

INTERNAL REGULATIONS

Full text in force as of the Internal Regulations review approved 7 and 8 October 2024

Membership in Good Standing (ref. article 3 - Membership)

1.1. One must be in good standing in order to:

1.1.1 Vote at General Assemblies;

1.1.2 Stand for election or appointment to any office of the ICA;

1.1.3 Apply for funding or other programmes.

1.2 Whenever members seek to avail themselves of any of these, an assessment is conducted by the Secretariat to confirm the Good Standing of the member. Good standing means:

1.2.1 Members must have paid membership fees during the year in which Good Standing is assessed; and,

1.2.2 Members must not have lost their membership status due to a reason stated in Article 3 of the Constitution.

1.3 For clarity, per article 3 of the Constitution, members may be considered members until they have failed to pay dues for 2 consecutive years. The ICA Secretariat develops a grid of available benefits depending on the members category and payment status, available to all and revisited periodically by the Executive Board.

1.4 Institutional members are legal entities represented by the person who can engage their responsibility and has the right of vote in their name. A set number of individuals can engage in ICA's activities and have access to members benefits under the membership of their institution. They are defined as rights holders. The number of rights holders by category of institutional members (A, B, C) is defined in the above-mentioned benefits grid developed by the ICA Secretariat.

General Assembly Procedures (ref. Article 4 – General Assemblies)

1. Preparation of meetings

1.1 Notice of General Assemblies is published by the Secretariat no later than two months prior to the date of the meeting.

1.2 Invitations will be sent to all members of ICA in good standing, and shall include a draft agenda set by the President, taking into consideration proposals submitted by the Executive Board and members of ICA. The final agenda will be sent 2 weeks before the General Assembly.

2. Proxies

2.1 Proxies must be received by the Executive Director no later than 7 days prior to the date of the meeting and must include the signature of the proxied voting member's representative. The person receiving the proxy must hold an institutional membership (Cat A, B, or C) or individual membership (Cat D) in good standing. A form will be provided for this purpose.

3. Voting

3.1 The following weighted voting system is applied.

3.1.1 Each Category A member as defined in Article 3 of the Constitution and meeting the criteria of the Membership in Good Standing section above has four (4) votes.

3.1.2 Each Category B member as defined in Article 3 of the Constitution and meeting the criteria of the Membership in Good Standing section above has two (2) votes.

3.1.3 Each Category C member as defined in Article 3 of the Constitution and meeting the criteria of the Membership in Good Standing section above has two (2) votes.

3.1.4 Each Category D member as defined in Article 3 of the Constitution and meeting the criteria of the Membership in Good Standing section above has one (1) vote, as well as ICA Fellows.

4. Constitutional amendment proposals

4.1 Proposals for amendments may be submitted by members of the Executive Board or by a minimum of 30 % of voting members. Such amendments must be submitted in writing to the Executive Director. In that case, unless an Ordinary General Assembly is due, an Extraordinary General Assembly will be convened no earlier than 3 months after the amendment proposals are received by the Executive Director. The amendment proposals will be circulated to all members of ICA at least fifteen days before the Extraordinary General Assembly at which they will be considered.

5. Dissolution

5.1 In the event of the dissolution of ICA, the General Assembly or the Extraordinary General Assembly shall determine the method of winding up and shall distribute the assets of ICA in conformity with the aims and objectives set out in Article 2 of the Constitution.

Procedures for the Appointment of the Executive Director (ref. Article 7 – Executive Director)

1. The following are the steps that will be taken:

1.1 The President and Vice Presidents will agree on a vacancy notice, including a detailed job specification and period of employment, for the new Executive Director, which will be shared with the EB members for comments.

1.2 When the vacancy notice is agreed upon, the Executive Board will set up a Search Committee, with representatives from all four ICA geographical groupings as stated in the Constitution, which will have the mission of proactively seeking suitably qualified candidates inside and outside the organisation and encouraging them to apply for the post.

1.3 The vacancy notice will be published on the ICA website and publicised on any channel deemed useful. A copy of the vacancy notice will be sent to every member of ICA.

1.4 The President in consultation with the EB, will identify an appropriate ICA member in good standing for the handling of all applications, outside the Paris Secretariat.

1.5 Candidates will be asked to send their applications (a CV and cover letter) in English and French, and to arrange for three people with professional knowledge of the person, at least one of whom must be an ICA member in good standing, to provide a letter of recommendation in support of their candidacy. None of the referees should participate on the selection committee (ref. 1.6).

1.6 A Selection Committee (comprising the three Elected Officers, the Chair of FAN, the President of FPA, one representative from the regional branches, one representative from the professional sections, and the Chair of the Evaluation Commission as an observer) will determine which candidates to interview. The Elected officers and two members of the Selection Committee, with the President of ICA as chair, will then interview the short-listed candidates. The chair of ECOM may request a report from the interview panel or the notes from the panel members.

1.7 The Selection Committee can propose other evaluation processes with the participation of other members of the Committee, if they consider it necessary.

1.7 The Interview Panel will make a recommendation as to the successful candidate for the approval of the Executive Board.

1.8 When possible, the successful candidate will take office as soon as possible to ensure proper overlap with their predecessor. They will be introduced to the membership at the earliest opportunity after the Executive Board approval.

Executive Board Procedures (ref. Article 8 – Executive Board)

1. Preparation of meetings

1.1 Invitations shall ordinarily be sent electronically to the members of the Executive Board by the Secretariat at least one month before the date of the meeting.

1.2 The invitation shall include the draft agenda of the meeting. The agenda shall be drawn up by the President in consultation with the elected officers and the Executive Director. The Secretariat will make supporting documentation available online as soon as it is received, reviewed and translated, and preferably at least two weeks before the Executive Board.

2. Proxies and quorum

2.1 Proxies must be received by the Executive Director via email no later than 7 days prior to the date of the meeting. The proxied voting member's representative should be in copy of the message and should answer to the email accepting this task. The person receiving the proxy must hold an institutional membership (Category A, B, or C) or individual membership (Category D) in good standing. Members being represented by proxy count towards the Executive Board quorum.

2.2 Should the quorum not be reached, the Executive Board shall convene again within a period of twenty-four hours at the latest. Irrespective of the number of Members present and being represented at that time, the Executive Board shall have the power to deliberate. The Executive Board shall take decisions by means of attaining a simple majority between the Members present and being represented.

Procedures for the selection and recommendation of ICA Fellowships (ref. Articles 4 and 8)

1. Purpose

1.1. A Fellowship in the International Council on Archives is the highest honour that the ICA can bestow on an individual, for outstanding contributions to the ICA and the archival profession internationally. Fellows retain their distinction for life unless it is determined that they have brought disrepute to the ICA. Any individual member or designated representative of a member institution in good standing in ICA who meet the eligibility criteria may be nominated to be a Fellow of ICA. The total number of Fellows in ICA shall not exceed a maximum of 50 at any one time. A maximum of 2 Fellows awards may be made in any one year, except in the year of a Congress, when the limit shall be four. There is no obligation on ICA to appoint the maximum number of Fellows in a given year.

2. Benefits

2.1 Recipients of the award are granted a lifetime individual membership in ICA, including access to the members only part of the ICA website. Fellows are entitled to a complementary non-transferable registration at ICA Conferences and Congresses.

3. Responsibilities

3.1 There shall be a Fellow Nominations Committee that will evaluate all nominations in accordance with the selection procedures outlined below. The Committee shall be composed of five existing Fellows of the ICA appointed for a four-year term.

3.2 On the recommendation of the Executive Director, the President will appoint the members of the Committee. The Chair of the Committee will be elected by the members of the Nominations Committee. The Executive Director will be a non-voting ex-officio member of the Committee.

3.3. The Secretariat will receive all nominations and forward them to the Committee for evaluation. Committee members will assess the nominations and communicate their views to the Chair. Recommendations to award a Fellowship require majority approval of the Committee. The Chair will communicate the Committee's conclusions to the President, who will present them to the Executive Board. The Executive Board by majority vote shall approve or reject the nominations for Fellowships.

3.4 The Committee may decide in any given year that no award should be made and communicate that decision to the President.

