

Rules of ICMS

Rules, as amended, of the International Committee on Museum Security (ICMS) International Council of Museums (ICOM)

Art. 1. Name and Address

The name of the organisation is the International Committee on Museum Security (ICMS) hereafter referred to as the Committee. Its address for purposes of correspondence is care of the Chairperson or Secretary of the Committee.

Art. 2. Relationship with ICOM

The Committee is an International Committee of the International Council of Museums (ICOM) established under Article 17, para. 3 of the Statutes of ICOM as adopted by the 16th General Assembly the 5th September 1989. its activities are at all times subject to the Statutes and to the Model Rules of ICOM, published in 1991, in accordance with which these Rules are made.

Art. 3. Aims

The aims of the International Committee on Museums Security are to:

- (i) support the aims and objectives of ICOM, in particular with reference to museum security;
- (ii) contribute to the development and implementation of ICOM's program;
- (iii) formulate and carry out a program of activities related to museum security;
- (iv) provide a forum for communication, co-operation and information exchange, between museum, professional museum workers and others concerned with museum security;
- (v) provide advice to ICOM on museum security and be a source of professional expertise to assist in the implementation of ICOM's program;
- (vi) represent the interests of museum security within ICOM;
- (vii) co-operate with National Committees and Regional Organisations 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.

Art. 4. Membership

1. 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, and such other persons (not exceeding 20% of the Committee's membership) who are co-opted to the Committee.
2. Members of the Committee shall be either:
 - (i) Voting members, being members of ICOM who have nominated the International Committee on Museums Security as the Committee of which they wish to be a voting member; or
 - (ii) Non-voting members, being members of ICOM who have sought membership of the Committee but who are voting members of another International Committee; or
 - (iii) Co-opted members, being persons not members of ICOM who provide professional services to museums and who accept and abide by the ICOM Code of Professional Ethics (but who do not deal [buy or sell for profit] in cultural property). Members in this category shall be co-opted only in conjunction with a specific project or for a specific period of time.
3. Members of ICOM wishing to join the Committee, either as voting or non-voting members, shall inform ICOM headquarters which shall forthwith transmit details of the Member's application to the Chairperson of the Committee together with advice as to whether the member is a voting member of any other Committee of ICOM.
4. The Chairperson of the Committee shall refer all such applications to the Executive Board, which shall admit applicants to one or other of the classes of membership of the Committee depending on the voting affiliation (if any) of the applicants with other International Committee. A person shall not be denied membership of the Committee on the grounds of lack of professional qualifications in the area of specialization of the Committee.
5. Membership of the Committee shall cease if the member
 - (i) resigns from the Committee
 - (ii) ceases to be a member of ICOM for any reason.

Art. 5. Rights of Members

1. Upon admission of a person to membership of the Committee by the Executive Board membership rights accrue to the member, including the right to participate in the activities and program of the Committee, to attend meetings organized by the Committee, and to have the right to buy any publications produced by the Committee for sale to members.
2. Persons admitted by the Executive Board as voting members shall have the right to vote in the business 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 and in the election of the Executive Council.

3. A voting member of the Committee who seeks and obtains voting membership of another International Committee shall, upon request, become a non-voting member of the Committee.
4. Non-voting members and co-opted members may not vote in the affairs of the Committee nor stand for election to the Executive Board.

Art. 6. Meetings of the International Committee

1. The Committee shall hold such meetings as it considers necessary for the attainment of its objectives and the carrying out of its program.
2. At all meetings of the Committee participants may present papers and speak in any of the official languages of ICOM. Another language may be used if a participant arranges for translation into one of the official languages of ICOM or if the majority of participants agree to its use without translation.
3. The Committee shall meet in plenary session each year if possible, and, unless the Executive Council of ICOM agrees to the contrary, always in conjunction with the General Assembly of ICOM. At least six month notice shall be given to all members of the Committee of the place and dates of plenary meetings and of their preliminary agenda.
4. The triennial plenary meeting held in conjunction with the General Assembly of ICOM (or such other meeting as may be agreed by the Executive Council) shall be the principal business meeting of the Committee. Its agenda shall include the following items:
 - (i) a report on the work of the Committee during the preceding triennium
 - (ii) presentation of a report on the finances of the Committee for the preceding triennium
 - (iii) a review of the draft triennial program of ICOM and adoption of the work program of the Committee for the forthcoming triennium
 - (iv) a review of the activities of any working groups and renewal of their mandates if appropriate
 - (v) adoption of a budget for the following triennium
 - (vi) election of the Executive Board
5. Annual plenary meetings, if any, shall include the following agenda:
 - (i) a report on the work of the Committee during the preceding year
 - (ii) presentation of a report on the finances of the Committee for the preceding year

