quorum for a meeting of the Executive Board shall be at least half, plus one, of the members of the Executive Board, present and represented. A board member who is unable to attend the meeting may give proxy to another Board member to represent her/himself and vote on her/his behalf. A single Board member can hold no more than one proxy.
- g. The Chairperson of an International Committee may not at the same time serve as chair of a National Committee, an Affiliated Organisation, a Regional Alliance, or as a member of the Executive Council.

Article 11. Role and Responsibilities of the Executive Board

- a. The Executive Board is responsible for managing the affairs of the Committee and for ensuring that the requirements of ICOM Norms and these Rules are met.
- b. The Executive Board shall, before any meeting of the Committee is held in a State, satisfy itself that no impediment will be placed in the way of any member of the Committee attending the meeting by the Government of the host State.
- c. The Executive Board shall each calendar year prepare a report, in the form of an annual report, on the activities of the Committee during the preceding year which shall be sent to all members of the Board for comment before being sent to the Director General. It shall be accompanied by a financial report.

- d. The Executive Board shall ensure that members of the Committee are kept fully informed of the work of the Board, of its plans for the activities of the Committee and of any other matters relevant to the work and functions of the Committee. It shall publish a regular Newsletter or communicate regularly with members by such other means, as it deems appropriate.
- e. The Executive Board may set up working groups for specific purposes, as well as regional sub-committees, depending on the needs of the programme or on request by members.

Article 12. Additions or amendments to these Rules

- a. Any suggested amendments to the Rules must be proposed by members of the Committee. The text of any proposed amendment, together with any explanatory material, shall be sent to the members of the Committee at least twenty-eight days prior to the General Assembly (annual or triennial) at which they are to be considered.
- b. Any amendment to the Rules of the Committee will have to be ratified during the General Assembly meeting of the Committee and subsequently confirmed by a majority of the General Assembly which will include all those unable to attend the meeting in person.
- c. Adoption and amendment of the Rules shall require a three-quarters majority of the members voting, either personally or by proxy.

Article 13. Dissolution of the International Committee

In the event of a dissolution declared by the majority of the Committee members attending the General Assembly and following approval by the Executive Council of ICOM, liquidators are appointed by the latter, and any remaining assets transferred to ICOM.