4. Criteria

4.1 Members of the Executive Board and ICA staff, whose terms extend beyond the next General Assembly, are not eligible for the award but may nominate persons for the award. The following shall be considered when determining eligibility for a Fellow's nomination:

4.2 Outstanding contributions to the ICA including but not limited to

4.2.1 service for at a minimum of 4 years on ICA governance bodies, ICA Branches, Sections, Committees, Working Groups, the Programme Commission or FIDA,

4.2.2 authoring or contributing to ICA Publications or Standards,

4.2.3 participation in sessions of the CITRA, ICA Conferences, ICA Congresses or other ICA educational opportunities as session chairs, presenters or organisers, or

4.2.4 advocating for ICA at a high level with International Governmental Organisations

4.2.5 Outstanding contributions to the archival or information management profession or professional education and training with special emphasis on international involvement including but not limited to

4.2.5.1 authoring or contributing to professional archival and information management publications,

4.2.5.2 participation in archival information management educational and training opportunities as session chairs, presenters, or organisers, or

4.2.5.3 service in governance bodies of national or international archival, information management, library or museum associations or institutions or related educational institutions.

5. Nomination and Selection Procedures

5.1 A call for nominations for the Fellows Award will be made by the Secretariat on the ICA Website and on the ICA Listserv eight months before the General Assembly. Using the above criteria, nominators will submit their letter of nomination and those of three other members supporting the nomination to the Secretariat within four months of the Annual General Meeting. Nominators must demonstrate how the nominated person meets the criteria. Supporting letters of the nomination must show familiarity with the nominee's work. The Secretariat will forward the documentation to members of the Nominations Committee within one month of the nomination deadline. Committee members shall communicate the results of their evaluation to the Committee Chair within one month of receipt of the nomination documentation. A nominee must receive the majority approval of the Committee. The Chair of the Committee shall communicate the results of the evaluation to the President and the Executive Director no later than 2 months before the General

Assembly. The successful nominations will be presented by the President to the Executive Board for its approval before the General Assembly.

6. Presentation

6.1 The President will notify the successful nominees and will announce and present the award at the General Assembly. The names and photographs of the new Fellows and a brief resume of their achievements will be printed in *Flash*, and posted on the ICA Website and the ICA Listserv.

Elections (ref. Article 9 – Elections)

1. The election of officers of ICA is dealt with in Article 9 of the Constitution.

2. Elections Officer

2.1 The Elections Officer shall be the current Chair of ECOM or an ECOM member acting as their delegate.

2.2 The Elections Officer cannot be a candidate for any of the elected posts.

3. Timetable

(See chart on next page)

3.1 The Elections Officer shall outline the timetable for the conduct of the elections, prepared in consultation with the Executive Director for approval by the Executive Board and communication to the membership.

3.2 The Executive Director shall call for candidates from all members in good standing four to six weeks before the opening of the ballot.

3.3 Voting will be open/available to all members with the right to vote for a minimum of four weeks and a maximum of six weeks.

4. Candidates

4.1 The Executive Director shall publicise the call for candidates, through an email to all voting members, and by publishing the details of each elected officer position available on the ICA website, four to six weeks before the ballot opens. Applications shall be presented in writing by the candidates, specifying the post for which they are a candidate. They should include a brief curriculum vitae (two pages of A4) and a personal statement on the actions the candidate would take in the post if elected (maximum 500 words). These documents shall be submitted by the candidate in at least English or French. The candidate must be an ICA member in good standing at the time of the candidacy.

4.2 Nominations must be supported by three letters of support from other voting members from at least two different ICA geographical groupings as defined in in Article 4.1.9 of the ICA Constitution. One or two letters of support can come from the candidate's own ICA geographical grouping.

4.3 All documents from the candidate, including letters of support, must be received in the ICA Secretariat by midnight Paris time of the specified deadline. These documents and letters may be sent either by email to the specific elections address in the ICA Secretariat, or by post to the Elections Officer, at the ICA Secretariat.

4.4 One candidate

4.4.1 In the event of only one eligible candidate applying by the specified deadline, the Elections Officer shall declare this candidate to have been elected. No general voting process will be necessary but the candidate's application must be discussed and approved by the Executive Board.

4.5 No candidate

4.5.1 Where there are no eligible candidates for a post by the specified deadline, this will be reported without delay to the Executive Board by the Elections Officer. The Executive Board will determine whether to make another call for candidates, on advice from the Elections Officer. The Executive Board also has the power to nominate to the post. This nomination is subject to the approval of the next General Assembly.

5. Electoral Register (*members in good standing*)

5.1 Before the opening of the ballot, the Secretariat will publish on the ICA website a complete list of voting members in each category eligible to vote.

6. Candidate Information

6.1 Before the opening of the ballot, the Secretariat will publish on the ICA website the CV and statements of all eligible candidates, and the names of their three

supporters. The link to this information will also be sent electronically to all voting members. The CV, statements and the names of their three supporters will remain available for a minimum of four weeks and a maximum of six weeks.

6.2 Candidates will not begin their campaign until after the official publication by the ICA of the list of candidacies and of the electoral register (members in good standing (5.1)). If at any point the candidate does not follow the proper election process, the issue will be referred to ECOM.

7. Conduct of the Ballot

7.1 An invitation to vote through online voting should be sent to all voting members at least four weeks before the deadline. The invitation to vote online will clearly indicate how many votes the member has in accordance with the weighting system (7.4 and 7.5). . Marking a preference for more than one candidate for an office shall invalidate the vote for that office only.

7.2 Votes may be cast online, or sent to the Secretariat by email . In the case of votes sent by email, receipt of the vote will be acknowledged by email.

7.3 All votes must be cast by midnight CET (Paris time) on the specified deadline.

7.4 For the President and two Vice-President positions, the following weighted voting system is applied.

7.4.1 Each Category A member as defined in Article 3 of the Constitution and meeting the criteria of the Membership in Good Standing section above has four (4) votes.

7.4.2 Each Category B member as defined in Article 3 of the Constitution and meeting the criteria of the Membership in Good Standing section above has two (2) votes.

7.4.3 Each Category C member as defined in Article 3 of the Constitution and meeting the criteria of the Membership in Good Standing section above has two (2) votes.

7.4.4 Each Category D member as defined in Article 3 of the Constitution and meeting the criteria of the Membership in Good Standing section above has one (1) vote, as well as ICA Fellows.

7.5 The Chair of Sections and the Chair of Branches are elected by online voting with no weighting system. Each voter (the chair of each section or the chair of each branch) has one (1) vote.

7.6 For other election processes (FAN, FPA, Category D member at large, PCOM), each voting member, regardless the Category, has one (1) vote.

8. Counting the Votes

8.1 The Secretariat will make arrangements to generate the results of the voting platform and add the email voting figures within one week of the closure of the ballot. Two independent scrutineers, who have not supported any of the candidates for any of the posts, will check the count. One of these two scrutineers should be part of ECOM. The scrutineers will report the results to the Elections Officer, based on paperwork prepared by the Secretariat.

9. Announcing the Results

9.1 For the President and two Vice-President positions, the Elections Officer will request the Secretariat to publish the results on the ICA website at least six weeks before the next General Assembly, so that appropriate transitional arrangements can be made between the incoming and outgoing office holders.

Programme Commission Procedures (ref. Article 11– Programme Commission)

1. Representativeness

1.1 Collectively, members of PCOM should reflect broadly the diversity of ICA's membership, in terms of expertise, experience, gender, region, background, and all other facets. Due consideration of this principle should be included in communication to the membership concerning election of the 7 PCOM Representatives, and should be considered by PCOM members when considering the election of the Strategic Programme Liaisons and the New Professional Representative.

2. Election process

2.1 All members of PCOM are elected through the processes outlined below except the Vice-President Programme, whose election is governed by Articles 7 and 10 of the Constitution and by the Internal Regulation on Elections.

2.2 Ideally, elections should take place every two years to allow for staggered 4-year terms. By-elections will be held as necessary to fill any vacancies that may have arisen.

3. PCOM Election Committee

3.1 An elections committee will be created by PCOM, made up of the Vice-President Programme, two PCOM members or former PCOM members not involved in the election as candidates, a representative of the Forum of National Archivists, and a representative of the Forum of Professional Associations. This committee will be established and renewed as necessary every two years between election years, at the annual PCOM meeting taking place in the first half of the calendar year. Members may serve multiple terms on the PCOM Election Committee, but normally not for more than one term as a former member.

