

The 2013 WCARB Regional Meeting at the NCARB Annual Meeting
US Grant Hotel, San Diego, CA

Friday, June 21 – 12:15 PM

AGENDA

12:15 pm	Delegate Lunch and Regional Meeting	TBD
----------	-------------------------------------	-----

12:45 pm	<ol style="list-style-type: none">1. Meeting Convened by Bob Calvani<ul style="list-style-type: none">• Establish Quorum• Approval of Agenda• Introductions• Approval of Minutes: 3/14/132. Regional Director's Report – Greg Erny3. Regional Chair's Report – Bob Calvani4. State Reports – Anything New & Important Since March5. Executive Director's Financial Report – Gina Spaulding6. Review and Approval of 2013-2014 WCARB Budget7. NCARB Visiting Team and Candidate Visits (throughout meeting)8. Review and decision whether to amend WCARB Bylaws and Rules9. NCARB Resolutions Discussion10. 2014 Regional Meeting Discussion11. WCARB Laudatories12. New Business13. Old Business14. Other
----------	---

4:00 pm	Adjourn
---------	---------

6:00 – 7:00 pm	Regional Receptions	Location in NCARB Meeting Packet
----------------	---------------------	---

Western Conference of Architectural Registration Boards

MINUTES

MARCH 14, 2013

12:30 P.M.

RENAISSANCE HOTEL, PROVIDENCE

MEETING CONVENED BY	Chair Bob Calvani
TYPE OF MEETING	Annual Regional Meeting
ATTENDEES TO ESTABLISH QUORUM (SEE APPENDIX FOR LIST OF ATTENDEES)	Alaska_x_ Arizona_x_ California__ Colorado_x_ Guam_x_ Hawaii__ Idaho_x_ Nevada_x_ New Mexico_x_ Oregon_x_ Utah_x_ Washington_x_ Quorum Established_x_
INTRODUCTIONS	Chair Calvani asked everyone attending the meeting to introduce themselves and identify their jurisdiction. Introductions were made. There were five new members in attendance: Mike Bodelson from New Mexico, Roch Manley from Washington, Jim Mickey from Nevada, Ed Marley from Arizona and Lorin Doyle, Washington's new MBE. The new and returning members were welcomed.
APPROVAL OF THE AGENDA	Motion Made By: Mark McKechnie Second: Jim Oschwald Vote: Passed
APPROVAL OF MINUTES	Motion to Approve Minutes from the June 2012 Meeting in Minneapolis By: Mark McKechnie Second: Patrick Bickler Vote: Passed Amendments: None

Agenda topics

EXECUTIVE COMMITTEE/CHAIR REPORT

BOB CALVANI

DISCUSSION

WCARB Chair Bob Calvani updated the membership about the discussions that occurred at the Regional Leadership meeting in San Diego in October 2012:

- Discussion about regional realignment; whether it made sense to explore balancing the number of jurisdictions within each of the regions, or changing the regional structure to add more or fewer regions. There was a lengthy discussion about the pros and cons of regional realignment, with each regional chair stating that they and their members preferred to keep the regions intact under their current alignment structure.
- Also discussed was the idea that each region would hire its own regional executive director to manage the affairs of its respective region. All regions except for Regions 1 and 2 already have their own regional executive director. Regions 1 and 2 struggle with continuity due to a lack of a central office and the institutional memory that a regional executive provides. Regions 1 and 2 have indicated that they will be exploring the possibility of hiring a regional executive so that they do not need to lean so heavily on NCARB for support.
- Other items of interest were discussed, such as NCARB providing liability insurance to the regions under their umbrella insurance policy, and the pros and cons of incorporating a region. Currently, only Region 3 has incorporated, all other regions operate under NCARB's tax identification number.

Chair Calvani also briefed the membership on the Chairs Meeting that was held in November 2012:

- NCARB's Strategic Plan was discussed, along with NCARB's goal of continuing to facilitate licensure, foster collaboration and its goal of providing a centralized location for credential data, by having jurisdictions share its registrant/licensee data with them.
- Round table sessions were held at the meeting discussing topics such as: AIA/State/Local relations, design/build, military licenses, unlicensed practice, interior architects/architecture, and the definition of "welfare" as it relates to the "W" in HSW.

Calvani reported that the WCARB Executive Committee met in Las Vegas on December 8, 2012 at the office of the Nevada board to put together the agenda for this meeting, review the financials and draft budget and plan the "Golden Nugget" exercise.

The Regional Leadership committee met for the second and final time in January 2013 and discussed the concept of having a "super regional" meeting where NCARB will be responsible for handling the meeting planning particulars such as location, hotel, menus, etc., which will allow the respective leaders of the regions to focus more on meeting content and educational programs, rather than meeting hotel attendance projections. All decisions regarding meeting location, meeting dates and meeting agenda content will be made by NCARB and the Regional Leadership Committee. The experimental meeting format will have all six regions meeting in the same location in independent regional meetings. Having all the regions together in one location will allow opportunities for regions to meet together when they want to discuss items of mutual interest or to get together for an educational opportunity, and it also allows NCARB to have all the regions in one location for combined plenary sessions and the ability to vet proposed bylaw changes and resolutions prior to the Annual Meeting. Also discussed was amending the calendar to move the MBE Workshop in November to the day before the regional meeting. The idea was to shorten the number of meetings MBEs and MBMs attend so that time away from the office is minimized. Tentatively, the 2014 regional meeting will be held either in February or March 2014. The specific date and location has yet to be determined. Mike Armstrong said that he wanted to make it clear to the regions that this experimental calendar is a pilot program. If it works, then it will continue. If it doesn't work, the regions can go back to the previous meeting schedule or figure out another alternative. Also discussed were the pros and cons of all the regions amending their bylaws to be the same, to the extent possible. After much discussion, it was decided by the Regional Leadership Committee to leave this idea alone, as most of the regions had put a lot of thought and energy over the years into amending their bylaws so that they represented their particular region in the best way possible, and the one size fits all approach wasn't really necessary or beneficial to the regions.

REGIONAL DIRECTOR'S REPORT

GREG ERNY

DISCUSSION

Regional Director Greg Erny gave the following report about what the NCARB Board of Directors has been working on over the past year:

- Fiscal Responsibility: NCARB's income was above budget projections and the expenses were below budget projections. Record renewals, transmittals and intern applications are ahead of projections and expenses for those programs have been reduced within their respective budgets. Reserves have increased and NCARB paid down its line of credit.
- Transparency: NCARB has been diligently working on its outreach to constituents by conducting board visits and also hosting boards to dinner at locations where NCARB Board of Director and ExCom meetings are held. They have also increased the timeliness of ongoing electronic communications.
- Strategic Plan: NCARB treats its strategic plan as a living document in which implementation is ongoing. They are currently working on development of performance indicators.
- Technology improvements: NCARB is currently undergoing technology improvements to improve experiences for its certificate holders, interns and members boards.
- 2012 Practice Analysis: NCARB committees are analyzing the data received from the 2012 Practice Analysis. The results will contribute to the future of architectural education, examination, continuing education and the IDP. The practice analysis guided NCARB's contribution to the NAAB Accreditation Review Conference. It has been broken up into four reports: education, internship, examination and continuing education, with the first module, education, just released.
- ARE: In late August 2013, NCARB will roll out "My Examination" which is a new service for ARE candidates to access exam information and schedule appointments. When logged into "My Examination," candidates can see their exam history, rolling clock dates and score reports. So far, the new ARE vendor team appear to be working well. Prometric will continue to provide test delivery, while Alpine testing Solutions will handle candidate and test content management. All member boards have been notified about the upcoming ARE exam blackout period, which will occur from July through August 2013 so that Prometric can transfer candidate data and information to

Alpine. NCARB has been beta testing this changeover and results have been mainly positive with minor, easily addressed problems. Although the blackout is expected to take no more than 8 weeks, the Board of Directors voted to give affected candidates a 12-week extension on their ARE Rolling Clock. Future directions of the ARE: the ARE Desktop has been paused indefinitely. Advances in technology are providing new options for the ARE 5.0, which the NCARB Research & Development (R&D) Committee is working on.

- IDP: News regarding IDP is that an intern think tank has been established wherein twelve interns will take a fresh look at the internship program and offer suggestions to NCARB. Also new to the IDP requirements is a change to the rules relative to academic internships. The rule change eliminates the current 930 hour cap on earning hours while participating in an Academic Internship. Additionally, "hands on" construction experience has been added as a type of supplemental experience that interns can obtain. NCARB has also added a time sheet to the IDP Online Reporting System. Finally, NCARB has instituted an IDP Student Coordinator Pilot Program in which 16 students have been selected for the on-site pilot training program.
- Fees: there will not be any fee increases in 2014, except for ARE rescheduling fees. Greg reminded the region that the membership did vote at a previous annual meeting to increase Member Board Dues incrementally from 2013 through 2017. NCARB's fee amnesty program resulted in over 2,500 record and certification renewals – 64% of which were current interns renewing their records.
- Other: Greg reported that Gina Spaulding received the 2012 President's Medal for Distinguished Service from 2011-2012 NCARB President Scott Veazey.

FINANCIAL REPORT

GINA SPAULDING

DISCUSSION

Gina Spaulding gave the current financial report:

- The budget previously approved by the Executive Committee for the fiscal period of October 1, 2012 - September 30, 2013 was presented to the membership for review and ratification approval. The draft budget for the next fiscal period of October 1, 2013 – September 30, 2014 will be presented to the membership for review and approval at the June 2013 regional meeting in San Diego. Bob Calvani suggested that next year's and future budgets include money for the Education Committee to use in planning educational programs for the region. Motion: Mark McKechnie moved to approve include a line item in next year's budget not to exceed \$4,000 to use for educational programs for the region. Seconded by Mike Bodelson. Vote: Passed. Motion: Patrick Bickler moved to approve ratification of the budget for the fiscal period of October 1, 2012-September 30, 2013 as presented. A copy of the 2012-2013 budget has been appended to this document as Appendix "B."
- The Balance Sheet through March 4, 2013 was provided in the agenda packet for the membership. This statement is appended to the end of this document as Appendix "C." The Profit and Loss statement for October 1, 2012 through March 4, 2013 was also provided and is appended to this document as Appendix "D." The Profit and Loss statement for January 1, 2012 through December 31, 2012 was provided and is appended to this document as Appendix "E."
- Total assets from both the checking and savings account total \$174,001.92. The region is in good financial shape.

NOMINATIONS – FROM THE FLOOR

DISCUSSION

Chair Calvani opened the floor for nominations for the Regional Director and Executive Committee Members for WCARB Region 6:

Bob Calvani nominated Greg Erny for the position, seconded by Richard Rearick. As there were no more nominations, Chair Calvani closed the nominations for Regional Director.

Bob Calvani noted that there currently are two open positions becoming available on the Executive Committee and opened the floor for nominations:

Richard Rearick nominated Jay Cone from Idaho and Paul Jensen seconded.
 Bob Calvani nominated Mark McKechnie from Oregon and Patrick Bickler seconded.
 Greg Erny nominated Bob Calvani from New Mexico and Richard Rearick seconded.

As there were no more nominations, Chair Calvani closed the nominations for the Executive Committee.

Each of the nominated candidates gave their speeches to the group – sharing their educational and work history background information along with their reasons for wishing to serve on the WCARB Executive Committee.

BRIEF STATE REPORTS

DISCUSSION	The State Reports are listed on the WCARB web site. New information from the member boards is as follows:
	<ul style="list-style-type: none"> • Alaska: Trying to get a dedicated investigator for their board. • Arizona: Long time MBE Ron Dahlrymple is retiring in June 2013 and Melissa Cornelius, current Deputy Director will be taking his place as the new MBE. Arizona has recently adopted and implemented IDP. New certification duties have been added to the board pertaining to the alarm industry and for drug lab remediation. • Colorado: Is undergoing the sunset review process. Longtime MBE Angie Kinnaird Linn recently retired. Joyce Young has been named as Colorado's new MBE. • Guam: Has a bill in the legislature for adoption of an energy code (similar to the International Energy Code). Also, a new MBE has been hired, Ray Borja, who formerly served as the board's investigator. • Idaho: The architecture board had some problems with the state engineering association with some housekeeping amendments the architecture board was proposing. MBE Maria Brown will be in attendance for the NCARB ABM in San Diego. • Nevada: A new public member, Sandy Peltyn, was recently appointed to the board. Nevada's Legislature is in session and the board is tracking over 200 bills, especially one relating to necessary fixes needed for a design preference bill previously enacted in 2011. • New Mexico: Wren Propp has been named the permanent MBE for the board. The board has recently hired another person. In order to reach more community, the board holds one of its meetings each year at the School of Architecture. • Oregon: One recent change the board has undergone is a fiscal alignment change so that the board now operates on a calendar year. Firm registrations are now available online. The board is currently working on amending its rules to address electronic signatures and seals. • Utah: Has a new board member, Greta Anderson. Utah has a very young board, with an average board member age of 45. The state recently updated its adopted energy code from the 2006 to the 2012 edition. • Washington: It's been a slow legislative year. The board is still issuing temporary fee reductions due to a surplus in the coffers. The board is discussing practice overlap issues. Washington's new MBE is Lorin Doyle, who replaced Joe Vincent.

GOLDEN NUGGETS FROM EACH JURISDICTION

DISCUSSION	Chair Bob Calvani explained to the membership that the purpose of this portion of the meeting was for each jurisdiction to showcase something they did especially well and provide a takeaway so that everyone in the region could learn from each other and have some best practices to consider implementing in their own jurisdiction. (All Golden Nugget handouts that were provided to the members will be appended to the end of this document at Appendix "F").
-------------------	--

- **Alaska:** Has developed a Table of Sanctions so that the board investigators have a guideline regarding typical board approved sanctions for enforcement violations. The board developed this guideline to create consistency with sanctions of a similar nature. This Table of Sanctions applies equally throughout the boards four professions of architecture, engineering, surveying and landscape architecture.
- **Arizona:** Has a multidisciplinary board spanning many professions. Their Golden Nugget is their Enforcement Advisory Committee (EAC) Members. The EAC members act as professional peer advisors to the investigative staff. They assist investigators in determining whether the allegations against the licensee are substantiated or not and recommend, when appropriate, disciplinary action to the board. The board always has the final decision regarding disciplinary actions and can choose whether or not to accept the recommendations of the EAC. (No handout)
- **Colorado:** Board member diversity is Colorado's Golden Nugget. Colorado also has a multidisciplinary board of architects, professional engineers and professional land surveyors. Board members consist of 3 architects from large, medium and small firms, 4 engineers covering the civil, structural, mechanical and structural disciplines, 3 professional land surveyors and 3 public members (one of which is an attorney, an architectural administrator and a building official). Some of the advantages of a diverse board brings a more critical inspection of the issues, a diverse point of view, an atmosphere of collaboration and the ability to not get "stuck in the weeds" when discussing important matters.
- **Guam:** Has only a total of 100 architects, of which only 30 practice on the island. Having such a small community has caused the Guam legislature to have the multidisciplinary board (architects, professional engineers and land surveyors) act as the permit reviewing agency for all design and construction work done on the island. Guam's Golden Nugget is that the board is a review agency for building permit clearances to ensure that all disciplines are in compliance with licensing laws. The board has the authority to deny approval for violations of licensing laws. This authority assists the board in keeping very close tabs on all building going on throughout the island and allows the board to go after any potential violators of the laws and building codes.
- **Idaho:** Is a part of the Bureau of Occupational Licenses, an umbrella agency. The bureau has invested in a comprehensive computer system that allows them to rapidly process official license certification of licensure requests. Idaho's Golden Nugget is their ability, using the enhanced computer system, to issue reciprocal licenses within 2 to 5 business days. The board set a policy that official license certifications must be issued within 5 business days. Systems were set in place to assist employees accomplish the 5 day goal. Performance measured were developed and are used to monitor this policy with consequences (reward or penalty) for staff, as this five day license issuance is a factor in the employees' performance review.
- **Nevada:** Since 1988, the Nevada board has published *The Blue Book, a Reference Guide for the Nevada Design and Construction Industry*. *The Blue Book* is Nevada's Golden Nugget. In the late 1980's, Nevada made history when it formed the "Nevada Construction Industry Relations Committee" (NCIRC) and was able to get the Boards of Architecture, Engineers and Land Surveyors, Landscape Architecture, Contractors, and the Nevada organization of Building Officials, State Fire Marshal and State Public Works Board to sit at the same table and over time, develop the manual that has become the so-called "bible" for the design and construction industry in Nevada. The seventh edition of *The Blue Book* will be published in late 2013.
- **New Mexico:** The Golden Nugget for New Mexico is board member participation in a statutorily authorized joint practice committee comprised of architect members from the Board of Architecture, engineer and land surveyor members from the Board of Professional Engineers and Surveyors and landscape architect members from the Board of Landscape Architects. The purpose of the committee is to publish the handbook for New Mexico building officials, to receive and respond to complaints or inquiries that cross practice boundaries and to seek solutions to shared problems. Participation in the committee has improved the relations between the three boards.
- **Oregon:** The Golden Nugget for Oregon is its semi-independence. "Semi-independence" is a model for how small state government agencies can be administered without excessive bureaucratic constraints. The concept is that small agencies be exempted from some of the rules that govern larger state agencies, and for rules to be established through the direct involvement of the stakeholders. This allows the board to operate more efficiently, focus its energy on the core mission of promoting consumer protection and providing high quality services, while being held directly accountable by the stakeholders.

