



INTERNATIONAL COMMISSION ON GEOHERITAGE (ICG)

STATUTES 2021

(Revision November 2021)

CONTENTS

1. Preamble
2. Purpose and Objectives
3. Organisation
 - 3.1. Executive Committee / Governing body
 - 3.2. Subcommissions
4. Establishment and Dissolution of Constituent Bodies
5. Terms of Office, Elections and Voting
6. Professional Behaviour
7. Ratifications
8. Meetings
9. Annual Reports
10. ICG Website as an Official Archive
11. Entry into Force and Amendments to Statutes

1. PREAMBLE

The International Commission on Geoheritage (ICG) is a permanent commission of the International Union of Geological Sciences (IUGS). The ICG was founded at the 35th International Geological Congress (Cape Town, South Africa) in 2016.

The organisational bodies referred to in the statutes are defined as follows:

a. The **Executive Committee** of ICG comprises three elected officers (Chair and two Vice-Chairs) and a Secretary General (appointed by the Chair), who are responsible for the objectives, purpose and daily operation of the commission.

b. The Commission comprises **three Subcommissions**:

- 1) Subcommission on Sites (SS),
- 2) Subcommission on Heritage Stones (HSS)
- 3) Subcommission on GeoCollections (GCS).

These three Subcommissions are organisational bodies with specific, long-term scientific tasks. Each subcommission is managed by a subcommission chair, a vice-chair and a secretary. The unique and general statutes of the ICG define Subcommission's rules.

c. The **governing body** of ICG is composed by the officers of the Executive Committee and the chairs of each Subcommission, and is hereafter named the Voting Commission.

2. PURPOSE AND OBJECTIVES

Commission on Geoheritage is a body of experts on Geological Heritage founded for the purpose of establishing and maintaining global standards in Geoheritage as well as promoting and coordinating long-term international cooperation.

The most important practical activity of the ICG is the development of specific programmes for the selection and recognition of:

- 1) IUGS Geological Heritage Sites
- 2) IUGS Heritage Geocollections
- 3) IUGS Heritage Stones

Each subcommission is responsible to run successfully each of the three programmes. Each subcommission must define global standards and procedures for the application and evaluation by experts and voting members.

The Commission on Geoheritage endeavours to promote and co-ordinate these activities at the international, national and regional level through promoting research, workshops, conferences and publications, as well as through training and other educational activities.

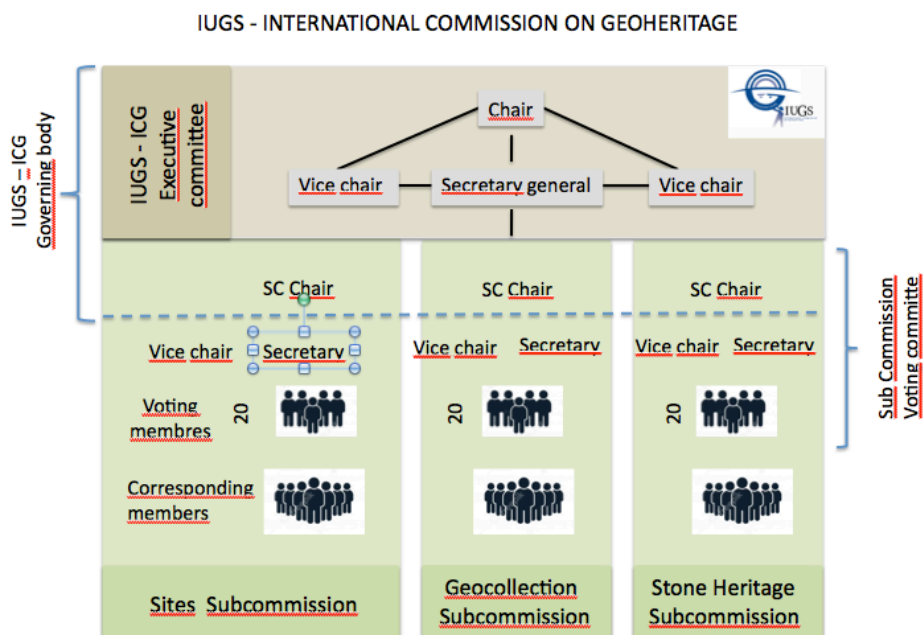
Crucially, the Commission on Geoheritage intends to actively collaborate with and seek partnerships with other commissions, organisations and networks at all scales, from local to regional to international, which are active within the field of Geoheritage and related disciplines to achieve such aims.

Its principal objectives are:

- (a) Establishment of global standards for the recognition of IUGS Geological Heritage Sites, Heritage Geocollections and Heritage Stones.
- (b) Compilation and maintenance of a IUGS Geoheritage database for the global Earth Science community.
- (c) Promotion, dissemination and education in Geoheritage through participation and organization of meetings and international conferences on Geoheritage.