- (iii) adoption of the work program of the Committee for the following year, within the frame of the triennial work program of the Committee
 - (iv) a review of the activities of any working group, adoption of a budget for the following year, within the frame of the triennial budget of the Committee.
6. The quorum for plenary meetings shall be 10% of the voting membership of the Committee present personally or by proxy.
 7. At plenary meetings of the Committee, each voting member shall be entitled to one vote on any matter before the Committee. An Institutional Member may, in writing, designate a person to vote on its behalf.
 8. The Committee may establish working groups with specific terms of reference to facilitate the carrying out of its program. Each working group shall appoint a Convener, or Sub-Committee Chairperson, from among its number, who shall be a voting member of the Committee and shall report progress on its mandate at each plenary meeting of the Committee. At each triennial plenary meeting, the need for each working group shall be reviewed and its mandate renewed if necessary.
 9. The Committee may convene meetings at the regional or sub-regional level, but all members of the Committee shall be entitled to attend such meetings.
 10. In accordance with the Statutes, Article 17; para. 10 the Chairperson of the Committee shall inform the Chairperson of the National Committee (if one exists) in the State in which any meeting of the Committee is to be held, of the date, place and subject of the meeting.
 11. The Secretary shall provide minutes of the official proceedings of the plenary meetings and forward them to all members at the latest two month after each meeting.

Art. 7. Management of the International Committee

1. The affairs of the Committee shall be managed by an Executive Board, comprised of persons elected by the voting members and persons co-opted to the Board. The elected members of the Board shall consist of a Chairperson, a Secretary and four other persons, including such additional office-bearers as the Committee considers necessary.
2. No more than two members from any one country may be elected to the Executive Board. In order to ensure adequate geographic representation, the elected members may co-opt additional members (not exceeding one third of the number of elected members) from regions not sufficiently represented by elected members. The terms of office of co-opted members will extend from the date of their co-option to the date of the next triennial plenary meeting of the Committee.
3. Any voting member of the Committee in good standing, including a designated representative of an Institutional Member, is eligible to stand for election to, or to be co-opted to, the Executive Board subject to the limitations imposed by the Statutes, Article 17; para. 4. A co-opted member of the Committee may also be co-opted to the Executive Board.

4. The election shall be conducted as follows:
 - a. The Executive Board shall be elected by the voting members at the triennial meeting of the Committee, held in conjunction with the General Assembly. At the annual plenary meeting, prior to the triennial one, an Elections officer shall be elected to oversee the conduct of the elections. Should annual plenary meetings not take place, the outgoing Executive Board shall appoint an Elections Officer from outside its midst.
 - b. The Elections Officer shall invite nominations for the next Executive Board at least four months before the Triennial meeting. Only nominations that are accompanied by brief biographical statements setting out the qualifications and experiences of the candidate and by a signed statement from the candidate indicating willingness to serve in the position in question will be considered by the Elections Officer.
 - c. The list of candidates for election shall be drawn up in two parts; part A shall include the names of the candidates for election as officers, i.e. Chairperson and Secretary; part B shall include the names of candidates for election as Ordinary Members of the Board. A candidate for one of the Officer positions may also be listed as a candidate for election as an Ordinary Member of the Executive Board.
 - d. The Election Officer shall inform the voting Members of the names and qualifications of candidates at least two month prior to the date of commencement of the meeting.
 - e. In part A of the election a voting member has one vote to cast in the election of Chairperson and one vote in the election of Secretary.
 - f. In part B of the election in which four Executive Board Members has to be elected a voting member has four votes to cast.
 - g. A voting member who is unable to attend the triennial plenary meeting may authorize, in writing, another voting member to vote on her or his behalf at the election, - or may vote by mail if doing so one month prior to the date of commencement of the meeting.
 - h. The Elections Officer shall, assisted by the outgoing Secretary, count the votes in the following manner:
 - (i) the votes for the Officer positions of the Board in part A shall be counted first and for each Officer position the candidate with the most votes shall be declared elected;
 - (ii) the votes for the Ordinary Members of the Board in part B shall then be counted, after eliminating the names of any candidates who have been elected as Officers. Within the limitations of eligibility stated in Article 7; para. 2, the four candidates with the greatest number of votes shall be declared elected. (amended during the ICMS Business meeting Helsinki 1993)
 - i. In the event of two candidates receiving an equal number of votes, the winner shall be determined by lot, conducted by the Elections Officer.
5. If a member of the Executive Board shall cease to hold office for any reason during the period between the triennial plenary meetings, the position may be filled by co-

option of another voting member of the Committee until the next triennial meeting is held.

6. A member of the Executive Board shall cease to hold office if the member:

- (i) resigns,
- (ii) ceases to be a member of ICOM for any reason,
- (iii) is no longer a member in good standing (ICOM Statutes, Article 2; para. 3),
- (iv) is no longer a voting member of the Committee.

