ARTICLE 1 – STATUS OF THE WORKING GROUP ON STATUTES AND INTERNAL RULES

In accordance with Article 5.1 of the ICOM Internal Rules, “the President of ICOM may, with the approval of the Executive Board, establish temporary Working Groups for special purposes; define their mission, term of office, membership and their duration. The Chair of each Working Group submits its report to the President of ICOM and the Executive Board.”

At the 152nd Session (14-15 December 2020), the ICOM Executive Board decided to establish a Working Group on Statutes and Internal Rules (hereinafter referred to as “the Working Group”).

Before the members of the Working Group are appointed, a mission must be developed and approved by the Executive Board.

ARTICLE 2 – MISSIONS OF THE WORKING GROUP

2.1. Missions of the Working Group

The purpose of this Working Group is to revise the Statutes and Internal Rules, and specifically to:

- identify any sections of the Statutes and Internal Rules that could be contested, are ambiguous or are incomplete;
- identify any ambiguities and/or inconsistencies between the Statutes and the Internal Rules;
- analyse and identify any issues that affect the present governance structure and practices, based on feedback provided by former working groups, the membership and the ICOM Secretariat;
- provide proposals, improvements, alternatives and options (with a detailed explanation), that will enable the governing bodies of ICOM to make well informed decisions; the Legal Affairs Coordinator of the ICOM Secretariat and a lawyer will review the proposals and convert them into legal terms,
- and to ensure that the ICOM Statutes and Internal Rules comply with 1901 French law.

ARTICLE 3 – COMPOSITION OF THE WORKING GROUP

3.1. Appointment of members

In accordance with Article 5.1 of the Internal Rules, the President of ICOM may, with the approval of the Executive Board and in accordance with the nomination process for Standing Committees and Working Groups, define the membership of the Working Group.

The Working Group shall be composed of at least 5 members and maximum 9 members (including ex officio members).

3.2. Eligibility and restrictions

The members of the Working Group shall be:
- Individual members of ICOM in good standing;
- Individual with a strong knowledge of ICOM, its bodies and network;
- Individual with previous experience in the management of an association;
- Individual with an understanding of civil law.
The following restrictions apply:

- No ICOM member shall be appointed to more than two ICOM Standing Committees or Working Groups at the same time.
- No ICOM member shall be appointed as Chair of more than one ICOM Standing Committees or Working Groups at the same time.
- ICOM Executive Board Members, the Chair of the Advisory Council and the Spokesperson for the National Committees and International Committees shall not be appointed as Chair of ICOM Standing Committees or Working Groups.

3.3. *Ex-officio* Members
In addition to the members appointed by the President, the Working Group also includes:
- the President of ICOM;
- one / two Executive Board representatives.

The Director General can take part in the Committee meetings but not in voting. The Legal and Institutional Affairs Coordinator and a French Lawyer shall be consulted at each stage to ensure that the proposals comply with 1901 French law.

3.4. Cooperation with the Legal Affairs Committee
The Working Group shall work closely with the Legal Affairs Committee. The President shall appoint
- one representative from the LEAC as a member of the Working Group to support the work.

3.5. Appointment and role of the Working Group Chair
A Chair of the Working Group shall be appointed by the President, with the approval of the Executive Board. The Chair shall, with the support of the Legal and Institutional Affairs Coordinator, prepare, convene and chair the meetings of the Working Group.

**ARTICLE 4 – FUNCTIONING OF THE WORKING GROUP**

4.1. Meeting and working method
The Working Group shall meet either face-to-face or online as often as their duties require or at the request of the ICOM Executive Board. The Working Group shall perform most of its work online.

4.2. Working method
The four steps shall be implemented by the Working Group at each stage of the revision of the Statutes and Internal Rules. In consultation with the Executive Board and the Chair of the Working Group, the Legal and Institutional Affairs Coordinator will develop a working methodology for the Working Group.

During the process and before the final consultation with the Executive Board in advance of the Extraordinary General Assembly, the revised Statutes and Internal Rules shall be submitted to a French Lawyer for review, in light of the requirements of 1901 French law.

The Working Group shall submit the final proposed amendments to the Statutes and Internal Rules to the President and the Executive Board at least three months prior to the General Conference in Prague in 2022, to ensure that documents are “be made available in sufficient time for reflection and debate among ICOM’s members, preferably at the time of the official invitation”.

4.3. Agenda and convening a meeting
The Chair of the Working Group shall set the agenda, in consultation with the Legal and Institutional Affairs Coordinator, and convene the meeting at least ten (10) days before the date of the meeting.

4.4. Voting and minutes
The Working Group’s proposals are adopted by simple majority and the diversity of views and proposals shall be reflected in the minutes and reports.

Minutes shall be drafted by members of the Working Group.

ARTICLE 5 – REPORTING

The Chair of the Working Group shall submit regular reports (or upon request) on the progress of the work, to the President of ICOM and the Executive Board, in accordance with Article 5.1. of the ICOM Internal Rules.

The report shall clearly describe each proposal and its consequences to provide the Executive Board with sufficient information to make well informed decisions.

ARTICLE 6 – COMPENSATION OF WORKING GROUP MEMBERS

ICOM does not compensate Working Group Members or reimburse expenses incurred such as travel, hotel and other costs.

ARTICLE 7 – TERM OF MANDATE OF THE WORKING GROUP

The Working Group will begin its mission in June 2021 and run until the end of the ICOM 26th General Conference, unless the ICOM Executive Board expressly decides to renew it.

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1 Article 10 – Section 4 of the ICOM Statutes