3.2 The elections committee will be responsible for overseeing the elections and for drafting communications and administering nominations, in collaboration with the Executive Director.

4. Nominations

4.1 A call for nominations will be communicated to the membership, Branches, Sections, and Expert Groups, outlining the vacancies to be filled.

4.2 The call for nominations will describe priority strategic areas and desired expertise. It will include, at a minimum:

4.2.1 Basic eligibility criteria for the PCOM position (e.g., qualifications as an archivist or records professional, ICA membership, etc.).

4.2.2 An assessment of ICA's ability to support travel costs, especially for participants from underrepresented regions.

4.2.3 The members of PCOM continuing in their posts, with names, institutional affiliations, countries of residence, and primary areas of archival or recordkeeping expertise.

4.2.4 A statement of gaps to fill through diverse nominations. For example, the call could state "PCOM currently lacks expertise in digital preservation and has no ongoing members from Asia; PCOM particularly welcomes nominations from candidates who could fill those gaps."

4.3 Any ICA member in category A, B, C, or D may nominate themselves.

4.4 Nominations should include, at a minimum:

4.4.1 Name of nominee

4.4.2 Institutional affiliation of the nominee, if applicable

4.4.3 Country of residence of the nominee

4.4.4 Confirmation of ICA membership of the nominee

4.4.5 A short statement:

4.4.5.1 Summarizing archival and recordkeeping credentials of the nominee;

4.4.5.2 Outlining knowledge and skills of the nominee in any particular strategic programme area for which the candidate wishes to be considered; and,

4.4.5.3 Expressing the availability of the nominee to dedicate time to PCOM, in the form of an estimate of available hours, affirmation that there would be no impediment to dedicate time to PCOM, or other statement

4.4.6 An indication of whether financial support from the ICA will be required for participation of the nominee, if elected

4.4.7 As applicable, an indication of the nominee's home institution's awareness of the nomination and their support and permission, as well as available financial support, for the nomination

4.4.8 Any other elements, at the discretion of the Election committee

4.5 The PCOM Election Committee may create specialized nominations forms for different positions if deemed useful.

4.6 The PCOM Election Committee will screen nominations and self-nominations against general PCOM requirements, including membership status and in relation to specialized knowledge needed for particular strategic programme areas, employing

as simple and objective as possible a set of assessment criteria. The criteria should include, but not be limited to:

- 4.6.1 professional qualifications in archives and records work
- 4.6.2 expertise in the relevant strategic programme area
- 4.6.3 commitment to dedicate time and energy to PCOM work
- 4.6.4 institutional support (either financial, moral, or other)

5. Balloting: positions filled by PCOM elections

5.1 The PCOM Election Committee will generate a list of candidates for each position and present this information to PCOM members in advance of the ballot.

5.2 The timing of elections and the distribution of information will be established based on the PCOM meeting calendar.

5.3 The ballot will include all nominations that meet eligibility requirements for the position as set out in Article 11 of the Constitution.

5.4 The ballot should be accompanied by the PCOM Election Committee's screening results, as well as by information on the current composition of PCOM's ongoing members, any gaps in expertise or geographic coverage, or any other facet of diversity that PCOM members may wish to address in making their choices.

5.5 PCOM members will vote, choosing one candidate from the list for each position.

5.6 The winner is selected by a plurality of votes.

5.7 Balloting will take place via electronic or mail-in ballot through a process determined by the Executive Director.

6. Balloting: positions filled by ICA-wide elections

6.1 The PCOM Election Committee will generate a list of candidates for each position. This information will be communicated to ICA members in advance of the ballot.

6.2 The timing of elections and the distribution of information will be established based on the ICA calendar.

6.3 The ballot will include all nominations that meet eligibility requirements for the position as set out in Article 11 of the Constitution.

6.4 The ballot should be accompanied by information on the current composition of PCOM's ongoing members, any gaps in expertise or geographic coverage, or any other facet of diversity that ICA members may wish to address in making their choices.

6.5 ICA members will vote, choosing their preferred candidate(s).

6.6 The successful candidates are the ones who receive the most votes.

6.7 Balloting will take place via electronic or mail-in ballot through a process determined by the Executive Director.

7. Second terms

7.1 PCOM members who have taken responsibility for an initiative of PCOM that will not be completed until after the election, if the initiative's completion would be put at risk if the member left PCOM, may consider re-offering for a second term. Other circumstances may also indicate a need for a second term. PCOM members considering re-offering for a second term must consult with the VP Programme prior to the nomination period.

8. PCOM members' roles and responsibilities

8.1 General roles

8.1.1 PCOM members are elected to represent all ICA members, and not a specific constituency, branch, section, or institution.

8.1.2 PCOM members are expected to attend all PCOM meetings.

8.1.3 PCOM members may be expected, as needed and assigned by PCOM, while taking into account the time and resource limitations of members, to:

8.1.3.1 Participate in decision-making and vote on PCOM Project applications.

8.1.3.2 Liaise with PCOM Expert Groups, the Forum of National Archivists, the Forum of Professional Associations, the FIDA programme, the Chair of Branch Chairs, and the Chair of Section Chairs.

8.1.3.3 Provide input for inclusion in the Vice-President Programme's report.

8.1.3.4 Participate as needed in Conference / Congress planning.

8.1.3.5 Serve on the PCOM Election Committee.

8.1.3.6 Undertake other initiatives and roles that may from to time be determined.

9. Specific roles

9.1 New Professional Representative: Provide a New Professional perspective to PCOM.

9.2 Strategic Programme Liaison: Advise, support, and liaise with the coordinator(s) of the Programme for which they were elected to liaise.

10. Cessation of membership

10.1 PCOM members cease to be members of PCOM if:

10.1.1 They cease to be ICA members;

10.1.2 They miss 3 consecutive meetings of PCOM;

10.1.3 In the assessment of PCOM, they have not fulfilled their obligations, such that the non-fulfilment is detrimental to PCOM's ability to achieve its goals; or,

10.1.4 For some personal reason, they choose to resign.

11. Preparation of Meetings

11.1 The Executive Director provides the secretariat.

11.2 The PCOM Agenda includes:

11.2.1 Expert Group, Branch, and Section reports on professional activities

11.2.2 Reports on Strategic Programmes

11.2.3 Financial report on PCOM budget and expenditures

11.2.4 Any other items as determined by the Vice-President Programme.

Congress and conference selection and preparation procedures (ref. Articles 8 and 11)

1. Introduction

1.1 The ICA Conference or Congress:

1.1.1 is open to and invites the participation of all members;

1.1.2 considers and debates the strategic and professional challenges facing archivists and archival institutions; and,

1.1.3 comprises 3 principal parts: scientific and professional programme; Forum of National Archivists; meetings of ICA governance bodies.

1.2 The ICA Congress has a format which is similar to a conference, but it also enables the organisation to take stock of its achievements and to plan ahead for the next four (4) years, in the light of new global challenges facing the archival profession.

2. Preparation

2.1 The Executive Board decides the place, date and theme of ICA Conferences and Congresses, at least 2 years before the date of the event.

2.2 The professional programme and its related academic matters are prepared by the Programme Commission.

2.3 Responsibility for the practical organisation of the Conference and the Congress rests with the Executive Director, the Secretariat and the partners affiliated with the event.

3. Aims

3.1 The Conferences and Congresses aim to:

3.1.1 Fulfil its constitutional obligations by delivering the ICA's Annual General Meeting in a location and at a time when the majority of members can attend;

3.1.2 Provide a stimulating professional programme relevant to the concerns of its members and the wider archival and recordkeeping community;

3.1.3 Draw from and support ICA's activities and programme projects;

3.1.4 Reflect the interests and concerns of the country, region and any ICA section which are stakeholders in the organisation and delivery of the event;

3.1.5 Offer a forum for National Archivists to review and debate those issues of particular concern to them;

3.1.6 Stimulate, support and benefit the regional, national and local ICA network and archival and recordkeeping community through holding its event in the host country.

4. Selection of host

4.1 Calls for proposals to host the event should be published in time to meet the decision deadline of 2 years before the event in question is to take place.