7. The Executive Board shall meet as often as it deems necessary but not less than once in each year.

8. The quorum for a meeting of the Executive Board shall be half the number of Board members present personally.

Art. 8. Finances of the International Committee

1. 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 subscription for specific services.
2. Subject to confirmation by the Executive Council in the light of the annual budget of ICOM, the Committee shall receive a subvention from ICOM for each voting member which, on request from the Committee, shall be paid no later than 30th June in each calendar year.
3. The Committee may impose such charges for participation in meetings as it deems necessary.
4. The Committee may receive grants and donations and accept underwriting from sponsors.
5. The Committee may produce at its own expense and sell publications but shall inform the Secretary-General of ICOM before doing so. The Committee may undertake other activities, e.g. trade shows, which may generate an income to the Committee.
6. 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 can be paid for from its own funds).
7. All moneys received by the Committee 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.

8. The Committee shall keep proper accounts of all monies received and expended on an annual basis. A report on the finances of the Committee shall be presented to the members at each plenary meeting of the Committee.
9. The Committee shall transmit a copy of the report on finances of the Committee to the Secretary-General of ICOM for presentation to the Executive Council.

Art. 9. Role and Responsibilities of the Executive Board

1. 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.
2. 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.
3. The Executive Board shall, each calendar year, prepare a report on the activities of the Committee during the preceding year, which shall be sent to all members, and considered at the annual plenary meeting (if one is held). The report shall be transmitted to the Secretary-General for submission to the Executive Council and the Advisory Committee of ICOM.
4. The Executive Board shall, when requested to do so by the Secretary-General, transmit a report on the work of the Committee for the preceding triennium to the Secretary-General for submission to the Executive Council, the Advisory Committee and the General Assembly of ICOM.
5. The Executive Board shall, when requested by the Secretary-General and after consulting as far as practicable with the voting members of the Committee, designate two voting members of the Committee to vote on its behalf at the General Assembly and in the election of the Executive Council or, if the Committee does not expect to be represented at the Assembly, advise the Secretary-General of its intention to vote by mail.
6. The Executive Board shall, at least six months prior to the General Assembly, submit to the Secretary-General its comments on the draft triennial program of ICOM and a draft of its own proposed triennial program of work for inclusion in the final triennial program of ICOM (for consideration at the General Assembly).
7. 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 may publish a regular Newsletter or communicate with the members by such other means as it deems appropriate.

Art. 10. Amendments to Rules

1. The Rules of the Committee, adopted at the plenary meeting of the Committee in Vienna in 1991, may be amended at any subsequent annual plenary meeting of the Committee.
2. Any suggested amendments to the Rules must be proposed and seconded by voting members of the Committee in good standing. The text of any proposed amendment, together with any explanatory material, shall be sent to the voting members of the Committee at least twenty-eight days prior to the annual plenary meeting at which they are to be considered.
3. A proposed amendment may be further amended at the annual plenary meeting at which it is considered but only if the further amendment is of a minor nature. The Chairperson of the meeting shall decide whether a further amendment is of a minor nature.
4. Adoption and amendment of the Rules shall require a two-thirds majority of the members voting, either personally or by proxy.

Art. 11. Dissolution of the International Committee

1. The Committee shall be dissolved by a decision of the Executive Council taken in accordance with the Statutes, Article 17; para. 12.
2. In the event that the Committee is dissolved, its assets (if any) shall be transferred to ICOM headquarters and shall be dealt with in such manner as the Executive Council thinks fit.

Copenhagen, July 1991

Amendments to the ICMS Rules

1. Making the Vice Chairman position an Ordinary Executive Board position:

Chairman Dovey asked Board Officer Mr. Morten Lundbaek of Denmark to present the proposed change to the ICMS Rules to eliminate the position of Vice Chairman because it serves no useful purpose and confuses the ICOM concept of executive board officer operations. The proposal to eliminate the Vice Chairman position was put to a vote and the position was eliminated. This does not reduce the number of elected executive board officers. Chairman Dovey asked Secretary David Liston of the US to distribute the revised copy of the ICMS Rules with the mailing of these draft minutes.

(ICMS 1993 Helsinki, Business Meeting Minutes, 6th June 1993)

2. Screening prospective members for acceptability:

~~Discussion on the procedure for acceptance of new ICMS members concluded with these agreed changes:~~

~~The ICMS will not automatically accept individuals requesting committee membership, as applications coming from ICOM.~~

~~The ICMS Secretary will send each individual nominated by ICOM for ICMS membership a standard letter requesting further details for the consideration of ICMS membership. No further correspondence will be exchanged with prospective members until this process is complete.~~

~~The ICMS Secretary will provide responses to the Executive Board for review. The ICMS Board will accept or reject each nominated individual within three months of initial application. In cases where there is no reply, the application will be considered abandoned. In cases of rejection and in cases of no reply, the Chairman will inform ICOM of the rejection.~~

(accepted: ICMS 1994, Tel Aviv, Executive Board meeting, 9th October 1994)

(deleted: ICMS 2007, Vienna, ICMS Business Meeting in conjunction with the General Assembly of ICOM)