

UMAC BOARD 2019-2022

PROCEDURES FOR ELECTIONS

1. These procedures are intended to guide orderly, fair, transparent and open nominations and elections of the UMAC Board for the period 2019-2022, according to the ICOM Statutes (amended version June 9, 2017), ICOM Internal Rules (amended version June 9, 2017), and UMAC Bylaws (version September 6, 2017).
2. The election of the UMAC Board will be held at the UMAC General Assembly of 3 September 2019, in Kyoto, Japan. The elected Board will serve between 2019 and 2022.
3. The whole process shall be conducted by the Election Committee (EC): Karin Weil (Chile), Chair, and David Ellis (Australia), Vice-Chair, according to the calendar below.
4. Individual candidacies will be open for the following positions: 1 Chair, 2 Vice-Chairs, 1 Secretary, 1 Treasurer, and 3 Ordinary Board Members.
5. Eligibility. Candidates shall: i) be UMAC voting members in good standing* at the time of the candidacy; ii) be endorsed by two ICOM members in good standing (one candidate per endorser); iii) comply with the conditions of UMAC Bylaws Article 5 (see below); iv) be fully aware of the responsibilities and specific tasks associated with the positions, as well as the time and resources required; and, more generally, v) be highly motivated and knowledgeable about the university museums and collections community at global scale, as well as about ICOM.

* UMAC voting members in good standing are ICOM members who a) have selected UMAC as the international committee in which to vote (art. 3 of UMAC Bylaws) **and** b) have paid their ICOM membership fee for the current year (2019). All queries regarding membership status of individual and institutional members should be addressed to the UMAC Secretary: secretary@umac.icom.museum.

6. Candidacies are made through a form that should be completed, signed and sent to the Chair of the EC, together with a CV and a photo, before the deadline.
7. The EC verifies validity of documents and eligibility, informs each candidate, and informs UMAC members.
8. Voting by proxy of UMAC members in good standing shall be allowed, as long as the proxies are sent by email to the Chair of the EC before the deadline. Proxy forms shall be made available in UMAC website.
9. Voting will take place by secret ballot at the UMAC General Assembly in Kyoto, 3 September 2019. Only UMAC members in good standing shall be allowed to vote. Both individual and institutional members are entitled to one vote. Validation, counting and announcement of the elected Board shall be made by the EC.
10. According to the ICOM Internal Rules, article 7, the UMAC Chair is elected first.
11. At the General Assembly, ballots shall be distributed, collected and scrutinised by the EC, which shall also announce the results and write the election minutes to be annexed to the General Assembly minutes. Ballots shall be destroyed.
12. All questions not addressed by these Procedures shall be resolved by the EC.

APPENDIX 1 – UMAC BOARD 2019-2022 CALENDAR ELECTIONS

1 December 2018	Procedures and supporting documents are made available in UMAC website (http://umac.icom.museum/governance/elections/).
1 March 2019	Election Committee sends call for candidates.
30 April 2019	Last day for submissions. UMAC Secretary sends the updated list of eligible candidates (UMAC voting members in good standing) to the Election Committee.
1-15 May 2019	The Election Committee validates documents and eligibility of candidates
16 May 2019	The Election Committee announces the candidates.
1 June-15 July	Proxies are sent to the Election Committee.
15 August 2019	UMAC Secretary sends the updated list of eligible voters (UMAC voting members in good standing) to the Election Committee.
3 September 2019	Elections.

APPENDIX 2

Article 5 – Elections to the UMAC Board

5.1 UMAC Board members must be voting members of UMAC in good standing when candidacy is submitted. They must comply, among others, with the ICOM Internal Rules Art. 7.

5.2 Elections to the UMAC Board shall be held every third year, preferably during the ICOM General Triennial Conference. A call for candidates shall be sent to all voting members, as defined in Article 3, at least four months in advance.

5.3 Elections are supervised by an Election Committee composed of two UMAC individual voting members in good standing who are not standing for office. The Election Committee is elected by the UMAC General Assembly and can be re-elected once.

5.4 The UMAC Chair is elected separately from the other members of the Board. All Board members are elected for three years, and their mandate can be renewed once. A member of the Board may subsequently be elected Chair. However, no one may remain on the Board for more than twelve consecutive years.

5.5 A member of the Board shall cease to hold office if the member: i) resigns from the Board; ii) is no longer a voting member of UMAC. If a member of the Board ceases to hold office, the position may be filled by another UMAC voting member until the next elections.

5.6 UMAC Chair or Board members may not serve in another elected or appointed position in ICOM.