

# ICOMOS International Scientific Committee on Earthen Architectural Heritage (ISCEAH)

## Statutes for the Permanent ISCEAH

Adopted: 15 April 2006

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### 1. Preamble

- 1.A International Scientific Committee (ISC) Definition:** According to the ICOMOS Statutes, “The International [Scientific] Committees are the vehicles through which ICOMOS fulfills its goals by carrying out specialized studies and scientific inquiries in their respective fields on the various issues with which ICOMOS is concerned.”
- 1.B Earthen Architectural Heritage Definition:** For the purposes of the International Scientific Committee of Earthen Architectural Heritage (ISCEAH), earthen architectural heritage is defined as the architectural, archaeological and cultural landscape heritage constructed of unfired clay-/soil-based materials.
- 1.C Compliance:** ISCEAH will operate under the valid principles and ethical statements adopted and applied by ICOMOS for the operation of its International Committees.<sup>1</sup> All members of ISCEAH are required to comply with said principles and statements.

### 2. Goals of ISCEAH

- 2.A ISC Purpose:** The purpose of an ISC is to support the programs of ICOMOS in terms of clarifying and developing philosophy, and researching and sharing experience, scientific knowledge and standards of practice in order to improve the state of conservation. ISCs encourage exchange amongst specialists, by disseminating the findings and products of their work and research to professionals and organizations. ISCs also assist ICOMOS in its other roles in the context of International Conventions and cooperative programs, such as with the World Heritage Convention.
- 2.B ISCEAH Goals:** The goals and expectations of ICOMOS for ISCEAH are that of an ISC: to maintain broad membership, carry

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<sup>1</sup> These include the *Eger-Xi'an Principles for the International Scientific Committees of ICOMOS*, adopted on 21 October 2005 and revised 15 January 2006 to guide the activities of the International Scientific Committees, and the *Ethical Commitment Statement*, adopted in Madrid in November 2002. Voting Members can serve for up to three consecutive three-year terms. Officers can serve for a similar amount of time; however, time spent as an Officer is independent of time spent as a Voting Member.

out scientific inquiries, specialized studies, and to share information thereby contributing to the development of better practice and methods for the protection and conservation of the world's earthen architectural, archaeological and cultural landscape heritage. ISCEAH shall encourage the participation of any person who plays an important role in shaping, maintaining and conserving both the material and traditional knowledge (intangible heritage) of the earthen architectural, archaeological and cultural landscape heritage. Therefore, in addition to worldwide representation within ICOMOS, ISCEAH shall permit master masons and earth crafts persons to participate on the Committee at several levels in accordance with principles set forth in these Statutes.

**2.C Purpose of Statutes:** The Statutes for the International Scientific Committee on Earthen Architectural Heritage are meant to ensure the effective performance of ISCEAH, thereby enabling it to function properly as an ISC and have a positive effect on the conservation of earthen architectural heritage. To accomplish this, the organization of an operational framework for a working secretariat shall be established to ensure effective activity for ISCEAH in accordance with section II.B.9 of the *Eger-Xi'an Principles for the International Scientific Committees of ICOMOS*. In addition to the tasks set forth in section II.B.9, the main areas of responsibility shall consist of the following:

- Membership categories and responsibilities including the election and responsibilities of Officers and Board Members.
- Preparation and execution of a triennial scientific program including cooperation or joint programs with other International Scientific Committees (ISCs).
- Proposal of recommendations and offering of assistance in the organization of regular conferences (Terra) and other venues.
- Coordination of membership elections to ISCEAH by the Secretary.
- Preparation and submission of an annual report to the Scientific Council in accordance with section II.B.8 of the *Eger-Xi'an Principles for the International Scientific Committees of ICOMOS*.

### **3. Membership**

**3.A Structure:** The Structure of ISCEAH shall consist of a two-tier system composed of: a) a Board of Directors with an Executive Committee, and b) General Members, which in turn shall be composed of two categories: (1) Voting Members and (2) Non-Voting Members. The upper tier that consists of the Board and Executive Committee shall require a periodic change of membership with elections held every three years and maximum length of stay in office limited to three consecutive three-year terms.

**3.B Voting Members (VM):** Expert Members shall be Voting Members nominated from two categories of ICOMOS memberships: a) Expert Members nominated from the National Specialized Committees on Earthen Architectural Heritage (NSCEAH) and b) Expert Members nominated from the National Committees (NC). The selection of the Voting Members for ISCEAH shall be open to all members in the respective Committees and shall be representative of the members' respective nationalities.