4.2 The call for proposals is accompanied by adequate supporting documentation, which may include but is not limited to:

- 4.2.1 Conference or Congress host selection criteria;
- 4.2.2 Conference or Congress budget elements;
- 4.2.3 Conference or Congress criteria checklist for prospective hosts.

4.3 The call for proposals may prioritise certain regions or sections of ICA membership in order to further Programme aims or ICA policy with respect to supporting members.

4.4 Prospective countries and institutions may bid to host the ICA Conference or Congress through submission of a comprehensive dossier which supports their proposal and meets the selection criteria detailed below.

4.5 Prospective bidders may request more information and advice from the Executive Director. The Executive Director is available for discussion with and to provide support to any and all candidates.

4.6 All bids are assessed according to the selection criteria by the Executive Director, with the support of colleagues in the ICA Secretariat. A point rating system is used to rate the various aspects of every bid.

4.7 The selection criteria will be followed in assessing proposals, even if there is only one application, in order to ensure that the prospective host(s) and venue(s) are able to deliver the facilities and the services required for a successful Conference or Congress.

4.8 The Executive Director may, on first receipt of submitted proposals, apply to the bidding institution or partnership for additional information, clarification of specific points or to recommend that more detail is given. This is in order to ensure each applicant presents as strong a dossier as possible and not to be ruled out on a minor technicality.

4.9 In the event that the field of applications is weak or narrow such that the Executive Director has concerns about impact on the quality of the Conference or Congress in question, he/she will consult with the President and elected officers as appropriate to take such measures as necessary to ensure that the minimal arrangements are in place to support the ICA Constitution for the year in question.

4.10 Having assessed all applications fairly and equally against the criteria, the Executive Director will make a recommendation, first to the Elected Officers and subsequently to the Executive Board, as to which application should be accepted.

4.11 It may be necessary to attach conditions to the acceptance of a host candidate and these should be included with the recommendation.

4.12 The Executive Director recommendation must be supported by a written report on all applications, which can be easily divided to provide confidential but comprehensive feedback to unsuccessful candidates.

4.13 The Executive Board decides on the preferred host country and institution (subject to any conditions) at the Executive Board held during the I Conference or Congress no later than 2 years before the Conference or Congress in question is to take place.

4.14 The final determination of the host country may, in extraordinary cases, be made by the Elected Officers. Normally, all final decisions are based on a majority vote by the Executive Board

4.15 The President will announce the host country and institution (subject to any conditions) at the Annual General Meeting held during the Conference or Congress no later than 2 years before the in question is to take place.

4.16 The Executive Director writes formally to the successful candidate, notifying them of their nomination as Conference or Congress host, including any conditions and requesting written acknowledgement of acceptance of the nomination to host the Conference or Congress and including a plan for complying with any conditions which may be attached.

4.17 Once the letter of acceptance is received from the successful candidate, countries not selected to host the Annual Meeting are informed in writing by the Executive Director. The letter should include clear feedback as to why the candidate's application was not successful. Unsuccessful applicants may be asked to host another ICA meeting and/or to apply to organise the Conference or Congress in the next round of applications.

4.18 A draft Memorandum of Understanding, setting out the respective financial, organisational and legal obligations of ICA and the Conference or Congress host, is prepared by the Executive Director and provided to the host for comment and signature.

4.19 The venue and date of the Annual Conference or Congress is announced on the ICA website and via the usual communication channels.

5. Criteria for selection of host

5.1 Selection of the host country and institution is according to the following criteria, which provide an objective and transparent standard against which proposals can be assessed:

5.1.1 Format and deadline

5.1.1.1 Prospective candidates must offer to host the Annual Meeting in writing in the form of a dossier to the Executive Director, care of the ICA Secretariat in Paris,

by the published deadline. Only offers received before the deadline for application will be considered.

5.1.2 Applicant

5.1.2.1 Applications are welcomed from a single country or from a consortium of stakeholders which may include some or all of the following:

- 5.1.2.1.1 national archives;
- 5.1.2.1.2 national professional association;
- 5.1.2.1.3 ICA region;
- 5.1.2.1.4 ICA Section;
- 5.1.2.1.5 Other archival institutions.

5.1.2.2 Regardless of whether the application is from one or more stakeholders, ICA will be looking for evidence of the support of other archival and recordkeeping stakeholders.

5.1.3 Motivation

5.1.3.1 Applications should explain the motivation for organising the Conference or Congress, including the benefits for the country and region hosting it.

5.1.4 Organisation and Resources

5.1.4.1 Applicants will be expected to provide evidence that they have the capacity to host an international meeting in accordance with ICA's requirements. This includes:

- 5.1.4.1.1 Development of a sound business model to finance the Conference or Congress;
- 5.1.4.1.2 Prospects for professional visits, cultural excursions and provision for accompanying persons;
- 5.1.4.1.3 The proposed venue has the necessary facilities.

5.1.5 Government and organisational support

5.1.5.1 Whilst ICA will be pleased to consider a joint application from a range of different stakeholders (e.g., national archives, national association, ICA region, ICA Section, a business), Government support for the proposal and delivery of the Conference or Congress in the candidate country is essential. Proposals should contain a clear guarantee of that support from the relevant Government Ministry, including:

- 5.1.5.1.1 The candidate country has the political and financial support of the upper levels of its government;
 - 5.1.5.1.2 There is high-level support from the administration of the city, area or organisation concerned.
-

5.1.6 Financial model

5.1.6.1 Hosting and delivering an international event such as ICA's Conference or Congress is a costly undertaking, particularly as ICA seeks to support members from low-resourced environments to attend. Applicants should:

5.1.6.1.1 Describe their financial model;

5.1.6.1.2 Set out clearly their proposed budget requirements;

5.1.6.1.3 Detail the source of finance for every aspect of delivering the Conference or Congress;

5.1.6.1.4 Outline the main conditions for their proposed MoU with ICA for delivering the Conference or Congress.

5.1.6.2 A budget elements document is published in support of the call for proposals and further advice can be sought from the Executive Director.

5.1.7 Geography

5.1.7.1 ICA aims, if possible, to organise the Conference or Congress successively in different regions of the world. In the selection of the host country the following geographical aspects will be considered:

5.1.7.1.1 Whether or not the Conference or Congress (or, prior to 2013, the CITRA) was recently held in the respective country;

5.1.7.1.2 Whether or not the Conference or Congress (or, prior to 2013, the CITRA) already been held in the geographical region where the applicant country is located.

5.1.8 Benefits for the country and/or region

5.1.8.1 The proposal should state clearly the benefits which will accrue to the various stakeholders party to or affected by the bid through holding the ICA Conference or Congress in the proposed venue, including:

5.1.8.1.1 Benefits to the host country in general;

5.1.8.1.2 Benefits for the national/regional professional archives and recordkeeping and community;

5.1.8.1.3 Benefits to and input from involvement of the ICA Regional Branch;

5.1.8.1.4 Benefits to any stakeholder Sections;

5.1.8.1.5 Any association of the Meeting with a particular archival development projects at national or regional levels (e.g., legislation, new building, new policies, etc);

5.1.8.1.6 Any association of the Meeting with a celebration or an important national, regional or local event of historical importance;

5.1.8.1.7 Justification of the relevance to the local and regional archival and recordkeeping community of the proposed professional programme theme and the need for professional debate and discussion on those specific topics.

5.1.9 Language support

5.1.9.1 The International Council on Archives is committed to ensuring all programme content is available and accessible in as many languages as possible. The bare minimum language provision is French and English. Candidates must include guarantees that interpretation to French and English will be provided for all professional conference plenary sessions and at least one stream of parallel sessions. The Forum of National Archivists also requires interpretation services for French and English and similarly there must be translation for the Executive Board meeting and the General Assembly. Translation services will be offered once a year during the Conference/Congress or tied to AGM on off years.

5.1.10 Political and social situation

5.1.10.1 ICA wishes to uphold the principle of inclusiveness, as laid down in its Constitution, by organising its Annual Conference in a place that all nationalities can freely access. Proposals should include statements to the effect that:

5.1.10.1.1 The political or social situation of the host country allows for the security of the participants;

5.1.10.1.2 There is public debate in a climate of openness with no restriction on open discussion inside or outside the Conference/Congress;

5.1.10.1.3 The country will allow all ICA members, regardless of the country of origin, to participate and that there will, for example, be no obstacle to the furnishing of the requisite visas. The bid must state that the host will make every effort to obtain appropriate assurances in this regard from its national government;

5.1.10.1.4 The proposed city is easily accessible by air, in particular to international flights, with good local connections.