The scientific activities shall be carried out through projects and meetings arranged in collaboration with IUGS-affiliated organisations, IUGS-joint programmes, non-governmental bodies and inter-governmental bodies.

3. ORGANIZATION



3.1. EXECUTIVE COMMITTEE / GOVERNING BODY

The **Executive Committee** of Commission on Geoheritage comprises three elected officers (Chair and two Vice-Chairs) and a Secretary General (appointed by the Chair) responsible for the objectives, purpose and daily operation of the commission.

Other than each Subcommission activities the executive Committee should have a broad view of the common strategy of the commission. Commission on Geoheritage officers together with the Subcommission chairs will comprise the governing body, which will have the right to vote for the daily and strategic decisions of the commission.

The past chair will ordinarily become consultant ex-officio member of the Executive Committee but will have no right to vote.

All officers serve in an individual capacity with no conflict of interest.

3.1.1 Chair

The chair shall be the chief executive officer of COMMISSION ON GEOHERITAGE. The chair shall be responsible for the leadership and management of its activities within the scope of the authority delegated by IUGS.

The chair is responsible for the institutional representations of IUGS-COMMISSION ON GEOHERITAGE with other organizations. The chair might delegate part of this representation among the officers of the governing body.

The chair shall solicit the advice of the governing body, when necessary, for the administration of COMMISSION ON GEOHERITAGE and consult with it on matters of major policy and scientific programmes either by correspondence or by meetings.

3.1.2. Vice-Chairs

Two Vice-Chairs shall serve as chairs for the remainder of the term of office if the position of chair should become vacant. The Vice-Chairs assist the chairperson with their regular duties, activities and work.

3.1.3. Secretary General

The secretary general is appointed by the chair of the commission, and shall assist the chair in administrative and scientific work, and keeps the financial account. The secretary general shall record the minutes of meetings and organises the votes within the Commission. The secretary general is in charge of all the daily work and communications with subcommissions as well as keeping all the procedures in time and all the documents in order.

The secretary general serves as the treasurer of the Commission and is in charge of the Commission finances.

3.1.4. Subcommission chairs

The chair of each subcommission is in charge of daily management of the activities of the subcommission. Subcommission Chairs are members of the Governing Body of the Commission on Geoheritage.

3.1.5. Past Chair

The past chair will ordinarily serve as consultant ex-officio member of the Executive Committee for the four-year period following his/her term as chair.

3.2 SUBCOMMISSIONS

Subcommissions of Commission on Geoheritage are organisational bodies with specific, longer-term scientific tasks such as the recognition and proposal of:

- 1.- IUGS Geological Heritage Sites / Subcommission on Sites
- 2.- IUGS Heritage Geocollections / Subcommission on Geocollections
- 3.- IUGS Heritage Stone / Subcommission on Heritage Stones

Each subcommission must define the operational guidelines for its own program of IUGS recognition. The guidelines of the program must be accepted by the Executive Committee and must include at least the following sections:

1. Definition.
2. Global standards /criteria for the recognition.
3. Identification, application and evaluation procedure.

3.2.1. Subcommittee Chair

The Chair shall be the leader of the Subcommittee. The Chair is responsible for the execution of agreed-upon scientific goals and the preparation and the contents of annual scientific and financial reports of the Subcommittee. In consultation with all voting members of the Subcommittee, the Chair shall establish work plans and operating budget requests for the following year.

The Chair will represent the Subcommittee in the Commission on Geoheritage Governing body and in national and international meetings and conferences.

3.2.2 Subcommittee Vice-Chair

The Vice-Chair shall serve as Chair for the remainder of the term of office if the position of chair should become vacant. The Vice-Chair assists the chairperson with regular duties, activities and work.

3.2.3. Subcommittee Secretary

The Secretary is appointed by the Chair of the Subcommittee, and shall assist the chair with scientific and administrative duties, and is responsible for the organisation of votes within the Subcommittee. The Secretary is in charge of the daily work of the Subcommittee, especially regarding to all the documentation related to the programs of recognition. Managing the flow of documents and meeting deadlines are the most important tasks of the secretary.

3.2.4 Voting members

They consist of international experts representing different geographic areas of the world (around 20) and include the Chair, the Vice-Chair and the Secretary. They are a fundamental part of the activities of the Subcommittee including the IUGS recognition programs. Their main duties are:

- 1) Contribute to the identification, proposal and approval of candidates for IUGS recognitions.
- 2) Participation in Subcommittee meetings and voting on IUGS Geosites, Geocollections or Heritage Stones recognition. They are expected to analyze all the candidates and participate in discussions.
- 3) Voting for the officers and voting members of the Subcommittee.