**3.B1 Expert Members:**

- a. National Committees can propose nominees who will provide the liaison between the international and national activities in the field. However, ISCEAH shall adopt minimum criteria and a transparent and well-understood methodology to assess and verify the individual competence and expertise of applicants to encourage National Committees to nominate professionals and experts rather than solely political appointees.
- b. Nominees for ISCEAH shall also include members from each active NSCEAH.
- c. Experts Members may be nominated by their National Committee, NSCEAH, be self-nominated, or directly invited by the ISC. National Committees will have the right to be represented by a minimum of one member.
- d. There shall be an unlimited number of Expert Members who will have the right to vote and to participate in any aspect of the work of the committee.
  1. In the case of Board elections, only one Expert Member per National Committee has the right to vote. Therefore, those Expert Members shall be the ones appointed by their National Committee (NC-designated).

**3.B2 VM Qualifications:** Qualifications for nomination to ISCEAH will comply with the ICOMOS Statutes (Article 6.a.1: “Individual Membership shall be open to any individual engaged in the conservation of monuments, groups of buildings and sites (as defined in Section II, article 3) as a member of the scientific, technical or administrative staff of national, regional or local monuments, fine arts or antiquities services, a decision-maker or a specialist engaged in the conservation, restoration, rehabilitation and enhancement of monuments, groups of buildings and sites, including, as appropriate, architects, town planners, historians, archaeologists, ethnologists, and archivists. Individual membership may be accorded in exceptional cases to other individuals interested in supporting the aims and objectives of ICOMOS...”).

- a. Voting Members are required to be members of ICOMOS in good standing.
- b. The minimum professional and ethical qualifications are the following. University degrees, technical or philosophical diplomas, and apprenticeships (equivalent practical experience) will be acceptable as criteria for nomination. Above all, an ability to demonstrate an active interest in the conservation of earthen structures through active participation, publications, monographs or research is required.
- c. Master masons and earth crafts persons wishing to be elected to the Committee at any level, but lacking qualifications such as degrees or other normally accepted standards referred to above, must demonstrate and present two examples of well-implemented conservation projects, be of good reputation and be recognized for conservation science or craft skills in their own field.

**3.B4 VM Responsibilities:** All Voting Members are an essential part of the electoral process of the Board and are expected to participate and remain active.

**3.C Non-Voting Members (NVM):** Non-Voting Members shall be elected from the following categories of members: a) Associate Members and b) Honorary Members.

**3.C1 Associate Members:**

- a.** Associate Members shall consist of ICOMOS members who have demonstrated an interest in the field but are not yet considered international experts.
- b.** Associate Members shall undergo an apprenticeship thereby enabling a new generation of practitioners to be trained.
- c.** Associate Members may be invited to participate in Committee meetings and activities.
- d.** Under certain circumstances, the Board may also vote to appoint an individual who is not a member of ICOMOS, but has recognized expertise in his/her field, such as artisans, work-masters, and cultural historians, as an Associate Member. Non-ICOMOS Members shall be encouraged to apply for ICOMOS membership.
- e.** Associate Members are entitled to petition the Board to become Non-Voting Members. Submission of a CV will be required along with a letter detailing the candidate's interest and request for membership. The Board shall approve a nominee's application for Associate membership by majority vote.
- f.** There shall be an unlimited number of Associate Members who are Non-Voting Members.
- g.** Associate Members shall be reviewed during either the General Assembly or Terra conference for level of participation, at which time if appropriate, they may be recommended for nomination as Expert Members.

**3.C3 Honorary Members:**

- a.** Honorary Members may be proposed for election by Expert Members of the Committee based upon recognition of their services.
- b.** Honorary Members shall include former Officers or members whom, because they have exceeded their length of term, can no longer be regular Voting Members.

