

## **By-Laws for ICOMOS International Scientific Committee on Mural Painting (ISCMP)**

### **1 Establishment**

The International Scientific Committee on Mural Painting (hereinafter referred to as “the Committee” or “ISCMP”) is established in accordance with:

The ICOMOS Statutes adopted at the 19<sup>th</sup> General Assembly in Delhi, in December 2017; the Ethical Principles adopted by the General Assembly in December 2020; the Rules of Procedure of the International Council on Monuments and Sites adopted pursuant to the ICOMOS Statutes in December 2017; the Eger Xi’an Principles 2008; the Malta Guidelines for ISCs 2009; and the Dubrovnik Valetta Principles 2010.

These By-Laws are consistent in their definitions, aims, activities and actions with those of ICOMOS as expressed in Articles 3 and 4 of the ICOMOS Statutes.

### **2 Aims**

The ICOMOS International Scientific Committee on Mural Painting researches and promotes the understanding, protection, conservation and management of mural painting and their value and significance. Mural painting is defined by the Committee as:

immovable and integral painting executed on natural or man-made architectural support or architectural elements

#### **2.1 The aims of the Committee are to:**

- a) Promote international and interdisciplinary co-operation in mural painting conservation;
- b) Gather, study and disseminate knowledge and information in mural painting conservation;
- c) Promote cooperative work with the other scientific committees of ICOMOS;
- d) Promote the consideration of community values and significance of mural painting in their conservation.

### **3 Functions**

#### **3.1 The Committee shall:**

- a) Provide a platform for the exchange of ideas and dissemination of information on mural painting;
- b) Provide technical advice on the conservation of mural painting;
- c) Prepare or study doctrinal texts where appropriate and inform the International Secretariat when a text is being prepared;
- d) Approve and perform each Triennial Work Plan, under By-law 6.9(j);
- e) Form sub-committees, task forces and/or working groups whenever necessary to perform certain tasks which will enable ISCMP to fulfill its objectives;

- f) Try as far as reasonably possible to make technological provision for members to participate remotely in proceedings where it is not possible for them to attend in person;
- g) Initiate and coordinate research activities in the field of mural painting conservation;
- h) Provide the advice of qualified professionals and specialists;
- i) Organize international, workshops, conferences, meetings, training programs.

3.2 The Committee may:

- a) Become involved in the preparation of Resolution(s) in advance of a triennial General Assembly in conjunction with other ISCs;
- b) Prepare and submit nominations for Honorary Membership prior to a triennial General Assembly in the appropriate format and in the requisite timescale.

#### **4 Activities**

4.1 The Committee shall engage in the following activities:

- a) Research approaches for the protection and conservation of mural painting;
- b) Stimulate interest in mural painting, its value(s), its conservation, and the related fields;
- c) Advocate for at-risk mural painting
- d) Gather and share diverse professional experience and expertise;
- e) Develop mural painting conservation guidance in cooperation with other ICOMOS Scientific and National Committees, taking cultural diversity and sensitivities into account;
- f) Assist new Associate Members and Emerging Professionals in developing their specialization and competence in mural painting conservation.

4.2 These activities shall be included and detailed in the ISC Triennial Work Plan which the Committee shall prepare to coincide with each triennial General Assembly of ICOMOS.

#### **5 Membership**

5.1 The Committee shall be composed of Expert Members, Associate Members, Institutional Members, and Honorary Members. The Committee shall seek to reflect, in its membership and the Bureau, the regional and cultural diversity in the available expertise in the field of conservation of mural painting.