- **Utah:** Collaboration is Utah's Golden Nugget. Collaboration with the local AIA chapter as well as close collaboration with the Engineers Board. The board has also developed a close relationship with the local university, University of Utah, which offers a NAAB architecture degree program and provides funding to students in the architecture program in the form of paying for the IDP program. Additionally, the board helps fund annual lecture series and other educational events using monies from the board's educational and enforcement fund. In the previous legislative cycle, Utah has three architects serving as legislators which helped the board quickly pass the continuing education legislation that was pending.
- **Washington:** Washington's Golden Nugget is its ability to conduct sting and other undercover operations for alleged illegal enforcement activity. In a typical "sting" operation, an investigator can call the respondent and pose as a potential client. The "client" asks for help with non-residential buildings over 4,000 sf (such as a strip mall) and asks directed questions (e.g., "I'm looking for an architect, and I noticed you are listed in XXX advertising. Are you an architect? Are you licensed as an architect?"). If the respondent claims to be an architect, the investigator asks to see samples of other work, reference lists of past clients, contracts, etc., thereby building enough evidence for a case of unlicensed practice.

RESOLUTIONS DISCUSSION

DISCUSSION Chair Calvani led the discussion regarding the draft resolutions for the 2013 NCARB meeting:

Ron Blich, current NCARB President, Mike Armstrong, NCARB CEO and Kathy Hillegas, NCARB staff were present to answer any questions regarding the proposed draft resolutions from the members. Two brief questions pertaining to Resolution 2013-B (Certification Guidelines Amendment – Alternative to Education Requirement) and Resolution 2013-E (Model Regulations Amendment – Continuing Education Requirements for License Reinstatement) were asked and answered by NCARB staff. Since the resolutions had already been discussed during the plenary session, there were no further questions about the draft resolutions from the membership.

BYLAW AMENDMENTS DISCUSSION

DISCUSSION Chair Calvani explained to the membership the reason why the Executive Committee was proposing a change to the WCARB Region 6 Bylaws:

Article XIV of the Bylaws state that Members will be given a 60-day notice requirement for any proposed Bylaw amendments, and that the purpose of each proposed amendment and the reason for it must be provided. The purpose and reason for amending the Bylaws is as follows:

1. Last year at the NCARB ABM, Members voted to approve a resolution that changed the names of the Regional Conferences to simply "Regions." Our regional identity has always been "WCARB" or "Region 6." The Executive Committee wanted to keep the WCARB identity, and is proposing to change the name of the Western **Conference** of Architectural Registration Boards to the Western **Council** of Architectural Registration Boards so that the acronyms of our Region remain the same; maintaining our "WCARB" regional identity.
2. With the exception of the name of the Region, all instances where the word "conference" occurs in the Bylaws have been changed to "region."
3. The Executive Committee noted that although there is an article in the Bylaws that pertain to the Regional Director, the term Regional Director was not defined. Article II contains a new definition for the Regional Director.
4. Article VI has amended the Annual Meeting date to include February along with the months of March and April to language that allows the Region to be more flexible.
5. Article VIII has been amended to remove the annual appointment of the Executive Director, since the

Executive Director is an at will employee of the Executive Committee.

Oschwald suggested that the region consider adding a Secretary/Treasurer position to provide more leadership opportunities for WCARB members. A discussion was held as to the pros and cons of adding another member to the Executive Committee, which would come with financial implications. The region decided to keep the Executive Committee composition at five members, and to develop language to add a Secretary/Treasurer position in addition to the existing Chair and Vice Chair positions. Jim Roberson questioned whether there was a workload to justify the position, since Gina Spaulding currently handles all the financial administrative duties for the region. Bob Calvani suggested it would provide an additional leadership opportunity for members desiring to advance within the NCARB leadership track.

Chair Calvani asked for volunteers to serve on the Education Committee, which will work with the Executive Committee to develop the educational program for next year's regional meeting. Mark McKechnie (OR), Ed Marley (AZ), Neitha Wilkey (WA) and Ron Abo (CO) volunteered to serve on the Education Committee. Barbara Sestak suggested that the Vice Chair of the Executive Committee should chair the Education Committee.

2014 REGIONAL MEETING DISCUSSION

DISCUSSION	Chair Calvani asked the membership what they thought of the proposed experimental calendar for the 2014 Regional Meeting with all regions meeting at the same time in the same place.
-------------------	---

Members expressed support for the pilot program and especially liked the idea of NCARB providing funding for a member or two from each jurisdiction to attend, which will help boost attendance and participation at the regional meetings. If the experiment of having all the regions together at one location at the same time does not work for any reason, there isn't anything stopping the region from discontinuing participation in the pilot program. The only real downside to the experiment expressed was that the members didn't want the regional meetings to turn into another NCARB Annual Meeting, and if it did, there was a danger of members choosing not to attend either the regional or the NCARB ABM. NCARB is aware of the region's aversion to being used as a "dry run" for the annual meeting and has been working hard to make sure meeting content is relevant and timely.

ELECTIONS

DISCUSSION	The Election Committee conducted the Elections and reported that:
-------------------	---

- **Regional Director:** By majority vote, Greg Erny was elected to serve as the Director of Region 6.
- **Executive Committee:** By majority vote, Bob Calvani and Jay Cone were elected to fill the upcoming vacancies on the Executive Committee.
- **Executive Committee Chair:** By majority vote, Bob Calvani was elected to serve as the Chair of the Executive Committee.
- **Executive Committee Vice Chair:** By majority vote, Jim Oschwald was elected to serve as the Vice Chair of the Executive Committee.

The region had two ties in votes between Mark McKechnie and Jay Cone. The third voting session resulted in Jay Cone being elected to serve on the Executive Committee. Due to the multiple tiebreaking voting sessions needed for this election, it was also suggested that the region adopt a policy to deal with ties in future elections.

OTHER	Lauditory for Bill Wilson from the Oregon Board:
--------------	--

Let is be know that William K. (Bill) Wilson in completing his official duties as a member of

the Oregon Board of Architect Examiners.

Bill is completing 8 years of exemplary service on the Oregon Board, having served two terms as Board Chair. Over those 8 years he missed only 2 meetings and most recently he was instrumental in the selection and mentoring of the new administrator.

Bill participated in 8 WCARB Conferences, 8 NCARB Annual Meetings and 1 Board Chairs Conference; and

Bill is in his 6th year on the ARE Structural Systems subcommittee, one of the most challenging of ARE assignments, and he also serves on the Test Specifications Task Force helping to focus the ARE, and; most important

Bill is known for his dedication, humility, thoughtfulness, cheerful personality and friendliness.

Now, we all agree that Bill Wilson should be recognized by the Assembly for his years of dedication and service with a standing ovation by this assembled body.

(Entered into the record during the Regional Dinner on March 15, 2013)

MEETING
ADJOURNED
AT 4:58 PM

On a motion approved by unanimous acclaim Chair Bob Calvani declared this meeting of WCARB adjourned.

Appendix A:

Attendees March 15, 2013

ALASKA

Richard Rearick

ARIZONA

Ed Marley
Melissa Cornelius

CALIFORNIA

Not represented

COLORADO

Ron Abo

GUAM

Liza Provido

HAWAII

Not represented

IDAHO

Jay Cone
Garth Jensen
Paul Jensen
Shelly Lewis
Steven Turney
Peter Rockwell

NEVADA

Greg Erny
Kim Ciesynski
John Klai
Jim Mickey
Gina Spaulding

NEW MEXICO

Bob Calvani
Jim Oschwald
Michael Bodelson

OREGON

Patrick Bickler
Bill Wilson
James Robertson
Barbara Sestak
Patrick Bickler
Mark McKechnie
Jim Denno

UTAH

Hans Hoffman

WASHINGTON

Roch Manley
Neitha Wilkey
Blaine Weber
Lorin Doyle

OTHERS IN ATTENDANCE

None

WESTERN CONFERENCE OF ARCHITECTURAL
REGISTRATION BOARDSPROPOSED BUDGET OF REVENUE AND EXPENDITURES FOR
FISCAL YEAR October 1, 2012- September 30, 2013

BUDGETED AMOUNT

REVENUE:

Bank Interest	\$ 85.00
Annual Dues:	\$ 48,000.00

TOTAL 2013 REVENUE:	\$ 48,085.00
---------------------	--------------

EXPENDITURES:

Executive Committee Travel	\$ 26,000.00
Meeting Costs	2,000.00
Regional Dinner – March 2013	3,000.00
Executive Director's Pay	15,000.00
Communication & Supplies	900.00
Printing & Production	250.00
Mailing Costs	50.00
Web Site	250.00
Miscellaneous	<u>250.00</u>

TOTAL 2013 EXPENDITURES:	\$ 47,700.00
--------------------------	--------------

12:11 PM
03/04/13
Cash Basis

WCARB
Balance Sheet
As of March 4, 2013

	<u>Mar 4, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking	75,674.34
Savings	78,881.24
Total Checking/Savings	<u>154,555.58</u>
Other Current Assets	
Certificates of Deposit	19,446.34
Total Other Current Assets	<u>19,446.34</u>
Total Current Assets	<u>174,001.92</u>
TOTAL ASSETS	<u><u>174,001.92</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	139,704.75
Net Income	34,297.17
Total Equity	<u>174,001.92</u>
TOTAL LIABILITIES & EQUITY	<u><u>174,001.92</u></u>

12:08 PM
03/04/13
Cash Basis

WCARB
Profit & Loss
October 1, 2012 through March 4, 2013

	<u>Oct 1, '12 - Mar 4, 13</u>
Income	
Meeting Reimbursement	9,500.00
Interest	21.17
Annual Dues	
Alaska	4,000.00
Arizona	4,000.00
California	4,000.00
Colorado	4,000.00
Guam	4,000.00
Hawaii	4,000.00
Idaho	4,000.00
Nevada	4,000.00
New Mexico	4,000.00
Oregon	4,000.00
Utah	4,000.00
Washington	4,000.00
Total Annual Dues	<u>48,000.00</u>
Registration Fees	<u>0.00</u>
Total Income	<u>57,521.17</u>
Expense	
Miscellaneous	50.00
Executive Committee Travel	7,746.96
Fax and Telephone	312.00
Executive Director's Pay	6,250.00
Executive Director's Travel	490.00
Meeting Costs	154.06
Internet	146.50
Total Expense	<u>15,149.52</u>
Net Income	<u><u>42,371.65</u></u>

12:22 PM
03/04/13
Cash Basis

WCARB
Profit & Loss
January through December 2012

	Jan - Dec 12
Income	
Meeting Reimbursement	17,000.00
Interest	83.82
Annual Dues	
Alaska	4,000.00
Arizona	4,000.00
California	4,000.00
Guam	8,000.00
Idaho	4,000.00
Nevada	4,000.00
New Mexico	4,000.00
Oregon	4,000.00
Utah	4,000.00
Washington	8,000.00
Total Annual Dues	48,000.00
Registration Fees	39,500.00
Total Income	104,583.82
Expense	
Meeting Planning	3,000.00
Miscellaneous	102.39
Bank Service Charges	50.00
Executive Committee Travel	23,206.95
Bd Member Meeting Reimbursement	7,102.37
Fax and Telephone	912.00
Postage and Mailing	593.71
Executive Director's Pay	15,000.00
Executive Director's Travel	4,041.07
Meeting Costs	40,615.91
Office Supplies	314.54
Internet	321.70
Total Expense	95,260.64
Net Income	9,323.18

Sanction Guidelines

TABLE OF SANCTIONS

VIOLATION	MINIMUM	MEDIUM	MAXIMUM
Practice with expired license	Compliance, Cost to reinstate license	Consent Agreement/with reprimand, up to \$5,000 fine	Up to \$10,000 fine and/or imprisonment up to one year, referral to the Attorney General
Practice with revoked or suspended license.	Consent Agreement/with reprimand, up to \$1,000 fine	Up to \$5,000 fine	Indefinite revocation of license, Up to \$10,000 fine and/or 1 year imprisonment, referral to the Attorney General
Violation of Licensing Regulation, Undated Seal.	Letter of Advisement w/compliance	Consent Agreement/with reprimand, up to \$1,000 fine	Up to \$5,000 fine
Violation of Board Order.	Consent Agreement/with reprimand, up to \$1,000 fine	Up to \$5,000 fine	Indefinite revocation of license, referral to the Attorney General
Conflict of interest.	Letter of Advisement	Consent Agreement/with reprimand, up to \$1,000 fine	Summary suspension of license up to 2 years, up to \$2,500 fine, ethics course
Reciprocal discipline (Action taken in another State).	Letter of Advisement	Consent Agreement/with reprimand	Sanctions up to terms of original order in other state
Non-compliance with standards.	Letter of Advisement, corrective action	Consent Agreement/with reprimand, up to \$1,000 fine	Indefinite revocation of license, and up to \$2,500 fine
Misconduct	Letter of Advisement	Consent Agreement/with reprimand, summary suspension of license up to 1 year, up to \$1,000 fine	Summary suspension of license up to 2 yrs, up to \$2,500 fine
Ethics Violations	Letter of Advisement	Consent Agreement/with reprimand, up to \$1,000 fine, ethics course	Summary suspension of license up to 2 years, up to \$2,500 fine, ethics course
Simple Negligence	Letter of Advisement	Consent Agreement/with reprimand	Summary suspension of license up to 3 months
Gross Negligence	Consent Agreement/with reprimand, up to \$1,000 fine	Summary suspension of license up to 1 year, up to \$2,500 fine	Indefinite revocation of license, up to \$5,000 fine, referral to Attorney General
Incompetency	Consent Agreement/with reprimand, remedial education, restitution	Summary suspension of license and/or probation up to 6 months, up to \$2,500 fine	Summary suspension of license and/or probation up to 1 year, up to \$5,000 fine
Stamping documents or altering previously stamped documents that were not prepared by or under the supervision of the licensee.	Letter of Advisement	Consent Agreement/with reprimand, up to \$2,500 fine, summary suspension of license and/or probation up to 6 months	Up to \$5,000 fine, Indefinite revocation of license