- c. In addition, Honorary Members who have exceeded all term limits can be re-elected as regular Voting Members after a period of three years as an Honorary Member. (However, it is possible that former Officers may continue to vote if they have not exceeded their permitted length of term and are re-elected as regular Voting Members.)
  - d. Honorary Members shall be elected by a majority vote of the Board.
  - e. Honorary Members shall be reviewed every three years by the Board for their continuing participation and relevance within the field. The review will coincide with either the General Assembly or Terra conference cycle.
  - f. There shall be an unlimited number of Honorary Members who may participate in all activities of the Committee except elections.
- 3.C4** NVM Qualifications: Non-Voting Members are not required to be members of ICOMOS, but if they have a National Committee, they shall be encouraged to join.
- 3.C5** NVM Responsibilities: Non-Voting Members are expected to participate and remain active.
- 3.D** Institutional Members:
- a. Institutional Members shall be Institutions, academic programs, government agencies or any other judicial entity with a mission closely aligned with that of ISCEAH.
  - b. They shall have the right to propose a representative for election to the Committee. The Committee may accept that person as an Expert Member. Submission of a CV of said representative shall be required, in addition to a summary of the Institution's relevance to the field of earthen architectural heritage conservation. The Board will approve the Institution's nominee for representative by a majority vote. Institutional Members will be valid for one triennium and may be renewed by the Board.
  - c. Institutional Members may be either Voting Members or Non-Voting Members. In order for Institutional representatives to become Voting Members, their Institutions must also be Institutional Members of ICOMOS.

- d. Acceptance of an Institutional Member shall be through a vote of the Board.

**3.E Membership Dismissal:** ISCEAH will have the right to dismiss members on the grounds listed below. Such procedures will include notification of the ICOMOS International Secretariat.

**3.E1** Grounds for VM Dismissal: The Board can vote to dismiss a Voting Member if a) the member commits actions which are likely to bring the Committee into disrepute and/or b) if, under normal circumstances, a Voting Member remains inactive for a period exceeding one year.

**3.E2** Grounds for NVM Dismissal: The Board can vote to dismiss a Non-Voting Member if the member commits actions which are likely to bring the Committee into disrepute.

#### **4. Meetings of the Committee**

**4.A General Assembly of Members:** Although an international meeting may be held through the use of electronic media, the General Assembly of Members shall be required to physically meet from time to time. Said meeting shall take place during the triennial cycle of General Assemblies, at which time, ISCEAH shall present its triennial scientific program to the International Executive Committee. The Terra conferences shall provide an additional venue for such a meeting.

**4.A1** Convocation: Electronic meetings of the General Assembly of Members will typically occur on a regular basis via internet chat rooms. Notices of physical meetings at General Assemblies, Terra conferences or other venues shall be posted in on the Internet 14 days prior to said meeting.

**4.A2** Agenda: The agenda of physical or electronic meetings shall be posted electronically within seven days prior to a meeting in order to enable ISCEAH to conduct the meeting properly and effectively.

**4.A3** Quorum: A minimum of 25% of the Voting membership will be required for a quorum of Voting Members.

**4.A4** Elections: The Voting Members of ISCEAH shall elect the leadership, representatives and management of the Committee. Voting Members ensure the fulfillment of the Committee's mission, the implementation of the action plan and activities as part of a commonly agreed upon set of decisions, endorsed by the scientific authority of the leaders

of the Committee as well as the recognition by their peers. The act of voting links the Committee to ICOMOS as well as to the international preservation community as a whole.

- a. The Board will provide peer review to all petitions and nominations of Voting and Non-Voting Members. Members shall be elected by a majority vote of the Board.
- b. The Board shall review membership periodically. The Board shall be entitled, by a majority vote, to remove members who do not comply with the minimum requirements set forth by the Committee.
- c. Non-Voting Members may petition to be permitted to sit on the Board as Temporary Non-Voting Board Members for specified terms of office. The Board will elect Temporary Non-Voting Board Members as required to fulfill programmatic needs for specified terms of office.

**4.A6** Resolutions and Recommendations: Resolutions and recommendations resulting from the research and work of ISCEAH shall be disseminated in a timely fashion to ICOMOS, the Committee members and pertinent organizations via electronic means as well as through conference proceedings.

**4.B Board of Directors (BoD):** The Board of Directors shall consist of the Officers of the Executive Committee and the members of the Board. The Board will consist of 20 to 30 Voting Members, with key international representation. The Board shall permit multiple representations from one country where it is proven to be practical.

**4.B1** Elections: The Board will be elected by the Voting Members who have been appointed by their National Committee (NC-designated). Only one Voting Member per National Committee is eligible to vote for Board members. The Board shall nominate and elect the Executive Committee from amongst the Board Members.

