



NCARB

REGIONAL SUMMIT

WCARB Region 6 2018 Regional Summit Meeting Materials – Wichita, KS





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REGIONAL SUMMIT

December 20, 2017

Dear Member Board Members and Member Board Executives:

As the Chair of Region 5, which includes Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota and Wyoming, it is my pleasure to invite you to Wichita, Kansas for the 2018 Regional Summit. We are looking forward to hosting you for this event! The Regional Leadership Committee has worked to develop a program which allows significant time and space for discussions about topics that are timely, relevant and address our common goal - to regulate the profession of architecture to protect the health, safety, and welfare of the public.

By participating in the Regional Summit, you will join colleagues from across the country as we discuss the current regulatory climate; learn about the challenges and opportunities facing other architectural regulatory boards; and develop strategies and tactics to be more effective in our roles as state regulators. We will also conduct business that is essential to the governance of the Council by deliberating on the resolutions that will be put forward for consideration at the Annual Business Meeting, and hearing from candidates for national office and learning about their visions for the future of our organization.

A meeting in Wichita would not be complete without taking the opportunity to visit the city's architectural highlights. Wichita is home to two Frank Lloyd Wright buildings – the Frank Lloyd Wright Allen House which USA Today considers one of the “10 great Frank Lloyd Wright home tours” in the nation; and the Corbin Education Center on the campus of Wichita State University, which was one of Wright's last projects and features 27,257 square feet of interior space with an additional 13,000 square feet of sheltered outdoor balconies and terraces. We hope you will join your colleagues for educational tours of these locations.

On behalf of Region 5 and the Regional Leadership Committee we hope you will join us for another educational and enriching Regional Summit.

We look forward to seeing you in Wichita!

Sincerely,

Rick L. Engebretson
Chair, Region 5
Member, North Dakota Board of Architects

MEMBER BOARD EXECUTIVES WORKSHOP

WICHITA, KS

MARCH 8, 2018

The Member Board Executives (MBE) Workshop is designed for board executives and board staff attending the Regional Summit. Member Board Members are not expected to attend.

8:30 – 9:30 AM	Welcome and Introductions Welcome Remarks by NCARB President Review of Committee Charges MBE Candidate Speeches Who’s Who Treasure Hunt – Getting to Know You
9:30 – 10:35 AM	Disciplinary Database and Disciplinary Trends Dissection of the Database Panel Discussion of current trends, fines and a case study of incidences that were prevented through proactive monitoring
10:45 AM – 12:00 PM	Proactive Focus on Reasonable Regulation Future of Regulation and staying focused on protecting the public Boards focus on being strategic and proactive After the North Carolina Dental Ruling: Responses that are Working
12:00 – 1:00 PM	Working Lunch Remarks by NCARB CEO – ARE 5.0 Transition, NCARB Certificate and Certification Alternatives
1:00 – 2:00 PM	Building Connections within the MBE Community Facilitated Question and Answer Session
2:00 – 4:15 PM	Breakout Discussions The importance of continuing education in preventing public harm Architecture 101/202 – Overview of the profession and current trends in regulation
4:15	Closing Recap of Breakout Discussions and Closing Remarks

The agenda may be subject to change



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2018 NCARB Regional Summit AGENDA

Hyatt Regency

Wichita, Kansas

March 9-10, 2018

Thursday, March 8

4:00 – 6:00 p.m.

Registration Available

6:30 – 9:30 p.m.

Networking Reception

[Wichita Art Museum](#)

The Wichita Art Museum brings people, ideas, and American art together to enrich lives and build community. Join over 200 of your colleagues for an evening of networking as we kick-off the 2018 Regional Summit.

Friday, March 9

7:00 a.m.

Breakfast for Attendees and Guests

8:00 – 9:30 a.m.

Plenary Session

Welcome

Engbretson/Hoffman

The Chair of the Host Region and First Vice-President of NCARB will open the Summit.

President Remarks

Erny

NCARB's President will offer his perspectives of where we are as a Council and discuss his plans for the rest of his tenure.

Officer Candidate Speeches

Candidates for national office will address the delegation, sharing their backgrounds, reasons for seeking office, and vision for the future.

Introduction of Resolutions

Vidaurri

NCARB's Secretary will present the resolutions for consideration. Resolutions will be voted on at the Annual Business Meeting in June 2018 to amend NCARB's Bylaws. Each jurisdiction has a vote and it is important that your jurisdiction have influence over the standards and procedures that we utilize to regulate the profession.

9:30 – 10:00 a.m.

Break



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10:00 a.m. – 5:00 p.m.

Regional Meetings

Each region will caucus to discuss the resolutions for consideration and regional affairs.

Region 1- Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

Region 2-Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia

Region 3- Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, U.S. Virgin Islands

Region 4- Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin

Region 5- Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming

Region 6- Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, New Mexico, Oregon, Utah, Washington

6:30 p.m.

Regional Dinners

All regional dinners will be held at the [Scotch & Sirloin](#) restaurant.

Saturday, March 10

7:00 a.m.

Breakfast for Attendees and Guests

8:00 – 9:00 a.m.

Joint Regional Session

Members will reconvene to report out from the regional meetings.

9:00 – 9:15 a.m.

Break

9:15 – 10:00 a.m.

Breakout Discussions

Attendees will engage in breakout discussions across jurisdictions, regions, and board composition on emerging issues that are immediately having an impact on regulatory board's ability to effectively execute their responsibilities as board administrators and board members.



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Discussion questions will include:

1. What are the regulatory challenges facing your jurisdiction/board/region?
2. Who are the stakeholders and allies that can help to champion your board? How can your board build relationships with these organizations?
3. What are the key messages that will generate a positive message about the regulatory role of your Board?

10:00 – 10:15 a.m.

Break

10:15 a.m. – 12:00 p.m.

Summit Closing

Attendees will reconvene in a joint session to share best practices that they have used within their jurisdiction to effectively carry out their duties as regulators, and strategies for enhancing the work of their regulatory board.

NCARB CEO and NCARB President will engage in a question and answer session with attendees to outline changes to policies affecting jurisdictional licensing boards.

Noon – 1:30 p.m.

Luncheon with Guest speaker

Restoration Architect for the Frank Lloyd Wright Allen House and Corbin Education Center will discuss the restoration process for two Frank Lloyd Wright projects located in Wichita, Kansas.

1:45 p.m.

Meet in the Lobby to depart for Tours

2:15 – 5:00 p.m.

**Frank Lloyd Wright Architectural Educational Tour
(Space is limited and additional fees are required)**

Allen House

[The Henry J. Allen House](#), designed by Frank Lloyd Wright in 1915, was sold by the Wichita State University Endowment Association to the Allen House Foundation in 1990.

The house, which Frank Lloyd Wright considered among his best, is the last of the Prairie Houses and features more than 30 pieces of Wright-designed furniture, all of its original art glass, and several new-for-their-time innovations, such as wall-hung water closets and an attached garage.

This is a walking tour and participants must be able to navigate stairs. Visitors will need to remove shoes or wear booties during the tour.

AIA CE Credits: TBD



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Corbin Education Center

The [Corbin Education Center is the](#) most internationally recognized building on the Wichita State University campus. The building was one of the last projects designed by Frank Lloyd Wright, as well as one of the last construction projects completed by the Municipal University of Wichita.

The building was designed to house offices and classrooms; Wright also designed faculty desks, benches, and conference tables for the interior. The Corbin Education Center is made up of two separate buildings connected by an esplanade and features 27,257 square feet of interior space, with an additional 13,000 square feet of sheltered outdoor balconies and terraces. The belvedere roof is 28 feet from the ground, and two 60-foot-tall light needles stand in the center of each building.

AIA CE Credits: TBD



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FUNDING OPPORTUNITIES

As part of the Council's ongoing commitment to encourage Member Board participation in collaborative discussions, NCARB's Board of Directors has committed funds in the budget for Member Boards to send *up to four* representatives to the Regional Summit.

Funding Classifications and Eligibility

Every Member Board is eligible to receive funding to send *up to four* representatives to the meeting, as follows:

- Two (2) Funded Delegates: There is no restriction on identification of funded delegates—the member can represent any profession and serve in any position on the board.
- One (1) Funded Public/Consumer Member Delegate
- One (1) Member Board Executive

Identification of Funded Delegates and a Public/Consumer Member is at the discretion of the Member Board.

What Is Covered Through Funding?

Funded Delegates, Public Members, and Member Board Executives will receive:

Complimentary registration to the meeting.

- Three (3) to four (4) nights hotel stay, depending on the duration needed to attend the relevant meetings
- Roundtrip coach airfare or train fare: NCARB will reimburse you for a 21-day advance coach ticket. Please note that airfares over \$600 require prior approval from the Council's meetings staff.
- Ground transportation to and from the airport.
- Meals not already provided through the complimentary registration fee.

NCARB will not cover the following expenses:

- Items of a personal nature such as laundry, taxes, and movies.
- Costs associated with an accompanying spouse or other family member or guests, such as registration fees, additional airfare, meals, or increased lodging costs.
- Use of a rental car. Charges incurred for rental cars will not be reimbursed.
- NCARB will not reimburse for any additional charges such as choice seating, upgrades, or flight or travelers insurance premiums.

Conditions for Reimbursement

Funded Delegates, Public Members, and Member Board Executives who receive funding to attend the MBE Workshop, Regional Summit, or Annual Business Meeting must adhere to clear expectations when they agree to accept funding. NCARB's funding policy is as follows:

By registering to attend this event and accepting funding from NCARB for transportation and lodging expenses, you agree to attend all scheduled events (other than optional social events) unless an emergency or unforeseen conflict occurs (notification to NCARB as soon as the conflict becomes known is necessary). NCARB provides financial support for attending its events for the express purpose of assuring jurisdictional engagement and representation. Budgeting for these funds represents a commitment by the NCARB Board of Directors to utilize the feedback and perspective of its members in maintaining a focus on its mission. Inappropriate absences when utilizing NCARB funding may result in no or reduced reimbursement of expenses based on the time in attendance and/or subsequent ineligibility for NCARB-funded travel.



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REGISTRATION, HOTEL, AND TRAVEL INFORMATION

Registration

All attendees are required to register for the event, including those funded by NCARB Member Board Members and board staff who are not funded by NCARB or their region will be charged the registration fee.

Member Board Members: \$450

Guests (18 and older): \$175

Guests (17 and younger): \$75

The guest fee covers the following items: Icebreaker reception on Thursday evening, breakfast on Friday and Saturday, and lunch on Saturday only.

All attendees should [register here](#).

Hotel

The 2018 Regional Summit will be held at:

Hyatt Regency Wichita

400 West Waterman

Wichita, KS 67202

Phone: 888/421-1442

When booking your hotel reservation by phone, please be sure to mention the NCARB Regional Summit to obtain the group rate. The room rate for the meeting is \$119 for single occupancy and \$129 for double occupancy per night plus 16.25 percent room tax. The deadline for hotel reservations is **Wednesday February 7, 2018**. After that date, the room rate is not guaranteed. We encourage you to make your reservations soon! NCARB will only reimburse funded attendees for the contracted rates plus applicable taxes.

There are two ways to make your hotel reservations:

Phone: 888/421-1442

Online: Hyatt Regency Wichita

Check-in is 3 p.m. and check-out is at noon. The hotel is 100 percent non-smoking with smoking allowed in designated areas only. The Hyatt Regency Wichita offers self-parking at \$10 per day plus tax. Valet parking is available for \$14 per day.

NCARB will make hotel reservations for Member Board Executives attending the meeting based on information provided in the meeting registration process.

Travel

Member Board Executives should plan to arrive on Wednesday, March 7 in order to attend the MBE Workshop; all other attendees should plan to arrive on Thursday, March 8. The meeting will end in the late afternoon on Saturday, March 10.



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Airport Information/Ground Transportation

Wichita Dwight D. Eisenhower National Airport (ICT) is located approximately 7 miles from the Hyatt Regency Wichita. Taxi service, Uber and Lyft are available at the airport. Taxi fares are approximately \$20 to/from the airport.

Funded delegates and funded Public Members are responsible for making their own hotel and travel arrangements and should submit for reimbursement following the meeting.

To receive reimbursement, the delegate must file an [NCARB Expense Report](#) Form with accompanying receipts within 30 days of the end of the Regional Summit. Reimbursements will be issued within 20 days of NCARB's receipt of a completed Expense Report Form. Expense reports and receipts should be emailed to Lourdes Lagasca at Lagasca@ncarb.org.



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MORE ABOUT WICHITA, KANSAS

Expect the unexpected in Wichita! Explore art museums, hands-on exhibits, Old West and Indian artifacts. Dine at more than 1,000 restaurants. Shopping choices abound with eclectic shops, antique stores, and open-air shopping centers. When it comes to dining, shopping and playing...Wichita has something for everyone!

Hotel – Hyatt Regency Wichita (located on the Riverwalk) – Experience the Hyatt’s convenient downtown location, within walking distance to the Intrust Bank Arena, Wichita’s Old Town and Delano Entertainment Districts which feature 100+ restaurants, shops, clubs, theaters, galleries, and museums. The Hyatt’s guest rooms feature downtown and river views. The Hyatt Regency has a FREE hotel shuttle from the airport. Simply call 316-293-1234 when you land and the hotel shuttle will gladly pick you up and bring you to the hotel. We encourage you to take advantage of this fantastic service. In addition, Uber is available and a popular option for getting around in Wichita. See more at <https://wichita.regency.hyatt.com/en/hotel/home.html>

Airport – Wichita’s Dwight D. Eisenhower National Airport (ICT) offers nonstop air service from 12 U.S. cities on about 34 daily flights on six major airlines. This convenient location is only a 10 minute drive to downtown Wichita.

Sightseeing/Entertainment in Wichita

Hop-on Hop-off the FREE Q-Line Trolley which conveniently stops right at the Hyatt Regency. Jump on the FREE Q-Line Trolley to connect to restaurants, bars, hotels, museums, and entertainment venues throughout downtown. Ride the whole route once for a scenic view of downtown (about 20 minutes) then decide where you want to stop. Check with the concierge for routes and times.

Old Town District: See why the American Planning Association called the Old Town red-brick warehouse district in downtown Wichita a “Top 10 Great Neighborhood.” You’ll find eateries and retail shops along with venues for movies, music, comedy, and live productions all within walking distance. Old Town has become a destination sought out for its restaurants, shops, clubs, theaters, galleries and museums.

Historic Delano District: Delano sprang up as a Cowtown at the end of the Chisholm Trail and quickly gained a reputation as a place where trail-weary cowboys could take their rest and recreation in the many saloons and brothels. Learn more about Delano’s colorful history here. Today Delano is home to dozens of unique shops, art galleries, restaurants, and nightlife.

Museums: Let the 33 museums in Wichita take you to distant cultures, days gone by and the edge of space. You’ll discover what Wichitans already know – the city’s museums are world class. Enjoy several museums right on the Arkansas River including, the unique architecture of Exploration Place – Science Center, the iconic “Keeper of the Plains” at the Mid-America All-Indian Center, Wichita Art Museum, or Botanica & the Wichita Gardens.

Performing Arts, Sports, and Entertainment: Wichita has an active performing arts community and we will be in the heart of the city around the hustle and bustle of “March Madness.” The Hyatt Regency is conveniently located near several entertainment options. The city is sure to have something for everyone.



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What's up in Wichita? We encourage you to check out the Wichita CVB website at www.visitwichita.com or download the Visit Wichita App Today! In addition, click on the "Events" tab to view the many events going on while you're in Wichita.

We look forward to your participation at the 2018 Regional Summit!