Sanction Guidelines

Unlicensed Practice (individual).	Letter of Advisement	Consent Agreement/with reprimand, up to \$5,000 fine	Summary suspension of license and/or probation up to 6 months, up to \$10,000 fine, and/or 1 year imprisonment, Referral to the Attorney General
Unlicensed Practice (Corporate Registration).	Letter of Advisement	Consent Agreement/with reprimand, up to \$5,000 fine	Summary suspension of Corporate license for up to 1 year, up to \$10,000 fine, referral to the Attorney General
Perjury, Bribery, False Certifications.	Letter of Advisement	Consent Agreement/with reprimand, up to \$2,500 fine	Summary suspension up to 2 years, up to \$5,000, Indefinite revocation of license, referral to the Attorney General
Felony Conviction	Letter of Advisement	Consent Agreement/with reprimand, up to \$5,000 fine	Summary suspension of license and/or probation up to 1 year, up to \$10,000, Indefinite revocation of license
Application fraud or deceit.	Consent Agreement/with reprimand, up to \$1,000 fine	Summary suspension of license and/or probation up to 2 years	Indefinite revocation deny issuance of license, up to \$5,000 fine
Working Beyond Scope.	Letter of Advisement	Consent Agreement/with reprimand, up to \$1,000 fine	Summary suspensioin of license and/or probation up to 1 year, up to \$2,500 fine
Aiding and abetting unlicensed practice.	Letter of Advisement	Consent Agreement/with reprimand, summary suspension and/or probation up to 2 years, up to \$5,000 fine	Indefinite revocation of license, up to \$10,000 fine, referral to Attorney General
Malpractice (Individual).	Letter of Advisement	Consent Agreement/with reprimand, up to \$5,000 fine	Summary suspension and/or probation up to 1 year, Remedial education, Indefinite revocation of license, referral to Attorney General
Malpractice (Corporate).	Letter of Advisement	Consent Agreement/with reprimand, up to \$5,000 fine	Summary suspension and/or probation up to 2 year, Indefinite revocation of license, up to \$10,000 fine, referral to Attorney General



Dora
Department of Regulatory Agencies



Colorado State Board of Examiners
for Architects, Professional Engineers, and Professional Land Surveyors

Golden Nugget:

Our board is a combined board of diverse professionals:

- 3 Architects (large, medium and small sized firms)
- 4 Professional Engineers (Currently: civil, structural, mechanical, electrical)
- 3 Professional Land Surveyors
- 3 Public Members (attorney, architectural administrator, building official)

We rely on each profession to advise on the technical issues, but the logical reasoning, and critical thinking of the other board members not knowledgeable about the intricacies of the profession has proved to be invaluable.

The advantages of having a diverse board are:

- Diverse point of view
- More critical inspection of the issues.
- Not getting stuck in the “weeds”
- Protection of the health, safety and welfare of the public
- More board resources:
 - Assistant Attorney General
 - Office of Investigation
 - Experts
- Atmosphere of Collaboration
- Good relationships with the allied professional groups and a spirit of collaboration among themselves.
- Alignment of legislation for all professions (Sunset process)



BUILDING PERMIT CLEARANCES

- Department of Public Works Director (DPW) is an ex-officio member of the 7 members that comprise the Board. Facilitates closer communications and coordinated enforcement activities with the PEALS staff. DPW officials bring to PEALS staff attention any issues related to preparation of permits, questionable code interpretations. Building Code Council established in 2009 to provide oversight.
- PEALS a review agency for building permit clearances to ensure that all disciplines are in compliance with licensing laws with authority to deny approval for violations of licensing laws.

REVIEW CLAUSE:

"All Construction surveying must be done under the direct responsible control of a currently registered Professional Land Surveyor or Business firm authorized to provide land surveying services in Guam.

If you are unable to comply with this requirement of the law you will be subjected to a penalty/fine as per Par 22 GCA Chapter 32 Section 32122.

Should you have any question, please call the PEALS Board at 646-3115 or 646-3113.

The Guam Board of Registration for PEALS
(License/Registration Clearance)

Note: CLEARANCE SUBJECT TO REVIEW FOR COMPLIANCE WITH CURRENT PEALS LAW, RULES AND REGULATIONS.

- Building permit list of clearances with a breakdown of each discipline that indicates name of registrant is provided for the Board's review under the Board Administrator report during board meetings. Any permits in question may be retrieved from DPW for further review and any action if warranted.

Unauthorized use of stamp or stamping outside of discipline/expired license among violations found during building permit clearances. Monitor rubber stamping.

BPI CONTROL NUMBER	DATE APPS. RECEIVED	NAME OF OWNER/ADDRESS	CONTRACTOR / CONSTRUCTION COST	PROJECT DESCRIPTION/ STORIES	NO. of	DRAWINGS SIGNED/SEALED BY				
						ARCH	CIVIL	STRUCTURAL	MECHANICAL	ELECTRICAL
B13000028 333	2/1/13	DPW	Maeda Pacific Corp O Box 8110 Tamuning, GU 96913 (\$1,240,000.00)	P Jinapsan Beach Road .30 miles Project No. GU-TI-003A(001)		No Arch dwg	E. Niemasz 5/28/12	No SE dwg	No ME dwg	No EE dwg
B13000067 333	2/1/13	PAG	Maeda Pacific Corp O Box 8110 Tamuning, GU 96913 (\$119,600)	P Design/Build For Gregorio D Perez (Hagatna Boat Basin) new waterlines PAG- CIP-012-005 (govt.)		No Arch dwg	W. Flores 1/14/13	No SE dwg	No ME dwg	No EE dwg
B13000084 337	2/1/13	Polaris Guam LLC 188 Tumon Bay Road Tumon GU 96913	Isagani Balugat Construction 213 Guerrero Drive Tamuning GU 96913 (\$3,000)			B. Burkhardt 1/31/13	No CE dwg	No SE dwg	No ME dwg	No EE dwg
B13000070 339	2/4/13	Jian Zhang P O Box 12284 Tamuning, GU 96931	BLP Construction P O Box 26987 GMF GU 96921 (\$2,500)			No Arch dwg	No CE dwg	No SE dwg	No ME dwg	R. Cahinhinan 1/25/2013
B13000072 339	2/4/13	Stephen A Cronin P O Box 193 Hagatna GU 96932	BLP Construction P O Box 26987 GMF GU 96921 (\$1,000)			No Arch dwg	No CE dwg	No SE dwg	No ME dwg	R. Cahinhinan 1/28/2013
B13000069 339	2/4/13	Stephen A Cronin P O Box 193 Hagatna GU 96932	BLP Construction P O Box 26987 GMF GU 96921 (\$1,500)			No Arch dwg	No CE dwg	No SE dwg	No ME dwg	R. Cahinhinan 1/25/2013
B12001091 341	2/4/13	Lin Fang P O Box 27552 Barrigada, GU 96921	Li Gao Corporation P O Box 27552 Barrigada, GU 96921 (\$18,595)			A. Herrera 12/13/12	A. Herrera 12/13/13	A. Herrera 12/13/14	A. Herrera 12/13/15	A. Herrera 12/13/12
B13000090 342	2/4/13	Joel Ollet P O Box 4918 Hagatna GU 96932	Electrical Control Services O Box 4918 Hagatna GU 96932 (\$8,000)	P Solar PV 3 to 5 KW inverter - residential		No Arch dwg	No CE dwg	T. Camacho 1/16/13	No ME dwg	E. Ilao 1/31/13
B13000094 343	2/5/13	FMT - Dept of Mental Health & Substance Abuse 790 Gov. Carlos G. Camacho Road Tamuning, GU 96913	Arvin Builders PMB 892 111 Chalan Balako Machanao Dededo GU 96929 (\$87,038.74)			No Arch dwg	R. Tugade 1/26/13	No SE dwg	No ME dwg	R. Cahinhinan 1/28/13
B13000089 345	2/6/13	Michael A Siegel 180Cruz Hts Talofofo GU 96913	Automated Energy Systems Corporation 256 Chalan San Antonio Tamuning GU 96913 (\$19,000)			No Arch dwg	No CE dwg	T. Camacho 1/30/13	No ME dwg	J Cacapit Jr. 1/29/13
B12001113 347	2/7/13	Yeong-Sae Kim P O Box 6836 Tamuning GU 96931	Yury Construction Co O Box 6836 Tamuning GU 96931 (\$116,000)	P Proposed 3 bedroom 2 bath with carport SFD Mangilao (R3)		F. Diamzon 11/10/12	F. Diamzon 11/10/12	F. Diamzon 1/19/2013	F. Diamzon 11/10/12	F. Diamzon 11/10/12
B13000097 349	2/7/13	IT & E 122 W Harmon Ind Park Road S/103 Tamuning GU 96913	Asian Construction Dev Corp P O Box 26562 GMF GU 96921 (\$7,000)			No Arch dwg	No CE dwg	No SE dwg	No ME dwg	J. Casallo 2/5/13
B13000064 355	2/11/13	Frank SN Cepeda P O Box 9291 Dededo GU 96921	Konstrak Builders P O Box 4416 Hagatna GU 96932 (\$150,000)			J Aquino 2/11/13	J Aquino 1/24/13	J Aquino 1/24/13	J Aquino 1/24/13	J Aquino 1/24/13

[ENFORCEMENT (Individual/Business firms w/monetary fine, registration suspended and/or revoked)]

F YEAR	RESPONDENT	CITATION OR VIOLATION	BOARD DECISION / STATUS
2007 11/30/06	Liberty Perez	Ethics; Incompetency	Fined \$5,000, pmt. plan; License suspended for 5 years; Ethics course. Case Open.
12/05/06	John K. Sherman, P.E	Expired COA; Misrepresentation	Settled \$7,500. Case closed.
12/05/06	Blas C. Atalig	Unauthorized Practice; surveying	Settled \$3,000. Case closed.
03/13/07	Bernardo Ortega, Jr.	Failure to meet contractual services	License revoked.
04/11/07	Efren B. Santos, P.L.S.	Unregistered business name	Public apology. Case closed.
05/18/07	Robert Pangelinan	Unauthorized surveying work; Expired Outside Employ. Authorization	Settled \$1,000. Final payment 09/2008. Case closed.
2008			
01/10/08	Nemencio C. Macario, P.E.	Unauthorized use of applicable seal; Unauthorized practice - Arch	Settled \$4,600. Case closed.
03/10/08 PB2008- 134	Juan C. Tenorio, P.E.	Fraud	Fined \$10,000; conduct 5 yrs community service including engineering review. Paid \$1,250. Open
04/02/08	Molecular Const. Dev.	Unauthorized Ad	Fined \$250. Telephone company error. Case closed.
2009:			
10/13/08	Leslie Landt - Parsons Transportation Group, Inc.	Use of unregistered "P.E."	Settled \$3,300. Case closed.
10/19/08	Hector Quioc	Unauthorized use of "Engineering"	Settled \$1,500. Case closed.
12/23/08	Cheng T. Chien, P.E.	Code Issue; Fire Sprinkler System issue	Settled \$3,500. Provide review materials to engineering candidates. Case closed.
12/29/08	Cesar L. Somera, P.E.	Unauthorized use of	Settled \$3,500. Case closed.



Welcome to the Idaho Gold Nugget Grill!

In Idaho, requests for official license certification are processed and issued within 2 to 5 business days!

How do we do it!!!????

1. We set a policy that official license certifications **MUST** be issued within 5 business days.
 2. We have systems in place to accomplish the 5 day goal.
 3. We measure performance!
- We share resources with The Bureau of Occupational Licenses, including:
 - Office Staff
 - Rent
 - Legal
 - Investigation
 - Computer resources
 - These shared resources allow us to work more efficiently with less money. We pay only for the staff/ investigation/ computer that we use.
 - We've invested in a comprehensive computer system that allows us to rapidly process the official license certification of licensure requests. All records, including old microfiche, have been scanned into the system, so there is much less manual checking needed.
 - When the Bureau receives a request for an official license certification, staff processes the fee and issues the certification with just a few clicks in the system. The certification is then printed and embossed with the Idaho seal and sent to the address listed on the form. The Bureau's system automatically updates the date that the certification was created within the licensees file, so if they call to check on the status, staff can tell them the exact date that it was printed and mailed.
 - Scores for the ARE are entered into the system as they are received, so the official license certification can include the information with one click.
 - The 5 day review is tied to employee reviews. It's one of the factors in employees' regular performance reviews.
1. Set the Policy.
 2. Systems in place to accomplish it.
 3. Measure Performance, with consequence. (reward or penalty)

NEVADA'S "GOLDEN NUGGET"

The Blue Book

A Reference Guide for the Nevada Construction Industry

For:

Building officials, design professionals, contractors and the public

Developed by:

- Nevada State Board of Architecture, Interior Design and Residential Design
- Nevada State Board of Professional Engineers and Land Surveyors
- Nevada State Board of Landscape Architecture
- Nevada State Contractors Board
- Nevada State Fire Marshal
- Nevada State Public Works Board
- Nevada Organization of Building Officials

History:

In 1988, Nevada made history when it formed the Nevada Construction Industry Relations Committee (NCIRC) and was able to get all the above agencies and organizations to sit at the same table and develop the manual that has become the so-called "bible" for the design and construction industry in Nevada.

The NCIRC's primary purpose is to publish *The Blue Book*. However, the committee also meets when needed prior and during the legislative sessions to discuss issues of mutual concern in the design and construction industry as well as to offer support on legislative issues during the session.

The Nevada Board of Architecture, Interior Design and Residential Design are proud to have always been the leader in the publication of *The Blue Book*. In 2013, following the conclusion of the 77th Session of the Nevada Legislature, the seventh edition of *The Blue Book* is scheduled for publication.

ARCHITECT-ENGINEER-LANDSCAPE ARCHITECT
JOINT PRACTICE COMMITTEE
RULES AND REGULATIONS

Approved April 22, 1994

PREFACE

This is a procedural guideline and is to be treated as such. The time periods are not exclusive and failure to comply strictly with them shall have no effect on substantive issues involved.

I. NAME AND PURPOSE

The name of this Committee shall be the Architect-Engineer-Landscape Architect Joint Practice Committee, hereinafter referred to as the "Committee". The primary purpose of the Committee will be the resolution of disputes between the three professions.

The primary area of jurisdiction for the Committee will be to receive and respond to complaints or inquiries as outlined in the identical joint resolutions adopted by the Board for Examiners for Architects (BEA), the Board of Registration for Professional Engineers and Surveyors (PEPS), and the Board of Landscape Architects (BLA).

It will be the function of the Committee to interpret practice activity and make recommendations to the Boards based on those interpretations.