5.2 The Committee may, if it wishes, (but is not obliged to) appoint Institutional Members.

5.3 The Committee may, if it wishes, (but is not obliged to) appoint Honorary Members.

- 5.4 The Committee may, if it wishes, following a decision of the majority of the Expert Members, invite a non-ICOMOS Member to make a significant contribution to the meetings and activities of the Committee. Invited members will be encouraged to apply for ICOMOS membership and will be accorded no voting rights.
- 5.5 Applications for any category of membership must be sent to the ISCMP Bureau, with a copy also sent to the applicant's National Committee, or where none exists, to the International Secretariat. The application should be composed of a cover letter indicating why the applicant is interested in joining the Committee, highlighting any experience with mural painting conservation, and their CV.
- 5.6 The eligibility of applicants will be assessed by a "Membership Sub-committee (MS)", nominated by the Committee and composed of the Bureau and at least 3 expert members.
- 5.7 The Committee shall adopt minimum Criteria for Admission and a transparent and well understood methodology for assessing and verifying individual competencies and expertise of applicants.
- 5.8 In the event of an application for membership being refused by this Scientific Committee, an applicant shall have a right of appeal to the ICOMOS Board (Article 14(b) ICOMOS Statutes).
- 5.9 The rights and duties of Members shall be as follows:

**(1) Expert Members**

- a) ICOMOS Members experienced and engaged in the areas relevant to the objectives of the Committee may apply for Expert Membership;
- b) Expert Members have the right to participate in any aspect of the work of the Committee;
- c) Each National Committee should designate one Expert Member as its voting member for the Bureau;
- d) Only the individual Expert Members designated by National Committees as voting members Bureau may vote at elections of the Committee's Bureau or concerning the amendment of its By-Laws;
- e) Voting Expert Members must be limited to maximum 1 per country. These shall be elected by the corresponding National Committee. When voting on any issues and decisions, other than the election of ISCMP's Bureau or amendment of the Committee's By-Laws, all selected Voting Expert Members shall have a vote. However, the Bureau shall be responsible for all decisions in relation to hosting annual meetings and proffering ISCMP's aegis on meetings organized by members.

**Expert Members Criteria for Admission**

- a) Expert Members shall be accepted based on their individual profile, in particular their knowledge of and/or associations with mural painting conservation; all Expert Members must be current members of ICOMOS and meet the International Scientific Committee's (ISCMP) Criteria for Participation.
- b) Expert Members may come from all professions related to the conservation of mural paintings and should have contributed significantly to the field;

- c) Expert Members are required to fulfill at least one of the following conditions in addition to the Criteria for Admission:
  - a. have 10 years of experience in the field of conservation of mural paintings, represented by work at more than 10 relevant worksites
  - b. have more than 10 relevant studies dedicated to mural painting conservation,
  - c. have more than 10 publications in the field published in peer-reviewed scientific journals or in proceedings of international congresses devoted to conservation issues.

## **(2) Associate Members**

- a) Associate Members do not have voting rights;
- b) When appropriate, an ISC may ask a National Committee to designate one or more Associate Members to help build up particular expertise in countries where such a need exists.
- c) The Committee will strive to incorporate Associate Members' participation in its work;

### **Associate Members Criteria for Admission**

- a) ICOMOS Members that are primarily working in the field of conservation of mural painting conservation who lack the qualifications to become Expert Members, may apply to become Associate Members either upon personal application or proposal by the National Committee to which they belong;
- b) An associate member who is eligible to be an expert member at any time may be promoted to an expert member by the Membership Sub-committee (MS) of ISCMP.
- c) Associate members who consider themselves eligible to become an expert member may apply to the Membership Sub-committee (MS) of ISCMP with an updated CV and credentials, for approval.
- d) Associate Members shall be accepted in unlimited number.

## **(3) Institutional Members:**

- a) When in the interests of ICOMOS and of ISCMP, and at ISCMP's discretion, the category of Institutional Membership may be established;
- e) The Bureau of ISCMP, may opt to invite an Institution to become an Institutional Member of the Committee for one triennium, and the membership may be renewed indefinitely for additional three-year periods;
- f) An Institutional member may designate from its staff one person with the required qualifications to be its representative and spokesperson in the Committee;
- b) Institutional Members do not have voting rights.

