

INTERNAL REGULATION AS APPROVED BY THE EXECUTIVE BOARD IN BLOIS, MARCH 2013

ELECTION OF OFFICERS IN ICA

The election of officers of ICA is dealt with in Article 10 of the Constitution which also authorises the Executive Board to approve Internal Regulations for the conduction of elections by correspondence, based on proposals from the Secretariat. Weighting of votes of members in different categories is dealt with in a separate Internal Regulation, as specified in Article 4 section 2 of the Constitution

Elections Officer

1. The Elections Officer will be appointed by the Executive Board no later than the General Assembly in the year immediately preceding the elections and an announcement of the appointment will be made at the General Assembly. The Elections Officer cannot be a candidate for any of the elected posts.

Timetable

2. At the General Assembly immediately preceding the elections the Elections Officer shall outline the timetable for the conduct of the elections, prepared by the Secretary General and approved by the Executive Board

Nominations

3. The Secretary General shall publicize the call for nominations, through an e-message to all voting members, and by publishing the profiles of each office on the ICA website, at least eight weeks before the ballot opens. Nominations shall be made in writing by the candidate, specifying the post for which (s)he is a candidate. They should include a brief curriculum vitae (two pages of A4) and a personal statement by the candidate would do in the post if elected (maximum 500 words). These documents should be supplied by the candidate in English and French.
4. Nominations must be supported by three letters of support from other voting members.
5. All documents from the nominee, 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 e-mail to the specific elections address in the ICA Secretariat, or by post to the Elections Officer, at the ICA Secretariat

One Nomination

6. In the event of only one eligible nomination being received by the specified deadline, the Elections Officer shall declare that candidate to have been elected.

No nomination

7. Where there are no eligible nominations 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 nominations, on advice from the Elections Officer. The Executive Board also has the power to nominate to the post, subject to the approval of the General Assembly. **Electoral Register**
8. Before ballot forms are sent to voting members, the Secretariat will publish on the ICA website a complete list of voting members in each category eligible to vote.

Candidate Information

9. Before ballot forms are sent to voting members, the Secretariat will publish on the ICA website the CV and statements of all candidates, and the names of their three supporters. This information will also be sent by post to all voting members, together with the ballot paper.

Conduct of the Ballot

10. Ballot papers shall be sent by post to all voting members at least six weeks before the deadline. The ballot paper will clearly indicate how many votes the member has in accordance with the weighting system. Votes for each office shall be cast by marking the box beside the name of the preferred candidate. Marking a preference for more than one candidate for an office shall invalidate the vote for that office only.
11. Votes may be returned to the ICA Secretariat by post, fax or by an e-mail (quoting the ballot form number) with the completed ballot form scanned and attached in portable document format.
12. All completed ballot papers must be returned to the ICA Secretariat by midnight on the specified deadline.

Counting the Votes

13. The Secretariat will make arrangements to count the votes 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. The scrutineers will report the results to the Elections Officer, on the basis of paperwork prepared by the Secretariat.

Announcing the Results

14. The Elections Officer will inform the Executive Board and the candidates of the resultse within one week of the count, either directly or through the Secretary General.
15. The Secretary General will publish the results on the website at least two months before the next General Assembly, so that appropriate transitional arrangements can be made between the incoming and outgoing office holders.

Fellowships

Purpose

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.

Benefits

2. 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 Annual Conferences and the ICA Congress.

Responsibilities

3. 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.
4. On the recommendation of the Secretary General, 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 Secretary General will be a non-voting ex-officio member of the Committee.
5. 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.
6. The Committee may decide in any given year that no award should be made and communicate that decision to the President.

Criteria

7. 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:
8. Outstanding contributions to the ICA including but not limited to
 - service for at a minimum of 4 years on ICA governance bodies, ICA Branches, Sections, Committees, Working Groups, the Programme Commission or FIDA,
 - authoring or contributing to ICA Publications or Standards,
 - participation in sessions of the CITRA, ICA Annual Conferences, ICA Congresses or other ICA educational opportunities as session chairs, presenters or organisers, or
 - advocating for ICA at a high level with International Governmental Organizations

9. 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
 - authoring or contributing to professional archival and information management publications,
 - participation in archival information management educational and training opportunities as session chairs, presenters, or organisers, or
 - service in governance bodies of national or international archival, information management, library or museum associations or institutions or related educational institutions.

Nomination and Selection Procedures

10. 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 four 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 Secretary General 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.

Presentation

11. 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.