5.1.11 Benefits for ICA

5.1.11.1 ICA will also take into account the benefits to its own organisation and membership in holding the Conference or Congress in the candidate country. Proposals should clearly indicate anticipated benefits to ICA, including:

5.1.11.1.1 Potential increase in the number of ICA members in the country or region;

5.1.11.1.2 Opportunity to increase the visibility of ICA in the country or region;

5.1.11.1.3 Potential for ICA to have more of a presence in the country or region and develop particular projects there;

5.1.11.1.4 Furtherance of ICA's strategic aims.

6. Financial arrangements and Memorandum of Understanding

6.1 ICA will give its brand to the conference, and define the conference theme, which is part of its cycle of Conferences and Congresses. In this way it ensures continuous professional debate and development. Through the Programme Commission it is

active in defining the programme and in helping to find high quality keynote and other speakers. Thus, ICA provides quality control for the programme and the organisational arrangements, so that they meet ICA's requirements and are in line with ICA's strategic orientation. For this ICA will negotiate with the host to ensure that the business model and registration fee are set at a level that is attractive to members and also to realize a sum of money to be awarded to members from low-resource environments such that ICA can contribute to professional development and archives and records management progress in all areas of its jurisdiction.

6.2 In developing the financial model, the host and the ICA Secretariat will work together to ensure that the conferences and congresses do not operate at a loss over a number of years (usually a 4 year period). This will allow ICA flexibility in taking the Conference or Congress to any region and in making it accessible to all members regardless of their location and financial means.

6.3 The host is responsible for the organisation of the event on its own or in cooperation with the services of a Professional Conference Organiser (PCO). The bid should include the prospective registration fee with scales to reflect early bird rates, one day entry, membership reductions etc. Registration fees, together with any government funding and sponsorship income must cover the overall programme, including professional content, meals, and social/cultural events, in accordance with the organiser's proposals. If ICA helps to find sponsors, then it takes 50% of the amount given in sponsorship.

Forum of National Archivists (FAN) Terms of Reference (ref. Article 12, Member fora)

1. Objectives

1.1 FAN is empowered by the ICA Constitution to develop high-level strategic responses to the contemporary challenges of managing archives.

1.2 FAN aims to support all members of the ICA by developing strategic responses that may be applied by all levels of membership and not just those eligible for membership of FAN.

1.3 High-level strategic responses will be tangible products that include, but are not limited to, position papers, policy statements, model policies, model legislation and partnerships.

1.4 FAN is autonomous in that it determines its own agenda and priorities. FAN works within the ICA and with other ICA bodies . It communicates with ICA members through reports to the General Assembly and conferences and where appropriate through collaboration with the ICA's expert groups and sections.

2. Membership

2.1 The Forum of National Archivists consists of all those institutional members which are national archival institutions as set out in the Constitution and as advised by the Executive Director of the ICA.

2.2 Each institutional member in good standing will have a single vote in FAN elections and at FAN meetings.

2.3 Institutional members may delegate participation in FAN activities to another official from the institution

2.4 Only the heads of FAN member institutions may run for elected positions.

3. Leadership

3.1 FAN will be led by an elected President and a Steering Committee.

3.2 The President is responsible for:

3.2.1 Convening and determining the agenda of the Steering Committee.

3.2.2 Executing the decisions made by the Steering Committee.

3.2.3 Representing FAN on the ICA's Executive Board.

3.3 The Steering Committee will comprise

3.3.1 The President of FAN

3.3.2 Four elected FAN members, one from each of 4 ICA world regions (as specified in article 4.1.9 of the ICA Constitution) to ensure effective collaboration between FAN and ICA's regional branches:

- Africa and the Arab Countries
- Asia and Oceania
- Europe and North America
- Latin America and the Caribbean

3.3.3 Up to three members appointed by the President to provide expertise on, or leadership for, key strands of FAN's work programme. If more than one member is appointed, they must come from two different regions.

3.3.4 *Ex officio*: the President of the ICA, the Vice-President Finance, the Vice-President Programme, the President of the Forum of Professional Associations and the Executive Director of the ICA.

3.4 The FAN Steering Committee may nominate one of the FAN Steering Committee Members to serve as Vice-President.

3.5. The outgoing President may, if asked by the incoming President, continue to attend meetings of the Steering Committee in an advisory (i.e., nonvoting) capacity for a period of one year after the end of their term.

3.6 Eligibility for membership of the Steering Committee, including as President, is restricted to those leading the member institutions.

4. Elections and Terms of Office

4.1 The President will be elected by the membership of FAN for a term of three years, and may seek re-election for one consecutive term. The incoming President shall assume the role at the Ordinary General Assembly after the elections.

4.2 Elected members of the Steering Committee will be elected for a term of three years, and may seek re-election for one consecutive term. The incoming members shall assume the role at the Ordinary General Assembly after the elections.

4.3 No Steering Committee member may serve in the same role for more than two consecutive terms. No member may serve on the Steering Committee for longer than 6 years without interruption. Any previous Steering Committee member may seek appointment or election if their last term on the Steering Committee was at least 3 years earlier.

4.4 The term limits do not apply to Steering Committee members who seek election as President; and such a member who is duly elected may serve as President on the terms outlined at paragraph 4.3.

5. Vacancies

5.1 In the event of any Elected Official of FAN stepping down during their term, an election will be held as soon as possible, in consultation with the ICA Executive Director.

5.2 Should the President step down during their term, the ICA President may, after consultation with the Elected Officers, appoint an Interim President from within the FAN membership to serve until a new elected President takes office.

6. Removal of Elected Members

6.1 The President of FAN may be removed by a motion of the Executive Board after a vote of no confidence at a meeting of FAN – the motion to be carried by a simple majority of members present at both meetings. Should the President of FAN be removed using this mechanism, an Interim President may be appointed to serve until such point as an election for a new President can be held. The outgoing President may not be a candidate in this election.

6.2 Elected members of the Steering Committee may be removed by a vote of no confidence by a simple majority of the members within their region. A no-confidence ballot will be triggered if requested in writing (to the President of FAN) by a third of eligible members from the region concerned. The ballot will be conducted electronically by the FAN Secretariat. The post will remain vacant until such point as an election for a new Elected member can be held. The outgoing Elected member may not be a candidate in this election.

6.3 Any elected or appointed member of the Steering Committee who fails to attend two consecutive meetings of the committee without reasonable explanation shall be deemed to have resigned. The place thus vacated shall be filled according to the provisions set out above.

7. Secretariat/Resources

7.1 Resourcing to enable the activities of FAN will be provided by the ICA, as agreed by the ICA's Executive Board. This will usually include resources to support the Secretariat for FAN which will be responsible for:

7.1.1 Supporting the President to convene and determine the agenda of the Steering Committee.

7.1.2 Providing administration for FAN meetings, including minuting the meeting.

7.1.3 Conducting elections for the President and the four Elected members of the Steering Committee.

8. Meetings

8.1 The Forum of National Archivists will meet within the framework of the ICA Conference or Congress or virtually, if necessary, on the years were no Congress nor Conference is held.

8.2 The FAN Steering Committee will meet at each conference or congress and may meet more frequently (as determined by the President).

8.3 Meetings of the FAN Steering Committee will be quorate with the attendance of the President and at least two other elected members of the Committee. The Steering Committee may only convene without the President with the express permission of the President, who may nominate one of the Elected members (the Vice-President if one has been appointed) to serve as chair for the meeting.

8.4 The Steering Committee will attempt to reach decisions by consensus, but if this cannot be achieved the President will have the authority to conclude discussion and make a decision. Such instances should be minuted and should be included in any regular report made by the President of FAN to the Executive Board.

9. Amendments

9.1 The Terms of Reference for FAN will be reviewed annually by the FAN Steering Committee. Any proposed amendments will be subject to approval by the Executive Board.