Please contact your regional Executive Director if you have additional questions:

- Region 1 - Dawne Broadfield necarb1@gmail.com
- Region 2 - Barbara Rodriguez brodrig100@aol.com
- Region 3 - Jenny Owen exec@scncarb.org
- Region 4 - Glenda Loving ncarb4@gmail.com
- Region 5 - Bonnie Staiger bonnie@scgnd.com or Stacy Krumwiede stacy@scgnd.com
- Region 6 - Gina Spaulding region6wcarb@gmail.com

The 2018 WCARB Regional Meeting

Friday, March 9th – Morning and Afternoon Meetings

(* - denotes voting items)

10:15 a.m.	Convene Meeting <i>Jon Baker, Chair</i>	Hyatt Regency Wichita Santa Fe Trail Meeting Room
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10:15 am – 11:15 am	<ol style="list-style-type: none">1. Quorum Roll Call2. Introductions3. *Approval of Agenda4. *Approval of Minutes: June 23, 2017 Regional Meeting – Boston, MA & Executive Committee Planning Meeting: November 18, 20185. Regional Director’s Report <i>Jim Oschwald</i>6. Chair’s/Executive Committee Report <i>Jon Baker</i>7. Financial Report <i>Jim Mickey</i>8. Discussion regarding proposed NCARB Resolutions	
11:15 am – 12:30 pm	9. Region 6 Strategic Planning Exercise	
12:30 pm – 1:00 pm	LUNCH BREAK	
1:00 pm – 2:00 pm	10. WCARB Laudatories	
As Needed – 30 minutes	11. Committee Reports: <ul style="list-style-type: none">*Education Committee*Bylaws & Rules Committee	
2:30 pm – 3:00 pm	12. *Discussion and membership input request regarding White Paper on the Benefits and Positive Impacts of Regional Membership	
3:00 pm – 4:00 pm	13. Regional Structure SWOT Analysis	
4:00 pm – 4:15 pm	14. NCARB Visiting Team	
4:15 pm – 5:00 pm	15. Nominations – from the floor <ol style="list-style-type: none">Regional DirectorExecutive Committee	

- 16. Nominee Speeches**
- a. **Regional Director**
 - b. **Executive Committee (3 members)**

17. *Elections

Election Committee Chair

- a. **Regional Director**
- b. **Executive Committee
(3 members)**

18. Nominations – from the floor

- a. **Executive Officers**
 - 1. **Chair**
 - 2. **Vice Chair**
 - 3. **Secretary/Treasurer**

19. Nominee Speeches

- a. **Chair**
- b. **Vice Chair**
- c. **Secretary/Treasurer**

20. *Elections for Executive Officers

Election Committee Chair

- a. **Chair**
- b. **Vice Chair**
- c. **Secretary/Treasurer**

21. New Business

22. Old Business

5:00 p.m.

23. Adjourn for the day

6:30 p.m.

Regional Dinner – Scotch & Sirloin

**MINUTES FOR BOARD MEETING OF THE WESTERN COUNCIL OF ARCHITECTURAL
REGISTRATION BOARDS – WCARB REGION 6
Oval Room, Fairmont Copley Plaza, Boston, MA**

Friday, June 23, 2017

Chairman Jon Baker called the meeting to order at 1:00 p.m.

AGENDA ITEM 1

Roll Call:

Alaska – present
Arizona – present
California – present
Colorado – present
Guam – present
Hawaii – present
Idaho – present
Nevada – present
New Mexico – present
Oregon – present
Utah – present
Washington – present

All member states and jurisdictions were present and represented at the June 2017 Region 6 Regional meeting at the NCARB Annual Business Meeting.

Introductions:

There were several new members in attendance: Neal Jones, MBM Arizona, Jim Chaney, MBM Oregon, Kelly Dunn, MBM Colorado, Ryan Peterson, MBM Utah, Brian Jacobsen, MBM Utah, Celestia Carson, MBM Utah.

Bob Fielden, NV Past President was also in attendance.

The new members of WCARB Region 6 were warmly welcomed with a standing ovation.

Approval of Agenda:

Motion: Terance White (UT) moved to approve the agenda. Motion seconded by Matt McGuinness (CA).

Vote: All in favor. Motion passes.

Approval of the Minutes:

Motion: Mark Glenn (NM) moved to approve the minutes from the March 10, 2017 regional summit in Jersey City, NJ. Motion seconded by Scott Harm (WA).

Vote: All in favor. Motion passes.

Agenda Item 3 Regional Director's Report – Jim Oswald

Jim Oswald provided a regional director report, welcoming everyone to Boston for the 2017 NCARB Annual Business Meeting and giving an excellent overview on the current work of the Council. Topics covered included:

- Statistics regarding member board program alignment with current NCARB programs
- 6 new architectural programs have been approved into the IPAL program
- The Council has released new cut scores for more divisions of the ARE 5.0
- Discussed the benefits to member boards of NCARB's Direct Registration program and encouraged member boards not already participating to check it out
- Discussed the NCARB Blue Sky idea to create exam eligibilities without connection to a state board and how that might look like as a candidate pursues licensure

This topic sparked a lively discussion amongst the membership. Jon Baker suggested that NCARB change the name on this because it is too confusing. This topic is about direct eligibility because actual architectural registration always come through the state boards. Doug Sams recommended that NCARB work hard to make clear to the public who needs to be licensed and who does not. This item as it is being presented will cause public confusion. George Garlock asked Oswald what was broken with the current system that NCARB felt it needed to create this process? It was noted that if a candidate under this process were allowed to put "NCARB" after their name before architectural registration would confuse the public into thinking someone was already registered. Jim Robertson asked if this was even legal and would it be brought before the member boards for a vote?

AGENDA ITEM 2 NCARB Visiting Team

Visiting Team: Kristine Harding, NCARB President, Greg Erny, 1VP President Elect and Mike Armstrong, NCARB CEO stopped by the region to answer any questions.

There was a lively conversation regarding the Blue Sky idea of certification before registration. Tian Feng said that certification before registration will dilute consumer protection and is a bad idea. Harding responded she understood the idea might not grow legs but wanted to show everyone how Blue Sky ideas get developed. The AXP started as a Blue Sky idea.

Terance White said that it seems like we've had a lot of discussion on how to support boards. What can be done so that NCARB interacts meaningfully with existing certificate holders? Erny responded that it's a continual communication effort that continues to grow, but told Terance that NCARB was working on that and will continue to look at improving that message as the Council moves forward.

Joyce Young indicated that she really appreciated the keynote speakers at this meeting. Reinforces that we as member boards are not here to protect the licensees. Member boards are mandated to protect the public.

Bob Fielden said that one of the problems in the work force is the preparation or training of principals of small firms who are not equipped to prepare their staff who are examination candidates prepare for the architect registration exams. He mentioned that a training program for supervisors is greatly needed. Harding responded that NCARB was currently working on supervisor training and hoped to make it widely available soon.

Kristen Wells asked Harding to help her understand what is the purpose of NCARB. Harding stated that NCARB's mission is to support the member boards. Celestia Carson, who is a new member, said that as a board member, she appreciated hearing that NCARB supports the member boards but she didn't see what NCARB does for her as a certificate holder. She said she read the mission statement and found out that her fees subsidize the ARE and that was not something she was aware of. She suggested NCARB consider changing that message.

Chairman Baker thanked the visiting team for taking the time to visit the region.

Agenda Item 4 Executive Committee/Chair's Report – Jon Baker

Chair Jon Baker stated that WCARB Region 6 had spent the past couple of years talking about the value of regional membership and the current dues structure and as a result of these conversations the region had produced a white paper on the value of regional membership and explored and decided against lowering membership dues at this time. He updated the membership that the Arizona board had sent a letter to NCARB inquiring about establishing a task force to review the relevancy of regions. Region 6 does not know what NCARB's response to this request is yet and will update the membership on this matter when new information is provided.

Baker announced that based on membership discussion over the past year and especially at the 2017 Regional Summit in Jersey City, he would form three new task force/committees that would require member participation and would be further discussed later in the agenda:

1. Strategic Plan Task Force
2. Education and Programs Committee; and
3. Bylaws & Rules Task Force

Agenda Item 5 State Reports

Alaska: Not too many changes. The board is getting a new landscape architect member in November.

Arizona: Board successfully underwent Sunset Review and has been dealing with the Goldwater Institute.

California: Has been dealing with its Landscape Architect Technical Committee.

Colorado: Nothing new to report.

Guam: Nothing new to report.

Hawaii: Their Governor finally filled all the vacant architect board member positions.

Idaho: The Lieutenant Governor issued an Executive Order to review all of Idaho's boards and commissions.

Nevada: The board's joint CEU program with the local AIA is in its 5th year and is a huge success with the registrants. This is an all-day program that is offered free of charge that provides enough quality health, safety and welfare units for the registrant to renew his or her Nevada license. The Board also rewrote the residential designer graphic examination.

New Mexico: The board successfully underwent the sunset review process, was successful in passing a bill in the legislature that clarified practice delivery methods and ownership requirements, increased its administrative fine capability and implemented a temporary BEA process. The board moved its offices and are finally fully staffed.

Oregon: Still waiting for resolution of the Supreme Court case regarding unlicensed practice and the board's ability to go after violators.

Utah: The board was recently informed by their governor that only two board members can attend future regional and national meetings regardless of funding.

Washington: Colin Jones was reappointed to the board. Rick Storvick received a promotion but chose to remain the MBE for the architects board. The board is pleased to report that they are almost paperless and that 99 percent of licensees renew their licenses online.

AGENDA ITEM 6 Financial Report – Jay Cone

Cone stated that the finances for the region were in good shape and that the current balance sheet and profit and loss statements were provided for review in the meeting packet for member review and comment.

Agenda Item 7 Review and Approval of 2017-18 WCARB Budget

The draft budget for fiscal year October 1, 2017 – September 30, 2018 was presented to the membership for review and decision.

Chair Baker suggested to the membership that they update the education and programming budget and use it to fund the committees.

Motion: New Mexico moved to add \$15,000 to the 2017-18 budget for education and program development, seconded by Nevada.

Vote: All in favor. Motion passes.

Motion: Oregon moved to approve the amended draft budget for the 2017-18 fiscal year. Motion seconded by Utah.

Vote: All in favor. Motion passes.

Agenda Items 8 and 9 Review committee structure per the Region 6 Bylaws and confirm the need for each and possible need for new committees, including strategic planning task force

After lengthy member discussion, Baker reiterated that there will be three new task force/committees and asked for volunteers to serve on the committees:

1. Strategic Plan Task Force

Volunteer members: Jim Oschwald (chair), Doug Sams, Catherine Fritz, Mary Morrisette and Corey Solum.

2. Education and Programs Committee

Volunteer members: Jim Mickey (chair), Tara Rothwell-Clark, Terance White, Corey Solum and Joyce Young

3. Bylaws & Rules Task Force

Volunteer members: Neitha Wilkey (chair), Mark McKechnie and Mark Glenn.

Chair Baker thanked everyone for their participation and told them that he and Gina would be in contact with them over the next few weeks to get them going on their committee work so they could report back to the membership at the 2018 Regional Summit in Wichita, Kansas next March.

Agenda Item 10 2018 Regional Meeting Discussion – agenda and educational topics?

Possible future educational program topics:

- Supervisors for AXP
- Supervisor support for Region 6
- Board member training
- New board member orientation

AGENDA ITEM 13 WCARB Region 6 Laudatories

Jim Mickey read laudatories into the record for George Garlock and John Klai, from the Nevada board, who are expected to term off their board due to new Nevada legislation regarding term limits.

AGENDA ITEM 14 New Business

No new business was discussed.

AGENDA ITEM 15 Old Business

No old business was discussed.

AGENDA ITEM 15 Other

No other business was discussed.

ADJOURN FOR THE DAY

Chair Baker adjourned the Region 6 WCARB meeting at 3:25 p.m.

**REGION 6 MEETING ATTENDANCE
ROSTER - BOSTON, MA**

Attendees June 23, 2017

ALASKA

Jeff Koonce, MBM
Vernon Jones, MBM
Catherine Fritz, MBM

ARIZONA

Neal Jones, MBM
Patrice Pritzl, MBE

CALIFORNIA

Jon Baker, MBM
Matthew McGuinness, MBM
Doug McCauley, MBE
Sylvia Kwan, MBM
Tian Feng, MBM

COLORADO

Joyce Young, MBE
Mary Morissette, MBM
Catherine Kelly Dunn, MBM

GUAM

Liza Provido, MBM
Glenn Leon Guerrero, MBM
Mark Ruth, MBM
Ray Borja, MBE

HAWAII

Joyce Noe, MBM
Mark Ventura, MBM
Jimmy Kobashigawa, MBE

IDAHO

Allison McClintock, MBM
Jay Cone, MBM
Daniel Mullin, MBM
Garth Jensen, MBM
Peter Rockwell, MBM

NEVADA

William Snyder, MBM
George Garlock, MBM
Greg Erny, MBM
John Klai, MBM
Kim Ciesynski, MBM
James Mickey, MBM
Monica Harrison, MBE
Gina Spaulding (Region 6 Exec)

NEW MEXICO

Bob Calvani, MBM
Jim Oswald, MBM
Tara Rothwell-Clark, MBM
Ray Vigil, MBM
Melarie Gonzales, MBE
Mark Glenn, MBM

OREGON

Doug Sams, MBM
James Robertson, MBM
Jim Chaney, MBM
Mark McKechnie, MBM
Patrick Bickler, MBM
Kristin Wells, MBM
Dick Alexander, MBM
Maria Brown, MBE

UTAH

Ryan Peterson, MBM
Brian Jacobson, MBM
Terance White, MBM
Celestia Carson, MBM
Corey Solum, MBM

WASHINGTON

Scott Harm, MBM
Neitha Wilkey, MBM
Rick Storvick, MBE
Sian Roberts, MBM
Jill Short, Staff

GUESTS:

Bob Fielden, NV Past President



NCARB

REGIONAL SUMMIT

Regional Director's Report **Jim Oschwald, Regional Director**



NCARB

REGIONAL SUMMIT

**Chair's/Executive Committee
Report
Jon Baker, Region 6 Chair**



NCARB

REGIONAL SUMMIT

Financial Report

Jim Mickey, Secretary/Treasurer

WESTERN COUNCIL OF ARCHITECTURAL
REGISTRATION BOARDS

APPROVED BUDGET OF REVENUE AND EXPENDITURES FOR
FISCAL YEAR October 1, 2017- September 30, 2018

BUDGETED AMOUNT

REVENUE:

Bank Interest	\$ 35.00
Annual Dues:	\$ 48,000.00

TOTAL 2017-18 REVENUE: \$ 48,035.00

EXPENDITURES:

Executive Committee Travel	\$ 18,000.00
Education & Program Development	15,000.00
Meeting Costs	2,500.00
Regional Dinner – March 2018	6,500.00
Executive Director's Pay	15,000.00
Communication, Website & Internet	2,220.00
Printing, Production & Mailing	250.00
Misc (includes annual software expense)	<u>500.00</u>

TOTAL 2017-18 EXPENDITURES: \$ 59,970.00

WESTERN COUNCIL OF ARCHITECTURAL
REGISTRATION BOARDS

DRAFT BUDGET OF REVENUE AND EXPENDITURES FOR
FISCAL YEAR October 1, 2016- September 30, 2017

BUDGETED AMOUNT

REVENUE:

Bank Interest	\$ 25.00
Annual Dues:	\$ 48,000.00

TOTAL 2016-17 REVENUE: \$ 48,025.00

EXPENDITURES:

Executive Committee Travel	\$ 18,000.00
Education Fund	3,000.00
Meeting Costs	2,500.00
Regional Dinner – March 2017	5,000.00
Executive Director's Pay	15,000.00
Communication, Website & Internet	2,220.00
Printing, Production & Mailing	250.00
Misc (includes annual software expense)	<u>500.00</u>

TOTAL 2016-17 EXPENDITURES: \$ 46,470.00

1:15 PM
02/26/18
Cash Basis

WCARB
Balance Sheet Standard
As of February 26, 2018

	<u>Feb 26, '18</u>
ASSETS	
Current Assets	
Checking/Savings	
Cash - Checking	79,536.05
Savings	<u>99,115.71</u>
Total Checking/Savings	<u>178,651.76</u>
 Total Current Assets	 <u>178,651.76</u>
 TOTAL ASSETS	 <u><u>178,651.76</u></u>
LIABILITIES & EQUITY	
Equity	
Retained Earnings	155,441.98
Net Income	<u>23,209.78</u>
Total Equity	<u>178,651.76</u>
 TOTAL LIABILITIES & EQU...	 <u><u>178,651.76</u></u>

