

Ref: AR/ADM/2024/212

**For the attention of the Chairs of the
National and International Committees,
Regional Alliances and Affiliated Organisations**

Paris, 10 July 2024

Subject: Call for applications for the Nominations and Election Committee (NEC)

Dear Chairs,

As you know, next year is particularly important for our organisation, as the 27th ICOM General Conference will take place in November 2025 in Dubai (UAE). At this General Conference, the new ICOM Executive Board for the term of office 2025 - 2028 will be elected. Please find the timetable for the elections of the Executive Board 2025-2028 in **Annex I**.

In order to comply with the election process outlined in the ICOM Statutes and Internal Rules, a Nominations and Election Committee (NEC) must be established to **(i)** ensure the conformity of the election procedure with the statutory and regulatory texts, **(ii)** validate the nomination of the candidates, and **(iii)** the results of the election to the Executive Board.

In accordance with Article 3.2.4. of the ICOM Internal Rules, the members of this committee are “*nominated by the Chairperson of the Advisory Council and appointed by the Advisory Council*”.

As a member of the Advisory Council, you will be invited to **approve the list of members of the NEC as proposed by myself as Chairperson of the Advisory Council at the 97th Session** which will take place on **7 November 2024**.

In the interest of achieving greater participation and inclusiveness in our organisation, I cordially invite you to promote this call for applications for the new members of the NEC, taking into account the following conditions set out in Article 3.2.4 of the ICOM Internal Rules:

- a member of the NEC **shall not be a candidate for the election of the Executive Board;**
- the Chair and ordinary members of the NEC can serve **two (2) consecutive terms in each position, with a maximum consecutive serving time of four (4) terms.** A term covers the time needed for one (1) complete nomination and election process.

Before candidates submit their application, they need to ensure that they have thoroughly read and understood the mandate of NEC, which is detailed in **Annex II**. The mandate will provide all candidates with a clear understanding of the responsibilities, expectations, and objectives associated with the position.

Applications (**short statement + CV + completed and signed candidacy form** included in **Annex III**) must be sent **by 10 September 2024** (23:59 Paris time) to the following email address: legal@icom.museum. Any application received after this deadline will not be considered.

The statement shall include the following sentence: “*I confirm that I am not standing for election to the ICOM Executive Board for the term 2025-2028*”.

Due to **(i)** the significant workload associated with the NEC and **(ii)** ICOM’s strive to avoid the accumulation of mandates – as reflected in several provisions of ICOM statutory and regulatory texts - we do not encourage Chairs of ICOM Bodies (as defined in Article 8 of the ICOM Statutes) to submit their candidacy.

After the deadline, the Secretariat will check the applications to ensure that they are complete and valid. Then, I, together with the Vice-Chairperson of the Advisory Council, will review the eligible applications following the general principles of *regional and gender balance, inclusivity, transparency* and with reference to the merits of the candidates regarding the criteria for appointment¹, in order to establish a shortlist of candidates.

The shortlist with the proposed composition of the NEC will be submitted for your approval at the 97th Session of the Advisory Council to be held on 7 November 2024. You will receive the shortlist with the proposed composition of the NEC together with the additional working documents for the meeting at least thirty (30) days before the Session.

I thank you in advance for your cooperation and I look forward to receiving the applications.

Yours sincerely,

Antonio Rodríguez

Antonio Rodríguez,
Chairperson of the ICOM Advisory Council

¹ As per the *Nomination process* established by the Executive Board at its 155th Session (20 - 21 Mai 2021): https://icom.museum/wp-content/uploads/2021/07/EN_NominationsProcedure_Final.pdf

**ANNEX I – CALENDAR FOR THE ELECTION OF THE EXECUTIVE BOARD
2025-2028**

(adopted by the Executive Board at its 172nd Session, 10-13 June 2024)

2024

10 June 2024	⇒ Adoption of the EB Election Calendar by the Executive Board ¹ at its 172 nd Session
10 July 2024	⇒ Deadline for informing NCs, ICs and RAs about the EB Election Calendar ²
16 September 2024	⇒ Call for applications by the NCs, ICs and RAs; forwarded to the Secretariat for review and possible regularisation ³
16 December 2024	⇒ Deadline for applications

2025

16 December 2024 – 10 January 2025	⇒ Examination by the ICOM Secretariat and Director General of the candidacy applications received
16 March 2025	⇒ Deadline for the NEC to validate the admissibility of applications received by the Secretariat ⁴
31 July 2025	⇒ Deadline for the publication of the candidates' presentation document in the 3 languages and communication to ICOM members ⁵
November 2025 (General Conference)	⇒ Election of Executive Board members over a maximum period of two (2) days ⁶
November 2025 (General Conference)	⇒ Results of the vote announced during the 40 th Ordinary General Assembly ⁷

¹ Article 3.2.3. of ICOM Internal Rules: “Candidacy forms must be filed by the designated deadline, which is set by the ICOM Secretariat in accordance with an elections calendar adopted by the Executive Board”.