Forum of Professional Associations (FPA) Terms of Reference (ref. Article 12 – Member Fora)

1. Introduction

1.1 The Forum of Professional Associations (FPA) is a forum of the International Council on Archives (ICA) in accordance with the Constitution of the ICA. On the recommendation of the Executive Board of ICA, it was originally established as a section of ICA at Washington, 29 September 1976, and acquired the recognition of the General Assembly of ICA at Washington, 1 October 1976, by Resolution n° 7. By virtue of this document, the section is changed to a Forum on the recommendation of the SPA Steering Committee and approved by the Executive Board in 2020.

1.2 Articles and activities of the Forum are to be in harmony with the ICA Constitution and the working programme of ICA.

2. General Objectives

2.1 In accordance with the general objectives of ICA, the aims of the Forum are:

2.1.1 to contribute to the strategic positioning of the ICA through the FPA's chair membership on the ICA's Executive Board;

2.1.2 to promote closer collaboration of all records management and archival professional associations;

2.1.3 to gather and disseminate information about the activities of all records management and archival professional associations;

2.1.4 to encourage and assist the establishment of new professional records management and archival associations;

2.1.5 to carry out projects which support advocacy efforts and promote issues of importance to ICA's association members and allied associations, including (but not limited to) the preservation of, and access to, documentary and cultural heritage;

2.1.6 to exploit the vast resources that lie in FPA member associations when it comes to strategies for, and activities within, digitalization:

2.1.6.2 its impact on the archives and records profession,

2.1.6.3 knowledge about the value chain of records and information

2.1.6.4 its impact on the work of professional associations

3. Membership

3.1 Forum members must be Category B members of ICA in accordance with Article 3 of the ICA Constitution.

3.2 Forum members have the right to speak and each member has one vote in the Plenary Assembly of the Forum. Member associations may nominate candidates for appointment to the Forum's governing body – the FPA Steering Committee – and take part in FPA elections.

3.3. Membership in the Forum is administered by the ICA Secretariat in accordance with Article 4 of the Constitution.

4. Meetings

4.1 There are two (2) types of meetings open to all Category B members and observers who are invited by the chair of FPA:

4.1.1 Plenary Assembly of Members

4.1.2 Special Programmes and Conferences

4.1.1 Plenary Assembly of Members

4.1.1.1 The Plenary Assembly is comprised of Category B members, and any observers that have been invited by the chair of FPA. It meets every two years, during the quadrennial International Congress of Archives and the biennial conferences of ICA in between the Congresses.

4.1.1.2 Each member association of the Forum has the right to speak and to vote at the Plenary Assembly.

4.1.2 Special Programmes and Conferences

4.1.2.1 The Steering Committee may arrange programs or conferences on topics of interest to its member associations. These may be held during ICA conferences, ICA Congresses, at ICA Branch (regional) meetings, or at other times as determined by the Steering Committee.

4.1.2.2 Representatives of records management and archival professional associations that are not Category B members of ICA may attend the Plenary Assembly and other special programs or conferences as observers.

5. Governance

5.1 The Forum will be governed by a Steering Committee.

5.2 The Steering Committee of the Forum consists of not less than eight (8) and not more than twelve (12) members including the Chair and Vice-Chair.

5.3 Members of the Steering Committee must be representatives of Category B members of ICA. Category B members are asked to nominate a representative from their association to serve a four-year term on the Steering Committee (see Article 12).

5.4 The Forum, in conjunction with the ICA Executive Director, should seek to recruit at least one association representative from each region as defined by the ICA Constitution.

5.5 The Steering Committee meets in person at least once per year – normally no later than May - and sets the direction of projects and priorities for the Forum in conjunction with ICA’s strategy and program initiatives.

5.6 The Steering Committee organises and implements Forum projects and activities.

5.7 The Steering Committee may hold a second meeting later in the year (Q4) in conjunction with an ICA biennial meeting if one is held.

5.8 The Steering Committee may meet virtually or in person at other times upon the request of one-third of its members as specified in Article 4 of the ICA Constitution.

5.9 If a Steering Committee member has not participated in meetings for two (2) consecutive years, the Steering Committee may recommend a change of representative or a change of association.

5.10 A quorum of the Steering Committee is set at the half of its members.

5.11 The working languages of the Steering Committee are English or French, depending on the majority of members present.

6. Leadership and other roles

6.1 The Steering Committee is led by a Chair and supported by a Vice-Chair.

6.2 The Chair of the Forum is responsible for:

6.2.1 Ensuring that the programs and activities of the Forum are developed in accordance with the ICA Constitution and in cooperation with the Programme Commission;

6.2.2 Determining the agenda and convening Steering Committee meetings;

6.2.3 Representing the Forum on all required ICA bodies (currently Executive Board and Programme Committee).

6.3 The Vice-Chair of the Forum is responsible for:

6.3.1 Assisting the Chair as needed

6.3.2 Standing in for the Chair when the Chair is not available.

6.4 Other roles on the Steering Committee are appointed by the Chair, and confirmed by the rest of the Steering Committee at the beginning of the Chair’s four-year term.

6.5 These roles are:

6.5.1 One (1) or two (2) Secretaries

6.5.2 Webmaster

6.5.3 Communications Liaison

6.6 The Secretary handles correspondence and logistics with the ICA Secretariat staff, and produces the meeting minutes.

6.7 The Webmaster is responsible for posting and managing all Forum-related content on the ICA website.

6.8 The Communications Liaison is responsible for writing for and/or managing the Forum's communication channels including newsletters, blogs, and social media.

6.9 All Steering Committee members are responsible for the effective administration of the Forum.

6.10 The Executive Director of ICA will be an ex-officio member of the Steering Committee.

7. Elections and Terms of Office

7.1 All Steering Committee members must be nominated by a Category B member association. It is not possible to nominate oneself without affiliation to a Category B member association.

7.2 No association, nor country, may have more than one representative serve on the Steering Committee at any given time.

7.3 If a Category B member wishes to nominate a representative of their association to serve a 4-year term on the FPA Steering committee, that nominee's name must be submitted to the ICA Executive Director no later than two months prior to the ICA quadrennial International Congress of ICA.

7.4 It is not necessary for nominees to be present at the time of the election.

7.5 Nominees for the Steering Committee, except for the Chair and the Vice-Chair, will be confirmed by the Plenary Assembly held during each quadrennial International Congress of ICA. Confirmed Steering Committee members serve a term of four (4) years. Steering Committee members may seek re-election for one additional 4-year term.

7.6 To ensure continuity between Congresses, the Chair will be elected by the Plenary Assembly held during the biennial conference of ICA. The Chair serves for a term of four (4) years and may seek re-election for one additional 4-year term.

7.7 To ensure continuity between Congresses, the Vice-Chair will be elected from among the members of the Steering Committee during the biennial conference of ICA. Candidates for Chair must have served on the Steering Committee for a minimum of two years. The Vice-Chair serves for a term of four (4) years and may seek re-election for one additional term.

7.8 Steering Committee members who hold the positions of Secretary, Webmaster and Communications Liaison serve a term of four (4) years. They may seek re-election for one additional four-year term.

7.9 In the event a Steering Committee member must step down prior to the end of their four-year term, their association may appoint a replacement to serve the remainder of the term. The successor must be confirmed by a majority vote of the Steering Committee, to serve for the remainder of that term.

7.10 In the event the Chair or Vice-Chair must step down prior to the end of their four-year term, the Steering Committee will elect another Steering Committee member to serve in that role for the remainder of that term.

7.11 In the event a Secretary, Webmaster or Communications Liaison must step down prior to the end of their four-year term, the Chair will appoint another Steering Committee member to serve in that role for the remainder of that term.

8. Reports

8.1 The Forum must:

8.1.1 Submit an annual activity report to the ICA Executive Director, including plans for the forthcoming year, in accordance with Article 12 of the ICA Constitution;

8.1.2 Submit a biannual activity report to the ICA Programme Commission;

8.1.3 Submit a written Annual Report to all Category B members via electronic means.

9. Finances

9.1 The Executive Board determines the resources which shall be made available to the Forum of Professional Associations to enable it to achieve its goals.

9.2 The Forum will manage its own operating budget under the supervision of the ICA Vice-President Finance. If additional funds are required for specific programs or deliverables, a request will be made to the ICA Vice-President Finance.