1:08 PM
02/26/18
Cash Basis

WCARB
Profit and Loss Standard
October 1, 2017 through February 26, 2018

	<u>Oct 1, '17 - Feb 26, ...</u>
Income	
Meeting Reimbursement	3,500.00
Interest	11.66
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>
Total Income	51,511.66
Expense	
WCARB Committees	4,910.55
Recurring Software Expense	278.84
Bank Service Charges	50.00
Executive Committee Travel	3,697.81
Bd Member Meeting Reimburse...	709.92
Postage and Mailing	11.50
Executive Director's Pay	6,250.00
Executive Director's Travel	1,083.89
Meeting Costs	536.84
Internet	332.32
Web Site	388.00
Total Expense	<u>18,249.67</u>
Net Income	<u><u>33,261.99</u></u>

12:33 PM
02/26/18
Cash Basis

WCARB
Profit and Loss Standard
October 2016 through September 2017

	<u>Oct '16 - Sep '17</u>
Income	
Meeting Reimbursement	7,000.00
Interest	35.67
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>
Total Income	55,035.67
Expense	
Recurring Software Expense	279.87
Regional Dinner Expense	10,441.20
Meeting Planning	56.95
Bank Service Charges	50.00
Executive Committee Travel	21,616.05
Bd Member Meeting Reimburse...	5,473.26
Executive Director's Pay	15,000.00
Executive Director's Travel	3,325.84
Office Supplies	14.90
Internet	996.96
Web Site	337.00
Total Expense	<u>57,592.03</u>
Net Income	<u><u>-2,556.36</u></u>

Gregory L. Erny, FAIA, NCARB
President/Chair of the Board
Reno, Nevada

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First Vice President/President-elect
Wichita, Kansas

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Second Vice President
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Robert M. Calvani, NCARB, AIA
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Fort Worth, Texas

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Bayliss Ward, NCARB, AIA
Director, Region 5
Bozeman, Montana

Jim Oschwald, NCARB, AIA, LEED AP BD+C
Director, Region 6
Albuquerque, New Mexico

Maria Brown
Member Board Executive Director
Salem, Oregon

Darryl R. Hamm
Public Director
Harrisburg, Pennsylvania

Michael J. Armstrong
Chief Executive Officer

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MEMORANDUM

TO: Member Board Members
Member Board Executives
Regional Officers
Regional Executives

FROM: Alfred Vidaurri Jr., FAIA, NCARB, AICP
Secretary

DATE: January 25, 2018

SUBJECT: 2018 Resolutions for Consideration

On behalf of the Board of Directors, I am pleased to present discussion drafts of potential resolutions for your consideration. These drafts will be considered by the Board of Directors at their April meeting and then may be forwarded on for debate and voting at the Annual Business Meeting in June 2018.

We hope that you will take the time to review and discuss these proposals with your fellow board members. We look forward to receiving your feedback and answering questions, including during the upcoming Regional Summit in Wichita, Kansas in March.

In the interim, please feel free to contact me or Director of Council Relations, Josh Batkin at jbatkin@ncarb.org if you have any questions or would like to discuss further.



NCARB

Draft Resolutions
to be Acted Upon at the
2018 Annual Business Meeting

JANUARY 2018

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

Draft Resolutions to be Acted Upon at the 2018 NCARB Annual Business Meeting

Resolution 2018-A: <i>NCARB Legislative Guidelines and Model Law/Model Regulations</i> Amendment—HSW Category Realignment	1
Resolution 2018-B: <i>Certification Guidelines</i> Amendment—Revision to the EESA Requirement for the Education Alternative to Certification	6
Resolution 2018-C: Amendment and Restatement of the <i>NCARB Model Rules of Conduct</i>	10
• Exhibit A: Proposed Changes to the <i>NCARB Rules of Conduct</i>	12
Resolution 2018-D: Amendment and Restatement of the <i>NCARB Bylaws</i>	31
• Exhibit B: Proposed Changes to the <i>NCARB Bylaws</i>	33

Resolution 2018-A

Supported by the Council Board of Directors (_ - _)

TITLE: NCARB Legislative Guidelines and Model Law/Model Regulations Amendment – HSW Category Realignment

SUBMITTED BY: Education Committee

WHEREAS, the Board of Directors have proposed an alignment of HSW categories with the current experience areas of the Architectural Experience Program™ (AXP™) and the practice areas of the Architect Registration Examination® (ARE®); and

WHEREAS, the Education Committee of the Council has determined upon careful consideration that it is advisable and in the best interest of the Council to realign the current HSW categories for continuing education defined in 100.006 (page 25) of the *Legislative Guidelines and Model Law/Model Regulations*; and

WHEREAS, requirements for NCARB certification may only be changed by an absolute majority vote of the Council Member Boards, with such change becoming effective at the time specified in this Resolution; and

WHEREAS, prior to implementing the changes to 100.006 (page 25) of the *Legislative Guidelines and Model Law/Model Regulations*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that Section 100.006 (Health, Safety, and Welfare Subjects, page 25) of the *Model Regulations* be amended as follows:

“Health, Safety, and Welfare Subjects

Technical and professional subjects **related to the practice of architecture** that the Board deems appropriate to safeguard the public and that are within the following **enumerated continuing education subject** areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment.

~~BUILDING SYSTEMS: Structural, Mechanical, Electrical, Plumbing, Communications, Security, Fire Protection~~

~~CONSTRUCTION CONTRACT ADMINISTRATION: Contracts, Bidding, Contract Negotiations~~

~~CONSTRUCTION DOCUMENTS: Drawings, Specifications, Delivery Methods~~

DESIGN: Urban Planning, Master Planning, Building Design, Site Design, Interiors, Safety and Security Measures

ENVIRONMENTAL: Energy Efficiency, Sustainability, Natural Resources, Natural Hazards, Hazardous Materials, Weatherproofing, Insulation

LEGAL: Laws, Codes, Zoning, Regulations, Standards, Life Safety, Accessibility, Ethics, Insurance to protect Owners and Public

MATERIALS and METHODS: Construction Systems, Products, Finishes, Furnishings, Equipment

OCCUPANT COMFORT: Air Quality, Lighting, Acoustics, Ergonomics

PRE-DESIGN: Land Use Analysis, Programming, Site Selection, Site and Soils Analysis, Surveying

PRESERVATION: Historic, Reuse, Adaptation

PRACTICE MANAGEMENT: This category focuses on areas related to the management of architectural practice and the details of running a business.

PROJECT MANAGEMENT: This category focuses on areas related to the management of architectural projects through execution.

PROGRAMMING AND ANALYSIS: This category focuses on areas related to the evaluation of project requirements, constraints, and opportunities.

PROJECT PLANNING AND DESIGN: This category focuses on areas related to the preliminary design of sites and buildings.

PROJECT DEVELOPMENT AND DOCUMENTATION: This category focuses on areas related to the integration and documentation of building systems, material selection, and material assemblies into a project.

CONSTRUCTION AND EVALUATION: This category focuses on areas related to construction contract administration and post-occupancy evaluation of projects.”

FURTHER RESOLVED, except as explicitly modified by these Resolutions, all of the provisions of the *Legislative Guidelines and Model Law/Model Regulations* remain unchanged and in full force and effect; and

FURTHER RESOLVED, that these changes shall be submitted to the Council Member Boards for review and approval; and

FURTHER RESOLVED, that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective July 1, 2018.

ADVOCATES:

- Education Committee
- Experience Committee

SPONSORS' STATEMENT OF SUPPORT:

This proposal represents an effort to align HSW categories in *Legislative Guidelines and Model Law/Model Regulations* to the core programs of the Council, experience (AXP) and examination (ARE). The current HSW categories are outdated and limiting for the breadth of topics that could be considered for HSW continuing education. While the AXP and ARE have very specific topics listed for every experience and practice area, it is proposed that these same areas be used to organize the list of acceptable HSW continuing education topics.

A new comprehensive list of acceptable HSW topics for continuing education will added to the *Education Guidelines* to enable modifications to the list of topics as needed to keep up with current trends and evolving technologies. This new section will also expand the language in *Model Regulations* by adding specific topics associated with each HSW subject area.

Health, Safety, and Welfare Subjects and Acceptable Topics

Technical and professional subjects related to the practice of architecture that safeguard the public and that are within the following continuing education subject areas necessary for the proper evaluation, design, construction, and utilization of buildings and the built environment. Acceptable HSW topics listed under each CE subject area are not all-inclusive and may span across multiple subjects.

PRACTICE MANAGEMENT: This category focuses on areas related to the management of architectural practice and the details of running a business.

[Acceptable Topics](#)

Applicable Laws and Regulations

Ethics

Insurance to Protect Owner and Public

Business Management

Risk Management

Information Management

Design for Community Needs

Supervisor Training

PROJECT MANAGEMENT: This category focuses on areas related to the management of architectural projects through execution.

[Acceptable Topics](#)

Project Delivery Methods

Contract Negotiation

Pre-Design Services
Site and Soils Analysis
Consultant Management
Project Scheduling
Quality Control (QA/QC)
Economic Assessment
Value Engineering

PROGRAMMING AND ANALYSIS: This category focuses on areas related to the evaluation of project requirements, constraints, and opportunities.

[Acceptable Topics](#)

Land-Use Analysis
Programming
Site Selection
Historic Preservation
Adaptive Reuse
Codes, Regulations, and Standards
Natural Resources
Hazardous Materials
Resiliency
Life Safety
Feasibility Studies

PROJECT PLANNING AND DESIGN: This category focuses on areas related to the preliminary design of sites and buildings.

[Acceptable Topics](#)

Building Systems
Urban Planning
Master Planning
Building Design
Site Design
Safety and Security Measures
Energy Efficiency
Sustainability
Indoor Air Quality
Ergonomics
Lighting
Acoustics
Accessibility
Construction Systems
Budget Development

PROJECT DEVELOPMENT AND DOCUMENTATION: This category focuses on areas related to the integration and documentation of building systems, material selection, and material assemblies into a project.

[Acceptable Topics](#)

Construction Documents
Materials and Assemblies
Fixtures, Furnishings, & Equipment

CONSTRUCTION AND EVALUATION: This category focuses on areas related to construction contract administration and post-occupancy evaluation of projects.

Acceptable Topics

Construction Contract Administration

Bidding and Negotiation

Post Occupancy Evaluation (POE)

Building Commissioning

This proposed revision:

- Aligns HSW continuing education subject areas to the experience/practice areas of AXP and ARE
- Provides a general definition for each new HSW continuing education subject area
- Eliminates a lengthy list of continuing education topics within *Model Regulations*.
- Supports efforts to evolve NCARB programs and documents with the evolution of the architectural profession.

REFERENCES:

Legislative Guidelines and Model Law/Model Regulations

AXP experience area definitions

ARE practice area definitions

RESOLUTION 2018-B

Supported by the Council Board of Directors (_ - _)

TITLE: *Certification Guidelines* Amendment – Revision to the EESA Requirement for the Education Alternative to Certification

SUBMITTED BY: Education Committee

WHEREAS, the Board of Directors have determined that the current EESA requirement for applicants pursuing certification through the Education Alternative be optional for those who do not have an architecture-related degree and have more than 64 semester credit hours of postsecondary education; and

WHEREAS, the Education Committee of the Council has determined upon careful consideration that it is advisable and in the best interest of the Council to revise the current EESA requirement for the Education Alternative to Certification set forth in Section 2 of the *Certification Guidelines*; and

WHEREAS, requirements for NCARB certification may only be changed by an absolute majority vote of the Council Member Boards, with such change becoming effective at the time specified in this Resolution, with such changes applicable to applicants for certification in process and new applicants; and

WHEREAS, prior to implementing the changes to Section 2 of the *Certification Guidelines*, the Council Board of Directors must adopt a resolution recommending such changes and submit the proposed changes to the Council Member Boards for approval.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the alternatives for certification of an architect registered in a U.S. jurisdiction as included in Section 2.2 of the *Certification Guidelines* (page 11) be revised as indicated below:

“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. Three (3) years of continuous licensure in any U.S. jurisdiction with no disciplinary action from any jurisdiction; and Documentation of experience gained pre-licensure and/or post-licensure. The experience must be verified either by a supervisor as allowed by the NCARB Architectural Experience Program or by an architect familiar with the work of the applicant:
 1. Architects who hold a four-year bachelor degree in an architecture-related program awarded by a U.S. regionally accredited institution or the Canadian equivalent must

document two times (2x) the experience requirement of the NCARB Architectural Experience Program.

*Bachelor Degree in an Architecture-related Program: The term refers to any baccalaureate degree in an architecture-related program from an institution with U.S. regional accreditation that is awarded after earning less than 150 semester credits or the quarter-hour equivalent. For instance, these degrees have titles such as Bachelor of Science in Architecture, Bachelor of Science in Architectural Studies, Bachelor of Arts in Architecture, Bachelor of Environmental Design, Bachelor of Architectural Studies, etc. This list is neither all-inclusive nor exhaustive. The amount of architecturally-defined content in these programs may vary from institution to institution.

2. All other architects (whose highest level of education may be high school, associate degree, unrelated bachelor or master degree, etc.) or non-U.S. or Canadian degree, must:
 - ~~• Obtain an Education Evaluation Services for Architects (EESA)* evaluation, for those who have 64 or more semester credit hours of post-secondary education to determine education deficiencies.~~
 - Submit a Certificate Portfolio. Document experience as a licensed architect to satisfy all subject areas of the NCARB Education Standard identified as deficient ~~by the EESA report~~ through a portfolio for peer review.
 - i. Architects with 64 or more semester credit hours of postsecondary education have the option to obtain an Education Evaluation Services for Architects (EESA) to identify specific subject area deficiencies to address through the Certificate Portfolio.
 - ii. The General Education subject area of the Certificate Portfolio is waived for those with a U.S. or Canadian bachelor degree or higher.

~~*Architects with less than 64 semester credit hours of postsecondary education do not require an EESA and must satisfy all education deficiencies through an education portfolio.~~

- B. Architects may obtain an Education Evaluation Services for Architects (EESA) NCARB evaluation report stating that he/she has met the *NCARB Education Standard*.

The NCARB Architectural Experience Program is described in the *AXP Guidelines*. The NCARB Education Standard is described in the *Education Guidelines*. These documents may be revised from time to time by NCARB.”

FURTHER RESOLVED, that these changes shall be submitted to the Council Member Boards for review and approval; and

FURTHER RESOLVED, that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective July 1, 2018, and will apply to new applicants for certification through the Education Alternative.

ADVOCATES:

Education Committee

National Architectural Accrediting Board

SPONSORS' STATEMENT OF SUPPORT:

This proposal represents an effort to ensure current requirements for the Education Alternative to Certification are rational and provide the necessary rigor. The current requirement is for all Certificate Portfolio applicants who have 64 or more semester credit hours of postsecondary education to obtain an Education Evaluation Services for Architects (EESA). The proposed resolution gives applicants the option to obtain an EESA. Those who choose to obtain an EESA may eliminate the need to satisfy some subject areas of the *Education Standard* through the Certificate Portfolio. Those who choose not to obtain an EESA must satisfy all subject areas through the Certificate Portfolio.

The EESA, administered by the National Architectural Accrediting Board (NAAB), was established to assist applicants who do not have a professional degree in architecture from a NAAB- or CACB/CCCA-accredited program who wish to apply for NCARB certification. As it relates to the Education Alternative, the EESA evaluates an applicant's academic transcript in comparison with the *NCARB Education Standard*, an approximation of the requirements of the professional degree from a NAAB-accredited degree program.