## **(4) Honorary Members**

- a) Honorary Members may be elected by the Bureau of ISCMP and may participate in all activities of the Committee;

- b) They do not need to be members of ICOMOS and are appointed in recognition of the services and/or in recognition of outstanding achievement in the field covered by the aims and activities of ISCMP;
- c) Honorary Members may use the title: "Honorary Member, ISCMP";
- d) Honorary members do not have voting rights.

## **6 The Bureau**

- 6.1 The Bureau shall be elected by the Expert Members with voting rights. It is comprised of a President, Vice President, Secretary, and Treasurer, and leads each of the broad research categories of ISCMP's scientific program. Only Expert Members can be elected to the Bureau.
- 6.2 Members of the Bureau should represent different countries, and wherever possible at least three geographic regions.
- 6.3 The Bureau can propose the formation of sub-Committees; this should be validated by the Voting Expert Members of the Committee.
- 6.4 The Bureau will establish a Membership Sub-committee (MS) to regularly evaluate ISCMP membership applications and applications of Associate Members of the Committee who wish to upgrade their membership. The MS will include the Bureau and at least 3 nominated Expert Members.
- 6.5 The term of office for the Bureau shall be three years. Bureau members shall be eligible for a maximum of three consecutive terms.
- 6.6 Bureau elections will be held at the end of each three-year mandate. Ad hoc elections can be undertaken in cases of resignation.
- 6.7 Elections shall be conducted by Expert Members that were appointed by their National Committees as voting members, through secret ballot, at an annual meeting or on a date set by the Bureau with provision for proxies or by electronic means. If an election is held by electronic means, votes should be collected by an independent third party agreed upon by all candidates. If no agreement on an independent third party can be reached, the officers of the Scientific Council shall be asked to collect the votes. Elections shall be verifiable.
- 6.8 The Bureau of the Committee shall:
  - a) Register Members to the Committee
  - b) Register Expert Voting Members nominated by National Committees to the Committee
  - c) Withdraw the membership of any Expert Member or Associate Member if she/he/they have not complied with the ICOMOS Ethical Principles (Amended in 2020 Online General Assembly) or the Criteria for Participation in relation to the work of the Committee as set out by these By-Laws. Should the Bureau wish to withdraw the membership of any Expert Member or Associate Member, the Bureau must inform the National or Transnational Committee of that Member (or the Bureau of ICOMOS if this ICOMOS member is from a country where there is no National Committee). Any Member of an ISC affected by the ruling of the Bureau or by a ruling of a National Committee may make an appeal to the Board of ICOMOS. Members who have been removed from the rolls of the Committee may reapply for membership certifying their intent to participate actively in the future;

- d) Convene the Committee meetings in designated locations, virtually, or via other technologies;
- e) Implement the Committee decisions;
- f) Propose amendment to the Committee's By-Laws for approval by the Committee in order to submit to the Scientific Council of ICOMOS and to the Board of ICOMOS for final approval;
- g) Prepare an Annual Report to be submitted to ISCMP Members and to the Scientific Council of ICOMOS for their consideration and approval. The Scientific Council will advise International Scientific Committees of the required format and content of the annual report;<sup>1</sup>
- h) Prepare a triennial work plan, including Committee aims and objectives;
- i) Subscribe at least one Bureau member to the Scientific Council's listserv;
- j) Provide the Scientific Council with any additional data or information requested by them, so as to enable them to carry out their annual performance review effectively;
- k) Provide the Scientific Council with information concerning any involvement the Committee may have in nominations relating to international conventions (inter alia, the Convention Concerning the Protection of the World Cultural and Natural Heritage, the Convention on the Protection of the Underwater Cultural Heritage, and the Convention for the Safeguarding of the Intangible Cultural Heritage), as well as identifying individual members involved in such work;
- l) Ensure that duties of maintaining the archival record and institutional memory of the Committee are allocated appropriately and that appropriate information is disseminated to all members of ISCMP;
- m) Make provision for a Website for ISCMP and if necessary, a listserv.