9.3 Resourcing to enable the activities of the Forum will be provided by the ICA, as agreed by the ICA Executive Board. This will include resources to support

9.3.1 The Chair or the Vice-Chair to convene one in-person Steering Committee meeting per year; and

9.3.2 The Chair or the Vice-Chair to attend Executive Board and Programme Commission meetings not held during the ICA Congress or ICA annual meetings.

10. Amendments

10.1 These Terms of Reference for the Forum of Professional Associations will be reviewed every three years by the FPA Steering Committee. Any proposed amendments will be presented for adoption by the Executive Board.

Procedures for the organisation of Regional Branches (ref. Article 13)

1. Membership

1.1 Any institution or individual qualifying for membership under article 4 should become a member of ICA before joining a regional branch. The membership of regional branches shall be administered by the ICA Secretariat;

1.2 Members of ICA shall be free to join a regional branch in addition to the branch for their own geographical area, subject to the agreement of the bureau of the additional regional branch they wish to join;

1.3 Regional branches and the Secretariat may conclude an agreement, whereby the branch pays an aggregate amount to cover the ICA membership fee for all institutional members of the branch.

2. Organisation and Operation

2.1 Regional branches may establish their own regulations, which must be consistent with the constitution.

2.2 A regional branch may register its legal status in one of the countries in the region.

2.3 Institutional members of regional branches elect their president and substitute and other office-holders, who together make up the Bureau which is responsible for managing the branch's activities and programmes.

2.4 The term of a president of a regional branch shall not exceed four (4) years and may be renewed, up to a maximum period of eight (8) years.

2.5 Regional branches may establish an administrative secretariat, responsible to the branch office-holders.

2.6 Regional branches are free to work in other languages but shall communicate with the ICA Executive Director in English or in French.

2.7 Any regional branch which terminates its activities or gives up the title of regional branch must inform the President of ICA.

2.8 Any regional branch ceasing to fulfil the aim and objectives of the ICA, or which is no longer in compliance with this constitution or which acts in such a way as to cause damage to the reputation of ICA, may be deprived of the right to use the name of ICA by a simple majority vote of the General Assembly, and will no longer be recognized as a regional branch. Proposals for this action may be recommended by the Executive Board to the General Assembly or may be proposed by any ICA voting member. Proposals received by the Executive Director later than 15 days prior to the next General Assembly will not be considered until the following General Assembly.

3. Finance

3.1 Regional branches shall be responsible for their own budget, under the supervision of the Executive Director. All regional branches must send their accounts for the year ended and draft budget for the following year to the Vice-President Finance on an annual basis.

Procedures for the organisation of Sections (ref. Article 14)

1. Organisation and Operation

1.1 Members of sections shall meet at least every two years and have the right to vote at these meetings.

1.2 Each section shall elect a bureau at a meeting, to which all its members have been invited.

1.3 The bureau shall consist of a chair, up to two vice chairs, up to two secretaries and at least three other members, who must be working in the field of the administration or preservation of records and archives, or of archival training and education and who may serve no more than two consecutive terms in the same position.

1.4 The bureau shall meet at least once a year and whenever convened by its chair or upon the request of one-third (1/3) of its members.

1.5 Sections may establish their own regulations which must be consistent with the Constitution and be approved by the Executive Board.

1.6 The membership of sections shall be administered by the ICA secretariat, who will ensure that each individual member and rights holders of an Institutional member can choose to enrol a set number of professional sections, as defined in the above-mentioned benefits grid developed by the ICA Secretariat.

1.7 Before requesting establishment as a section by the General Assembly on the recommendation of the Executive Board, members shall be entitled to group themselves in a provisional section for no more than eight (8) years. Provisional and established sections must respect the relevant articles of this Constitution.

2. Finance

The Sections shall have their own budget, under the supervision of the Executive Director.

Provisions common to Branches and Sections (ref. Articles 13 and 14)

1. Conditions for continued activity

1.1 All branches and sections should send an annual activity report to the ICA Secretariat, including plans for the forthcoming year;

1.2 If a branch or a section does not meet for two (2) consecutive years, the Executive Board shall agree on measures to stimulate the revival of its activity and then require the body concerned to apply them;

1.3 If a branch or section remains inactive for four (4) consecutive years, then its operations are suspended;

1.4 Any branch or section which has been suspended must produce an action plan for the approval of the Executive Board before it can officially resume its activities;

1.5 The General Assembly may decide, on the recommendation of the Executive Board, to dissolve a section or to withdraw recognition from a branch, if it is no longer in compliance with the Constitution.

Procedures for Expert Groups (ref. Article 15)

1. Organisation and operation

1.1 The secretary and other members of Expert Groups shall be appointed by the Vice-President Programme in consultation with the Executive Director. The chairs and secretaries shall be members of staff in institutions which are members of ICA or shall themselves be individual members of ICA.

Procedures for the ICA Fund for the International Archival Development (FIDA) (ref. Article 16)

1. Objectives

The ICA Constitution, Preamble, states:

...the International Council on Archives... shall commit itself to... encourage and support the development of all archives in all countries, in co-operation with other organisations, including international agencies, government and non-governmental...

Within this objective, FIDA's role is specifically to support the development of archives and archivists in countries, regions and communities where archives and records provision could be strengthened due to lack of resources or training opportunities, or for other reasons.

Taking account of the Programmes of ICA promoted by the Programme Commission (PCOM) already under way or envisaged, FIDA will operate a complementary and distinct programme of awards to support those projects which endeavour to develop an archives or to support individual archivists, through career development, mentoring and other methods, to enable archives and their archivists to acquire professional and management competencies needed to manage the archives in their countries, regions or communities.

2. Membership and Terms of Office

Directors are appointed by the EB on the recommendation of the FIDA Chair in consultation with the Executive Director for a term of four years and their terms of service are rotated to enable the continuity of representation and expertise. In accordance with the constitution, the Executive Director is an *ex officio* Director, as are the Vice-President Programme and the presidents of the Forum of National Archivists and the Forum of Professional Associations (or their delegated representatives in the case of the last three).

To the extent possible, there will be Directors from each of the four regional groupings of the ICA:

- i. Africa and the Arab Countries
- ii. Asia and Oceania
- iii. Europe and North America
- iv. Latin America and the Caribbean

Directors will also be selected for their interest, experience, and availability to undertake the work required. In general, the aim is to ensure that the Directors are, as a group, representative of the diversity of the general ICA membership.

3. Directors

The role of the Directors is to oversee the management of the FIDA programme and to select the successful project applications according to the criteria listed in the *Guidelines for applicants*.

Directors meet normally twice annually, in March, April or May; and in October or November. The first meeting's main purpose is to address any matters requiring a decision by the Directors. The second meeting's main purpose is to take the selection decision for the submitted project applications.

The Directors report, via the FIDA Chair, to the Executive Board and to the Annual General Meeting, as appropriate.

FIDA award selection decisions will rest on the criteria and the reasons for non-selection will be given in writing to the applicant by the chair. In the case of a dispute at any stage the decision of the FIDA Chair of Directors will be final.

4. Programme logistics

The FIDA programme operates with the support of volunteers and the ICA secretariat. The Directors and FIDA volunteers are not remunerated.

With the support of the ICA Secretariat, there will be, annually:

- An announcement of the opportunity to apply for awards
- A selection process
- As needed, a review and update of the criteria and the *Guidelines for applicants*
- Funding offered, with or without conditions
- Publication of the list of successful applications
- Deadlines for interim and final reports from the awarded projects

Applications must be received in the appropriate form and include an adequate project plan and detailed budget to the satisfaction of the Directors.

To be considered, applicants must be members in good standing of the ICA.

Non-members or non-member organizations may partner with members to apply for project funding as long as an ICA member is a project lead.

ICA branches, sections and expert groups are not eligible to apply for FIDA funds.

All other criteria are detailed in the *Guidelines for applicants*.

In the event of a stalled or cancelled project, for whatever reason, the remainder of the funding will be stopped and any money which has not been spent claimed back.

5. Funds

The FIDA budget has three sources:

- Donations from ICA members
- Donations from partners, organizations, and individuals
- Allocation from the general fund through the ICA Budget

The FIDA budget is allocated by the Directors to the awarded projects. The budget may also be used to cover some administrative or other expenses.

6. Timetable and process

The annual timetable is established by the Directors in consultation with the ICA Secretariat.