II. MEMBERSHIP

A. Members of the Committee shall be:

1. two Architects, at least one from the Board of Examiners for Architects;
2. two Members of the Board of Registration for Professional Engineers and Surveyors, at least one from the PE Committee of the Board;
3. two Landscape Architects, at least one from the Board of Landscape Architects; and

4. one Public Member to be appointed by the other six Committee members.
- B. A Member whose term on the respective board expires prior to the completion of the term on the Committee may have that term fulfilled by a new member of the respective board, at that board's discretion.
- C. Members shall be removed from service on the Committee on the basis of negligence or malfeasance or failure to attend three consecutive meetings. Members shall be removed by action of the Appointing Body,

III. ORGANIZATION

- A. Annually, at the first meeting after July 1, the Committee shall elect a Chairman, Vice-Chairman and Treasurer. The Secretary, at the Committee's discretion, may be the administrator for the Committee Chairman's Board and shall be the Chief Administrator and have primarily responsibility for staff services.
- B. The Chairmanship shall be rotated annually with the architect, engineer, and landscape architect members alternating terms of service. This practice is not to preclude the public member from holding office (with the exception of the Chair) at any point during the rotation.
- C. New professional members will be appointed as necessary by their respective Boards for three year terms, by June 30. The public member will be elected as necessary by the Committee for a three year term, at the first meeting after July 1. The members of the Committee shall be appointed for staggered terms and the terms of not more than three members and not less than two members shall expire in each year.
- D. Service on Architect-Engineer-Landscape Architect-Land Surveyor Selection Committee for state projects shall be accomplished by normal Joint Practice Committee procedure per Section IX of these Rules.
- E. At the discretion of the Committee, the Public Member may be authorized to serve on the Architect-Engineer-Landscape Architect- Land Surveyor Selection Committee.

IV. MEETINGS

- A. The Committee will meet at least two times a year with the first meeting of the year being held within ninety days of the beginning of the fiscal year (July 1).
- B. The Committee will meet within thirty days after receipt of a major complaint and within ninety days of receipt of all other complaints. The urgency of the meeting will be determined by the Chairman and the meeting scheduled accordingly.
- C. A quorum is defined as four members, at least one of whom is from each discipline.
- D. Travel expenses are to be paid to the Committee members under the provisions of the Per Diem and Mileage Act by each respective Board, with the travel expense of the public member being rotated among the Boards for each meeting.
- E. The Open Meetings Act shall apply to the activity of the Committee.

V. DUTIES OF THE OFFICERS

- A. The Chairman shall preside at meetings and shall:
 - 1. Call meetings as required and appropriate.
 - 2. Decide with the concurrence of the BEA, PEPS and BLA Chairmen which inquiries and complaints are to come to the Committee.
 - 3. Make arrangements for meetings and prepare agendas.
 - 4. Perform all other duties ordinarily pertaining to the office of Chairman or as otherwise prescribed.
- B. The Vice-Chairman shall preside at all meetings in the absence of the Chairman and execute all duties of the Chairman should the Chairman be unable to perform those duties. The Vice-Chairman shall work in close association with the Chairman on all Committee matters.
- C. The Secretary (Chief Administrator) shall:
 - 1. Keep a record of all meetings and maintain a proper account of the business of the Committee. A rough draft of the minutes of the meeting shall be mailed to each member for review within two weeks following each meeting with a final copy to be

furnished to each member at the next meeting for final approval and recording.

2. Provide travel vouchers for Committee members at each meeting, to be processed by the appropriate Board.
 3. Submit complete minutes and a report of action to the BEA, PEPS and BLA after each Committee meeting as soon as the final copy is prepared.
 4. Distribute one week in advance of a meeting copies of meeting materials and agenda to each Committee member.
- D. The Treasurer shall insure that all duties of the Chief Administrator are properly performed.
- E. The Committee may use such staff services as the respective Boards may provide.

VI. PROCEDURES OF THE COMMITTEE

- A. Receipt of Communications, Inquiries and Complaints
1. All communications, inquiries and complaints, regardless of source or recipient, shall be forwarded to the Chief Administrator to be filed with each respective Board.
 2. Complainant shall be notified by the staff of receipt of the complaint or inquiry.
 3. On all inquiries and complaints, staff shall consult the Committee Chairman, who shall decide on the urgency of the matter and schedule a committee meeting in accordance with paragraph IV(B) of these Rules.
- B. Order of Business for Meetings
1. Approval of the Agenda
 2. Approval of Minutes
 3. Board and Committee Reports

4. Communications
5. Inquiries
6. Complaints
7. Unfinished Business
8. New Business
9. Adjournment

C. Disposition of Inquiries/Complaints

1. In the matter of inquiries, the Committee shall respond directly to the inquirer, forwarding a copy to each Board Chairman.
2. Complaints
 - a. Discussion Format
 - i. Facts of the Case
 - ii. Areas of Alleged Violations
 - iii. Interpretations/Recommendations
 - b. The Committee shall send its interpretations, recommendations and the supporting evidence to the Board having jurisdiction in the case. The other Boards will receive a copy of the Committee report.
 - c. Report Format
 - i. Statement of Case
 - ii. Interpretation and Recommendation
 - iii. Motion and Vote (roll call vote)

- D. The Board to which a complaint has been referred will notify the other Boards, the Committee, and the complainant of the action taken.

VII. FORM OF COMPLAINTS

Complaints submitted to the Committee must be in writing, signed, and sworn before being reviewed for action, including

complaints received from other Boards, local or state government units or legislative committees.

VIII. RELATIONSHIP WITH BOARDS

The Committee and all Boards may meet in joint session once a year, if requested by one of the Boards or the Committee.

IX. PROCEDURES FOR APPOINTING SELECTION COMMITTEE REPRESENTATIVES

The Secretary of the General Services Department, through the Property Control Division Director, shall advise the Chairman of the Joint Practice Committee of the timetable for all State Projects, short listing, and meetings of the Selection Committee.

Normal procedure for selection of design professionals to serve on Architect-Engineer-Landscape Architect-Land Surveyor Selection Committee shall be:

- A. Joint Practice Committee Chairman contacts the appropriate professional liaison from JPC.
- B. Professional liaison, as necessary:
 1. attends Selection Committee; or
 2. contacts second appropriate professional member of JPC who attends; or
 3. contacts another professional member of the appropriate board; or
 4. the appropriate professional liaison, in his absence the second appropriate professional liaison member of JPC, shall appoint a registrant of the appropriate board from the respective pool of registrants, or the JPC public member if approved to serve on the committee. Each board shall furnish JPC with a list of registrants which comprise the pool.

X. AMENDMENTS

The Architect-Engineer-Landscape Architect Joint Practice Committee will be governed by the Uniform Licensing Act in the adoption of Rules and Regulations.

III. Roles of the Architect, Engineer, Surveyor and Landscape Architect

Presented in this section are descriptions of the general areas of responsibility of architects, engineers, surveyors and landscape architects. The descriptions are general rather than all-inclusive and are intended as a guide.

A. Role of the Architect

An architect must be concerned with the basic concepts of the full spectrum of design considerations. Listed below are examples of matters architects typically address:

1. Site layout (e.g., parking, zoning requirements, grading, building layout).
2. Aesthetics and overall design.
3. Building classification (e.g., occupancy, type of construction).
4. Building circulation and exiting (e.g., stairway, exit width, travel distances, corridors).
5. Life safety considerations (e.g., requirements for sprinklers, fire ratings, fire walls, separations, fire alarms, smoke control).
6. Interior space planning.
7. Interior and exterior finish materials (e.g., durability, function, aesthetics, and fire ratings).
8. Environmental impacts (e.g., sound attenuation, quality of living, impact on natural surroundings).
9. Barrier free design and accessibility requirements.
10. Overall project coordination.

B. Role of the Engineer

An engineer must be concerned with the planning and analysis of a wide variety of building systems. Listed below are examples of matters engineers typically address:

1. Structural systems (e.g., framing, structural connections, foundations).
2. Electrical systems (e.g., power distribution, lighting, security, fire alarm and smoke detection).
3. Mechanical systems (e.g., plumbing, water distribution systems, HVAC, fire protection systems).
4. Life safety considerations (e.g., design of sprinklers, fire alarm systems, and smoke control systems).
5. Soils analysis (e.g., soils reports, soil stabilization, geotechnical investigations).
6. Civil works design (e.g., site work, site drainage, grading, utilities, circulation).
7. Coordination of engineering works (e.g., power stations, dams, bridges, water treatment facilities).
8. Barrier free design and accessibility requirements.
9. Environmental Systems, Impact Studies, Improvements and Assessments.
10. Overall Project Coordination.

C. Role of the Surveyor

A surveyor provides plats and maps used by design professionals, contractors, insurers, lenders and property owners to properly assess site conditions during the design and building phases of the project. Listed below are some examples of matters surveyors typically address:

1. Determine the boundaries of the property (boundary survey).
2. Prepare a survey of the existing conditions of the property for use by an architect, engineer and/or landscape architect to develop a site plan for the project (topographic or design survey).
3. Perform a survey for title insurance companies and/or lenders (ALTA survey).
4. Layout proposed improvements (utilities and structures) for the contractor (construction staking).
5. Site survey for completed project to ensure governing authorities that improvements were constructed as per plans (as-built survey).
6. Improvement survey to secure permanent financing for the project (ALTA survey).

D. Role of the Landscape Architect

A landscape architect must be concerned with the planning and analysis of a wide variety of site conditions, land forms, structures, and systems concerned with the full spectrum of landscape architectural conditions. Listed below are examples of matters landscape architects typically address:

1. Site layout design (e.g., parking, zoning requirements, grading, landscaping, structure locations, site drainage).
2. Aesthetics and overall project design. Site structures classification (e.g., shade structures, provided such structures are not fully enclosed except for prefabricated and kit facilities such as restrooms; open landscape retaining walls; fences; playground structures).
3. Site circulation and exiting (e.g., walkways, travel distances, and other access requirements).
4. Life safety considerations (e.g., requirements for recreational facilities, playground structures, shade structures, water distribution for potable and landscape uses, fencing).
5. Plant material analysis. (e.g., plant material for condition hardy species, form, color, water usage, health, anti-allergy selection species, accessibility.)
6. Finish materials (e.g., durability, function, aesthetics).
7. Environmental impacts (e.g., water conservation, land use consideration, natural resource analysis, aesthetic analysis, revegetation and reclamation, plant selection, sound attenuation, quality of life, impact on natural and built surroundings).
8. Barrier free design and accessibility requirements. (e.g., play structures; site structures, site access, facility access)
9. Overall project coordination.
10. Interior and Exterior Landscape Design (e.g. planting design, irrigation design, circulation, fountains and pedestrian assembly areas)
11. Outdoor Assembly (e.g. sports fields, parks, trails, shelters, spectator spaces, playgrounds)



Oregon

John A. Kitzhaber, MD, Governor

Board of Architect Examiners

205 Liberty St. NE, Suite A

Salem, OR 97301

503-763-0662

FAX 503-364-0510

www.orbae.com

An Overview of Semi-Independence

Introduction

Looking for new and efficient ways to do business is not a new concept. These days, businesses and governments alike struggle to do more with less, integrating and streamlining processes and sharing resources, while continuing to improve customer service. It is an exercise in finding the right balance between minimizing the cost of doing business and providing a valuable service that meets the needs of the public.

In state government, these ideals are usually broadly administered over state agencies of different sizes, with different missions and different constituents. The common model is for a centralized agency to determine rules for how all other state agencies must operate, regardless of size or function, and impose controls to hold agencies accountable. This one-size-fits-all approach often leads to inefficient bureaucracy and added costs of doing business for many agencies.

“Semi-independence” is a model for how small state government agencies can be administered without excessive bureaucratic constraints. The concept is that small agencies be exempted from some of the rules that govern larger state agencies, and for rules to be established through the direct involvement of the stakeholders. This allows those smaller agencies to operate more efficiently, focus their energy on their core mission of promoting consumer protection and providing high quality services, while being held directly accountable by their stakeholders.

History of Semi-Independent Agencies

The Oregon Legislature first looked at the semi-independence model in 1991 and granted semi-independent status to 4 small agencies. In 1997, several more agencies were added, including the Board of Architect Examiners.

The semi-independent model proved successful and subsequent legislative sessions added more agencies until there are today 14 semi-independent state government agencies in Oregon.

How Semi-Independent (SI) agencies are different

SI agencies are completely self-funded. They are fully supported by fees from licenses, applications, testing, grants, and other program revenue. SI agencies are not eligible to receive State General Funds.

SI agencies are governed by the “Semi-Independent State Agencies” statutes. These statutes provide a framework for more efficient operation, by exempting SI agencies from some of the rules governing other state agencies and establishing alternative requirements for such things as:

budgeting, personnel regulations, use of state facilities, contracting and purchasing, printing, and financial Administration.

Accountability

SI Agencies are subject to the following requirements:

- Must maintain tort liability coverage, adhere to public records and meeting laws, use the services of the Department of Justice for legal counsel, and provide the same benefits to employees as other state agencies.
- Must establish financial accounts in FDIC insured banks, and must follow generally accepted accounting principles.
- Must adopt operating budgets through the public hearing and administrative rule processes. Budgets are not subject to review, approval or modification by the legislature.
- Must have regular external independent audits which are reviewed and published by the Secretary of State.
- Must adopt personnel, contracting and purchasing policies.
- Must submit annual financial reports to the governor and legislature.
- Must submit a biennial performance report to the Governor and legislature containing:
 - Financial information.
 - Material changes between current and previous budgets.
 - Current fees and proposed fee changes along with supporting documentation.
 - Rules adopted by the board.
 - Actions of board promoting consumer protection.
 - Licensing and compliance data.

Advantages of Semi-independence for the Board of Architect Examiners

- The streamlining of administrative and operational requirements of SI agencies allows the architect board to respond quickly to financial and personnel issues in an efficient and effective manner.
- Exemption from some of the statutory requirements of larger state agencies allows the board to focus on its mission promoting consumer protection, and to deal with licensing and compliance issues exclusively relating to the architecture profession.
- The budget cycle for most state agencies is a lengthy and tedious process. Adopting the board's budget by administrative rule shortens the budget cycle by more than half. This reduces time and expense of developing and adopting budgets for the board.
- Utilizing its own adopted contracting and purchasing policies shortens the time involved in contracting for goods and services and allows the board more flexibility to comparison shop for the best service providers, considering costs, convenience, and performance. This allows the agency to respond to opportunities to improve services to the public in a timely manner.



2013 Utah Golden Nuggets

1. Close cooperation with local AIA chapter.

- AIA representative typically attends each board meeting.
- The board helps fund AIA continuing education programs and events from the Education and Enforcement Fund.
- AIA Utah community provides input and drive Board topics.

2. Close collaboration with Engineers Board.

- Board collaboration on shared interested topics. Such as Incidental Practice.
- Rule change language is often reciprocal.

3. Close relationship with local NAAB accredited program.

- University of Utah. Go Utes!
- The Board funds student's initial licensure in IDP program from Education and Enforcement fund. Students are made aware of the ongoing commitment and expenses in IDP.
- The Board helps fund annual lecture series and other educational events from the Education and Enforcement Fund.

4. Relatively few infractions.

- Unprofessional conduct and Practice Act violations are rarely brought before the board. Disciplinary action is minimal.
- Business friendly State.

5. Architects in Legislature

- In the previous legislative cycle Utah had three architects serving in the legislature.
- Continuing Education legislation was quickly passed and signed to conform to NCARB model law.

NCARB Joint Spring Regional Meeting
Providence, RI
March 15, 2013

“Golden Nugget” from the Washington State Board for Architects

When a complaint is filed with the Washington State Board for Architects, the Board's case manager can direct an “undercover” or “sting” investigation.

A typical situation:

The Board receives a complaint alleging unlicensed practice based the use of the protected terms “architect,” “architecture,” or “architectural” by the respondent.