² Article 3.2.3. of ICOM Internal Rules: “This calendar must be provided to the Committees and Regional Alliances within one (1) month of its adoption”.

³ Article 3.2.3. of ICOM Internal Rules: “Candidacies must be addressed to the ICOM Secretariat. Once the Director General has examined the candidacy applications and have them completed where necessary, the applications are subsequently forwarded to the Nominations and Election Committee which must validate the admissibility of candidacies within no more than three (3) months following the filing deadline”.

⁴ Article 3.2.3. of ICOM Internal Rules: “Once the Director General has examined the candidacy applications and have them completed where necessary, the applications are subsequently forwarded to the Nominations and Election Committee which must validate the admissibility of candidacies within no more than three (3) months following the filing deadline”.

⁵ Article 3.2.5. of ICOM Internal Rules: “A candidate presentation document is published in ICOM’s three (3) official languages and communicated to ICOM’s members, no later than three (3) months prior to the date of commencement of the General Conference”.

⁶ Article 3.2.6. of ICOM Internal Rules: “Voting Members may enter voting stations for a maximum period of two (2) consecutive days”.

⁷ Article 3.2.6. of ICOM Internal Rules: “The election of Members to the Executive Board shall have taken place when the result of the voting is announced during the General Assembly meeting held during the General Conference”.

**ANNEX II - ICOM NOMINATIONS AND ELECTION COMMITTEE (NEC)
TERMS OF REFERENCE & MANDATE 2024**

ARTICLE 1 – DEFINITION OF THE NEC

In accordance with Article 3.2.4. of the ICOM Internal Rules, “*the Nominations and Election Committee (NEC) shall ensure that the nominations and elections process is carried out as described in the Statutes and the Internal Rules. Finally, it shall validate the nomination of candidates and the result of the elections to the Executive Board*”.

ARTICLE 2 – ROLE AND FUNCTION OF THE NEC

According to Article 3.2.4. of the ICOM Internal Rules, the NEC “(...) *authorises the ICOM Secretariat to publish a list of candidates for ordinary membership on the Executive Board and for each Bureau position.*

During the nomination and election process, ad hoc situations may occur, which makes it necessary for the Nominations and Election Committee to decide what the appropriate procedure is and implement it.

Within three (3) months after the end of each completed nomination and election process, the chair submits a report to the Chair of the Advisory Council. The report may include recommendations. The Nominations and Election Committee’s recommendations and decisions must have been adopted by a simple majority of the Committee’s members.”

ARTICLE 3 – COMPOSITION OF THE NEC

3.1. Composition and chairmanship of the NEC

“The Nominations and Election Committee is comprised of five (5) to nine (9) ICOM Members who are not candidates for membership of the Executive Board. They are nominated by the Chair of the Advisory Council and appointed by the Advisory Council”^[1].

“The Nominations and Election Committee is presided over by its Chair, and reports to the Chair of the Advisory Council”^[2]. The role of the Chair of the NEC is crucial to ensuring fair and transparent electoral process. The Chair shall be able to facilitate discussions, resolve disagreements, take decisive decisions and ensure that all the NEC's actions are carried out without bias.

3.2. Eligibility and restrictions

In accordance with Article 3.2.4 of the Internal Rules and the [Nomination process](#), the members of the NEC shall be:

- Individual members of ICOM in good standing;

- Individual with a strong knowledge of ICOM, its bodies, organs and network, particularly regarding the role and responsibilities of the ICOM Executive Board and its election process;
- willingness to commit fully to the NEC's responsibilities throughout the electoral process;
- ability to attend meetings regularly and contribute actively to the Committee's discussions and decisions.

It shall be noted that, as is the case within all ICOM Standing Committees and Working Groups, the working language of the NEC will be English.

The following restrictions apply:

- as per Article 3.2.4 of the Internal Rules, *“the chair and ordinary members of the Nominations and Election Committee can serve two (2) consecutive terms in each position, with a maximum consecutive serving time of four (4) terms. A term covers the time needed for one complete nomination and election process”*;
- no ICOM member shall be appointed to more than two (2) ICOM Standing Committees or Working Groups at the same time;
- no ICOM member shall be appointed as *Chair* of more than one (1) ICOM Standing Committees or Working Groups at the same time;
- no candidates for the membership of the Executive Board shall be appointed as member of the NEC;
- the Chairperson of the Advisory Council and the Spokespersons for the National and International Committees shall not be appointed as Chair of ICOM Standing Committees or Working Groups.