International Council on Archives Policy on Copyright (approved at ICA Yaounde 2018)

1. Effective Date and Approval

1.1 This Policy is in effect as of the date of its approval by the Executive Board of the ICA, 25 November 2018.

2. Application

2.1 This policy applies to copyright ownership and terms of use regarding ICA publications and documents (works), and the works of other organisations that are shared by the ICA, both digital and analogue.

3. Context

3.1 As the website of the ICA has been modernized and organised, questions have been raised concerning the terms of use governing resources on the ICA website, any usage conditions the ICA imposes on such use, and the applicability of these conditions in situations of ambiguous or third-party copyright. This policy seeks to establish a process by which copyright ownership and terms of use can be established consistently and transparently for each resource, and that users and the ICA know and understand the terms of use for ICA resources and third-party resources made available by the ICA.

4. Definitions

4.1 *Resource* refers to both publications and documents, both digital and analog.

4.2 *Copyright* is a term in international law that refers to protection of the rights of authors and creators of literary, artistic and scientific works. With the creation of the work, authors obtain the copyright to that work. These rights include, as exclusive and absolute rights, a) the right to exploit the work (economic rights) and b) the right to protect their personal connection with the work (moral rights). For the purposes of this document, copyright refers to the economic rights.

4.3 *Use* includes reuse. For the purpose of this policy, it means to copy, distribute, quote, modify or translate a part or the whole of a resource.

4.4 *Users* are individuals or organisations wishing to copy and reuse a resource from the ICA in whole or in part in any form.

4.5 *Licence* refers to the terms under which users are allowed to use copyrighted material.

4.6 *Works* refers to both publications and documents, both digital and analog.

5. Policy statement and requirements

5.1 Copyright ownership in ICA resources

5.1.1 ICA normally has written agreements with authors and third parties concerning copyright in the resources they produce.

5.1.2 Copyright in resources created as a result of funding by PCOM or FIDA is normally owned by the ICA. This is reflected in project charters agreed with project leaders.

5.1.4 In cases where no agreement was entered into regarding the copyright in the resources, the copyright status must be clarified by the ICA secretariat prior to any reuse.

5.2 Information about the policy

5.2.1 Users of ICA resources are informed of the terms of use governing resources by way of a Copyright web page linked from other ICA web pages wherever it is possible and appropriate to insert it. Any exceptions to the policy will be mentioned on a case-by-case basis and, where possible, embedded in the documents concerned.

5.2.2 Individual resources should normally include a copyright statement indicating the copyright ownership of the resource. If the copyright is unknown, the secretariat shall endeavour to establish the copyright of the work.

5.2.3 The Copyright page also includes a mechanism for raising a complaint of copyright breach or mismanagement.

5.3 Licensing of resources for which the ICA owns the copyright

5.3.1 For resources created or uploaded to the website on or after 1 May 2018, in which the ICA owns the copyright, the following Terms of Use apply.

5.3.2 Resources in which the ICA owns the copyright are made available under a Creative Commons License Attribution-Noncommercial (CC BY-NC). This means that users can copy or distribute, and modify, the resource (or a portion thereof), as long as the use is noncommercial and the required attribution is present. It also means that translations can be undertaken without seeking permission.

5.3.3 Some resources in which the ICA owns the copyright are subject to different licences because of factors including contractual commitments. In such cases, the terms of use are described on pages linking to the resource and, where possible, embedded in the resource/work.

5.4 Resources in which the ICA jointly owns copyright with others

5.4.1 The Terms of Use for resources in which the ICA shares copyright with others is determined in accordance with the agreements in place.

5.5 Resources for which the ICA does not own the copyright

5.5.1 The ICA will obtain any necessary permissions from third-party rights holders or co-owners of copyright before reproducing others' works on the ICA website.

5.5.2 The terms of use of works for which the ICA does not own the copyright that are available on the ICA website are determined by the owner of the copyright.

5.5.2 Users must contact the copyright owners for permission to use the work(s) in question.

6. Procedures

6.1 Clearing copyright

6.1.1 For all resources dated before 1 May 2018, where the copyright is not clearly indicated on the resource, the ICA must determine the terms of use governing the resource in question prior to any reuse.

6.1.2 When a user seeks to use a resource for which the copyright is unknown, the secretariat shall endeavour to establish the copyright of the work.

6.1.3 When a user seeks to use a resource for which the copyright is jointly owned by the ICA and others, and where the licence terms are not stated in the resource or on the web page affiliated with the resource, the secretariat shall direct the user to seek permission of the co-owner prior to use. The Secretariat makes reasonable efforts to provide contact information for the copyright holder to the user.

6.1.4 As decisions are taken and ownership is clarified on individual works, where possible, the ICA shall record the information in the resource itself.

6.2 Infringement

6.2.1 It is the responsibility of users to know their responsibilities and to comply with relevant laws and rules concerning use of copyrighted works.

6.2.2 If the secretariat learns of a claim that the ICA website contains infringing content, the material shall be removed until the claim can be investigated and resolved.

6.2.3 If the secretariat learns of infringement of the ICA's copyright, the secretariat will endeavour to contact the user to ask them to remedy the situation.

6.3 Attribution statements

6.3.1 In cases where the Copyright is retained by the ICA:
"DOCUMENT TITLE," Copyright International Council on Archives, DATE OF RESOURCE, is licensed under CC BY NC 4.0.

6.3.2 In cases where the Copyright is retained by ICA and a committee authored the resource:
"DOCUMENT TITLE AND DATE" by COMMITTEE NAME, Copyright the International Council on Archives, is licensed under CC BY NC 4.0.

6.3.3 In cases where the Copyright is retained by ICA and an individual author/authors are mentioned:

"DOCUMENT TITLE AND DATE" by NAME OF AUTHOR, Copyright the International Council on Archives, is licensed under CC BY NC 4.0.

6.3.4 In cases where a user uses only a portion of a resource, the user should indicate that it is an extract.

6.3.5 In cases where a user creates a derivative, including a translated version, of a resource:

This work, "TITLE OF DERIVATIVE WORK", is a derivative of "DOCUMENT TITLE AND DATE," Copyright the International Council on Archives, DATE OF RESOURCE, used under CC BY NC 4.0". "TITLE OF DERIVATIVE WORK" is [COPYRIGHT INFORMATION, LICENSE INFORMATION, OR OTHER INFORMATION REGARDING THE USE OF "TITLE OF DERIVATIVE WORK"] by [YOUR NAME/ORGANISATION].

6.3.6 Best practices for attribution under Creative Commons licences are available at the following link:

https://wiki.creativecommons.org/wiki/Best_practices_for_attribution

6.3.7 In all other cases, statements depend on the specific circumstances and the ICA secretariat must be consulted for instructions.

6.4 *Copyright statements*

6.4.1 Where the copyright is solely held by the ICA:

© ICA 2018. Re-use of this material is permitted for non-commercial purposes in accordance with the terms of a Creative Commons Attribution-Non-Commercial license.

6.4.2 Where copyright is shared, and there is NO agreement between the rights holders:

© ICA 2018 and XXXXXXX. Permission of both/all rights holders is required for re-use.

6.4.3 Where copyright is shared, and there IS an agreement between the rights holders:

© ICA 2018 and XXXXXXX. Re-use of this material is permitted for non-commercial purposes in accordance with *[the terms of a Creative Commons Attribution-Non Commercial license/ other licence statement in accordance with the agreement]*

6.4.4 Where the copyright belongs to someone else, but the resource is being made available by us:

© XXXXXXX. Permission is required for re-use. Contact the copyright holder for information.

6.4.5 Where the rights holder has specified the terms under which the ICA can make it available, the copyright statement will be determined on a case-by-case basis.

7. Responsibilities

7.1 The Secretary-General of the ICA is responsible for oversight of the policy and ensuring it is understood and applied by ICA staff.

7.2 Users are responsible for reviewing, understanding and applying the use conditions on resources they wish to use.

7.3 ICA staff:

7.3.1 Ensure the establishment and maintenance of the Copyright web page and links to it wherever dictated by Policy;

7.3.2 Review resources on a case-by-case basis as required to determine Terms of Use or to refer prospective users to third parties as appropriate.

8. Review

8.1 This policy will be reviewed three years following its approval, or sooner upon decision of the Executive Board.

9. References

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[Best practices for attribution under Creative Commons licences](#)