Depending on the Board's history with the respondent, the seriousness of the term use (e.g. on a webpage vs. on a signed contract) and/or the implication the respondent is also practicing architecture, the case manager can

- request staff send the respondent a standard complaint letter, informing the respondent of the laws and requesting an explanation for their actions
- request staff send the case directly to an investigator to see how intentional the violation is

The investigator can call the respondent and pose as a potential client. The “client” asks for help with non-residential building over 4000 square feet (often a strip mall), and asks directed questions (e.g. “I'm looking for an architect, and I noticed you are listed in XXX advertising. Are you an architect? Are you licensed as an architect?”)

If the respondent claims to be an architect, the investigator asks to see samples of other work, reference lists of past clients, contracts, etc., building enough evidence for a case of unlicensed practice.

Regional Director's Report

Gregory Erny, WCARB Region 6 Director

Executive Committee/Chair's Report

Bob Calvani, WCARB Region 6 Chair

State Reports

Anything New Since March 2013

4:20 PM
05/27/13
Cash Basis

WCARB
Balance Sheet
As of May 31, 2013

	<u>May 31, 13</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking	48,156.18
Savings	<u>78,900.05</u>
Total Checking/Savings	127,056.23
Other Current Assets	
Certificates of Deposit	<u>19,446.34</u>
Total Other Current Assets	<u>19,446.34</u>
Total Current Assets	<u>146,502.57</u>
TOTAL ASSETS	<u>146,502.57</u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	139,704.75
Net Income	<u>6,797.82</u>
Total Equity	<u>146,502.57</u>
TOTAL LIABILITIES & EQUITY	<u>146,502.57</u>

WCARB
Profit & Loss
October 2012 through May 2013

	<u>Oct '12 - May 13</u>
Income	
Meeting Reimbursement	9,500.00
Interest	41.51
Annual Dues	
Alaska	4,000.00
Arizona	4,000.00
California	4,000.00
Colorado	4,000.00
Guam	4,000.00
Hawaii	4,000.00
Idaho	4,000.00
Nevada	4,000.00
New Mexico	4,000.00
Oregon	4,000.00
Utah	4,000.00
Washington	4,000.00
Total Annual Dues	48,000.00
Registration Fees	0.00
Total Income	57,541.51
Expense	
Miscellaneous	50.00
Executive Committee Travel	17,970.50
Bd Member Meeting Reimbursement	6,890.05
Fax and Telephone	624.00
Executive Director's Pay	9,250.00
Executive Director's Travel	2,544.33
Meeting Costs	5,008.72
Office Supplies	119.41
Internet	212.20
Total Expense	42,669.21
Net Income	14,872.30

DRAFT
WESTERN CONFERENCE OF ARCHITECTURAL
REGISTRATION BOARDS

PROPOSED BUDGET OF REVENUE AND EXPENDITURES FOR
FISCAL YEAR October 1, 2013- September 30, 2014

BUDGETED AMOUNT

REVENUE:

Bank Interest	\$ 85.00
Annual Dues:	\$ 48,000.00

TOTAL 2014 REVENUE: \$ 48,085.00

EXPENDITURES:

Executive Committee Travel	\$ 26,000.00
Education Fund	4,000.00
Meeting Costs	2,000.00
Regional Dinner – March 2014	3,000.00
Executive Director’s Pay	15,000.00
Communication & Supplies	900.00
Printing & Production	250.00
Mailing Costs	50.00
Web Site	250.00
Miscellaneous	<u>250.00</u>

TOTAL 2014 EXPENDITURES: \$ 51,700.00

WESTERN CONFERENCE-COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS

ARTICLE I: NAME

The name of this organization is the WESTERN CONFERENCE-COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS - REGION 6 of the NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS.

ARTICLE II: DEFINITIONS

a) "Western Conference Region" or "WCARB" shall mean the Western Conference-Council of Architectural Registration Boards which is one of six established geographic regions of The National Council of Architectural Registration Boards.

b) "Council" or "NCARB" shall mean The National Council of Architectural Registration Boards

c) "Chair" shall mean the WCARB Chairperson.

d) "Executive Committee" shall mean the WCARB Executive Committee.

e) "Member" shall mean a WCARB Member Board, representing one of the various jurisdictions within WCARB as established by NCARB.

f) "MBE" shall mean the Member Board Executive of a WCARB Member Board.

g) "Annual Meeting" shall mean The Annual Education Workshops and Business Meeting of WCARB

h) "Delegate" shall mean a Member Board Member attending an official meeting of WCARB.

i) "Official Delegate" shall mean the Designated Voting Delegate or the Member Board Chairperson of a WCARB Member Board.

j) "Regional Director" shall mean the official WCARB representative to the NCARB Board of Directors.

ARTICLE III: MISSION

(a) The mission of the Western Conference-Region shall be to collaborate as a conference of Member Boards to protect the public's health, safety, and welfare by participating in the development of effective regulations and exemplary standards for the practice of architecture.

(b) The Western Conference-Region and its Members shall

- 1) Serve as a trusted resource for intern development, licensing, registration data and regulatory information,
- 2) Advocate the elimination of impediments to reciprocity,
- 3) Promote recognition of the architect as the primary building professional qualified to protect the public's health, safety, and welfare through enhancing the quality and sustainability of the built environment.
- 4) Value diversity of opinion and representation,
- 5) Identify and review issues of current and future regulatory concern that may affect the practice of architecture.

(c) Through the Western Conference-Region the Members shall maintain collaboration and communication with other Members within the conferenceRegion. Members shall join together to participate in the work of NCARB and to provide leadership for NCARB. Individuals who are members of Member Boards are encouraged to similarly support NCARB.

(d) The Western Conference-Region shall pursue its objectives in the most efficient, diligent, and fiscally responsible manner possible. Our pursuit shall be governed by core values of cooperation, integrity, and accountability.

ARTICLE IV: DOMAIN

The domain of the Western Conference-Region shall cover the jurisdictions of the Members assigned to the Western Conference-Region by the NCARB Bylaws.

ARTICLE V: MEMBERSHIP

a) The membership of the Western Conference-Region shall be composed of the Members assigned to the Western Conference-Region by the NCARB Bylaws. No Delegate may participate in the work of the Western Conference-Region if their respective Member, although current with NCARB dues, is not current with all dues owed to the WCARB.

b) Any WCARB Member may resign upon submittal of written notification from the Member Chair to the WCARB Chair. Said resignation shall be communicated to the business office of each other member Board and to the NCARB within ten days of receipt by the WCARB Chair. Resignation shall be effective thirty (30) days following the date of receipt of the notice from the Member by the WCARB chair.

ARTICLE VI: MEETINGS OF THE WESTERN CONFERENCE-REGION

a) The Annual Meeting shall occur in March or April annually at a date established by the Members/Executive Committee of each calendar year; this meeting shall be open to all Delegates of all Members as well as the MBE of each Member. The purpose of the meeting shall be election of the Executive Committee, participation in Education Workshops, nomination of a Regional Director, and transaction of other business that may properly come before the meeting.

b) A meeting, consisting of one or more sessions, shall be held in conjunction with the NCARB Annual Meeting.

c) Each Member shall send at least an Official Delegate to the meeting of the Western ConferenceRegion. Regardless of the number of Delegates representing each Member, each Member shall have one vote. Each Member shall identify the Official Delegate at the roll call of the meeting.

d) A quorum shall be a majority of the Members of the Western ConferenceRegion.

e) Voting by absentee ballot shall not be allowed.

f) If the Official Delegate is absent from any portion of the meeting, the Official Delegate shall declare to the Chair of the meeting another Delegate of the same Member Board as Alternate. An MBE shall be allowed to act as either Official Delegate or Alternate when so designated by their Board Chair in writing, and approved by the WCARB Chair.

g) All meetings shall be conducted in accordance with Robert's Rules of Order, Latest Edition.

h) Special meetings may be called by the Chair with the concurrence of a majority of the Executive Committee members.

ARTICLE VII: EXECUTIVE COMMITTEE

a) The Executive Committee of the Western ConferenceRegion shall be composed of five voting members - a Chairperson, a Vice Chairperson, a Secretary/Treasurer and ~~three~~ two members. The five voting Executive Committee members shall be elected by majority vote of Members present at an Annual Meeting of WCARB. The Regional Director and the WCARB Executive Director shall serve as ex officio non-voting members of the Executive Committee.

b) Executive Committee members shall be elected for a term of two years, three members to be elected in even numbered years and two members in odd-numbered years, to assure management continuity. A nominee for the Executive Committee must be a current active member of the nominee's respective Board. New Executive Committee Members shall assume office immediately following the adjournment of the next Annual Meeting of NCARB. A member of the Executive Committee who is no longer a member of their State Board may complete their elected term of service on the Executive Committee.

1. The Chair, ~~and~~ Vice Chair, and Secretary/Treasurer shall be elected, by majority vote of Members present at the Annual Meeting of WCARB, from among the membership of the Executive Committee who will be in office immediately following the adjournment of the next Annual Meeting of NCARB. Their term of office will commence immediately following the next Annual Meeting of NCARB.

2. The Chair of the Executive Committee shall exercise general supervision over the affairs of WCARB and shall perform all the duties required by these bylaws or delegated by the Executive Committee. The Chair shall preside at every meeting of the Western Conference-Region and of the Executive Committee and shall appoint all committees.

2.1 In the absence of the Chair, or in the event the Chair position is vacated, the Vice Chair shall preside and perform all the duties of the Chair.

2.2 In the absence of both the Chair and the Vice Chair, the ~~Executive Committee shall elect a Chair pro tem~~ Secretary/Treasurer shall preside and perform all the duties of the Chair.

2.3 In the absence of the Chair, Vice Chair and the Secretary/Treasurer, the Executive Committee shall elect a Chair pro tem.

~~2.34~~ In the event of a vacancy in the Vice-Chair position, the Executive Committee shall elect, from the Executive Committee, a Vice-Chair to serve the remainder of the vacated term of office.

2.5 In the event of a vacancy in the Secretary/Treasurer position, the Executive Committee shall elect, from the Executive Committee, a Secretary/Treasurer to serve the remainder of the vacated term of office.

~~2.46~~ The Chair shall serve as the official representative of WCARB to the NCARB Annual Meeting.

~~2.57~~ The Chair shall serve as the official representative to the NCARB Regional Chairs Leadership Committee.

3. In the event of a vacancy on the Executive Committee, the Executive Committee shall elect a member to serve the remainder of the vacated term of office.

c) The Executive Committee of the Western Conference-Region shall administer the affairs of the Western ConferenceRegion; shall put into effect all general policies, directions and instructions adopted at any meeting of the Western Conference-Region where a quorum is present, and shall act for the membership of the Western Conference-Region in all matters within the limits of authority granted to the officers and Executive Committee by these Bylaws. Executive Committee members shall be reimbursed for their expenses relative to WCARB activities, in accordance with the Conference-Region's Rules.

d) Removal of an Executive Committee Member.

1. A member may be removed from the Executive Committee after two unexcused absences from any regularly scheduled WCARB meetings.

2. A majority vote by the Executive Committee members present at the next meeting is required to remove a member from that committee.

e) Term limits for Executive Committee Members.

1. An Executive Committee member shall serve no more than two (2) consecutive two-year terms. Appointment to fill a vacancy on the Executive Committee shall not be counted against the limit of two consecutive terms.

2. An otherwise qualified candidate who has previously served on the Executive Committee and completed the maximum number of consecutive terms may stand for election following a two-year absence from the Executive Committee.

f) Meetings of the Executive Committee:

1. Meetings of the Executive Committee shall be held on-call by the Chair or a majority of the Executive Committee members, with a minimum of one meeting per year in addition to the Executive Committee Meetings held in conjunction with the Western Conference-Region and National Council Annual Meetings. This additional meeting shall be set as determined by the Executive Committee for planning of the next Annual Meeting. When practical, this meeting shall be held at the site of the upcoming Annual Meeting.

2. Attendance by three voting members of the Executive Committee shall constitute a quorum.

ARTICLE VIII: EXECUTIVE DIRECTOR

a) The Executive Committee of the Western Conference-Region shall appoint annually an Executive Director who shall serve as an ex officio, non-voting member of the Executive Committee. The Executive Director need not be a member of a member board of the Western ConferenceRegion.

b) The Executive Director shall be responsible for all the clerical work, including financial matters, pertaining to the business of the Western ConferenceRegion, in cooperation with the Executive Committee, and prepare and forward all invoices, receive all moneys and deposit same in the name of the Western Conference-Region in a bank approved by the Executive Committee, and assist in the planning and program details of all meetings and conferences. The Executive Director shall record and distribute minutes of all WCARB and Executive Committee meetings. The Executive Director shall be delegated the authority to write checks on the WCARB account(s) by the Executive Committee. In the absence of the Executive Director or if the check writing authority of the Executive Director has been limited in any way by the Executive Committee, the Chair shall have check writing authority.

c) The Executive director shall serve at the will of the Executive committee. The Executive Committee shall conduct an annual review of the performance, duties, and compensation of the Executive Director.

ARTICLE IX: WESTERN CONFERENCE-REGION REGIONAL DIRECTOR

a) A nominee for the Director of the Western Conference-Region shall be selected annually by majority vote of Members present at the Annual Meeting of WCARB, and shall assume office following confirmation at the Annual Meeting of NCARB. The Western Conference-Region Director shall serve no more than three (3) consecutive one-year terms. Appointment to fill a vacancy of the Director shall not be counted against the limit of three consecutive terms.

b) If a nominee for Director has made a declaration as a candidate for NCARB office prior to the WCARB Annual Meeting, an Alternate Nominee shall be selected by a majority vote at an election to be held immediately following the vote for Director. If the nominee for Director is subsequently elected to NCARB office at the NCARB Annual Meeting, the Alternate Nominee shall assume the position of Director.

c) In the event the Western Conference-Region Directorship is vacated for any other reason than for that described under b), the Chair shall serve the remainder of the term, and shall vacate the position of Chair of the Western ConferenceRegion.

d) The Western Conference-Region Director shall serve as an ex-officio, non voting member of the Executive Committee.

ARTICLE X: COMMITTEES

a) The following standing committees shall be chaired by a member of the Executive Committee:

1. The Elections Committee shall serve to approve credentials of Official Delegates, and to oversee the elections.

2. The Resolutions Committee shall propose resolutions, review and compile resolutions proposed by Members for consideration, compose laudatory resolutions if needed, and present resolutions at any meeting.

3. The Education Program Committee shall create and facilitate the Education Workshops for delegates and MBE's when they are held at the Annual Meeting.

b) The Chair may appoint special committees or task forces as approved by the Executive Committee. Special committees or task forces report and recommend to the Executive Committee.

ARTICLE XI: FINANCES

a) Shall be subject to the Rules.

b) All records of the Western Conference Region, including records of finances, shall be open to Members upon request. A Member requesting copies of records shall compensate the Western Conference Region for reasonable and customary charges for reproduction and distribution.

ARTICLE XII: RULES OF THE CONFERENCE REGION

The Western Conference Region shall adopt reasonable rules necessary for the administration of these Bylaws. These rules shall be adopted by majority vote at a meeting of the Western Conference Region and amended in the same manner.