- a. The Voting Members will provide the nominations for the Board Members from amongst the Voting membership. These nominations shall be evaluated by a nomination sub-committee of the Board. Nominations shall require one member who initially nominates a candidate (hereinafter: the “proposer”)

and another member must then second the nomination (hereinafter: the “second”). All nominations shall include a summary of the nominated candidate’s qualifications.

- b.** Nominations for Board Members shall be posted electronically with a call for elections and a four-week deadline for casting votes. At the close of polls, nominees with the majority of votes shall become the Board Members.
- c.** Nominations for Officers to the Executive Committee Nominations shall be accomplished via a proposer and a seconder. The names of those nominated shall be posted electronically with a call for elections and a four-week deadline for casting votes. At the close of polls, nominees with the majority of votes shall become the Officers.
- d.** The first election shall be called by the Transitional Committee Vice President (January/February 2006), and thereafter, by the Secretary of ISCEAH.
- e.** Time spent serving on the Transitional Committee shall not be counted towards term limits.

**4.B2** Officers: The Executive Committee (EC) shall be composed of Members of the Board.

- a.** EC Attributes: There will be a minimum of three Officers: President, Vice President and Secretary. In addition, a Treasurer may be elected if the need arises. There will also be specialist Chairs elected to lead each of the broad research categories of the scientific program. These individual Officers elected from and by the Board Members will comprise the Executive Committee of the Board.
- b.** Efforts will be made to constitute the Executive Committee on the basis of worldwide representation.

**4.B3** Responsibilities: Responsibilities of the Board are to assist the Executive Committee in the organization and management of ISCEAH and its programs in order to address issues related to the conservation of earthen architectural, archaeological and cultural landscape heritage while supporting the scientific mission of ICOMOS.

- a. Responsibilities of the Executive Committee are to organize and manage the Board and provide leadership for ISCEAH.
  - b. If the President cannot fulfill his/her duties, it is the responsibility of the Vice President to temporarily take over the role of the President until such time as elections can be held for a new President.
  - c. A Treasurer, if needed, shall be responsible for the monetary transactions of ISCEAH.
- 4.B4** Meetings: Since it is unlikely that a full Board shall physically meet on a regular basis, electronic voting shall be permitted.
- a. The quorum for the Board will be 25%.
  - b. The Executive Committee will meet electronically or physically to review its activities on a quarterly basis. The Board will meet at least bi-annually, electronically or physically.

## **5. Scientific Activities**

**5.A Scientific Program:** The ISCs are required to have a program and are expected to contribute to the development and implementation of an overall Scientific Development Strategy for ICOMOS. The program for ISCEAH may include training, field projects, organization of conferences and seminars, publications, research, websites, methods for response to requests for assistance, etc, and said program shall be implemented for three-year intervals. The development of guidelines and principles for the conservation and management of earthen architectural, archaeological and cultural landscape heritage is also an area of activity for ISCEAH to contribute to ICOMOS's overall programs.

**5.A1** The Executive Committee is responsible for establishing and implementing a scientific program. Proposals for each triennial scientific program may be solicited and accepted from the Scientific Council, as well as the General Membership, and voted on by the Board. The triennial scientific program shall be presented for adoption to the ICOMOS International Executive Committee at the General Assembly.

**5.A2** The Executive Committee shall be responsible for recording and reporting the activities of ISCEAH's scientific program to ICOMOS, the ICOMOS International Executive Committee,

ISCEAH members, and the related preservation community as a whole.

**5.B Committees:** The ISCEAH scientific program will be subdivided into broad areas of interest. These will be lead by elected specialist Chairs, who will thereby become Officers on the Executive Committee.

**5.B1** The President will have the right to appoint Board Members and Temporary Non-Voting Board Members to lead additional sub-committees as deemed necessary to carry out the work of the Committee.

**5.C Conferences:** The event that is most closely associated with ISC (Earth) is the Terra conference, which takes place approximately every three years. The Board is responsible for assisting in the organization of the Terra conferences. ISCEAH will assume the lead role in strengthening, supporting, shaping and implementing the participation of ICOMOS in the Terra meetings.

**5.C1** ISCEAH shall also assist in the organization of training workshops, regional conferences, etc, as stated in Institutional Agreements.

**5.D Partnerships:** Collaborative themes between ISCs shall be identified and developed. These common themes may be initiated by the ICOMOS Scientific Council, which will seek collaboration from ISCs to carry out joint scientific programs where pertinent.