The EESA report states which areas of the *NCARB Education Standard* have been satisfied and which areas (if any) are deficient. Areas of deficiency are then remedied through submission of a Certificate Portfolio. Both the EESA and Certificate Portfolio use the *NCARB Education Standard* as criteria by which to review satisfaction of the education requirement for certification.

About 20 percent of architects falling into the category of requiring an EESA have received an associate, bachelor, or master degree in completely unrelated fields. Their EESA evaluation typically leads only to a waiver of the "General Education" subject area. The EESA requirement is a time-consuming and costly effort for little to no value in these cases.

Many of the remaining 80 percent of architects requiring an EESA have completed some coursework in architecture or architecture-related programs and have also expressed interest in satisfying their education by completing all subject areas of the *Education Standard* through the Certificate Portfolio, bypassing the cost and time required to obtain an EESA.

Also included in this proposal is a waiver of General Education for all Certificate Portfolio applicants who hold a bachelor or higher degree from the U.S. or Canada. This is in direct correlation to the waiver historically given to EESA applicants by the NAAB. The rationale for which is that institutions able to grant a bachelor degree are required to have a curriculum that meets the general education standards.

This proposed resolution:

- Recognizes that the criteria used for an EESA evaluation is the same criteria used to evaluate a Certificate Portfolio: the *NCARB Education Standard*
- Allows all applicants the option of either:
 - a. Obtaining an EESA and submitting a Certificate Portfolio addressing only identified subject area deficiencies from the EESA report, or
 - b. Bypassing the EESA and submitting a Certificate Portfolio addressing ALL subject areas
- Provides an unbiased evaluation of an architect's education
- Gives credit for General Education to those who have obtained a bachelor degree or higher
- Maintains program rigor
- Streamlines the process for those choosing to bypass the EESA
- Supports efforts to minimize program fees

REFERENCES:

[NCARB Education Guidelines](#)

[Certificate Portfolio Applicant Guide](#)

RESOLUTION 2018-C

Supported by the Council Board of Directors (_ - _)

TITLE: Amendment and Restatement of the *NCARB Model Rules of Conduct*

SUBMITTED BY: Council Board of Directors

WHEREAS, the Ethics Task Force of the Council has determined upon careful consideration that it is advisable to amend and restate the *NCARB Model Rules of Conduct* to ensure they remain relevant to contemporary architectural practice and to ensure the expected professional and ethical conduct of architects found in law remains focused on the protection of the health, safety, and welfare of the public.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the *NCARB Rules of Conduct* are hereby amended and restated in the form attached hereto as Exhibit A.

FURTHER RESOLVED, that upon the approval of the changes by an absolute majority of the Council Member Boards, such changes will become effective July 1, 2018.

ADVOCATES:

- Ethics Task Force

SPONSORS' STATEMENT OF SUPPORT:

The Ethics Task Force was formed in 2015 by then-President elect Dennis Ward to explore opportunities to increase awareness of ethics and professional conduct within the profession and to specifically review the *NCARB Rules of Conduct* for relevance and currency. Over the course of the past two and a half years, the task force conducted an extensive, word-by-word review of the *Rules*; the first comprehensive review conducted since its adoption by Member Boards in 1977. The task force reviewed the codes of conduct for architects from various countries/organizations around the world, as well as those of our design-related professions (interior design, landscape architecture, and engineering) and other professions regulated in the United States (accounting, psychology, and medicine).

The review resulted in several areas of proposed change, including long-overdue "housekeeping" changes; a significant reduction of the supporting commentary; rules with more than one idea were separated in two and restated in order to bring clarity; two former rules were deleted; one new rule was created to cover a new subject; and the last section of rules was reorganized and significantly overhauled to focus on signing and sealing documents. The document was also retitled as *Model Rules of Conduct* to re-emphasize that the collection of rules serves as a model for adoption and use by NCARB's Member Boards.

Former Rule 5.1 (resident architect) was deleted as more of a condition of practice rather than an issue of professional conduct. Thoughts on this former rule will be shared with the Model Law Task Force for review and possible incorporation in their work.

Former Rule 5.3 (private gifts) was also deleted. While bribes or gifts to influence public officials or gain favor for future public work remain strictly prohibited by Rule 4.4, the task force felt that there was nothing inherently unethical with seeking favor on private projects through reduced fees or pro bono services.

New Rule 2.5 was added by the task force to highlight the significant responsibility AXP supervisors have in their relationship with and mentoring of licensure candidates. It is the task force's opinion that the supervisor/supervisee relationship is crucial and must be free of conflicts of interest, whether perceived or fact.

And finally, Section 5 was retitled and refocused on rules related to the signing and sealing of documents. Former Rule 5.2 was inappropriately used to define responsible control and technical submissions rather than focus on the architect's conduct in this context. While those concepts are critically important to the profession, the task force determined that the *Rules of Conduct* should focus on the conditions of signing and sealing technical submissions, not simply their definitions. The actual definitions will be shared with the Model Law Task Force for inclusion in the definitions section in support of their effort to update and revise NCARB's *Legislative Guidelines and Model Law/Model Regulations*. With this refocusing effort, the remaining rules in Section 5 were relocated to another more appropriate section.

Throughout the effort, the Ethics Task Force maintained a laser-like focus on those rules that comprise the legal and ethical requirements of the profession in support of the protection of the public health, safety, and welfare. The Board of Directors unanimously accepted the task force's recommended revisions and supports the passage of **Resolution 2018-C**.

REFERENCES:

[NCARB Model Rules of Conduct](#) (a clean version of Exhibit A)

[NCARB Rules of Conduct: 2014-2015](#) (the current Rules of Conduct available on ncarb.org).

MODEL RULES OF CONDUCT

FOREWORD

INTRODUCTION

GUIDING PRINCIPLES

RULE 1 COMPETENCE

RULE 2 CONFLICT OF INTEREST

RULE 3 FULL DISCLOSURE

RULE 4 COMPLIANCE WITH LAWS

RULE 5 ~~RULES OF PROFESSIONAL CONDUCT~~ SIGNING AND SEALING DOCUMENTS

Exhibit A: Proposed Changes to the *NCARB Rules of Conduct*

FOREWORD

These *Model Rules of Conduct* are published by the National Council of Architectural Registration Boards (NCARB) as a recommended set of rules for Member Boards – the jurisdictional licensing boards—having the authority to promulgate and enforce rules of conduct applicable to those licensed in their jurisdiction.

INTRODUCTION

These rules of conduct are published by NCARB as a recommended set of rules for Member Boards having the authority to promulgate and enforce rules of conduct applicable to their registrants.

Immediately following the 1975 Annual Meeting, the Board of Directors charged the NCARB Committee on Professional Conduct with drafting a set of rules of conduct for use by Member Boards. The Committee worked on these rules over an 18-month period. Initially, the Committee searched the existing rules of several of its Member Boards. From this search, a preliminary set of rules of conduct covering a multitude of matters was prepared. The preliminary rules were finally revised to a draft set of rules in February 1976. That draft was submitted to representatives of various governmental agencies and professional organizations in March 1976. On the basis of informal comment received at that time, the rules were again revised. In November 1976, another series of hearings with governmental officials was held and further revisions were made.

Thereafter, these rules were distributed broadly with requests for comment, and in February 1977 the Committee on Professional Conduct, taking into account the comments received, revised, and redrafted the rules into their present form. The rules were approved by the Member Boards at the 1977 Annual Meeting. At the 1982 NCARB Annual Meeting one amendment to these rules of conduct was approved, adding a new Section 5.1 and renumbering subsequent items accordingly.

Certain Committee assumptions are clarified as follows:

- It is the Committee's belief that a set of rules of conduct, which will be the basis for policing and disciplining members of the profession, should be "hard-edged" rules and should not include those precatory injunctions which are often found in a list of professional obligations. For example, the Committee believes that it is an obligation of all registered architects to assist interns in their development. But the Committee could not conceive of making the failure to perform that obligation the basis for revocation of registration, suspension of registration, or reprimand. Thus, the rules set forth below have all been subjected to the critical test of whether or not an architect violating any one of the rules should be subject to discipline. It is the Committee's judgment that the rules proposed are all rules for which it is appropriate to command compliance and threaten sanctions.
- The Committee views these rules as having as their objective the protection of the public and not the advancement of the interests of the profession of architecture. The Committee believes, however, the profession is advanced by requiring registration

The Foreword, Introduction, and Guiding Principles are prefatory materials that are not part of the Model Rules of Conduct. The changes shown here are subject to further revision by NCARB staff before the document is published. These revisions are not part of Resolution 2018-A and not subject to member voting.

Exhibit A: Proposed Changes to the *NCARB Rules of Conduct*

holders to act in the public interest. There are, however, various rules of conduct found in many existing state board rules which seem more directed at protecting the profession than advancing the public interest. Such a rule is the prohibition against allowing one architect to supplant another until he/she has adequate proof that the first architect has been properly discharged. Without doubt, such a rule makes the practice more civilized, more orderly, and, under some circumstances, exposes a client to less risk. On the other hand, it was frequently pointed out to the Committee that clients may often wish to verify the competence of a retained architect by engaging a second architect, and it hardly seems appropriate for governmental regulation to prevent that from occurring. Similarly, prohibitions against brokers selling architects' services, fee competition, advertising, free sketches, and the like, seem more appropriately included in professional ethical standards than in rules to be enforced by state agencies.

- In protecting the public, there are two general areas of concern. First, non-architects (beginning with the client and including all other members of the construction industry) dealing with an architect should be protected against misrepresentation, fraud, and deceit. It has long been recognized as a proper function of government to protect the consumer of services from such wrongful behavior. Second, the users of a project on which the architect has worked must be protected from a building which is unsafe. This kind of protection by a governmental agency has an even longer history.
- The Committee sought to avoid burdening the architect with standards of conduct which were unreasonable to expect. At the same time, the Committee took into account the fact that the public views the architect or, in the case of an engineering project, the engineer as the only registered professional involved in a leadership position in the construction process, and relies on the registered professional to help safeguard the public interest. Rule 3.3, derived from a similar rule found in the Alaska State Board's rules of conduct, recognizes the special responsibility of the registered architect. In this regard, the architect is not unlike the lawyer who, while enjoined to defend vigorously the position of his/her client, must under certain circumstances abandon his/her partisan effort on behalf of his/her client by virtue of his/her duty as an officer of the court to advance the cause of justice. Similarly, accountants have in recent years been compelled to insist on positions that are not in their client's interest but that are necessary in order to provide the public with full disclosure. So the architect has a fiduciary duty to his/her client, while at the same time has a supervening duty to the public.
- As has been stated above, these rules are intended to point out those areas of behavior for which an architect risks being disciplined by his/her state board. The enforcement of these rules is the subject of a paper titled "Procedural Requirements for Discipline of Architects by State Architectural Registration Boards," prepared and distributed by the Professional Conduct Committee. Enforcement, of course, raises quite special problems. State registration boards are notoriously understaffed and underfunded. Nonetheless, the Committee believes the experience of some of our Member Boards in using available resources to assist in enforcement will provide guidance to other state boards that have despaired of being able to enforce rules of conduct in the past. The paper on enforcement suggests strategies by which the state boards can police the profession and can effectively enforce these rules. The

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~~Committee, however, does not believe that an infraction of each of these rules will yield the same punishment. Obviously, any disciplinary body takes into account a multitude of mitigating circumstances. In addition, a first infraction of some of the rules would, in all likelihood, not result in disciplinary action. For example, very few responsible and honorable architects avoid negligence completely in their careers. On the other hand, the board must have the right to discipline and, if necessary, revoke the registration of an architect with a demonstrated record of incompetence.~~

- ~~• The Committee struggled with the question of the necessary proximity between the act proscribed and the public interest involved. As an example, we can pick out three points on a line all leading to unsafe structures which the public clearly has an interest in preventing. The first point, for purposes of this illustration, is architects bidding against each other on the basis of fee. There is evidence that buildings constructed from the work of architects who have won the job on the basis of a low fee have more problems than buildings generally. As a second point on the line, buildings designed by architects who suffer from substantial physical or mental disabilities contain a much higher risk of defects than buildings generally. As a final point on the line, there is the architect who has been chronically negligent in his/ her past projects and is likely to perform with similar negligence in the future. The Committee was compelled to ask itself whether the odds were sufficiently high in connection with the competitive bidding issue to warrant a registration board attempting to protect the public at that point on the line. A similar question was raised concerning the architect whose competence is physically or mentally impaired. In a sense, disciplining the architect after the defective building had been discovered was the least effective way of protecting the public. This kind of inquiry resulted in the Committee's deleting any reference to competitive bidding in its rules but retaining a rule concerning physical or mental disabilities on the grounds that the protection of the public required that the board have power to step in when it has evidence that such a condition exists and is likely to impair the competence of the architect. Similar inquiries were made in connection with many of the other rules set forth in this document.~~

In July 1975, following a directive from delegates at its Annual Business Meeting, NCARB began to develop rules on professional conduct that it could recommend to its Member Boards. The committee conducted extensive research, produced several drafts, and conducted reviews with various governmental agencies and professional organizations in March 1976 and again in November 1976. In February 1977, the committee finalized the first version of NCARB's *Model Rules of Conduct* and subsequently gained their acceptance and approval by its Member Boards at the Annual Business Meeting in June 1977.

Over a two-year period, NCARB undertook a study of the conduct rules of various jurisdictions and other learned professions, held in-depth interviews with a number of government consumer affairs officials, and carried out other research inquiries. These efforts led to the formulation of NCARB's Model Rules of Conduct. Their substance was drawn from the following series of considerations:

- The *Rules*, which will serve as the basis for the regulating and disciplining of architects, should be mandatory rules and should not include aspirational rules that often comprise the codes of professional associations;

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- The *Rules* should have as their objective the protection of the public and not the advancement of the interests of the profession of architecture;
- The architect should not be burdened unfairly with rules and expectations that are unreasonable. The public, however, expects to find an architect in a leadership position on a construction project to protect its interests. Consequently, while the architect is primarily enjoined to serve a client's best interests, the architect also has a supervening duty to the public; and
- The *Rules* are intended to set out those areas of behavior for which an architect risks being disciplined, including suspension or revocation of the privilege to practice, by a jurisdictional licensing board.

As a result of these considerations, NCARB's *Model Rules of Conduct*, as approved and recommended to its Member Boards who have the authority to promulgate such rules, center on five areas: competence, conflict of interest, full disclosure, compliance with laws, and signing and sealing documents. Over time, NCARB's *Model Rules of Conduct* have been revised to ensure they remain relevant to contemporary practice and to ensure the expected professional and ethical conduct of architects found in law remains focused on the protection of the health, safety, and welfare of the public.

DRAFT

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GUIDING PRINCIPLES FOR THE DEVELOPMENT OF NCARB's *MODEL RULES OF CONDUCT*

- A. A set of rules of conduct, which will be the basis for regulating and disciplining members of the profession, should be mandatory rules and should not include those aspirational rules that are often found in a list of obligations promoted by a professional association.
- B. The objective of these *Model Rules of Conduct* is the protection of the public health, safety, and welfare. There are two general areas of concern. First, non-architects (beginning with the client and including all other members of the construction industry) dealing with an architect should be protected against misrepresentation, fraud, and deceit. Second, the users of a project on which the architect has worked must be protected from a building which is unsafe.
- C. These *Model Rules of Conduct*, when referenced to “law,” are concerned only with violations of U.S. law and not with violations of the laws of other nations. It would be extremely difficult for a jurisdictional licensing board to obtain suitable evidence of the interpretation of foreign laws and it is not unusual for such laws to be at odds with the laws of the United States.
- D. These *Model Rules of Conduct* address the conduct of the architect irrespective of the architect’s having been convicted under a criminal law. An architect is subject to discipline by the jurisdictional licensing board whether or not the architect has been convicted by a court of law.
- E. The public views the architect as the primary registered design professional involved in the planning and design of a building project and relies on the architect to help safeguard the public interest. While architects are obligated to defend vigorously the position of their clients, architects may be compelled to insist on positions that are not in their clients’ interest in order to protect the health, safety, and welfare of the public.
- F. The public expects that professions will be guided by a commonly accepted standard of conduct and that architects will assume a primary role in ensuring ethical conduct by their colleagues. For example, this principle is the foundation of the requirements to report violations found in Rule 3.9. An architect’s accountability in this regard extends to the actions of parties external to their practice and to their practice colleagues. Accordingly, for the purposes of these *Model Rules of Conduct*, any architect who, alone or with others, is in charge of a firm’s architectural practice will be deemed to have violated these rules if the firm has violated these rules.
- G. Architects who act as Architectural Experience Program (AXP) Supervisors of candidates for licensure play a critical role in the protection of the public and a central role in the training of future license holders. NCARB and the jurisdictional licensing boards rely on AXP Supervisors to both confirm that the expected experience has been gained and to serve as the primary “quality assurance” guarantor regarding the efficacy of the candidate’s experience. Accordingly, these *Model Rules*

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of Conduct include several provisions intended to protect the integrity of the experience verification process and other elements of the qualifications reporting system that jurisdictional licensing boards rely on when making licensure decisions.

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LITTLE HAS CHANGED IN SECTION 1. MINOR EDITS ARE PROPOSED AND SUPERFLUOUS COMMENTARY HAS BEEN ELIMINATED

RULE 1 COMPETENCE

- 1.1 In practicing architecture, an architect's primary duty is to protect the public's health, safety, and welfare. In discharging this duty, an architect shall act with reasonable care and competence, and shall apply the knowledge and skill ~~which is~~ ordinarily applied by architects ~~of~~in good standing, practicing in the same locality.

COMMENTARY

~~Although many of the existing state board rules of conduct fail to mention standards of competence, it is clear that the public expects that incompetence will be disciplined and, where appropriate, will result in revocation of the license. This Rule 1.1 sets forth the is based on the common law "standard of care" that ~~which has existed been~~ accepted by courts in this country for over 100 years or more in judging the performance of architects. While some courts have stated that an architect, like the manufacturer of goods, warrants that his/her design is fit for its intended use, this rule specifically rejects the minority standard in favor of the standard applied in the vast majority of jurisdictions that the architect need be careful but need not always be right. In an age of national television, national universities, a national registration exam, and the like, the reference to the skill and knowledge applied in the same locality may be less significant than it was in the past when there was a wide disparity across the face of the United States in the degree of skill and knowledge which an architect was expected to bring to his/her work. Nonetheless, the courts have still recognized this portion of the standard, and it is true that what may be expected of an architect in a complex urban setting may vary from what is expected in a more simple, rural environment.~~

- 1.2 In designing a project, an architect shall take into account ~~all~~the applicable federal, state, and municipal building laws and regulations. While an architect may rely on the advice of other professionals (e.g., attorneys, engineers, and other qualified persons) as to the intent and meaning of such laws and regulations, once having obtained such advice, an architect shall not knowingly design a project in violation of such laws and regulations.

COMMENTARY

~~It should be noted that the rule is limited to applicable state and municipal building laws and regulations. Every major project being built in the United States is subject to a multitude of laws in addition to the applicable building laws and regulations. As to these other laws, it may be negligent of the architect to have failed to take them into account, but the rule does not make the architect specifically responsible for such other laws. Even the building laws and regulations are of sufficient complexity that the architect may be required to~~

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seek the interpretation of other professionals. The rule permits the architect to rely on the advice of such other professionals.

- 1.3 An architect shall ~~undertake to~~ perform professional services only when ~~he/she/the architect~~, together with those whom the architect may engage ~~as consultants, is qualified by education, training, and experience, has the necessary knowledge and skill~~ in the specific technical areas involved.

COMMENTARY

While an architect is licensed to undertake any project which falls within the definition of the practice of architecture, as a professional, the architect must understand and be limited by the limitations of his/her own capacity and knowledge. Where an architect lacks experience, the rule supposes that he/she will retain consultants who can appropriately supplement his/her own capacity. If an architect chooses to undertake a project where he/she lacks knowledge and where he/she does not seek such supplementing consultants, the architect has violated the rule.

- 1.4 ~~No person~~An architect shall ~~not~~ be permitted to practice architecture if, in the ~~board's~~Board's judgment, ~~such person's~~the architect's professional competence is substantially impaired ~~by physical or mental disabilities~~. The assessment of impairment should be performed by an appropriately qualified professional.

COMMENTARY

Here the state registration board is given the opportunity to revoke or suspend a license when the board has suitable evidence that the license holder's professional competence is impaired by physical or mental disabilities. Thus, the board need not wait until a building fails in order to revoke the license of an architect whose addiction to alcohol, for example, makes it impossible for that person to perform professional services with necessary care. This rule empowers the Board to act preemptively in the interest of public health, safety, and welfare when the Board becomes aware of an architect's impaired competence rather than waiting until the impaired competence causes harm.

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THE RULES IN SECTION 2 HAVE BEEN EDITED FOR CLARITY. RULE 2.5 HAS BEEN ADDED TO UNDERScore THE IMPORTANT ROLE OF THE AXP SUPERVISOR

RULE 2 CONFLICT OF INTEREST

2.1 An architect shall not accept compensation in connection with services from more than one party on a project ~~(and never in connection with specifying or endorsing materials or equipment)~~ unless the circumstances are fully disclosed ~~to and agreed to~~ (such disclosure and agreement to be and waived in writing) by all interested parties.

COMMENTARY

This rule recognizes that in some circumstances an architect may receive compensation from more than one party involved in a project but that such bifurcated loyalty is unacceptable unless all parties have understood it and accepted it.

~~2.2 If an architect has any business association or direct or indirect financial interest which is substantial enough to influence his/her judgment in connection with the performance of professional services, the architect shall fully disclose in writing to his/her client or employer the nature of the business association or financial interest, and if the client or employer objects to such association or financial interest, the architect will either terminate such association or interest or offer to give up the commission or employment.~~

Partially Moved to Rule 2.3

COMMENTARY

Like 2.1, this rule is directed at conflicts of interest. It requires disclosure by the architect of any interest which would affect the architect's performance.

2.32 An architect shall not solicit or accept compensation from material or equipment suppliers ~~in connection with~~ for specifying or endorsing their products in connection with a project. As used herein, "compensation" shall not mean customary and reasonable business hospitality, entertainment, or product education.

Formerly Rule 2.3

COMMENTARY

This rule appears in most of the existing state standards. It is absolute and Unlike Rule 2.1, this rule does not provide for waiver by agreement. Customary and reasonable business hospitality, entertainment, and product education, ~~while not furnishing a clear definition of what is and is not allowed is nevertheless well understood~~ may be determined by state jurisdictional ethics laws, company policies, and tax guidelines ~~that wish to allow what is usual and appropriate in the industry in terms of dining, entertainment, and travel while ruling out lavish or excessive expenditures.~~

2.3 An architect shall not perform professional services in the face of a conflict of interest that is not fully disclosed and waived in writing by all parties. An architect has a conflict of interest when:

Formerly Part of Rule 2.2

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- (a) the architect has or may acquire a financial or other interest in the project, someone participating in it, or any component of it; or
- (b) the architect's judgment may be adversely affected by a relationship with another party.

2.4 ~~When~~An architect, when acting by agreement of the parties as the independent interpreter of building contract documents and/or as the judge of contract performance, an architect shall render decisions impartially, favoring neither party to the contract.

COMMENTARY

This rule ~~applies only when governs the construction industry relationship where the architect is acting to act impartially as the interpreter of building contract documents and/or the judge of contract performance-, even though paid by the owner.~~ The rule recognizes that these roles are not inevitable and that there may be circumstances (for example, where the architect has an interest in the owning entity) in which the architect may appropriately decline to act in ~~those two roles. In general, however, the rule governs the customary construction industry relationship where the architect, though paid by the owner and owing the owner his/her loyalty, is nonetheless required, in fulfilling his/her role in the typical construction industry documents, to act with impartiality either of these two roles.~~

2.5 An architect serving as an AXP Supervisor for a candidate for licensure shall not have, nor enter into, any relationship with the candidate that would interfere with the objectivity of the AXP Supervisor's certification of the candidate's experience.

New Rule

COMMENTARY

AXP Supervisors are required to balance their duty to protect the public with their role in licensure candidate development. Balancing these duties makes the AXP Supervisors' objectivity critical.

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THE RULES IN SECTION 3 WERE REORGANIZED, WITH SEVERAL EXISTING RULES SPLIT IN TWO AND RESTATED FOR CLARITY

RULE 3 FULL DISCLOSURE

3.1 ~~An architect shall not make misleading, deceptive, or false statements or claims that are misleading, deceptive, or false.~~

Formerly Rule 5.5

3.12 An architect making public statements on architectural ~~questions-matters~~ shall disclose ~~when he/she if the architect~~ is being compensated for making such statements ~~or when he/she~~ has an economic interest in the issue.

Formerly Rule 3.1

COMMENTARY

Architects frequently and appropriately make statements on questions affecting the environment in the architect's community. As citizens and as members of a profession acutely concerned with environmental change, they doubtless have an obligation to be heard on such questions. Many architects may, however, be representing the interests of potential developers when making statements on such issues. It is consistent with the probity which the public expects from members of the architectural profession that they not be allowed under the circumstances described in the rule to disguise the fact that they are not speaking on the particular issue as an independent professional but as a professional engaged to act on behalf of a client.

3.23 An architect shall ~~accurately represent to a prospective or existing client or employer his/her not misrepresent the architect's~~ qualifications, capabilities, and experience ~~or that of the architect's firm and the scope of his/her responsibility in connection with work for which he/she is claiming credit.~~

Formerly Part of Rule 3.2 [Split into Two Rules]

COMMENTARY

Many important projects require a team of architects to do the work. Regrettably, there has been some conflict in recent years when individual members of that team have claimed greater credit for the project than was appropriate to their work done. It should be noted that a young architect who develops his/her experience working under a more senior architect has every right to claim credit for the work which he/she did. On the other hand, the public must be protected from believing that the younger architect's role was greater than was the fact.

3.4 An architect shall ~~accurately represent to a prospective or existing client or employer his/her~~ qualifications, capabilities, experience, and ~~not misrepresent or overstate~~ the scope of ~~his/her the architect's~~ responsibility in connection with work for which ~~he/she the architect or the architect's firm~~ is claiming credit.

Formerly Part of Rule 3.2 [Split into Two Rules]

COMMENTARY

Many important projects require a team of architects to do the work. Regrettably, there has been some conflict in recent years when individual

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members of that team have claimed greater credit for the project than was appropriate to their work done. It should be noted that a young architect who develops his/her experience working under a more senior architect has every right to claim credit for the work which he/she did. On the other hand, the public must be protected from believing that the younger architect's role was greater than was the fact.

3.35 If, in the course of an architect's work on a project, ~~an~~ **the** architect becomes aware of a decision ~~taken made~~ by ~~his/her~~ **the architect's** employer or client, against the architect's advice, which violates applicable ~~federal~~, state, or municipal building laws and regulations and which will, in the architect's judgment, materially and adversely affect the ~~health and safety, and welfare of~~ the public, ~~of the finished project~~, the architect shall:

Formerly
Rule 3.3

- ~~(i) (a)~~ **(i) (a)** ~~report the decision to the local building inspector or other public official charged with the enforcement of the applicable state or municipal building laws and regulations, refuse to consent to the decision, and~~
- ~~(ii) (b)~~ **(ii) (b)** ~~refuse to consent to the decision, and report the decision to the local building inspector or other public official charged with enforcement of the applicable state or municipal building laws and regulations, and~~
- ~~(iii) (c)~~ **(iii) (c)** in circumstances where the architect reasonably believes that other such decisions will be taken notwithstanding ~~his/her~~ **the architect's** objection, terminate ~~his/her~~ **the provision of** services with reference to the project unless the architect is able to cause the matter to be resolved by other means.

~~In the case of a termination in accordance with Clause (iii), the architect shall have no liability to his/her client or employer on account of such termination.~~

COMMENTARY

This rule holds the architect to the same standard of independence which has been applied to lawyers and accountants. In the circumstances described, the architect is compelled to report the matter to the appropriate building a public official even though to do so may substantially harm the architect's adversely affect the client's interests. Note that the circumstances are violations of building laws which adversely affect the safety of the finished project. While a proposed technical violation of building laws (e.g., a violation which does not affect the public safety) will cause a responsible architect to take action to oppose its implementation, the Committee specifically does not make such a proposed violation trigger the provisions of this rule. The rule specifically intends to exclude matters of safety problems during the course of construction that which are traditionally the obligation of the contractor. There is no intent here to create a liability for the architect in this area. Clause (iii) gives the architect the obligation to terminate his/her services if he/she has clearly lost professional control. The standard is that the architect reasonably believes that other such decisions will be taken notwithstanding his/her objection. The rule goes on to provide that the architect shall not be liable for a termination made pursuant to Clause (iii). Such an exemption from contract liability is necessary if the architect is to be free to refuse to participate on a project in which such decisions are being made.

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3.46 An architect shall not ~~deliberately~~ make a false statement or fail ~~deliberately~~ to disclose accurately and completely a material fact lawfully requested by the Board in connection with the architect's/his/her application for licensureregistration or renewal.

Formerly
Rule 3.4

COMMENTARY

The registration board which grants registration or renews registration on the basis of a misrepresentation by the applicant must have the power to revoke that registration.

~~3.5 An architect shall not assist the application for registration of a person known by the architect to be unqualified in respect to education, training, experience, or character.~~

Moved to
Rule 3.7

3.7 An architect ~~possessing knowledge of an applicant's qualifications for registration shall cooperate with the applicant, the Board and/ or NCARB by responding appropriately regarding those qualifications when requested to do so. An architect shall provide timely verification of employment and/ or experience earned by an applicant under his or her supervision if there is reasonable assurance that the facts to be verified are accurate. An architect shall not knowingly sign any verification document related to licensure that contains false or misleading information and shall not assist in the application for licensure of a person known by the architect to be unqualified.~~

Partially
Moved to
Rule 3.8

3.8 An architect possessing knowledge of ~~an licensure candidate's applicant's~~ qualifications for licensureregistration shall cooperate with the candidateapplicant, the Board, and/ or NCARB by responding appropriately and in a timely manner regarding those qualifications, ~~when requested to do so. An architect shall provide timely verification of employment and/ or experience earned by an applicant under his or her supervision if there is reasonable assurance that the facts to be verified are accurate. An architect shall not knowingly sign any verification document that contains false or misleading information.~~

Formerly
Part of
Rule 3.7
[Split
into Two
Rules]

3.9 An architect possessing knowledge of a violation of ~~these rules jurisdiction's laws or rules governing the practice of architecture~~ by another ~~architect~~ shall report such knowledge to the Board. It is the professional duty of the architect to do so.

Formerly
Rule 3.6

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THE EDITS TO THE RULES IN SECTION 4 INCLUDE MINOR EDITS AND THE ELIMINATION OF EXCESSIVE COMMENTARY

RULE 4 COMPLIANCE WITH LAWS

4.1 An architect shall not, ~~in the conduct of his/her architectural practice, knowingly violate any state or federal criminal the law of the United States or any U.S. jurisdiction that in any material way relates to the conduct of the architect's practice.~~

COMMENTARY

~~This rule is concerned with the violation of a state or federal criminal law while in the conduct of the registrant's professional practice. Thus, it does not cover criminal conduct entirely unrelated to the registrant's architectural practice. It is intended, however, that rule 5.4 will cover reprehensible conduct on the part of the architect not embraced by rule 4.1. At present, there are several ways in which Member Boards have dealt with this sort of rule. Some have disregarded the requirement that the conduct be related to professional practice and have provided for discipline whenever the architect engages in a crime involving "moral turpitude."~~

~~The Committee declined the use of that phrase, as its meaning is by no means clearly or uniformly understood. Some Member Boards discipline for felony crimes and not for misdemeanor crimes. While the distinction between the two was once the distinction between serious crimes and technical crimes that distinction has been blurred in recent years. Accordingly, the Committee specifies crimes in the course of the architect's professional practice, and, under 5.4, gives to the Member Board discretion to deal with other reprehensible conduct. Note that the rule is concerned only with violations of state or federal criminal law. The Committee specifically decided against the inclusion of violations of the laws of other nations. Not only is it extremely difficult for a Member Board to obtain suitable evidence of the interpretation of foreign laws, it is not unusual for such laws to be at odds with the laws, or, at least, the policy of the United States. For example, the failure to follow the dictates of the "anti-Israel boycott" laws found in most Arab jurisdictions is a crime under the laws of most of those jurisdictions; while the anti-Israel boycott is contrary to the policy of the government of the United States and following its dictates is illegal under the laws of the United States.~~

4.2 An architect shall not engage in conduct involving fraud or deliberate wanton disregard of the rights of others.

Formerly Rule 5.4

4.3 An architect shall comply with the ~~registration~~licensing laws and regulations governing ~~his/her the architect's~~ professional practice in any U.S. jurisdiction. An architect may be subject to disciplinary action if, ~~based on grounds substantially~~

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~~similar to those which lead to disciplinary action in this jurisdiction,~~ the architect is disciplined in any other U.S. jurisdiction.

COMMENTARY

Here, again, for the reasons set out under 4.1, the Committee chose to limit this rule to United States jurisdictions.

- 4.4** An architect shall neither offer nor make any payment or gift ~~to a government official (whether elected or appointed)~~ with the intent of influencing ~~an~~the official's judgment in connection with a prospective or existing project in which the architect is interested.

Formerly
Rule 4.2

COMMENTARY

Rule 2 tracks a typical bribe statute. It is covered by the general language of 4.1, but it was the Committee's view that 4.2 should be explicitly set out in the rules of conduct. Note that all of the rules under this section look to the conduct of the architect and not to whether or not the architect has actually been convicted under a criminal law. An architect who bribes a public official is subject to discipline by the state registration board, whether or not the architect has been convicted under the state criminal procedure.

- 4.45** An employer engaged in the practice of architecture ~~shall not have been~~ found by a court or ~~an~~administrative tribunal to have violated ~~any applicable federal or state law~~the law of the United States or any U.S. jurisdiction protecting the rights of persons working for the employer ~~with respect to fair labor standards or with respect to maintaining a workplace free of,~~ such as those pertaining to harassment, discrimination. ~~[States may choose instead to make specific reference to the "Federal Fair Labor Standards Act of 1938, as amended" and the "Equal Employment Opportunity Act of 1972, as amended" and to state laws of similar scope.], and~~ unfair compensation, shall be subject to discipline. For purposes of this rule, any ~~registered architect employed by a firm engaged in the practice of architecture~~ who, ~~alone or with others,~~ is in charge of the ~~firm's~~architectural practice, ~~either alone or with other architects,~~ shall be deemed to have violated this rule if the ~~firm~~employer has violated this rule.

Formerly
Rule 4.4

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SECTION 5 HAS BEEN SIGNIFICANTLY MODIFIED. TWO RULES HAVE BEEN DELETED; TWO RULES HAVE BEEN MOVED TO OTHER SECTIONS; AND, THE REMAINING RULES HAVE BEEN REFOCUSSED ON SIGNING AND SEALING DOCUMENTS

Former Rule 5.1 Was Deleted and Referred to Model Law Task Force

Formerly Part of Rule 5.2 [Split Into 3 Rules]

RULE 5 ~~RULES OF PROFESSIONAL CONDUCT~~ SIGNING AND SEALING DOCUMENTS

- ~~5.1 Each office engaged in the practice of architecture shall have an architect resident and regularly employed in that office.~~
- 5.1 An architect shall sign and seal only those technical submissions that were prepared under the architect's responsible control.
- ~~5.2 An architect may sign and seal technical submissions only if the technical submissions were:~~
 - ~~(i) prepared by the architect;~~
 - ~~(ii) prepared by persons under the architect's responsible control;~~
 - ~~(iii) prepared by another architect registered in the same jurisdiction if the signing and sealing architect has reviewed the other architect's work and either has coordinated the preparation of the work or has integrated the work into his/her own technical submissions; or~~
 - ~~(iv) prepared by another architect registered in any United States jurisdiction and holding the certification issued by the National Council of Architectural Registration Board if~~
 - ~~(a) the signing and sealing architect has reviewed the other architect's work and has integrated the work into his/her own technical submissions and~~
 - ~~(b) the other architect's technical submissions are prototypical building documents.~~
- ~~— An architect may also sign and seal drawings, specifications, or other work which is not required by law to be prepared by an architect if the architect has reviewed such work and has integrated it into his/her own technical submissions.~~
- ~~— "Responsible control" shall be that amount of control over and detailed professional knowledge of the content of technical submissions during their preparation as is ordinarily exercised by a registered architect applying the required professional standard of care, including but not limited to an architect's integration of information from manufacturers, suppliers, installers, the architect's consultants, owners, contractors, or other sources the architect reasonably trusts that is incidental to and intended to be incorporated into the architect's technical submissions if the architect has coordinated and reviewed such information. Other review, or review and correction, of technical submissions after they have been prepared by others does not constitute the exercise of responsible control because the reviewer has neither control over nor detailed professional knowledge of the content of such submissions throughout their preparation.~~

Exhibit A: Proposed Changes to the NCARB Rules of Conduct

~~Any registered architect signing or sealing technical submissions not prepared by that architect but prepared under the architect's responsible control by persons not regularly employed in the office where the architect is resident, shall maintain and make available to the board upon request for at least five years following such signing and sealing, adequate and complete records demonstrating the nature and extent of the architect's control over and detailed knowledge of such technical submissions throughout their preparation. Any registered architect signing or sealing technical submissions integrating the work of another architect into the registered architect's own work as permitted under clauses (iii) or (iv) above shall maintain and make available to the board upon request for at least five years following such signing and sealing, adequate and complete records demonstrating the nature and extent of the registered architect's review of and integration of the work of such other architect's work into his/her own technical submissions, and that such review and integration met the required professional standard of care.~~

COMMENTARY

~~This provision reflects current practice by which the architect's final construction documents may comprise the work of other architects as well as that of the architect who signs and seals professional submissions. The architect is permitted to apply his/her seal to work over which the architect has both control and detailed professional knowledge, and also to work prepared under the direct supervision of another architect whom he/she employs when the architect has both coordinated and reviewed the work.~~

- 5.2 An architect of record may sign and seal technical submissions not required by law to be prepared by an architect including information supplied by manufacturers, suppliers, installers, contractors, or from the architect of record's consultants, when that information is intended to be incorporated into the architect of record's technical submissions and the architect of record has reviewed such information and can reasonably trust its accuracy.
- 5.3 An architect of record may sign and seal prototypical building documents prepared by an architect licensed in any U.S. jurisdiction, but only if the architect of record determines that such documents are in compliance with the requirements of the project's jurisdiction and incorporates them into the architect of record's own technical submissions.
- ~~5.3 An architect shall neither offer nor make any gifts, other than gifts of nominal value (including, for example, reasonable entertainment and hospitality), with the intent of influencing the judgment of an existing or prospective client in connection with a project in which the architect is interested.~~

Formerly
Part of
Rule 5.2
[Split
Into 3
Rules]

Formerly
Part of
Rule 5.2
[Split
Into 3
Rules]

Former
Rule 5.3
Was
Deleted

COMMENTARY

~~This provision refers to "private bribes" (which are ordinarily not criminal in nature) and the unseemly conduct of using gifts to obtain work. Note that the rule realistically excludes reasonable entertainment and hospitality and other gifts of nominal value.~~

Exhibit A: Proposed Changes to the NCARB Rules of Conduct

~~5.4—An architect shall not engage in conduct involving fraud or wanton disregard of the rights of others.~~

Moved to
Rule 4.2

COMMENTARY

~~Violations of this rule may involve criminal conduct not covered by 4.1, or other reprehensible conduct which the board believes should warrant discipline. A state board must, in any disciplinary matter, be able to point to a specific rule which has been violated. An architect who is continuously involved in nighttime burglaries (no connection to his/her daytime professional practice) is not covered by 4.1 (crimes committed “in the conduct of his/her architectural practice”). Serious misconduct, even though not related to professional practice, may well be grounds for discipline. Lawyers commenting on the rules had little trouble with the standard set in 5.4; it applies to conduct which would be characterized as wicked, as opposed to minor breaches of the law. While each board must “flesh out” the rule, murder, rape, arson, burglary, extortion, grand larceny, and the like would be conduct subject to the rule, while disorderly conduct, traffic violations, tax violations, and the like would not be considered subject to the rule.~~

~~5.5—An architect shall not make misleading, deceptive, or false statements or claims.~~

Moved to
Rule 3.1

COMMENTARY

~~An architect who fails to accurately and completely disclose information, even when not related to the practice of architecture, may be subject to disciplinary actions if the board concludes that the failure was serious and material.~~

RESOLUTION 2018-D

Supported by the Council Board of Directors (_ - _)

TITLE: Amendment and Restatement of the *NCARB Bylaws*

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors of the Council has determined upon careful consideration that it is advisable and in the best interests of the Council to amend and restate the *NCARB Bylaws*; and

WHEREAS, pursuant to Article XV of the *NCARB Bylaws*, the *Bylaws* may only be amended at a special meeting or the Annual Business Meeting of the Council by resolution approved by the affirmative vote of not less than two-thirds of the Member Boards.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Amended and Restated *NCARB Bylaws* are adopted in the form attached hereto as Exhibit B.

FURTHER RESOLVED, that upon the approval of the changes by an affirmative vote of two-thirds of the Council Member Boards, such changes will become effective July 1, 2018.

ADVOCATES:

The Board of Directors

SPONSORS' STATEMENT OF SUPPORT:

The Board of Directors have undertaken a holistic review of the *NCARB Bylaws* and propose this omnibus resolution to remove outdated, inconsistent or redundant language; apply consistent treatment where possible; ensure conformance with current Iowa law; and improve overall clarity of the *Bylaws*. The edits can generally be classified in one of the following categories:

Housekeeping. These edits include reformatted lists, updated cross references, consolidated and clarified text, enhanced definitions, removal of anachronistic language, and updated "Annual Meeting" to "Annual Business Meeting."

Board of Directors. These edits are mostly found within Articles VII, VIII, and XII and include updates and clarifications to qualifications, nomination and election procedures, and roles and responsibilities. These changes bring consistency to the nomination and elections process and to the language used across all Board positions as well as ensure conformance with Iowa laws.

Committees. Edits for this category occur in Articles VII and XII and include consolidating all committee references into Article XII, adding language defining "Board Committees" and "Advisory Committees," and updating some committee definitions to align with current practices.

Annual Business Meeting. Edits proposed in this category add definitions and rights of “Delegates” and “Voting Delegates” in Article II and Article V.

To facilitate review of the proposed edits, the intent behind each proposed change has been provided in explanatory notes in the blue sidebars on each page.

REFERENCES:

[NCARB Bylaws: Proposed Update](#) (a clean version of Exhibit B)

[NCARB Bylaws](#) (the current *NCARB Bylaws* available on ncarb.org).

DRAFT

Exhibit B: Proposed Changes to the NCARB Bylaws

(Adopted June 23, 1979, Cambridge, MA. Amended June 27, 1981, Maui, HI; June 26, 1982, Minneapolis, MN; June 25, 1983, Philadelphia, PA; June 30, 1984, Portland, OR; June 29, 1985, San Antonio, TX; June 28, 1986, Atlanta, GA; June 27, 1987, Seattle, WA; June 29, 1988, Chicago, IL; June 28, 1989, Boston, MA; June 30, 1990, Washington, DC; June 29, 1991, Denver, CO; June 27, 1992, San Francisco, CA; June 26, 1993, Kansas City, MO; June 25, 1994, Dearborn, MI; June 24, 1995, New Orleans, LA; June 29, 1996, Baltimore, MD; June 28, 1997, Minneapolis, MN; June 27, 1998, San Diego, CA; June 26, 1999, Charleston, SC; June 17, 2000, Chicago, IL; June 23, 2001, Seattle, WA; June 29, 2002, Boston, MA; June 28, 2003, San Antonio, TX; June 26, 2004, Portland, OR; June 25, 2005, Miami, FL; June 24, 2006, Cincinnati, OH; June 23, 2007, Denver, CO; June 28, 2008, Pittsburgh, PA; June 26, 2010, San Francisco, CA; June 25, 2011, Washington, DC; June 23, 2012, Minneapolis, MN; June 22, 2013, San Diego, CA; June 21, 2014, Philadelphia, PA; June 20, 2015, New Orleans, LA; June 18, 2016, Seattle, WA; June 30, 2018, Detroit, MI (Proposed).)

ARTICLE I—NAME

The name of this organization shall be the National Council of Architectural Registration Boards.

ARTICLE II—DEFINITIONS

The following terms shall have the following meanings when used in these Bylaws:

- A. “~~Council~~ Advisory Committee” shall mean any committee not having and exercising the authority of the Board of Directors;
- B. “Board Committee” shall mean a committee which is comprised solely of two or more Directors and shall have and exercise the authority of the Board of Directors, to the extent authorized by the Board of Directors and permitted by law;
- A.C. “Board of Directors” shall mean the Board of Directors of the National Council of Architectural Registration Boards;
- D. “Committee” shall mean a Board Committee or an Advisory Committee;
- E. “Council” shall mean the National Council of Architectural Registration Boards;
- F. “Council Record” shall mean a record of the education, training, examination, practice, and character of an individual member of the architectural profession;
- G. “Delegate” shall mean any member of a Member Board in attendance at an Annual Business Meeting or any special meeting of the Council as a representative of such Member Board;
- H. “Director” shall mean a member of the Board of Directors;
- I. “Elected Officer” shall mean any of the President/Chair of the Board, the First Vice President/President-Elect, the Second Vice President, the Treasurer, and the Secretary;
- J. “Examination” shall mean the Architect Registration Examination® prepared by the Council;
- K. “Executive Director” shall mean a person holding such title at a Member Board

EXPLANATORY NOTES

ARTICLE II – DEFINITIONS

The expanded Definitions

- Add clarity to terms used throughout the Bylaws; and,
- Streamline Bylaws by removing explanatory text within the Bylaws.

Exhibit B: Proposed Changes to the NCARB Bylaws

or having a comparable position as the primary administrator responsible for overseeing the activities of the Member Board;

B.L. “Jurisdiction” shall mean any political subdivision of the United States, including any State, commonwealth, territory, dependency, and the District of Columbia, which has a law regulating the practice of architecture;

M. “Member Board” is a member of the Council in good standing and shall mean the body legally authorized by a Jurisdiction to certify that an applicant for registration as an architect is qualified;

C.N. “Public Director” shall mean the individual serving as the Public Director (as that term is described in Article VII of these bylaws) on the Board of Directors.

O. “Regional Chair” shall mean the chairperson of a Region, as such term is described in Article VI of these Bylaws;

P. “Regional Director” shall mean a Director who was nominated to serve on the Board of Directors by a Region;

Q. “Voting Delegate” shall mean a Delegate who is authorized to vote on behalf of a Member Board, as evidenced by a letter of credentials provided by the applicable Member Board.

ARTICLE III—PURPOSE

The purpose of the Council shall be to work together as a council of Member Boards to safeguard the health, safety, and welfare of the public and to assist Member Boards in carrying out their duties. Pursuant thereto, the Council shall develop and recommend standards to be required of an applicant for architectural registration; develop and recommend standards regulating the practice of architecture; provide a process for certifying to Member Boards the qualifications of an architect for registration; and represent the interests of Member Boards before public and private agencies, provided that the Council shall not purport to represent the interest of a specific Member Board without that Member Board’s approval.

ARTICLE IV—MEMBERSHIP

SECTION 1. Members. The membership of the Council shall be the ~~legally constituted Jurisdiction~~ Member Boards ~~in good standing.~~ Membership in the Council shall be attained through acceptance by the ~~Council~~ Board of Directors. Application shall be made upon forms furnished by the Council. Every Member Board shall annually provide the Council with the names and addresses of its members, a copy of its law relating to the registration and practice of architecture, a copy of its rules or regulations administering such law, and a roster of all persons registered by the Member Board, and shall pay the annual membership dues. All Member Boards ~~in good standing~~ shall have equal rights.

EXPLANATORY NOTES

ARTICLE IV - MEMBERSHIP

Section 1. Members

- Proposed edits conform to expanded Definitions in Article II, streamlining this Section.

Exhibit B: Proposed Changes to the NCARB Bylaws

SECTION 2. Removal. If, after written notification from the ~~Council~~ Board of Directors, a Member Board shall ~~(i)~~

- (i) _____ fail to pay its dues or other financial obligations to the Council or to its Region, or ~~(ii) shall~~
- (ii) _____ ~~persistently~~ refuse registration or otherwise fail to register architects holding the Council Certificate for the reason that such architects are not the residents of the Member Board's jurisdiction, or ~~(iii) shall~~
- (iii) _____ fail to administer the Architect Registration Examination prepared by the Council to all its applicants (other than applicants of whom it does not require a written examination) for registration,

then, the ~~Council~~ Board of Directors may recommend to the Council that such Member Board be removed from membership in the Council. Upon Following such recommendation, ~~such Member Board may be removed from membership in the Council~~ may determine by the affirmative vote of not less than two-thirds of all Member Boards, to remove such Member Board or, with respect to non-payment of dues or other financial obligations, waive or modify the Member Board's obligation to pay such amounts due to the Council.

SECTION 3. Reinstatement. A Jurisdiction that has been removed from membership in the Council for reasons of non-payment of dues or other financial obligations shall be automatically reinstated as a Member Board in the Council by a vote of two-thirds of all Member Boards:

- i) _____ following payment of all financial obligations of membership had the Jurisdiction not been removed (or such lesser amount approved unless, by such a vote of two-thirds of all Member Boards), such financial obligations shall be modified or waived, and
- ii) _____ upon being in compliance with all other membership requirements of Article IV, Sections 1 and 2; A Member Board that was removed from the Council for reasons other than failure to pay dues or other financial obligations shall only be reinstated upon the affirmative vote of two-thirds of all Member Boards.

ARTICLE V—MEETINGS

SECTION 1. Annual Business Meeting. The Council shall hold an Annual Business Meeting at a time and place as determined by the ~~Council~~ Board of Directors. Notice of all Annual Business Meetings shall be sent to the chair or equivalent presiding officer and to the Member Board Executive of each Member Board not less than 90 days prior to each such meeting.

SECTION 2. Special Meetings. Special business meetings of the Council may be called by the President/Chair of the Board, with the approval of the ~~Council~~ Board of Directors, or by a majority of the Member Boards. The Bylaws provisions which govern notice for, and the procedures and conduct of business of, the Annual Business Meeting shall apply to Special Meetings.

SECTION 3. Delegates and Credentials. Each Member Board shall be entitled to be represented at Annual Business Meetings and special meetings of the Council by one or more official Delegates who shall be members of that Member Board.

EXPLANATORY NOTES

ARTICLE IV – MEMBERSHIP *(cont.)*

Section 2. Removal

- Proposed edits for housekeeping and clarity.

Section 3. Reinstatement

- Allow for the Membership to waive or reduce outstanding financial obligations of a jurisdiction rather than removal from membership;
- Provide for automatic reinstatement of membership upon satisfaction of outstanding financial obligations; and
- Compliance with non-financial requirements will be determined by the Board of Directors for communication to the membership. Requires vote of membership to reinstate.
- Other housekeeping edits.

ARTICLE V – MEETINGS

Section 1. Annual Business Meeting

- Proposed housekeeping edits.

Section 2. Special Meetings

- Proposed housekeeping edits.

Section 3. Delegates and Credentials

- Proposed housekeeping edits;
- Clarify that multiple Delegates per Member Board may attend the Annual Business Meeting and special meetings, as defined in Section 2, above;
- Implement the use of the term "Voting Delegate," as defined in Article II; and,
- Clarify the role and appointment process of the Voting Delegate.

Exhibit B: Proposed Changes to the NCARB Bylaws

~~A delegate attending the~~Notwithstanding a Member Board's total number of Delegates, each Member Board shall be represented at each Annual Business Meeting ~~or any and~~ special meeting of the Council by one Voting Delegate, who ~~is shall be~~ entitled to cast the vote of its Member Board and who shall be identified as the Voting Delegate by a letter of credentials from the ~~delegate's applicable~~ Member Board, ~~which voting delegate the~~. A Member Board may change by its Voting Delegate from time to time by issuing a subsequent letter of credentials. ~~A Member Board may be represented by as many delegates as attend, but only one vote may be cast for each Member Board by its delegates to the Council.~~ Each Voting Delegate shall have an equal vote on all matters on which all Member Boards are entitled to vote.

SECTION 4. Quorum. A quorum for the transaction of business at the Annual Business Meeting of the Council shall be ~~one or more~~ Voting Delegates representing a majority of the Member Boards.

SECTION 5. Resolutions and Other Motions. Resolutions are the substantive matters placed on the agenda for a meeting of the Council in accordance with this Section. All resolutions to be considered at any meeting of the Council, except those submitted by the ~~Council~~ Board of Directors, those submitted by Select Committees and those of the laudatory type, shall be submitted to the Regional Leadership Committee not later than 75 days prior to the day at the Annual Business Meeting at which the resolution is to be considered. The Regional Leadership Committee shall review each resolution submitted by Regions and Member Boards for conformity with the Council Bylaws and may recommend to the author of any resolution such changes as are deemed advisable for the purpose of clarity and to avoid duplication. All resolutions shall, insofar as practicable without altering or confusing the intent of the resolution, avoid invective or argument; but the proponent of a resolution may, when submitting the resolution to the Regional Leadership Committee, include a brief summary of the argument in support of the resolution, which summary shall be published with the publication of the resolution. The Council shall distribute all resolutions, except laudatory resolutions, to the Member Boards not less than 30 days prior to the meeting at which the resolution is to be considered. If the Board of Directors discloses its position to the Council, the vote of the Board of Directors shall be disclosed at the same time.

Only Member Boards, Regions, Select Committees, and the ~~Council~~ Board of Directors may offer resolutions to be presented at any meeting of the Council, or amendments to resolutions so presented. All other motions permitted under Robert's Rules of Order Newly Revised may be made by any Delegate or ~~Council Officer or~~ Director.

SECTION 6. Voting. The affirmative vote of two-thirds of all Member Boards is required to pass any amendment to these Bylaws or to remove any Member Board from membership in the Council. The affirmative vote of a majority of all Member Boards is required to pass any other resolution. Except as otherwise specified in ~~Article VIII, Section 4, with regard to the election of Officers~~ these Bylaws, voting upon all other issues shall require the quantum of vote set forth in Robert's Rules of Order Newly Revised.

Except as expressly permitted by these Bylaws, there shall be no voting by proxy.

SECTION 7. Order of Business. An agenda outlining the order of business shall be

EXPLANATORY NOTES

ARTICLE V – MEETINGS *(cont.)*

Section 4. Quorum

- Clarify that only a Voting Delegate is required for purposes of identifying that a quorum is present.

Section 5. Resolutions and Other Motions

- Proposed housekeeping edits; and,
- Clarify that the 75-day time period is determined with respect to the day on which the resolution will be voted, rather than the first day of the Annual Business Meeting.

Section 6. Voting

- Proposed housekeeping edits.
- The last sentence acknowledges that Voting Delegates are proxies for the Member Boards, but no other proxy voting (such as by a Voting Delegate selecting a proxy for him or herself) shall be permitted.

Exhibit B: Proposed Changes to the *NCARB Bylaws*

prepared for all Council meetings. The agenda shall be prepared under the direction of the ~~Council~~ Board of Directors ~~and printed~~ and sent by the Secretary to all Member Boards at least 30 days before the date set for a particular meeting.

SECTION 8. Rules of Order. The Council shall be governed by ~~Robert's~~ Rules of Order Newly Revised when not in conflict with: first, applicable laws, then, the Articles of Incorporation, and lastly the Bylaws of the Council.

SECTION 9. Advisory Votes by Letter or Electronic Ballot. The ~~Council~~ Board of Directors may from time to time submit any issue or question to the Member Boards for an advisory vote by letter or electronic ballot, provided the subject matter and the ballot shall have been officially submitted in writing to the Member Boards at least 60 days prior to a date therein set for final receipt of ballots. Only ballots returned in the prescribed time will be counted.

SECTION 10. Other Participants. Council ~~Officers and~~ Directors, Delegates, Member Board Executives or Attorneys when designated by their Member Boards, persons designated by the Board of Directors, and persons designated by the Presiding Officer shall have the privilege of the floor at Council meetings and may take part in the discussions and perform all functions of the Delegates except to vote, or, except as provided in Article V, Section 5, with respect to ~~Officers and~~ Directors, to initiate action.

SECTION 11. International Agreements. All written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the members at an Annual Business Meeting.

ARTICLE VI—REGIONS

SECTION 1. Purpose. In order to foster closer communication between Member Boards and the Council, as well as among Member Boards, and further to foster the development of future leaders and assist the Council in achieving its stated purpose, six geographical Regions comprising, in the aggregate, all the Member Boards are hereby established. Each Member Board shall be required to be a member of its Region.

SECTION 2. Membership. The membership of the Regions is established as follows:

REGION 1—New England Conference: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.

REGION 2—Middle-Atlantic Conference: Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia.

REGION 3—Southern Conference: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, Virgin Islands.

REGION 4—Mid-Central Conference: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin.

REGION 5—Central States Conference: Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming.

REGION 6—Western Conference: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, New Mexico, Oregon, Utah, Washington.

ARTICLE VII —THE ~~COUNCIL~~ BOARD OF DIRECTORS

SECTION 1. Membership. The ~~Council~~ Board of Directors shall ~~comprise~~ be comprised of the Elected Officers of the Council ~~as designated in Section 1 of Article VIII~~, one Regional

EXPLANATORY NOTES

ARTICLES VII and VIII:

Significant revisions proposed for these two Articles to:

- Article VII:
 - Clarify that the NCARB Bylaws establish qualifications for members of the NCARB Board of Directors;
 - Consolidate language for officers and other members of the Board into Article VII to streamline bylaws by eliminating redundant language;
 - Apply global qualifications, where possible;
- Article VIII:
 - Include only responsibilities pertaining to specific positions on the Board such as the President or Treasurer; and,
 - Apply other housekeeping edits.

Explanations for edits proposed in each Section are addressed below.

ARTICLE VII – BOARD OF DIRECTORS

Section 1. Membership

- Proposed housekeeping edits; and,
- Remove references to other Articles of the Bylaws.

Section 2. Qualifications and Limitations

- Consolidate redundant qualifications language that applies to all Directors;
- Clarify qualifications that are unclearly written.
- Relocate Terms of Office/Service to section 3.
- Relocate Nomination language to Section 5; and
- Relocate Compensation language to Section 7.

Exhibit B: Proposed Changes to the NCARB Bylaws

Director ~~elect~~ from each Region, the Immediate Past President, one Member Board Executive Director, and one Public Director ~~elect~~ ~~as provided in this Article VII.~~

SECTION 2. Qualifications and Limitations. The qualifications for serving as a Director shall be as set forth in this Article VII, Section 2, and no entity responsible for nominating any Director shall impose any qualification not set forth herein.

A. A candidate for election ~~as a Regional to any~~ Director ~~or Officer position~~ shall ~~(i),~~ at the time such person is nominated:

(i) ~~_____~~ be a citizen of the United States, ~~and (ii);~~

(ii) ~~_____~~ have served at least two (2) years as a member of a Member Board; or, in the case of a candidate for the position of Member Board Executive Director, have served at least two (2) years as an Executive Director;

(iii) ~~_____~~ be a current member of a Member Board ~~within the Region or; be a~~ past member of ~~such a~~ Member Board whose service as a member ended no more than one year before nomination, ~~or the Chair; be an~~ officer of ~~the a~~ Region, ~~or the; be an~~ incumbent Regional Director ~~(iii) have served at least two years as a member of a Member Board, and (iv); or, in the case of a candidate for the Member Board Executive Director, be a current Executive Director; and,~~

(iv) ~~_____~~ in the case of candidates who are architects, hold an active NCARB Certificate, ~~in every case at the time he or she is nominated by the Region^{*}. In.~~

B. ~~With respect to candidates for a Regional Director position, all qualifications relating to current or past membership in a Member Board or Region must be within the Region from which the candidate is nominated.~~

~~A.C. If~~ a Member Board regulates professions in addition to the profession of architecture, the candidate will qualify as a member or former member of a Member Board only if he or she is or was an architect member or a public member of the architect section of the Member Board. ~~All Directors shall serve without compensation.~~

~~B. A candidate for election as the Member Board Executive Director shall be (i) a citizen of the United States, (ii) either an executive director or hold a comparable position as the primary administrator responsible for overseeing the activities of a Member Board at the time of election, (iii) nominated by vote of a majority of the members of the Member Board Executives Committee, and (iv) such person so nominated shall be elected at the Annual Meeting. A Member Board Executive 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 Member Board Executive Director shall be filled by vote of a majority of the members of the Member Board Executives Committee.~~

D. A candidate for election as the Public Director ~~(i)~~ shall be a citizen at the time of

EXPLANATORY NOTE

ARTICLE VII, SECTION 3: Proposed edits are intended to:

- Identify that the term of office for all Directors is one year – from the Annual Business Meeting at which the individual is elected until the next Annual Business Meeting;
- Clarify that the three-term limit does not include service as an Elected Officer; and
- Identify that an Elected Officer may only serve one year in any position unless the elected officer is completing a partial term of a predecessor – then that elected officer may be elected to serve a full term.

ARTICLE VII, SECTION 4: Proposed edits:

- Recognize that all Directors are elected by the full Membership during the Annual Business Meeting; therefore, only the full Membership may remove a Director with or without cause; and
- Give the Board of Directors the authority to remove a Director with cause by an affirmative vote of two-thirds of the Board.

Exhibit B: Proposed Changes to the NCARB Bylaws

~~the United States, (ii) shall be serving as nomination a public or consumer member on a Member Board, and (iii) any person qualified as prescribed above may be nominated as Public Director by declaring his or her candidacy at the time election for such office begins at the Annual Meeting and shall be elected at the Annual Meeting. A Public Director shall serve the same or have served in such position no more than one (1) year prior to the time of nomination to the Board of Directors.~~

~~E. An individual shall qualify to serve as the President/Chair of the Board during the one-year period immediately following his or her term as First Vice President/President-Elect.~~

~~E.F. An individual shall qualify to serve as the Immediate Past President during the one-year period immediately following his or her 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 as President/Chair of the Board.~~

~~SECTION 3. Terms of Office. The terms of office of Officers and Directors shall be as provided in Section 5 of Article VIII. Regional Directors shall be nominated as provided in Section 5 of this Article and persons so nominated shall be elected at the Annual Meeting of the Council to serve and Election. The term of office of a Director shall be one year from the adjournment of said Annual Meeting the Annual Business Meeting at which he or she is elected to serve or, in the case of President/Chair of the Board and Immediate Past President, succeeds to office, until the adjournment of the next following Annual Business Meeting or until their successors are his or her successor is duly elected; and succeeds to office. No person shall serve more than three terms in succession as a Director; provided, however, that service as an Elected Officer and Immediate Past President shall not count against such limit. No incumbent shall serve for more than one term in any Elected Officer position or as Immediate Past President; provided, however, that an Elected Officer shall be eligible for reelection for the full term of office if, during the period immediately prior thereto, such Elected Officer had succeeded to or been elected to the office to fill a vacancy.~~

~~A. SECTION 4. Removal. As provided by applicable Iowa law, a Regional Director may be removed with or without cause by the Region electing such Director by a majority vote of those present and voting at a meeting duly called for such purpose; the Member Board Executive Director and the Public Director may be removed with or without cause by a majority vote of those present and voting at a meeting duly called for such purpose, respectively by the Member Board Executives Committee in the case of the Member Board Executive Director and the Council Board of Directors in the case of the Public Director; and the Past President may be removed with or without cause by appropriately amending these Bylaws at a meeting of the Member Boards duly called for such purpose. Because any Officer is a Director on account of his or her election as an Officer, any Officer removed as such Officer in accordance with these Bylaws shall cease to be a Director upon such removal.~~

SECTION 4. Removal.