6.9 The Bureau may receive advice and guidance from the Scientific Council;

## **7 Emerging Professionals**

- 7.1 An Emerging Professional means an individual member of ICOMOS who is either a student or at an early stage of his/her/their professional career.
- 7.2 Emerging Professionals are recognized within ICOMOS to maintain scientific relevance for future generations and to achieve intergenerational engagement to secure the organization's continuity, including through mentorship.
- 7.3 An Emerging Professional may be an Expert Member or an Associate Member and, in this regard, shall have the same rights and obligations that are accorded to each of those types of membership.
- 7.4 The Committee shall encourage Emerging Professionals to join its work, introduce mentorship programs, and strive towards achieving a 20% composition of Emerging

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<sup>1</sup> The annual report must contain as a minimum:

- a) The names and contact details of the President and Secretary of the Committee
- b) The number of Committee members in the current and previous year
- c) A summary of the Committee's activities for the past year, including in particular its annual meeting and any conferences or publications.

Professional Members within the Committee. At least one Emerging Professional shall be invited to join the Bureau of the Committee as an observer without voting rights.

- 7.5 When appropriate, an ISC may ask a National Committee to designate one or more Emerging Professionals to help build up the particular expertise in countries where such a need exists.
- 7.6 A member identified by the Committee as an Emerging Professional shall cease to be regarded in this category after a period of five years.

## **8 Criteria for Participation**

- 8.1 The Committee shall adopt minimum criteria for participation as a means of gauging levels of engagement by Expert and Associated members.
- 8.2 Active participation shall mean attendance at Committee meetings and Symposia, submission of papers or responses to questionnaires in lieu of personal attendance at symposia, undertaking projects on behalf of the Committee at the request of the Bureau, representing the Committee in an official capacity before other bodies, or making substantial contributions to the work of a sub-committee or task group of the Committee.
- 8.3 Non-participatory Members who have not attended or participated in any Committee activities for a year and are non-responsive can be removed from the Committee by the Bureau.

## **9 Triennial Reviews of the Work of International Scientific Committees**

- 9.1 The Committee and its Bureau shall assist the appointees of the Scientific Council with the Triennial Review of the Committee's work under the Eger-Xi'an Principles and the Malta Guidelines, including provision of additional data or interim reports to allow the review to be carried out effectively.
- 9.2 The Committee must implement any necessary measures based on recommendations of the Triennial Review, if agreed by the Scientific Council, the Advisory Committee or the Board of ICOMOS, or provide a reason why this should not be done.
- 9.3 Cases of persistent non-compliance by this Committee in the Triennial Review Process may be referred to the Board of ICOMOS by the Scientific Council or the Advisory Committee for corrective action, as it is only for the Board of ICOMOS to decide whether to endorse the activities of or to dissolve an ISC.

## **10 Cooperation with Other Bodies**

In pursuance of its aims, the Committee will co-operate with:

International Scientific Committees and National Committees of ICOMOS; and

ICOMOS partner organizations and international bodies aiming at achieving what is stipulated in the aims and activities of the Committee. In this regard, such partnership arrangements will require the approval of the majority of the Expert Members.

## **11 Meetings**

- 11.1 The Committee shall meet as often as is necessary to conduct its business and must meet at least once a year for its scientific and administrative agenda. It may hold a maximum of two (2) Extraordinary General Meetings annually, should the need arise.
- 11.2 If the Committee meets more than once in any year it must designate one of those meetings as its Annual General Meeting. Meetings are either in a designated location or – following a decision by its Bureau – organized virtually or via other technological means.
- 11.3 In these meetings, members may vote in accordance with section 5.9 of these By-Laws. All decisions are decided by a simple majority unless specified otherwise in these By-Laws. Electronic consultations leading to decisions may also be invoked and decisions made in such consultations shall be considered valid. Electronic votes of Bureau Members in virtual meetings (or comparable technologies) shall be considered valid.
- 11.4 The minutes of meetings of the Committee shall be signed by the President and put on record by the International Secretariat, as provided for in the ICOMOS Statutes.
- 11.5 The Committee shall address their annual activity report and their work programs for the next year to the International Secretariat, for opinion of the Advisory Committee and approval by the Board of ICOMOS, as provided for in the ICOMOS Statutes.