ARTICLE XIII: INDEMNIFICATION

Except as provided below, the Western Conference Region shall indemnify in full, current or former WCARB Directors, Chairs, Executive Committee Members, Executive Directors, or members of a WCARB committee against expenses, including attorney's fees, and against the amount of any judgment, money decree, fine or penalty, or against the amount of any settlement deemed reasonable by the WCARB Executive Committee, necessarily paid or incurred by such person in connection with or arising out of any claim made, or any civil or criminal action suit or proceeding of whatever nature brought against such person, or in which such person is made a party, or in which such person is otherwise involved, by reason of being or having been such Director, Chair, Executive Committee Member, Executive Director, or member of a WCARB committee. No indemnification shall be provided for any person with respect to any matter as to which such person shall have been adjudicated in any proceeding to have acted recklessly, to have been grossly negligent, or to have engaged in intentional misconduct. If such person has not been so adjudicated, such person shall be entitled to indemnification unless the Western Conference Region Executive Committee decides that such person did not act in good faith in the reasonable belief that his or her action was in the best interests of the Western Conference Region. Expenses incurred of the character described above may, with the approval of the Executive Committee, be advanced by the Western Conference Region prior to the final disposition of the action or proceeding involved, whether civil or criminal, upon receipt of an undertaking by the recipient to repay all such advances if such person is adjudged to have acted recklessly, to have engaged in intentional misconduct, or if the Executive Committee decides that such person is not entitled to indemnification.

The Western Conference Region shall have the power to purchase insurance on behalf of any person who is or was a Director, Chair, Executive Committee Member, Executive director, or member of a WCARB committee, against any liability incurred by such person in any such capacity, or arising out of that person's status as such, whether or not the Western Conference Region would have the power to indemnify that person against such liability under this Article or otherwise.

Any rights of indemnification hereunder shall not be exclusive, and shall accrue to the estate of the person to be indemnified.

Any other present or former employee or agent of or for the Western Conference Region and any person who at the Western Conference's Region's request is or has been serving as a director of another corporation may be indemnified in like manner by vote of the Executive Committee.

ARTICLE XIV: BYLAW AMENDMENTS

a) These Bylaws may be amended at any meeting of the Members of the Western Conference Region, provided that a notice stating the purpose of each proposed amendment and the reason for it is sent to every Member not less than 60 days prior to the date of the meeting at which this proposed amendment is to be voted.

b) A two-thirds vote of the Members present shall be necessary to amend these Bylaws.

HISTORY:

- | | |
|-----------------|-----------------|
| Adopted 2/29/64 | Revised 6/20/01 |
| Revised 2/24/66 | Revised 6/25/03 |
| Revised 3/07/73 | Revised 3/19/05 |
| Revised 3/08/75 | Revised 3/24/07 |
| Revised 3/09/84 | Revised 6/20/07 |
| Revised 6/27/84 | Revised 6/19/09 |
| Revised 3/08/85 | |
| Revised 3/15/86 | |
| Revised 3/14/87 | |
| Revised 3/31/90 | |
| Revised 3/06/93 | |
| Revised 3/20/99 | |

.....

**WESTERN ~~CONFERENCE~~ COUNCIL OF ARCHITECTURAL REGISTRATION
BOARDS**

~~CONFERENCE~~ REGION RULES - June ~~19, 2009~~ 21, 2013

The following ~~Conference~~ Region Rules have been adopted in accordance with WCARB Bylaws, Article XII; and as such, set forth the governing rights and powers of the Western ~~Conference~~ Region.

1.0 DEFINITIONS

The definitions used in these rules shall be those as set forth in WCARB Bylaws, Article II.

2.0 ENDORSEMENTS:

WCARB Members may endorse Resolutions and Nominations prior to the NCARB Annual Meeting. A majority vote of the membership shall be required. Endorsements shall serve to inform both WCARB Members and other Members of NCARB of the position taken by WCARB Members.

3.0 COOPERATION WITH NCARB:

WCARB will cooperate with the NCARB in order to promote the interests of the Members and to coordinate the activities of the WCARB and its Members with those of the NCARB. WCARB may formulate policy recommendations on matters of general WCARB interest or as input to NCARB committees, task forces and other groups established by the NCARB. The development of such policy recommendations and input shall be for the purpose of improving the representation of WCARB Members' concerns before the NCARB. This representation shall not preclude the presentation by Delegates of divergent or more extensive input to the NCARB.

4.0 RELATIONS WITH OTHER ORGANIZATIONS:

The WCARB will attempt to facilitate improved communication between various collateral organizations and the Members of the Western ~~Conference~~ Region. Representatives of these organizations will be invited to meet with representative of the Western ~~Conference~~ Region or to attend WCARB meetings as determined by the Executive Committee or a majority of the membership.

5.0 FINANCIAL

5.1 General

5.1.1 The fiscal year shall be from October through September of each year.

5.1.2 The Executive Committee shall review and approve interim and year-end financial statements prepared by the Executive Director. These financial

statements shall be presented to the Executive Committee prior to the WCARB Annual Meeting and prior to presentation to the Members.

5.1.3 The Executive Committee shall adopt an Annual Budget at the Executive Committee meeting in June. This budget shall take effect on October 1 of the same year and shall be presented to the Members for ratification at the Annual Meeting, at which time the Members may amend the Annual Budget.

5.1.4 The registration fees for the WCARB Annual Meeting shall adequately fund all of the meeting program expenses.

6.2 Income

6.2.1 Member Board annual basic dues shall be \$4,000. An optional supplemental travel assessment in increments of \$100 may be requested to be billed to any WCARB Member in accordance with Rule 7. Basic and supplemental dues shall be received by the Executive Director no later than January 1 of each year.

6.2.2 Only those Member Boards who are current with their dues shall be eligible to participate in the work of the WCARB and to vote at the WCARB Meetings.

6.2.3 WCARB shall maintain an operating reserve of not less than (75%) of the current amount budgeted for operations in an interest-bearing account approved by the Executive Committee.

6.3 Expenses

6.3.1 The Executive Committee shall authorize the Executive Director to pay for all budgeted expenses including all legitimate reimbursable expenses applied for on WCARB reimbursement forms.

6.3.2 The Executive Committee members shall be reimbursed for all expenses related to WCARB work and in accordance with the Bylaws and the Rules.

7.0 DELEGATE FUNDING TO WCARB MEETINGS

7.1 To ensure the required attendance of an Official from each Member at the meetings of WCARB, Members' annual dues shall be increased by an optional supplemental dues assessment in an amount to be determined by each Member to meet the travel expenses of Delegates and the MBE from each Member to attend the meetings of the Western ~~Conference-Region~~ during the period covered by the annual dues.

7.2 The amount of the optional supplemental dues shall be established annually by each Member.

7.3 No funds shall be provided to a delegate for attendance at a Western ~~Conference~~ Region meeting if such Member has not paid their annual and supplemental dues.

7.4 A WCARB Member may exercise an option to have added to their annual dues additional amounts in increments of \$100 to cover the travel for their Board Members or their MBE to the WCARB Annual Meeting and the WCARB meeting sessions at the NCARB Annual Meeting. . The assessment will be added only upon written request from the Member and the request is submitted to the Executive Director of the Western ~~Conference~~ Region at least 30 days in advance of the annual dues billing.

7.5 Supplemental dues for delegate travel expenses to a WCARB meeting that have not been requested for reimbursement in writing within 90 days following the close of the NCARB Annual Meeting shall remain with WCARB and shall not be reimbursed to a Member. Such funds shall not be used by a Member as credit for the following year's travel expenses.

8.0 TRAVEL REIMBURSEMENT CONDITIONS AND GUIDELINES

8.1 General

8.1.1 WCARB will process reimbursements for travel expenses, not to exceed the amount of supplemental dues paid, to individual delegates after their reimbursement forms have been approved by their Member Board Executive. Requests for reimbursement must be made by the MBE's on forms provided by WCARB within 60 days following the meetings for which travel reimbursement is requested. Any requests received after 90 days following the close of the NCARB Annual Meeting will not be processed. Reimbursement forms may be submitted by mail, e-mail, or by FAX to the Executive Director.

8.1.2 The Executive Director and/or WCARB Chair must approve any deviations from the Travel Reimbursement Guidelines in advance, and then only with adequate written justification.

8.1.3 It is the responsibility of the Member Boards to monitor the individual reimbursable expenses of their delegates.

8.1.4 Travel reimbursements for the members of the WCARB Executive Committee shall comply with the current NCARB Travel Policies.

9.0 SCHEDULE OF EVENTS

The work of WCARB shall adhere generally to the annual schedule set forth below. Variations from this schedule may be made by the Executive Committee as long as such variations do not conflict with the annual schedule of NCARB or create hardship for WCARB Members.

WCARB Annual Schedule of Events

<u>Date</u>	<u>Responsibility</u>	<u>Task</u>
January 1	Member Boards	WCARB Dues and Optional Supplemental Dues due

3rd wk January	MBE's	Forward resolutions to Executive Director
3rd wk January	Exec. Directory	Forward any proposed By-Law Changes to membership, making sure they arrive in each Board office 60 days prior to WCARB Annual Meeting
4th wk January	Exec. Director	Distribute WCARB Annual Meeting packets
1st wk February	Exec. Director	Forward resolutions to membership, making sure they arrive in each Board office 30 days prior to WCARB Annual Meeting
3rd wk February	MBE's	Forward Annual State Reports to Exec. Director.
1st wk March	Chair	Start arrangements for Exec. Director next year's WCARB Annual Meeting
2nd wk March	Exec. Director	Distribute Final Agenda for WCARB Annual Meeting;
3rd wk March	WCARB	WCARB Annual Meeting
4th wk March	Exec. Director	Forward WCARB Resolutions to NCARB for consideration at the NCARB Annual Meeting
1st wk April	Exec. Director	Forward draft of WCARB meeting minutes to Executive Committee for review
1st wk April	Chair	State/WCARB Report to NCARB
2nd wk April	Exec. Director	Distribute minutes from WCARB Annual Meeting to all MBE's and Member Board Members and the Executive Committee
3rd wk April	Exec. Director	Forward any proposed By-Law Changes to membership, making sure they arrive in each Board office 60 days prior to WCARB June Meeting
1st wk May	Chair	Distribute tentative agendas for Executive Committee and WCARB Meetings to be held in Conjunction with NCARB Annual Meeting
2nd wk May	Exec. Director	Distribute information for NCARB Annual Meeting to Member Board Members: final agenda; minutes from WCARB annual meeting; finance report
3rd wk June		NCARB Annual Meeting

WCARB June Meeting

2nd wk August	Exec. Director	Forward typed draft of minutes from WCARB June meeting to Executive Committee for review and approval. Prepare annual financial statement for NCARB
4th wk August	Exec. Director	Distribute WCARB June meeting minutes to all MBE's and Member Board Members and the Executive Committee
1st wk September	Chair	Executive Committee Fall Meeting announced; agenda distributed; finalize WCARB Annual Meeting arrangements
1st wk September	MBE	Inform Exec. Director in writing of amount of Optional Supplemental Dues to be invoiced by Exec. Director
3rd wk September	MBE	Deadline for submitting written request for reimbursement to Exec. Director of Optional Supplemental Dues (90 days following the close of the NCARB Annual Meeting).
October	Chair, Exec. Director	Executive Committee Fall Meeting – at location of next WCARB Annual Meeting
3rd wk October	Exec. director	WCARB Invoices sent out
1st wk November	Exec. Director	Distribute Fall Executive Committee Meeting Minutes
2nd wk November	Exec. Director	Complete WCARB Annual tax information and forward to NCARB
3rd wk. November	Exec. Director	Distribute preliminary Host State information on WCARB Annual Meeting to Member Boards: registration fees; hotel charges; locations; dates
2nd wk December	Chair	Forward periodic state reports to Regional Director for the NCARB Board of Director's Meeting

History:

Adopted 3/14/80 (A-D)
Adopted 6/28/85 (E)
Adopted 3/15/86 (F)
Adopted 3/14/87 (F)
Amended "F" 3/2/89
Amended "A" 3/30/90
Amended "E" 6/27/90
"F" changed to "G" 10/19/91
Amended new "F" d) 3/6/93
Amended "F-Auto-Private & F-Per Diem 10/5/96
Adopted 3/20/99 (revised in full)
Revised 3/24/00
Revised 6/19/09
Revised 3/9/12



NCARB

Resolutions
to be Acted Upon at the
2013 Annual Meeting

MAY 2013

National Council of Architectural Registration Boards
1801 K Street NW, Suite 700K
Washington, DC 20006
202/783-6500
www.ncarb.org

RESOLUTION 2013-01

Supported by the Council Board of Directors (14-0)

Title: *Model Law and Regulations* Amendment – Use of Electronic Seals and Signatures

Submitted By: Council Board of Directors

RESOLVED, that the first three sentences of Section 6, Seal in the *Model Law* be amended to read as follows:

“Every registered architect shall have a seal of a design authorized by the Board by regulation. All technical submissions, which are (a) required by public authorities for building permits or regulatory approvals, or (b) are intended for construction purposes, including all addenda and other changes to such submissions, shall be sealed and signed by the architect ~~with the impression of his/her seal and the signature of the architect~~. The signature and seal may be electronic and shall mean that the architect was in responsible control over the content of such technical submissions during their preparation and has applied the required professional standard of care.”

FURTHER RESOLVED, that the first sentence sub-section (B) of section 100.805 (Professional Conduct) of the *Model Regulations* be amended to read as follows:

“(B) All technical submissions, which are (a) required by public authorities for building permits or regulatory approvals, or (b) are intended for construction purposes, including all addenda and other changes to such submissions, shall be signed and sealed by ~~with the impression of the seal and signature of the registered architect, which signature and seal may be electronic.~~”

FINALLY RESOLVED, that sub-section (B) of section 100.806 (Design and Use of Architect’s Seal) of the *Model Regulations* be amended to read as follows:

“(B) As required by [statutory reference], the seal and signature shall ~~be imprinted~~ appear on all technical submissions, as follows: on each design and each drawing; on the cover and index pages identifying each set of specifications; and on the cover page (and index, if applicable) of all other technical submissions. ~~The original signature of the individual named on the seal shall appear across the face of each original seal imprint.~~ Such seal and signature may be electronic.”

SPONSORS’ STATEMENT OF SUPPORT:

The Member Board Executives Committee and the Procedures and Documents Committee have identified outdated language in the existing *Model Law* and the *Model Regulations* describing the seal and signature on technical submissions. Both reference an imprint or impression in describing the seal and require the physical application of the seal and signature. Neither allow for an electronic image of the seal or signature, which is now becoming common practice and is even required by governmental authorities in some jurisdictions. To align current practice, the

committees recommend modifying the language to allow for the use of an electronic image of the seal and signature.

This change is consistent with federal law, which now states that a contract or signature in interstate or foreign commerce “may not be denied legal effect, validity, or enforceability solely because it is in electronic form.” Electronic Signatures in Global and National Commerce Act (Pub.L. 106-229, 14 Stat. 464, enacted June 30, 2000, 15 U.S.C. ch.96).

RESOLUTION 2013-02

Supported by the Council Board of Directors (14-0)

TITLE: *Certification Guidelines* Amendment – Alternative to Education Requirement

SUBMITTED BY: Council Board of Directors

RESOLVED, that sub-section B of section 2.2 of the *Certification Guidelines* be amended to read as follows:

- “B. Applicants with a degree in the field of architecture that is not accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB) ~~granted by an academic institution outside the United States and Canada~~ must obtain an Education Evaluation Services for Architects (EESA) NCARB evaluation report stating that he/she has met the *NCARB Education Standard*.”

SPONSORS' STATEMENT OF SUPPORT:

The Broadly Experienced Architect (BEA) Committee recommends that any architect with a degree from a non-accredited program meets the *NCARB Education Standard* as verified by an Education Evaluation Services for Architects (EESA)-NCARB evaluation conducted by the National Architectural Accrediting Board (NAAB). Presently, only holders of degrees from academic institutions outside the United States and Canada may do this.

The committee believes that if there are no deficiencies to overcome, no further assessment beyond an EESA-NCARB evaluation should be required of anyone, and those architects meeting the *Education Standard* would also satisfy the education requirement for certification outside of the BEA Program. Architects who have not satisfied the *Education Standard* must satisfy any deficiencies as noted in the *Education Guidelines*.

RESOLUTION 2013-03

Supported by the Council Board of Directors (14-0)

TITLE: *Certification Guidelines* Amendment – Modifications to Broadly Experienced Architect Terminology

SUBMITTED BY: Council Board of Directors

RESOLVED, that Section 2.2, paragraph A, Alternatives to the Education Requirement of the *Certification Guidelines* be amended to read as follows:

“2.2 Alternatives to the Education Requirement

If you do not hold a professional degree in architecture as identified in Section 1.2, NCARB will accept either of the following:

- A. Satisfaction of NCARB’s Broadly Experienced Architect (BEA) Program, which permits an applicant with the required years of experience in comprehensive practice practicing architecture as defined in the *Legislative Guidelines and Model Law, Model Regulations* in which the applicant exercised responsible control within a U.S. jurisdiction while registered in such jurisdiction to demonstrate that a combination of education and/or comprehensive practice experience in practicing architecture satisfies all of his/her education deficiencies with respect to the *NCARB Education Standard* set forth in the *Education Guidelines*. The required years are:
- Six years for architects who hold a pre-professional degree in architecture awarded by a U.S.-regionally accredited institution or the Canadian equivalent, or
 - Eight years for architects who hold any other baccalaureate or higher degree, or
 - Ten years for architects who do not hold a post-secondary baccalaureate or higher degree.”

SPONSORS’ STATEMENT OF SUPPORT:

The Broadly Experienced Architect (BEA) Committee recommends replacing the term “comprehensive practice” with “practice of architecture” in the *Certification Guidelines* to clarify the purpose of the program. The BEA Program is a way for architects, who do not have a degree from a NAAB-accredited program, to demonstrate how their experience in the practice of architecture satisfies identified education deficiencies. The concept of comprehensive practice is not relevant to BEA Program eligibility, and review of a BEA dossier is focused on the projects, or parts of projects, that demonstrate that the architect has overcome the specific education deficiencies.

RESOLUTION 2013-04

Supported by the Council Board of Directors (14-0)

TITLE: *Certification Guidelines* Amendment – Modification to Broadly Experienced Foreign Architect Terminology

SUBMITTED BY: Council Board of Directors

RESOLVED, that section 5.4 Experience Requirement of the *Certification Guidelines* be amended to read as follows:

“5.4 Experience Requirement

You must have completed a minimum of seven (7) years of comprehensive practice as a credentialed architect over which you exercised responsible control in the foreign country in which you are credentialed.

- “Comprehensive practice” means the application of the knowledge and skills of those aspects of the profession assessed by an architectural practice that regularly involves familiarity with all of those areas tested on the Architect Registration Examination, including programming, design, technical and construction documents production, and construction administration.
- “Responsible control” means that amount of control over and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by U.S. registered architects applying the required professional standard of care.”

SPONSORS’ STATEMENT OF SUPPORT:

The Broadly Experienced Architect (BEA) Committee, which oversees both the BEA and Broadly Experienced Foreign Architect (BEFA) Programs, recommends changes to the definition of “comprehensive practice” in the *Certification Guidelines* for clarity. It believes the current definition does not adequately define the depth and assessment required of the BEFA Program, which allows foreign architects to demonstrate competence to independently practice architecture, while protecting the health, safety, and welfare to meet the examination requirement of NCARB certification.

The change identified in the resolution provides a more accurate definition for the program requirement—to demonstrate competence through completed projects (application of knowledge and skill) in a foreign country. The committee also recommends eliminating the list of specific categories covered by the Architect Registration Examination (ARE) in the definition of comprehensive practice. This allows for flexibility for future changes to the divisions of the ARE without affecting the comprehensive practice.

RESOLUTION 2013-05

Supported by the Council Board of Directors (14-0)

TITLE: *Bylaws* Amendment – Eligibility for the Public Director Position

SUBMITTED BY: Council Board of Directors

RESOLVED, that the third paragraph of Article VII, section 2 of the *Bylaws* be amended to read as follows:

“A candidate for election as the Public Director (i) shall be ~~(i)~~ a citizen of the United States, (ii) shall not be a person engaged in or licensed to engage in the design of any portion of buildings or structures or a ~~person participating in the regulation of design of any portion of buildings or structures~~ member of a Member Board or Member Board Executive, and (iii) shall be nominated by the Council Board of Directors and elected at the Annual Meeting, ~~and (iv) such person so nominated shall be elected at the Annual Meeting.~~ A Public Director shall serve the same term and with the same limit on succeeding terms as apply to Regional Directors in this Article VII, Section 3, and any vacancy in the office of Public Director shall be filled by the Council Board of Directors.”

SPONSORS’ STATEMENT OF SUPPORT:

The Governance Task Force recommends clarifying who may not be a public director on the NCARB Board of Directors. This resolution modifies the *Bylaws* to formally restrict a Member Board Member or a Member Board Executive from serving as the public director. It ensures that a person who can contribute an outsider’s perspective, which is not prejudiced or influenced by current involvement with NCARB, fills the position. The resolution also expands the ability of the Board to nominate someone who is familiar with architecture, such as a code official, but not engaged in or licensed to engage in the design of buildings or structures.

RESOLUTION 2013-06

Supported by the Council Board of Directors (14-0)

TITLE: *Inter-Recognition Agreement with Canada – Update and Conforming Changes to Certification Guidelines*

SUBMITTED BY: Council Board of Directors

RESOLVED, that the existing Inter-Recognition Agreement be dissolved and the new Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Canadian Architectural Licensing Authorities be and hereby is ratified and approved in the form published in the *Pre-Annual Meeting Report*.

FURTHER RESOLVED, that Sections 3 and 4 of the *Certification Guidelines* be deleted in their entirety.

SPONSORS' STATEMENT OF SUPPORT:

Architects licensed to practice in a U.S. or Canadian jurisdiction have benefitted from the long-standing *Inter-Recognition Agreement Between the National Council of Architectural Registration Boards and the Committee of Canadian Architectural Councils* (now known as the Canadian Architectural Licensing Authorities (CALA)) for the mutual recognition of licensure. The agreement, signed in 1994, established recognized standards and grandfathering provisions for education, internship, and examination for the basis of immediate and mutual recognition. The agreement has served the members of NCARB and CALA well and has been a model for mutual recognition agreements around the world. Evolution in the path to licensure within the Canadian provinces has necessitated a review and update of the existing agreement in order to continue the facilitation of the cross-border practice of architecture.

NCARB and CALA represent mature and sophisticated regulatory bodies that support professional licensure and protect the public. Each country conducts a practice analysis that serves to identify the competencies required to practice architecture. The results of the practice analysis are used to shape and inform the requirements of three rigorous components commonly referred to as the three "E"s: education, experience, and examination. NCARB traditionally looks at the three components individually, while Canada is moving toward a more holistic view.

Comparing and contrasting the current programs found:

- **EDUCATION:** A professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) is still considered to be the equivalent of a degree from a program accredited by the Canadian Architectural Certification Board (CACB). NAAB and CACB remain in close contact and regularly review each other's accreditation procedures and conditions.
- **EXPERIENCE:** The Intern Development Program (IDP) and Canada's Internship in Architecture Program (IAP) remain focused on the broad range of experience required prior to licensure; however, they now primarily differ in length. The IDP requires completion of 5,600 hours in a combination of three different experience settings, starting

as early as post-high school for those working in an architect's office. A revised IAP released in 2012 requires completion of 3,720 hours of experience; however, all hours are gained after completion of a CACB degree and only in the office of an architect. Some consider the IDP more flexible; others consider IAP more concentrated.

- EXAMINATION: The Architect Registration Examination® (ARE®) and Canada's Examination for Architects in Canada (ExAC), released in 2008, are significantly different in approach. The ARE is a seven-division computer-based examination that requires the demonstration of the knowledge and skill required to practice independently. The Canadian exam is a four division, paper-and-pencil exam administered over a two-day period once each year. The ExAC focuses on the *Canadian Handbook of Practice* and the *National Building Code of Canada*. The purpose of the ExAC is to assess the experience interns gain through the IAP. There is no consideration for testing the academic knowledge previously tested and proven through the education process.

When reviewing these recent changes, the leadership of NCARB and CALA determined that the terms and conditions of the existing agreement were no longer applicable. After more than a year of exploration and negotiation, both parties are proposing to their member regulators that all architects now be required to complete 2,000 hours (approximately one year) of licensed practice in their home jurisdiction prior to seeking reciprocal licensure. This new experience requirement and delayed recognition is intended to overcome perceived differences in the individual requirements for initial registration.

Under this new agreement, the architect must provide proof of licensure, attest to having completed 2,000 hours of licensed practice, and the regulatory authority must provide a statement of good standing. Through the NCARB Certificate, the architect can obtain authorization to practice from each host jurisdiction that is a signatory to the new agreement. The architect must comply with all practice requirements of the jurisdiction and is subject to all governing legislation and regulations of the jurisdiction.

The agreement is only accessible to those architects that are citizens or permanent residents of the United States or Canada and that acquired their license in a U.S. or Canadian jurisdiction without having been registered by means of a foreign reciprocal registration procedure such as the Broadly Experience Foreign Architect Program or other international mutual recognition agreement. Those architects currently licensed or certified under the existing agreement are not affected.

Supporting and implementing this new agreement allows current architects on both sides of the border the continued professional recognition afforded by the original agreement. However, the focus of the new forward-looking agreement is on the future generations of architects. The new agreement respects each country's rigorous path to licensure rather than dissecting the individual steps along the way and serves as a bold model for mutual recognition agreements in the future.

You can read the full draft agreement and supporting documents in Appendix A.

MUTUAL RECOGNITION AGREEMENT
Between The
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
And The
CANADIAN ARCHITECTURAL LICENSING AUTHORITIES

The National Council of Architectural Registration Boards (NCARB) representing the architectural licensing boards of the 50 states, the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.

AND

The Canadian Architectural Licensing Authorities, a committee representing the 11 Provincial and Territorial jurisdictions in Canada (collectively CALA and individually, the CALA jurisdictions): Architectural Institute of British Columbia; Alberta Association of Architects; Saskatchewan Association of Architects; Manitoba Association of Architects; Ontario Association of Architects; Ordre des architectes du Quebec; Nova Scotia Association of Architects; Architects Association of New Brunswick; Architect's Registration Board of Newfoundland & Labrador; Architects Association of Prince Edward Island; Northwest Territories Association of Architects.

WHEREAS, NCARB establishes model regulations for the profession of architecture and promulgates recommended national standards for education, experience, and examination for initial licensure and continuing education standards for license renewal; as well as establishing the education, experience, and examination requirements for the NCARB Certificate in support of reciprocal licensure within the United States;

WHEREAS, the NCARB Member Boards and the CALA jurisdictions are empowered by statutes to regulate the profession of architecture in their respective jurisdictions, including setting education, experience, and examination requirements for licensure/registration and license/registration renewal;

WHEREAS, the standards, protocols, and procedures required for entry to the practice of architecture within the United States and Canada have benefitted from many years of collaboration between NCARB and the CALA jurisdictions;

WHEREAS, accepting there are some differences between the systems in place in United States and Canada, there is significant and substantial equivalence between the regulatory systems for licensure/registration and recognition of the privilege and obligations of architects to practice in the United States and Canada;

WHEREAS, NCARB and the Committee of Canadian Architectural Councils previously entered into the Inter-Recognition Agreement which took effect on July 1, 1994. The Committee of Canadian Architectural Councils no longer exists as an organization, such former Inter-Recognition Agreement is hereby declared no longer to exist and the parties desire to enter into this new Mutual Recognition Agreement.

WHEREAS, NCARB and the CALA jurisdictions recognize the NCARB Member Boards and the CALA jurisdictions as mature and sophisticated regulators to which the utmost full faith and credit should be accorded and desire to facilitate reciprocal licensure/registration in the host country of architects who have been licensed/registered in their home country;

WHEREAS, any architect seeking to engage or actively engaging in the practice of architecture in any NCARB Member Board or CALA jurisdiction must obtain the authorization to practice from the jurisdiction, must comply with all practice requirements of the jurisdiction, and is subject to all governing legislation and regulations of the jurisdiction;

NOW THEREFORE, NCARB and the CALA jurisdictions agree as follows:

ELIGIBILITY

1. Architects who are able to benefit from the provisions of this agreement must be citizens respectively of the United States or Canada or have lawful permanent residency status in that country as their home country in order to seek licensure/registration in the other country as the host country under this Agreement. Architects shall not be required to establish citizenship or permanent residency status in the host country in which they seek licensure/registration under this Agreement.
2. Architects must also be licensed/registered in a jurisdiction of their home country and must have completed at least 2,000 hours of post-licensure/registration experience practicing as an architect in their home country.
3. Notwithstanding items 2 and 3 above, Architects who have been licensed by means of a Broadly Experienced Foreign Architect programs of either of the two countries or other foreign reciprocal licensing agreement are not eligible under this agreement.

CONDITIONS

U.S. Architect to Canadian Jurisdiction

Upon application, those CALA jurisdictions who become signatories to this Agreement and so long as they remain signatories agree to license/register as an architect in their respective province or territory any architect who

1. is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a current signatory to this Agreement;
2. holds a current NCARB Certificate;
3. meets the eligibility requirements listed above; and
4. whose principal place of practice is in a jurisdiction that is a current signatory to this Agreement.

Canadian Architect to U.S. Jurisdiction

Upon application, NCARB shall issue an NCARB Certificate to any architect licensed/registered in one or more CALA jurisdiction(s) meeting the eligibility requirements listed above.

Upon application, those NCARB Member Boards who become signatories to this Agreement and so long as they remain signatories agree to license/register as an architect in their respective jurisdictions any architect who

1. is currently licensed/registered in good standing by one or more of the CALA jurisdiction(s) that is a current signatory to this Agreement;
2. holds a current NCARB Certificate;
3. meets the eligibility requirements listed above; and
4. whose principal place of practice is in a jurisdiction that is a current signatory to this Agreement.

DEFINITIONS

Demonstration of Required Experience

2,000 cumulative hours of post-licensure experience shall be demonstrated by individual applicants through the provision of proof of licensure in good standing and a signed affidavit attesting to the experience.

Principal Place of Practice

The address declared by the architect to be the address at which the architect is predominantly offering architectural services. The architect may only identify one principal place of practice.

LIMITATIONS

Nothing in this Agreement limits the ability of an NCARB Member Board or CALA jurisdiction to refuse to license/register an architect or impose terms, conditions or restrictions on his/her license/registration as a result of complaints or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered necessary to protect the public interest. Nothing in this Agreement limits the ability of NCARB, an NCARB Member Board or a CALA jurisdiction to seek appropriate verification of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement.

MONITORING COMMITTEE

A Monitoring Committee is hereby established to monitor the performance of all signatories who have agreed to be bound by the terms and conditions of this Agreement to assure the effective and efficient implementation of this Agreement.