**5.D1** The Board may enter into temporary or permanent bilateral or multilateral partnerships with any institution, agency or organization involved in the conservation of earthen architectural heritage, including regional associations or networks, foundations, universities, institutions, etc. These partnerships may include Institutional Partnerships as set forth under the Rules of Procedure below. Institutional Partnerships will be approved by majority vote of the Board. Institutional Partnerships shall in no way limit the independence of action and thought of ICOMOS and ISCEAH.

## **6. Reporting Procedure**

**6.A To Members:** Reporting to Members will occur through meeting rooms established on the Internet. It will be the responsibility of the Secretary to coordinate and manage communications between the various meeting rooms and the two tiers of membership in general.

**6.B To ICOMOS:** The Board is required to produce and submit an annual report to the ICOMOS International Executive Committee. The Secretary is required to archive the transactions of ISCEAH in electronic format so that the record of the work of the Committee is readily accessible to the International Executive Committee and to changes in leadership of the Committee.

## **7. Organization**

**7.A Rules of Procedure:** The Executive Committee will have the right to change or re-draft the Rules of Procedure, which are separate and apart from the Statutes. The Rules of Procedure are as follows:

**7.A1** An unlimited General membership shall consist of two parts: Voting and Non-Voting Members. In addition, the Board of Directors shall lead the Committee. The various levels of membership will be defined by electronic contact admission.

a. The Board shall operate in a closed room. The second tier shall establish secondary self-ordering “meeting rooms,” and there shall be a direct flow and exchange of information between the two tiers with regard to the scientific program’s topics of focus. These exchanges of information shall enable the Board to make fully informed decisions and provide the opportunity for publishing transactions and conclusions of the Board in the near-public domain of the broader membership “meeting room.”

b. Chairs within the Executive Committee will manage the topics of research, and members of the second tier meeting rooms may divide into the domains of one or more topics. Ultimately, aside from a general interest body, the specialist research areas will evolve into their own “meeting rooms” developing into a manageable system.

**7.A2** National Specialized Committees: ISCEAH shall actively encourage National Committees to initiate, among their membership and in the national context, the establishment of a specialized group to deal with issues related to the earthen architectural, archaeological and cultural landscape heritage within the mandate of ICOMOS. Energetic and active practitioners in countries without National Specialized Committees shall be identified and encouraged to form or join said National Specialized Committees. Establishment of NSCEAHs is an example of how ISCEAH can connect to the

National Committees. The new National Specialized Committees shall have the right to nominate candidates to be approved by the Board.

**7.A3** Institutional Partnerships: ISCEAH may enter into temporary or permanent Institutional Partnerships with Institutions, including regional associations or networks, foundations, universities, etc, whose work, mission, and/or resources may help advance the goal of ISCEAH. Institutional Partnerships shall in no way curb or limit the independence of action and thought of ICOMOS and/or ISCEAH. Institutional Agreements can include a level of Temporary Non-Voting Board membership to support specific partnership initiatives for defined terms of office.

**7.A4** Terra Conferences Organization: The Terra conference is an important opportunity to enhance professional and scientific exchange and cooperation with other partner organizations. ISCEAH shall assist ICOMOS to organize the Terra conferences, of which ICOMOS is a partner. At regular intervals, the Board will issue a Request for Proposals and then review these proposals, as well as the collaborative role of Institutions wishing to participate in the sponsorship and co-organization of a conference. On this basis, the Board will propose recommendations to the International Executive Committee, so that ICOMOS can formalize its involvement in relation to the other partners of a Terra conference.

a. ISCEAH shall participate in the organization of Terra conferences by creating a sub-committee to assist the conference host in proposing program content, recommending and reviewing the selection of speakers, soliciting sponsoring organizations, reviewing the conference budget and venue for adequacy, requesting financial assistance for participants from developing countries, and providing peer review for submitted papers.

**7.B Amendment of Statutes:** ISCEAH shall be governed by these Statutes. The Board shall be entitled to amend the Statutes by a 2/3 vote by the Board.

**7.B1 Board Members Eligible to Vote:** Specifically for amendment to the Statutes, only Board Members that are appointed by their National Committee (NC-designated) are eligible to vote.

**7.C Termination:** Under exceptional circumstances, this Committee can be terminated by the ICOMOS International Executive Committee through enactment of Article 14.b of the ICOMOS Statutes.