Membership may be terminated if a voting member fails to participate in one voting meeting or does not answer to the communications of the chair or the secretary of the Subcommittee. Membership may also be terminated for conduct judged to be unprofessional by the Commission on Geoheritage Executive Committee in consultation with the Subcommittee chair.

3.2.5 Corresponding members / Consultants

The Subcommittee shall maintain a list of corresponding members; they will be active participants in Subcommittee activities even they are not voting members. The Subcommittee may call upon outside experts for advice.

4. ESTABLISHMENT AND DISSOLUTION OF COMMISSION ON GEOHERITAGE CONSTITUENT BODIES

4.1. SUBCOMMISSIONS

New Subcommissions shall be established when the Executive Committee is convinced of the necessity, and makes a recommendation for the establishment of a new Subcommittee first to the governing body and then to IUGS. When consent is given by IUGS, the Commission on Geoheritage Executive Committee shall appoint a Subcommittee chair, vice-chair and secretary. For subsequent terms of office, elections shall be held within the Subcommittee by a quorum of its own voting members. Voting members of a newly formed Subcommittee are appointed by its officers.

The dissolution of Subcommissions requires the consent of IUGS, based on recommendations by the Commission on Geoheritage Executive Committee. The Executive Committee may dissolve a Subcommittee upon completion of its entrusted mandate or if the Subcommittee is inactive. A Subcommittee is considered inactive when it no longer elects executive officers, submits annual reports or no longer responds to communications and ballots from the Executive Committee.

4.2. WORKING GROUPS

Working groups may be created within the Subcommittee and must be accepted by the Executive Committee of the Commission on Geoheritage. Working groups are created to achieve a specific task that must be done in a certain period of time.

5. TERMS OF OFFICE, ELECTIONS AND VOTING

5.1. Terms of Office for Officers

The terms of office for the officers of the Executive Committee and the three Subcommissions shall be the period between two International Geological Congress (IGCs), normally four (4) years. All the officers can be re-elected or re-appointed for at most one additional terms of four (4) years. If circumstances necessitate the term of office to begin in the interval between two IGCs, the period of office will not be extended beyond the second IGC after the officer turn began.

5.2. Terms of Office for Voting Members

The terms of office for the voting members of the three Subcommissions shall be the period of four (4) years, and can be extended for a maximum of two turns. New voting members are elected by the current voting members of the Subcommission.

5.3. Election of the Commission on Geoheritage Executive Committee and the officers of the Subcommissions

Six (6) months prior to the International Geological Congress, the Secretary general of the commission shall invite proposals for candidates for the positions of Chair and Vice-Chairs of the Executive Committee and each Subcommission.

The Chair and Vice-Chairs of the Executive Committee and each Subcommission may request re-election for one term beyond their first period of office.

Upon receipt of the candidates the Secretary General shall circulate the proposal of nominated candidates to all the members with the right to vote at least 6 months before the IGC.

.- The ballot for the Chair and Vice-Chair of each Subcommission will be done by the officers and the voting members of each Subcommission. The existing Executive Committee of the Commission on Geoheritage must ensure and approve that the election was made according to the guidelines.

.- The Chair and Vice-chairs of the Commission on Geoheritage will be elected by:

- 1.- One vote from each Subcommission's new elected Chairs.
- 2.- One vote from each officer of the existing Executive Committee.

Candidates for chair of the Commission on Geoheritage must have served as officer (Chair, vicechair or secretary) of the commission or any of the three subcommissions at least for one full turn in the past.

All the election process must be finalized before the deadline set by the IUGS Secretary General, usually at least three months in advance of the IGC.

The election requires approval by IUGS Executive Committee and ratification by the IUGS-IGC Council.

5.4. Election of the Voting Members of Subcommissions

New voting members of Subcommissions are elected by existing voting members, and confirmed by the Executive Committee of the Commission on Geoheritage.

5.5. Voting Procedures in Commission on Geoheritage

The voting members of the Voting Commission and Subcommissions make their decisions by vote. For approval, major decisions, including elections, require a sixty percent (60%) majority of delivered votes, provided that a quorum of 60% has been attained. In cases where no quorum is attained the first time around, a second round of voting is organised. Elections with more than one candidate will require the winner of a relative majority of less than 60% to pass a second ballot listing only him/herself, where he/she has to receive a 60% confirmation.

Voting for yourself is not allowed.

Voting shall be conducted with ballots distributed and returned by email, giving a deadline of thirty (30) calendar days for the receipt of the ballots. Voting Members may vote "yes," "no" or "abstain".