3.3. NEC appointment process

According to Article 3.2.4. of the ICOM Internal Rules, the Members of the NEC are *“nominated by the Chair of the Advisory Council and appointed by the Advisory Council”*.

3.4. Ex officio Members

In order to ensure independence and impartiality of the NEC, and to ensure that the electoral process is handle in a fair and transparent manner, no member shall be appointed *ex officio*. However, *“the Director General can take part in the meetings but shall not take part to the votes. The Nominations and Election Committee is assisted by the relevant professionals(s) in the Secretariat”*^[3].

ARTICLE 4 – REPORTING

In accordance with Article 3.2.4 of the Internal Rules, *“Within three (3) months after the end of each completed nomination and election process, the chair [of the NEC] submits a report to the Chair of the Advisory Council. The report may include recommendations. The Nominations and Election Committee's recommendations and decisions must have been adopted by a simple majority of the Committee's members”*.

ARTICLE 5 – COMPENSATION OF THE NEC

ICOM does not compensate Members of the NEC or reimburse expenses incurred such as travel, hotel and other costs, unless otherwise instructed by the ICOM Executive Board.

ARTICLE 6 – TERM OF OFFICE OF THE NEC

The NEC will begin its mission as soon as it is appointed by the Advisory Council on 7 November 2024 (97th Session) and will continue until the report concerning the 2025-2028 elections of the ICOM Executive Board is submitted by the Chair of the NEC to the Chairperson of the Advisory Council.

^[1] Article 3.2.4. of the ICOM Internal Rules.

^[2] Article 3.2.4. of the ICOM Internal Rules.

^[3] Article 3.2.4. of the ICOM Internal Rules.

ANNEX III – CANDIDACY FORM

Candidate

Name Country
Surname ICOM Number
ICOM Body

I would like to be considered for the position of **Chair of the NEC** and understand the additional responsibilities and tasks this role entails (as described in Annex II):

- YES
 NO

Commitment

- I hereby confirm that I have read and fully understand the [Nomination Process](#) and mandate of the NEC (Annex II) and agree to commit to this procedure.
- I hereby confirm that, should I be appointed as member of the NEC, I am aware of the workload and level of involvement required for this position.
- In accordance with the [Nomination process](#), I commit to disclose any existing and/or potential conflicts of interest to the Secretariat when submitting the present candidacy, as well as to inform the Secretariat as and when circumstances change¹.

Information regarding the General Data Protection Regulation (GDPR)

Your personal information is compulsory to submit this candidacy form. You may decline to provide your personal data but, in this case, you will not be able to duly and validly submit this candidacy form. The International Council of Museums (ICOM), as data processing controller, collects and uses only personal data necessary for the election of the Nominations and Election Committee (NEC). Through this candidacy form, your personal data will be accessible to the ICOM Secretariat, the Chairperson and Vice-Chairperson of the Advisory Council and, should you be shortlisted, to the members of the Advisory Council. Your personal data will not be shared with any third party and will only be kept as long as necessary for the purposes related to the election of the NEC.

In accordance with the GDPR, you have a right to access, modify, rectify and delete data that you accepted to share. Under certain circumstances, by law you have also the right to:

- define directives concerning the management of your personal information after your death;
- object, in whole or in part, to the processing of your personal information;

¹ A conflict of interest occurs when an individual's duties or responsibilities in one role may be influenced or compromised by their obligations in another role, particularly in terms of holding additional offices within the same organisation. This can lead to a situation where personal or professional interests could potentially interfere with their ability to act impartially and in the best interest of the organisation.

- request the limitation of the processing of your personal information;
- request the portability, where applicable, of your personal information.

You may exercise these rights by contacting us by email at rgpd@icom.museum, or by post at ICOM (DPO), 15 rue Lasson, 75012 Paris, France.

You also have a right to file a complaint with the French supervisory authority (*CNIL, Commission nationale de l'informatique et des libertés*) or any other competent supervisory authority located in an EU-Member State, in the event of a breach of the regulation that applies concerning the data protection.

For more information about our privacy practices, we invite you to read our Privacy Policy, by clicking [here](#).

If you have questions, suggestions, or wish to make a complaint, you can contact us by email at rgpd@icom.museum, or by post mail at ICOM (DPO), 15 rue Lasson, 75012 Paris, France

Name:
Surname:
Date: