

Forum of Professional Associations (FPA) Terms of Reference (Ref. Article 13 – Member Fora)

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.

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

General Objectives

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

- to contribute to the strategic positioning of the ICA through the FPA's chair membership of the ICA's Executive Board
- to promote closer collaboration of all records management and archival professional associations;
- to gather and disseminate information about the activities of all records management and archival professional associations;
- to encourage and assist the establishment of new professional records management and archival associations;
- 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;
- to exploit the vast resources that lie in FPA member associations when it comes to strategies for, and activities within, digitalization:
 - its impact on the archives and records profession,
 - knowledge about the value chain of records and information
 - its impact on the work of professional associations

Membership

Forum members must be Category B members of ICA in accordance with Article 4.1.b of the ICA Constitution.

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.

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

Meetings

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

- (a) Plenary Assembly of Members
- (b) Special Programs and Conferences
- (a) Plenary Assembly of Members

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.

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

(b) Special Programs and Conferences

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.

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.

Governance

The Forum will be governed by a Steering Committee.

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.

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 8).

The Forum, in conjunction with the ICA Secretary General, should seek to recruit at least one association representative from each region as defined by ~~Article XX~~ of the ICA Constitution. *[N.B. Secretary General will be replaced by Executive Director if proposed changes elsewhere are approved]*

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.

The Steering Committee organizes and implements Forum projects and activities.

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

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 XX of the ICA Constitution.

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.

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

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

Leadership and other roles

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

The Chair of the Forum is responsible for:

- Ensuring that the programs and activities of the Forum are developed in accordance with the ICA Constitution and in cooperation with the Programme Commission;
- Determining the agenda and convening Steering Committee meetings;
- Representing the Forum on all required ICA bodies (currently Executive Board and Programme

Committee).

The Vice-Chair of the Forum is responsible for:

- Assisting the Chair as needed
- Standing in for the Chair when the Chair is not available.

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.

These roles are:

- One (1) or two (2) Secretaries
- Webmaster
- Communications Liaison

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

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

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

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

The Secretary General of ICA will be an ex-officio member of the Steering Committee. *[N.B. Secretary General will be replaced by Executive Director if proposed changes elsewhere are approved]*

Elections and Terms of Office

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.

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

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 Secretary General no later than two months prior to the ICA quadrennial International Congress of ICA. *[N.B. Secretary General will be replaced by Executive Director if proposed changes elsewhere are approved]*

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

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.

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.

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.*

*When the Forum of Professional Associations is established in Abu Dhabi in November 2020, the Chair and Vice-Chair will be elected for two years. Thereafter, the Chair and Vice Chair will be begin their 4-year terms at the biennial conference in between the Congresses.

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.

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.

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 roll for the remainder of that term.

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 roll for the remainder of that term.

Reports

The Forum must:

- a) Submit an annual activity report to the ICA Secretary General, including plans for the forthcoming year, in accordance with Article XX of the ICA Constitution;
- b) Submit a biannual activity report to the ICA Programme Commission;
- c) Submit a written Annual Report to all Category B members via electronic means.

[N.B. Secretary General will be replaced by Executive Director if proposed changes elsewhere are approved]

Finances

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

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.

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

- a) The Chair or the Vice-Chair to convene one in-person Steering Committee meeting per year; and
- b) The Chair or the Vice-Chair to attend Executive Board and Programme Commission meetings not held during the ICA Congress or ICA annual meetings.

Amendments

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 at the next quadrennial International Congress of ICA. *[Note: this wording will change if the EB gains the power to alter Internal Regulations.]*