## **12 Finances**

- 12.1 Should the Committee require funds to support its activities in a given year, the activities of the Committee shall be financed by funds:
  - a) allocated by ICOMOS from its annual budget,
  - b) obtained by the Committee from international and national organizations including ICOMOS National Committees,
  - c) obtained by the Committee on its own initiative such as income from publications,
  - d) obtained from any other source provided by way of gift, bequest, donation or sponsorship and
  - e) from voluntary contributions of ISC members for its funds, but such contributions shall not be a condition of membership.
- 12.2 Members of the Committee are generally expected to obtain the funds necessary to ensure their participation in its activities, in particular their presence at the meetings.
- 12.3 The Committee cannot open a bank account in its name.
- 12.4 The Committee cannot keep funds of the ISC in a personal account. A special account may be set up by the ICOMOS International Secretariat for this Committee as required.
- 12.5 Should this ISC have an association with a partner organization, its funds must be held either by ICOMOS or the partner organization.



- 12.6 The Treasurer of this ISC may liaise with the ICOMOS Accountant at the International Secretariat if necessary, and as follows:
- a) For incoming payments, the Treasurer should inform the ICOMOS Accountant of a payment which is due so that it can be clearly identified and attributed to the appropriate ISC account;
  - b) For outgoing payments, the Treasurer may send the International Secretariat the invoices that the Committee wishes to settle out of its funds or the bank details for electronic transfers together with information about the purpose of the payment;
  - c) The ICOMOS Accountant may prepare the operation for signature by two of the following: the ICOMOS Director General, one of the Directors, and the ICOMOS Accountant;
  - d) The International Secretariat will provide the Treasurer with detailed records on the Committee's funds upon request;
  - e) The annual ISC accounts will be listed in the Annual ICOMOS audited balance sheet;
  - f) Should ISCMP be dissolved, any assets or funds held in the ICOMOS accounts on its behalf may be attributed to the general ICOMOS budget.
- 12.7 The Treasurer shall draw up a budget and financial plan when necessary to be approved by ISCMP and maintain an appropriate record of all financial transactions for the purpose of assisting the Accountant of ICOMOS in the preparation of the annual audited statement.

### **13 Accountability**

- 13.1 The Committee cannot make any agreement or carry out an act that could create a legally binding obligation for ICOMOS without the authorization of the Bureau of ICOMOS.
- 13.2 The Committee shall not use the ICOMOS name in relation to its activities or agreements unless authorized by the Bureau of ICOMOS.

### **14 Language**

The Committee will use English and French as working languages. Use of any other languages will be encouraged.

### **15 Secretariat**

The Secretariat of the ISC will be located at ICOMOS International, 11 rue du Séminaire de Conflans, 94220 Charenton-le-Pont, France.

### **16 Dispute Settlement**

- 16.1 Any dispute arising out of the interpretation of these By-Laws shall be resolved by way of Referral to the ICOMOS Scientific Council. There will also be a right of appeal to the Board of ICOMOS from a decision of the Scientific Council.

16.2 The Referral shall be governed by the ICOMOS Statutes, Rules of Procedure, the Eger-Xi'an Principles, the Malta Guidelines and the Ethical Principles, provided always that nothing in these By-Laws shall be interpreted in any way that might be inconsistent with the realization of the aims of the Committee.

**17 Amendment**

17.1 Proposals for the amendment of these By-laws shall be made by the voting of Expert Members designated by National Committees as voting members at a Meeting with proxies, and/or by postal and electronic ballot. All By-Law revisions shall be submitted through the Scientific Council for the approval of the Board of ICOMOS.

17.2 Any agenda item for amendment of these By-Laws, which is to be discussed and resolved by the Committee, shall be submitted to all Expert Members, to the Scientific Council and the Board of ICOMOS at least ninety (90) days before the date of its discussion.