The Monitoring Committee shall be comprised of no more than five individuals appointed by CALA and five individuals appointed by NCARB. The Monitoring Committee shall convene at least one meeting in each calendar year, and more frequently if circumstances so require.

AMENDMENT

This agreement may only be amended with the written consent of NCARB and all of the CALA jurisdictions who are initial signatories. Any such amendment will be submitted to all of the NCARB jurisdictions who may re-affirm their respective assent to this Agreement as so amended or may withdraw as a signatory.

SIGNING AND WITHDRAWING

Any NCARB Member Board or CALA jurisdiction may become a party to the applicable provisions of this Agreement upon submitting a written affirmation of its intent to become a signatory in the case of NCARB Member Boards to NCARB and in the case of CALA jurisdictions either by signing this Agreement or submitting a written affirmation of its intent to become a signatory to NCARB and the other CALA jurisdictions. Any NCARB Member Board or CALA jurisdiction may likewise withdraw from this Agreement with 90-days written notice given respectively to the same parties in the same manner. NCARB and the CALA jurisdictions shall each promptly notify the other in writing of all signatories and withdrawals. In the event of withdrawal, all licenses/registrations and NCARB certification granted to architects pursuant to this Agreement shall remain valid as long as all renewal obligations are maintained and all other generally applicable requirements are met or unless revoked for cause.

TERMINATION

NCARB or CALA may invoke termination of this agreement with 90-days written notice to the other party. This Agreement shall also terminate if more than one-half of the respective NCARB Member Boards and CALA jurisdictions cease to be signatories to this Agreement. In the event of termination, all licenses/registrations granted to architects of either country prior to the effective termination date shall remain valid as long as all registration renewal obligations are maintained or unless registration is revoked for cause.

ENTRY INTO FORCE

This Agreement shall come into force at such time as more than one-half of all NCARB Member Boards have become parties to this Agreement and more than one-half of all CALA jurisdictions have become parties to this Agreement all as described above so long as such condition is met on or before January 1, 2014, or as mutually extended by the NCARB Board of Directors and the CALA International Relations Committee.

Signatures

NCARB

CALA

President

Chair, IRC

CEO

Witness



2013 CANDIDATE RESUMES

The National Council of Architectural Registration Boards protects the public health, safety, and welfare by leading the regulation of the practice of architecture through the development and application of standards for licensure and credentialing of architects.



Candidate for 1st Vice President - President Elect

Education	BA in Architecture, 1975, Iowa State University
Practice	M+ Architects Inc. President and Principal
Registration	Iowa, Nebraska, South Dakota, Minnesota, Maryland, North Carolina, South Carolina, Arizona
Certification	NCARB

NCARB Service

NCARB Board of Directors

2nd Vice President	2012 - 2013
Treasurer	2011 - 2012
Secretary	2010 - 2011
Director	2009 - 2010
Chair, Region 4	2006 - 2009
Vice-Chair, Region 4	2005 - 2006

NCARB Committees

Chair, Governance Committee	2012 - 2013
Liaison Member Board Executives	2012 - 2013
Chair, Audit Committee	2011 - 2012
NCARB Education Grant Jury	2011 - 2012
Long Range Strategic Issue #1 Committee	2011 - 2012
Member Board Executives	2009 - 2010
ARE Research and Development	2009 - 2010
Liaison to AIA National Associates	2009 - 2010
Chair, Intern Development Program	2008 - 2009
Procedures and Documents	2008 - 2009
Intern Development Committee Advisory Committee	2008 - 2009
Regional Chairs Committee	2006 - 2009
Intern Development Program	2006 - 2008
Chair, IDP Employment Task Settings Task Force	2007 - 2008
Jury, Intern Development Program Firm of the Year	2007 , 2009
IDP Supervisor Task Force	2006 - 2007
IDP Coordinating Committee	2006 - 2007
Committee on Professional Development	2005 - 2006

Professional Service

Iowa Board of Architectural Examiners Board Member

Chair	2001 - 2010
	2003 - 2004 & 2009 - 2010

AIA National Director Central States

Component Resources Committee	1997 - 1999
Component Affairs Membership Advisory Committee	1990 - 1992
Chair, Component Affairs Membership Advisory Committee	1997 - 1999
	1999

AIA Iowa

President	1989
President Elect	1988
Treasurer	1996 - 1998
Board of Directors	1992 - 1995 and 1985 - 1987
Convention Committee	1983,1992
Architectural Foundation Board	1990 - 1991 & 1998 - 2000

Dale McKinney, FAIA, NCARB

Candidate for 1st Vice President - President Elect

Page 2

Honors and Awards

Iowa AIA Medal of Honor Recipient	2011
AIA/NCARB IDP Firm of the Year	2004
Mainstreet Iowa Best Volunteer	1994
Iowa Governor's Volunteer Award	1995
Partner in Aging Award	1995

Community Service

City of Sioux City

Main Street Sioux City/Downtown Partners Board	1991 - 1996 & 2008 - 2013
Chair, Main Street Sioux City/Downtown Partners Board	1992 - 1996
Design Works Executive Committee	2009 - 2010
Historic Preservation Commission	2004 - 2010
Chair, Vision 2020 Urban Design	1990 - 1992
Highland Park Development Commission	1989

Other

Center for Siouxland	2011 - 2013
Council on Sexual Assault and Domestic Violence Board of Directors	2005 - 2010
Chair, Norm Waitt Sr. YMCA Board of Directors	2002 - 2008
Norm Waitt Sr. YMCA Board of Directors	1999 - 2008
Executive Director, Siouxland Housing Development Corporation	2011 - 2013
Siouxland Housing Development Corporation	1991 - 2013
President, Hinton Community School Board of Education	1979 - 1991



DENNIS S. WARD, NCARB, AIA



Education Master of Architecture 1981
 Clemson University
 Charles E. Daniel Center for Design
 Genoa, Italy 1980
 Bachelor of Science in Design 1979
Cum laude
 Clemson University

Practice F W Architects, Inc. – Florence, SC
 President (1982 – Present)

REGISTRATION South Carolina, North Carolina, Georgia
 NCARB Certificate

MEMBER BOARD SERVICE South Carolina State Board of Architectural Examiners

Vice-Chair	2001-2011
Chair	2003 2004-2006, 2009

NCARB (National Council of Architectural Registration Boards) SERVICE

NCARB - Board of Directors	National Treasurer	2012-Present
NCARB - Board of Directors	National Secretary	2011
NCARB - Board of Directors	Region 3 Director	2009-2011
NCARB ExCom Committee		2011-Present
NCARB Audit Committee		2011-Present
	Chair	2012-Present
NCARB By-Laws Task Force	Chair	2011
NCARB Procedures and Documents Committee	Board Liaison	2011
SCNCARB - Region 3	Region Director	2009-2011
SCNCARB - Region 3	Vice-Chair	2007-2008
SCNCARB - Region 3	Secretary	2006
SCNCARB - Joint Region Meeting - Savannah	Program Chair	2009
SCNCARB - Joint Region Meeting – Charleston	Planning Committee	2012
NCARB ARE Subcommittee - CD&S	Member	2002
NCARB ARE Subcommittee - CD&S	Coordinator	2003-2004
NCARB ARE Subcommittee	Assistant Chair	2005-2006
NCARB ARE Subcommittee	Chair	2007-2008
NCARB ARE Cut Score Committee		2008
NCARB ARE Spec. Conversion Task Force		2007
NCARB ARE Item Writing Workshops		2006-2008
NCARB ARE Outreach – Univ. Chicago Illinois		2008
NCARB Committee on Examination		2005-2008
NCARB ARE Technology Committee	Chair	2005-2007
NCARB IDPAC	Chair	2009-2011
NCARB Committee on Intern Development	Board Liaison	2009-2011
NCARB IDP Educators Conference		2010
NCARB IDP Outreach – Clemson University		2009
NCARB IDP Outreach – Chicago AIA		2010
NCARB IDP Outreach – Colegio de Arquitectos de Puerto Rico		2010
NCARB IDP Outreach – Austin AIA		2011

NAAB (National Architectural Accrediting Board) SERVICE

NCARB Representative - School of Architecture Accreditation Team	2003-Present
--	--------------

Texas A&M ! Prairie View (2006 Visiting Team)
Yale University (2007 Visiting Team)
University of South Florida - (2008 Focused Evaluation)
University of Kentucky ! (2010 Focused Evaluation)
Rochester Institute of Technology ! (2011 Visiting Team)
North Dakota State University ! (2012 Visiting Team - Chair)

PROFESSIONAL SERVICE

AIA Colorado - Denver Chapter	Assoc. Member	1981
AIA South Carolina	Member	1986-Present
AIA South Carolina	Board of Directors	1999
AIA South Carolina - Florence Chapter	Member	1996-2001
	President	1998
AIA South Carolina - Grand Strand Chapter	Member	2002-Present
South Carolina Office of School Facilities Advisory Committee		2003-Present
Clemson University College of Architecture, Arts, & Humanities Chair Search Committee - 2006		
Chair Search Advisor - 2010		
Construction Specifications Institute (CSI) - Grand Strand	Member	1993-Present
International Codes Council (ICC)	Member	1998-Present
Tau Sigma Delta, Honor Society in Architecture and Allied Arts Clemson University		
Brick Association of the Carolinas - Advisory Board Member		1989-1991

COMMUNITY

Clemson University IPTAY Representative
 Dawsey United Methodist Church
 Florence Lions Club - Past Board of Directors
 First Reliance Bank - Board of Advisors
 Pee Dee Speech and Hearing Board – Past Chairman
 Florence Symphony Guild
 Florence Museum Association
 Florence Downtown Development Association
 McLeod Regional Medical Center - Fundraising Board
 Florence Symphony Orchestra - Past Orchestral Member
 Florence Little Theater Orchestra - Past Orchestral Member
 Mu Beta Psi - Music Honor Society
 Sigma Chi Fraternity

Kristine A. Harding, AIA, NCARB, LEED GA

Education

Rice University
Bachelor of Arts in Architecture, 1983
Bachelor of Architecture, 1985
Via Gabina Villas Archeological Dig, 1982
Gensler Associates Scholarship, 1985



Practice

KPS Group, Inc., Huntsville, AL.
Vice President, Group Manager

Registration

Alabama, Tennessee
NCARB Certification

AIA Service

North Alabama Chapter AIA	Director	1998
North Alabama Chapter AIA	President-Elect	1999
North Alabama Chapter AIA	President	2000
NAC-AIA Design Awards	Chair	2000
Auburn Advisory Council	Member	2000
North Alabama Chapter AIA	Past-President	2001
Auburn Advisory Council	Vice Chair	2001
Alabama Council AIA	Secretary	2002
NAC-AIA Design Awards	Chair	2002
Auburn Advisory Council	Chair	2002
Alabama Council AIA	Vice President	2003
Auburn Advisory Council	Chair	2003
Alabama Council AIA	President-Elect	2004
Alabama Council AIA	President	2005
Alabama Council AIA	Past President	2006
Gulf States Design Awards	Chair	2006
Gulf States Design Awards	Chair	2007

NCARB Service

Alabama Board of Architects	Member	2005-Present
Alabama Board of Architects	Chair	2008, 2009
Professional Development Committee	Member	2007, 2008
Committee on Procedures & Documents	Member	2009, 2010
Committee on Procedures & Documents	Chair	2011
Committee on Education	Bd. Liaison	2012
Internship Committee	Bd. Liaison	2013
IDPAC	Co-Chair	2013
Audit Committee	Member	2013
Region 3 SCNCARB	Secretary	2008
Region 3 SCNCARB	Vice Chair	2009
Region 3 SCNCARB	Vice Chair	2010
Region 3 SCNCARB	Chair	2011
Region 3 SCNCARB	Director	2012
Region 3 SCNCARB	Director	2013
Credentials Committee	Member	2009

Community Service

Cummings Research Park Design Control Committee Member

Huntsville Sports Commission	Past President/Past Member
Huntsville Madison County Leadership	Class 14
Project Chair/RAD Equipment to the HSV Police Dept.	
Leadership Alabama	Class 16
Project Committee for Alabama Heart & Soul	
Leadership Alabama Board of Directors	2007
Huntsville Madison County Marina & Port Authority	Board
Congressional Medal for Antarctic Service	1983
Alabama Council AIA Accolade Award	2011

[Awards](#)

MARGO P. JONES, NCARB, AIA

Education

M.I.T. School of Architecture--
Master of Architecture, 1976
University of Chicago--Bachelor
of Arts, Art History, 1971

Practice

Margo Jones Architects, Inc., Greenfield, MA,
President (1984–present)
*9 person firm founded in 1984,
specializing in educational facilities,
historic preservation, and cultural
institutions*



Registration

Massachusetts, Vermont, New Hampshire, Connecticut
NCARB Certification

Member Board Service

Massachusetts Board of Registration of Architects	<i>Secretary</i>	2008 - 2013
Massachusetts Board of Registration of Architects	<i>Member</i>	2005 - 2008

NCARB Service

Board of Directors,	<i>Secretary</i>	2012 - 2013
Board of Directors, Region 1	<i>Director</i>	2009 - 2012
Procedures & Documents Committee	<i>BOD Liaison</i>	2012 - 2013
Long Range Strategic Initiative of "Agility."	<i>Board leader</i>	2012
Audit Committee	<i>Member</i>	2011 - 2013
Governance Task Force	<i>Member</i>	2011 - 2012
Continuing Education Committee	<i>BOD Liaison</i>	2011 - 2012
ARE Subcommittee	<i>BOD Liaison</i>	2010 - 2011
IDP Supplemental Experience Task Force	<i>Member</i>	2009 - 2010
EPC 2.0/IDP Core Competency Linking Study Task Force	<i>Member</i>	2008 - 2009
NAAB Visiting Team, Morgan State University, Baltimore, MD	<i>Member</i>	2011
EPC/Core Competency Linking Study TF	<i>Member</i>	2007 - 2008

Professional Service

Board of Trustees, The Bement School	<i>Trustee</i>	2004 - 2012
Council, Pocumtuck Valley Memorial Association	<i>Secretary</i>	2003 - 2012
Western Massachusetts AIA	<i>President</i>	1994- 1996
Western Massachusetts AIA	<i>Member</i>	1984 - 2012
Board of Directors, Greenfield Community YMCA	<i>President</i>	1992 - 2000
Board of Directors, Greenfield Community YMCA	<i>Trustee</i>	1995 - 2010
Massachusetts Historical Commission	<i>Commissioner</i>	1991 - 1996
Board of Directors, Arts Council of Franklin County	<i>President</i>	1986 - 1989
Board of Directors, Greenfield Community College Foundation	<i>Past Member</i>	1982 - 1986

Awards:

- Honor Award, Western Massachusetts AIA, Hoosac Valley Regional High and Middle School, 2012.
- Preservation Award, Massachusetts Historical Commission, Five Downtown Greenfield Projects, 2012.
- Three winning school projects, Massachusetts School Building Authority's "School Building Design Awards," 2006. Recognized were Williamstown Elementary School, Crocker Farm School, and New Hingham School.
- Honor Award for Sanderson Academy, Western Massachusetts AIA Design Awards Jury, 1998.
- Best Accessible Design Award for The Montague Book Mill, Architectural Access Board and Boston Society of Architects, 1994.
- Preservation Award for Newton Street School Addition & Renovation, Massachusetts Historical Commission, 1993.
- "Fellow", American Association of University Women, Tuition and Stipend, 1976 - 1979.
- Alpha Rho Chi Award for Service, M.I.T. Architecture Class of 1976.
- Finalist, Rotch Travelling Scholarship, 1980.