Integrity of the voting process must be maintained. Discussion must take place and allowed to run its course before ballots are distributed. Once ballots are distributed, no materials (whether arguments for or against or one's ballot, e.g. that are intended to influence votes) are to be distributed to voting members. A voting member doing so will have his/her ballot disqualified and the voting member being reprimanded by the appropriate subcommission chair.

6. PROFESSIONAL BEHAVIOUR

It is expected that all voting members and officers of the Commission on Geoheritage and subcommissions will treat others with respect and will maintain the integrity of the voting process when votes are taken. Discussions whether orally or written (e.g. e-mail) can be contentious. Disrespectful and unprofessional comments directed at other individuals are not tolerated. Should they occur, the matter will initially be dealt with by the Subcommission chair, the chair of the appropriate body is then required to report such incidents to Commission on Geoheritage Executive Committee, which after a fair investigation can issue a reprimand or termination of the membership of the guilty party.

7. RATIFICATIONS

7.1. Ratifications by the Commission on Geoheritage

The Commission on Geoheritage Executive Committee ratifies:

- a. Election or appointment of officers in subcommissions.
- b. Election or appointment of voting members of subcommissions
- c. IUGS Geological Heritage Sites / Geocollections / Heritage Stones approved by the Subcommissions.

7.2. Approval by IUGS

- a. The officers elected by the Commission and Subcommissions,
- b. IUGS Geological Heritage Sites, Heritage Geocollections and Heritage Stone selected proposals.
- c. Abolition and establishment of Subcommissions,
- d. The Statutes of the Commission on Geoheritage.

7.3 Ratification by the IUGS-IGC Council

The IUGS-IGC Council must also ratify all the officers of the Commission and Subcommissions.

8. MEETINGS

The Executive Committee shall meet at the request of the Chair or of any two other officers of the Governing Body.

The Chair of Commission on Geoheritage with the advice of the Executive Committee may call formal meetings of the Governing Body. Formal meetings of Commission on Geoheritage that attain a quorum of at least 60% can arrange in-session ballots.

9. ANNUAL REPORTS

9.1. Subcommissions Reports

The chair of each Subcommission shall transmit annual reports to the Secretary General of the Commission no later than the end of November of each year. The annual reports shall include an overview of the scientific activities and achievements, together with the statement of operating accounts, for the current year and work plans and anticipated achievements, with the operating budget request, for the following year.

9.2. Commission Report

The Chair of Commission on Geoheritage shall submit a consolidated annual report to the IUGS Executive Committee at the time stipulated by that IUGS Executive Committee via its secretariat.

The Commission on Geoheritage report shall contain (1) the reports of the individual Subcommissions and (2) an executive document that:

- a. provides an executive summary report,
- b. highlights the scientific achievements of the constituent COMMISSION ON GEOHERITAGE bodies,
- c. communicates all formal decisions taken by the Voting Commission of COMMISSION ON GEOHERITAGE,
- d. reports on administrative matters of COMMISSION ON GEOHERITAGE,

e. provides a consolidated statement of COMMISSION ON GEOHERITAGE's operating accounts for the current year, and

f. submits the work plans and recommends a consolidated operating budget request of the Commission on Geoheritage for the following year.

The Commission on Geoheritage annual report shall be made available to the management of all Subcommissions and posted in the Commission's webpage.

10. COMMISSION ON GEOHERITAGE WEBSITE AND LOGO

The COMMISSION ON GEOHERITAGE website is a fundamental tool for the commission. It is the official archive of the IUGS Geological Heritage Sites, Heritage Geo-Collections and Heritage Stone databases. Initially, the secretary general of the Commission is in charge of maintaining the database.

The Commission on Geoheritage has one unique Logo which represents all Subcommissions. The use of the Logo is legally restricted to activities directly organized by the Commission. Exceptional cases to use our Logo in external activities can be considered and approved by the Governing Body.

11. ENTRY INTO FORCE AND AMENDMENTS TO STATUTES

These statutes are now in force having been approved by the Commission on Geoheritage Governing Body in Zumaia on 18th November 2021 and ratified by the IUGS Executive Committee on 15 March 2022.

Asier Hilario. Chair, IUGS – Commission on Geoheritage Hilario

Angela Ehiling. Vice chair, IUGS-Commission on Geoheritage

Jianping Zhang. Vice chair, IUGS-Commission on Geoheritage

Juana Vegas Secretary General, IUGS- Commission on Geoheritage

Benjamin Van Wyk de Vries. Chair, Subcommission on Sites and Collections

Gurmeet Kaur. Chair, Subcommission on Heritage Stones

Mathias Harzhauser. Chair, Subcommission on Geo-Collections