

## **Bylaws of the CIDOC CRM Special Interest Group (SIG) - October 2025**

### *Article 1 Relationship with ICOM Documentation*

The CRM-SIG is a working group of ICOM Documentation, cf. the statutes of ICOM Documentation Article 8: Working groups

### *Article 2 Composition*

The affairs of the CIDOC CRM Special Interest Group (CRM SIG) shall be governed by a Steering Committee.

#### **2.1 The CIDOC CRM Special Interest Group**

The CIDOC CRM Special Interest Group (SIG) is a volunteer community dedicated to the development and maintenance of a common standard for integrating cultural heritage data. The SIG works under the aegis of ICOM Documentation, a committee of the International Council of Museums (ICOM). Membership in the CIDOC CRM SIG is on an institutional basis and its membership includes private and public institutions associated with the research and documentation of the human past. The SIG meets at least twice a year, the meetings being hosted by the member institutions of the SIG.

#### **2.2 The Steering committee**

The Steering Committee shall consist of the following elected officers:

- Chair
- 2 Deputy Chairs
- Secretary

#### **2.3 Eligibility**

Only individual (personal) members of ICOM Documentation in good standing are eligible to stand for election as Chair or Deputy Chair.

#### **2.4 Term of Office**

Members of the Steering Committee shall be elected for a period of three (3) years. Chair and Deputy Chairs may be re-elected once in the same position and shall not serve in the same position for more than six (6) consecutive years, nor remain in office for more than nine (9) years in total.

#### **2.5 Termination of office and vacancy**

A member of the Steering Committee shall cease to hold office if the member:

- Resigns from the ICOM Documentation (voluntary resignation);
- Is no longer a voting member of the ICOM Documentation,
- Fails to attend three or more successive meetings of the CRM-SIG without justification (compulsory resignation).

If the Chair resigns then the remaining members elect one of the Deputy Chairs as Chair for the rest of the term. If any other officer resigns then the committee may co-opt a new member.

### *Article 3– Responsibilities*

#### **3.1**

The Steering Committee shall be responsible for the overall management and coordination of the CRM SIG, including but not limited to:

- Planning and organizing regular SIG meetings (at least twice yearly)  
Participating in and offering guidance for the issues related to the ontology and its application, following the established principles of the group through the formulation of issues, participation in issues discussion

and resolution.

Active participation in CRM SIG meetings

- Attracting members, experts and guests from diverse related disciplines to participate in CRM SIG meetings
- Overseeing the technical infrastructure necessary for the use, maintenance, and dissemination of the CIDOC CRM and its related models.
- Supervising and providing strategic guidance to editorial teams and working groups.
- Ensuring that the CRM SIG fulfills its objectives in accordance with ICOM Documentation and ICOM statutes.

#### *Article 4 – Elections*

##### 4.1

Elections for the Steering Committee shall be held every third year preferably one month before the ICOM Documentation's AGM that occurs during the ICOM Documentation Conference.

##### 4.2

The election process shall be coordinated by a nomination committee, appointed by the current SIG Membership.<sup>1</sup>

##### 4.3

The call for nominations shall be issued at least three (3) months prior to the election date and closed one (1) month before the election date

##### 4.4

Voting shall be conducted electronically, in a secure and transparent manner, and open to all Voting Members of ICOM Documentation and to the representatives for the Institutional members of the CRM-SIG.

##### 4.5

The result of the elections is presented as a part of the annual report for approval at the AGM of the ICOM Documentation.

#### *Article 5 – Officer Roles and Responsibilities*

##### 5.1 Chair

The Chair shall serve as the principal officer of the CRM SIG and provide strategic leadership and oversight. The Chair's responsibilities include:

- a. Convening and presiding over meetings of the Steering Committee and the CRM SIG.
- b. Representing the CRM SIG in official communications with CIDOC, ICOM, and external organizations.
- c. Ensuring that the SIG's activities align with its mandate from ICOM Documentation and support the development, maintenance, and dissemination of the CIDOC CRM and its extensions as international standard or ICOM Documentation recommendations, with high professional quality and neutral to particular projects.
- d. Providing final approval on major policy, editorial, and strategic decisions in consultation with the Steering Committee.

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<sup>1</sup> The interim steering committee to determine what the electorate will be.

- e. Reporting to the ICOM Documentation Board and asking for approval, if necessary, as adequate to the issue.

## 5.2 Deputy Chairs

The Deputy Chairs shall support the Chair in fulfilling the duties of the office and serve as deputy in their absence. The Deputy Chairs' responsibilities include:

- a. Assisting in the planning and facilitation of SIG meetings and their agendas, workshops, and working groups.
- b. Coordinating assigned areas of responsibility such as editorial processes, technical infrastructure, or community outreach.
- c. Acting as liaison to other ICOM Documentation Working Groups and relevant external communities.
- d. Assuming the duties of the Chair when delegated or when the Chair is unavailable.
- e. The CRM SIG may distribute some focus of responsibilities between the Deputy Chairs and assign respective tasks as adequate for day-to-day business.

## 5.3 Secretary

The Secretary shall be responsible for the administrative and record-keeping duties of the CRM SIG. The Secretary's responsibilities include:

- a. Recording, distributing, and archiving the minutes of Steering Committee and CRM SIG meetings.
- b. Maintaining accurate records of members, elections, decisions, and official documents.
- c. Organizing logistics for meetings, including editing of agendas, participant communications, and voting procedures. Coordinating the announcement and administration of elections in collaboration with the Steering Committee.

## Article 6

The content of this document and the rules it specifies for governance of the CRM SIG can be modified by the usual procedure of the group of raising an issue for change, in coordination with the ICOM Documentation board, and agreeing by vote. This then must be ratified with the AGM of ICOM Documentation.