A. A Director may be removed with or without cause by a majority vote of the Member Boards at a meeting where a quorum is present, with the meeting notice stating that the purpose, or one of the purposes, of the meeting is the

EXPLANATORY NOTES

ARTICLE VII – BOARD OF DIRECTORS

(cont.)

Section 2. Qualifications and Limitations

(cont.)

- Add qualifications that define path to the roles of President/Chair of the Board and Immediate Past President.

Section 3. Terms of Office

- Identify term for all Directors.
- Clarify that 3-year term limit does not apply to Elected Officers; Elected Officers may serve only a one-year term per position. Exception: officer completing a partial term due to vacancy during term may complete a full term if so elected in subsequent year.

Section 4. Removal

- See new language on next page.
- As all directors are elected by the full membership, provides only the full membership with authority to remove a Director with or without cause.
- Authorizes Board of Directors to remove a Director – only with cause – and only upon a two-thirds vote by the Board of Directors.

Exhibit B: Proposed Changes to the NCARB Bylaws

removal of the director.

B. A Director may be removed with cause by the affirmative vote of two-thirds (2/3) of the Board of Directors.

SECTION 5. Nomination and Election of Regional Directors.

A. Directors shall be nominated as set forth below in this Section 5 of this Article VII. Notwithstanding the various methods of nomination set forth below, all Directors must be elected by a majority vote of the Member Boards at a meeting at which a quorum is present.

A.B. Each Region shall select its nominee for Regional Director at a Region meeting. The nominations will be announced by the several Regions at the Annual Business Meeting of the Council.

B.C. Any person qualified to serve as an Elected Officer (other than President/Chair of the Board) may be nominated by declaring his or her candidacy at the time election for such office begins at the Annual Business Meeting.

D. The candidate for Member Board Executive Director shall be nominated by majority vote of the Member Board Executive community comprised of the Executive Director of each Member Board.

E. Any person qualified to serve as the Public Director may be nominated by declaring his or her candidacy at the time election for such position begins at the Annual Business Meeting.

SECTION 6. Vacancies.

A. Vacancies in the offices of Officer and Directors shall be filled as provided in Section 6 of Article VIII. A vacancy in the office of a office of any Regional Director, Member Board Executive Director, Public Director and Elected Officers other than First Vice President/President-Elect and President/Chair of the Board shall be filled by an appointee designated by and from the Region originally represented. the Board of Directors to hold office from the time of such appointment until the adjournment of the next Annual Business Meeting. Any such appointee shall meet all qualifications applicable to the vacant Director position, as determined by the Credentials Committee. Prior to making such appointments, the Board of Directors shall consider any recommendations received from the constituent group or individuals responsible for nominating such vacated Director position, as applicable.

B. A vacancy in the office of President/Chair of the Board shall be filled by the First Vice President/President-Elect, who shall serve the remainder of the term as President/Chair of the Board and the following term during which he or she would have succeeded to the office if not for the vacancy.

C. A vacancy in the office of First Vice President/President-Elect shall be filled by the Second Vice President, who shall hold such office of First Vice President/President-Elect until the adjournment of the next Annual Business Meeting, at which Annual Business Meeting the Member Boards shall elect both a First Vice President/President-Elect and a President/Chair of the Board, each

EXPLANATORY NOTES

ARTICLE VII – BOARD OF DIRECTORS

(cont.)

Section 4. Removal

- As all directors are elected by the full membership, provides only the full membership with authority to remove a Director with or without cause.
- Authorizes Board of Directors to remove a Director – only with cause – and only upon a two-thirds vote by the Board of Directors.

Section 5. Nomination of Directors

- Proposed edits consolidate Nomination language for all positions into a single Section.
- 5C: revised language captures current process of nomination by MBE Community. Language in former section (2B) required nomination by MBE Committee.

Section 6. Vacancies (6A – 6C)

- Relocates language from Article VIII, Section 7;
- Identifies clear appointment / succession process for all positions on the Board of Directors.
- Clarifies that succession to fill a vacancy in the First Vice President/President-elect position does not automatically ascend to President/Chair of the Board in succeeding year. Elections will be needed to fill both positions.

Exhibit B: Proposed Changes to the NCARB Bylaws

of whom shall be subject to the qualifications applicable to candidates for First Vice President/President-Elect.

D. A vacancy in the office of Immediate Past President shall remain vacant.

A-E. Any Regional Director who moves his or her principal residence to a place outside the Region from which he or she represents was nominated shall be deemed to have vacated the office of Regional Director, and any Member Board Executive Director and/or Public Director who ceases to be eligible as provided in this Article VII, Section 2, clause (ii) shall be deemed to have vacated the office of Member Board Executive Director or Public Director, respectively his or her directorship.

SECTION 7. Duties. The affairs of the Council shall be managed under the authority and direction of the Council Board of Directors, Board of Directors, who shall act by majority vote of the Directors present at a meeting at which there is a quorum, except as otherwise expressly required by these Bylaws or applicable law. It shall exercise all authority, right, and power granted to it by the laws of the State of Iowa and shall perform all duties required by the said laws and by these Bylaws, and, in accordance therewith, it shall not delegate any of the authority, rights, or power or any of the duties imposed on it by these Bylaws or otherwise, unless such delegation is specifically provided for in these Bylaws. All Directors shall serve without compensation; provided, however, that nothing herein shall prohibit the Board of Directors from providing reasonable allowances from time to time to the President/Chair of the Board and to the First Vice President/President-Elect. Any such allowances shall be included in budget reports furnished to the Member Boards.

*Clauses (iii) and (iv) are effective March 1, 2017 and apply to any Regional Director or officer then in office

EXPLANATORY NOTES

ARTICLE VII – BOARD OF DIRECTORS

(cont.)

Section 6. Vacancies (cont.)

(6D)

- Adds new language to address a vacancy in the Immediate Past President position.

(6E)

- Housekeeping edits for Regional Director position; and,
- Clarify that all positions of the Board must continue to meet the required qualifications established in Article VII, Section 2.

Section 7. Duties

- Clarify Board of Directors' default voting threshold;
- Relocate "serve without compensation" from Article VII, Section 2C; and,
- Relocate "allowances" provision from Article VIII, Section 2.

*Footnote

Eliminated. Requirement for architect Directors to have NCARB Certificate is now in full effect.

Exhibit B: Proposed Changes to the *NCARB Bylaws*

SECTION 8. Meetings of the Board. The ~~Council~~ Board of Directors may meet in any manner allowed by applicable law in regular or special meetings in order to transact business. Unless finances of the Council will not permit, the ~~Council~~ Board of Directors shall hold a regular meeting immediately prior to the opening of the Annual Business Meeting and a regular meeting immediately following the adjournment of the Annual Business Meeting of the Council. Special meetings may be held upon call of the President/Chair of the Board or the Executive Committee and shall be held upon written request of the majority of the ~~Council~~ Board of Directors. All ~~members~~ Directors shall be given due notice in writing of the time and place of all meetings, although notice of any meeting may be waived in writing by any ~~member~~ Director. A majority of the membership of ~~Council~~ Board of Directors shall constitute a quorum for the transaction of business. ~~In the event that a Regional Director is unable to attend a meeting of the Council Board of Directors, the Chair of the Region the Director represents shall have the privilege of participating in the meeting in the Director's stead.~~

~~SECTION 9. Executive Committee of the Council Board of Directors. The Executive Committee of the Council Board of Directors shall comprise the President/Chair of the Board, the First Vice President/President Elect, the Second Vice President, the Treasurer, the Secretary, and the immediate Past President. The Executive Committee shall: A. act for the Council Board of Directors between meetings only as directed by the Board; B. develop short-range and long-range goals, consistent with the mission of the Council, as the basis for planning and implementation by the Board; and C. assist the President/Chair of the Board with the development of issues to be presented at the spring Regional Meetings. D. prior to the start of the new fiscal year of the Council, review the budget for the next fiscal year for presentation to the Council Board of Directors; periodically review the budget, investments, financial policies, and financial positions of the Council and make recommendations concerning the same to the Council Board of Directors for appropriate action.~~

~~SECTION 10. Audit Committee. The Audit Committee, appointed in the same manner and with the same term as all other committees, shall consist of the Treasurer, who shall serve as the chair of the Committee, one additional Executive Committee Member, and from one to three additional members of the Board of Directors who are not members of the Executive Committee. The Audit Committee shall report to the Board and shall be responsible for overseeing the Council's financial controls and auditing, including receiving the annual audit and considering the items of internal accounting control that arise from the audit, from personnel changes and from the implementation of changes in policies that affect internal financial controls. The Audit Committee shall annually select and engage an independent auditor of the Council's financial records.~~

ARTICLE VIII—OFFICERS

SECTION 1. Elected Officers. The Elected Officers of the Council shall be the President/Chair of the Board, the First Vice President/President ~~Elect~~, the Second Vice President, the Treasurer, and the Secretary.

EXPLANATORY NOTES**ARTICLE VII – BOARD OF DIRECTORS***(cont.)***Section 8. Meetings of the Board**

- Housekeeping edits; and,
- Final sentence of Section 8 is proposed for deletion recognizing that a Regional Director who has been elected by the full Membership, does not represent a single Region. It also recognizes that all Directors have a fiduciary duty to the Council, which should be fulfilled by the Director's personal participation in Board meetings rather than by sending representatives.
- Eliminates outdated statement for Regional Chair attendance in Regional Director's stead.

Section 9. Executive Committee

- This section has been relocated to Article XII – Committees.

Section 10. Audit Committee

- This section has been relocated to Article XII – Committees.

ARTICLE VIII – OFFICERS**Section 1. Elected Officers**

- Edits in accordance with revised Definitions in Article II.

Exhibit B: Proposed Changes to the NCARB Bylaws

~~SECTION 2. Qualifications and Limitations. To be eligible for elective office in the Council a person shall be^{*}:~~

~~a citizen of the United States; and at the time of election; serving either (i) as a member of the Council Board of Directors or (ii) as a member of a Member Board and, in the case of Member Boards regulating professions in addition to the profession of architecture and which is divided into professional sections, as a member of the architectural section of the Member Board. Elected Officers of the Council shall serve without compensation, provided, however, that nothing herein shall prohibit the Council Board of Directors from providing reasonable allowances from time to time to the President/Chair of the Board and to the First Vice President/President Elect. Any such allowances shall be included in budget reports furnished to the Member Boards.~~

~~SECTION 2. SECTION 3. Nomination of Officers. Any person qualified as prescribed in Section 2 may be nominated for office by declaring his or her candidacy at the time election for such office begins at the Annual Meeting.~~

~~SECTION 4. Election of Officers. All elections of Officers shall be by ballot at the Annual Meeting, unless the Council shall agree to waive the provision. A majority vote of the Member Boards present and voting shall elect an Officer. If more than two candidates have been nominated, ballots shall be taken until a candidate receives such a majority vote. If there has not been such a majority vote on a ballot, the candidate receiving the least number of votes shall be eliminated prior to the next ballot.~~

~~SECTION 5. Terms of Office. Second Vice President shall serve from the adjournment of the Annual Meeting at which such person is elected, until the adjournment of the next following Annual Meeting or until a successor is duly elected.~~

~~The First Vice President/President Elect shall serve as such from the adjournment of the Annual Meeting at which such person is so elected, until the adjournment of the next following Annual Meeting at which time such person shall assume the office of President/Chair of the Board and shall serve as such until the adjournment of the next following Annual Meeting.~~

~~The Treasurer and the Secretary shall serve from the adjournment of the Annual Meeting at which they are elected until the adjournment of the next following Annual Meeting or until their successors are elected.~~

~~No incumbent shall serve for more than one term in succession as President/Chair of the Board, First Vice President/President Elect, or Second Vice President; provided, however, that an Officer shall be eligible for reelection for the full term of office if during the period immediately prior thereto such Officer had succeeded to or been elected to the office to fill a vacancy.~~

~~SECTION 6. Removal. As provided by applicable Iowa law, an Officer may be removed with or without cause by the Council Board of Directors by a majority vote of those present and voting at a meeting duly called for such purpose.~~

~~SECTION 7. Vacancies. A vacancy in the office of the President/ Chair of the Board shall be filled by the First Vice President/President Elect assuming the office. A vacancy in the office of the First Vice President/President Elect shall be filled by the Second Vice~~

EXPLANATORY NOTES

ARTICLE VIII – OFFICERS

- All deletions in Sections 2 through 7 have been incorporated into Article VII, above.

Exhibit B: Proposed Changes to the NCARB Bylaws

~~President assuming the office. A vacancy in the office of Second Vice President, Secretary, or Treasurer shall be filled by an appointee designated by the Council Board of Directors to hold office until the adjournment of the next Annual Meeting; but the balance of the unexpired term, if any, shall be filled at the Annual Meeting by nomination and election as provided in Sections 3 and 4.~~

SECTION ~~8.2~~ President/Chair of the Board. The President/Chair of the Board shall be the senior Elected Officer of the Council and shall:

- (i) preside at all meetings of the ~~Council~~ Board of Directors, the Executive Committee of the ~~Council~~ Board of Directors, and the Annual Business Meeting;
- (ii) present to the Council at the Annual Business Meeting a report of activities during the President/Chair of the Board's term of office;
- ~~(iii) identify individuals to serve on all committees while serving as First Vice President/President Elect and when serving as either President/Chair of the Board or First Vice President/President Elect may appoint all members of committees to serve during his or her own term of office as President/Chair of the Board subject to the approval of the Council Board of Directors;~~
- ~~(iv)(iii)~~ The President/Chair of the Board shall have develop develop charges for all Committees that will serve during his or her term as President/Chair of the Board and, following approval of the charges by the Council Board of Directors, oversee the work of all Committees in discharging their responsibilities;
- ~~(iv)~~ select all members of Committees to serve during his or her term of office as President/Chair of the Board subject to the terms of Article XII, Section 5;
- ~~(v)~~ have the power to make appointments to any unfilled or vacant Committee membership during his/her term as President/Chair of the Board, subject to the approval of the Board of Directors;
- ~~(v)(vi)~~ represent the Council Board of Directors and its policies to all external and internal constituents including to the Chief Executive Officer; and
- ~~(vi)(vii)~~ perform such other duties and powers as the Council Board of Directors may from time to time decide.

SECTION ~~9.3~~ First Vice President/President-Elect and Second Vice President. The ~~Vice Presidents~~ First Vice President/President-Elect and the Second Vice President, in order, shall, in the absence of the President/Chair of the Board, exercise the duties of and possess all the powers of the President/Chair of the Board. In addition, the First Vice President/President-Elect shall:

- (i) develop the Committee charges to be completed during his or her term of office as President/Chair of the Board, subject to the approval

EXPLANATORY NOTES

ARTICLE VIII – OFFICERS (cont.)

Section 2 (formerly Section 8):

- Proposed edits clarify the responsibilities of the President/Chair of the Board.
- Deleted clause 2(iii) – Language has been revised to 2(iv) and 2(v) plus language inserted as clause 3(iii) to differentiate the timing of responsibilities for the President/Chair of the board and the First Vice President/ President-elect with respect to committee appointments.

Section 3 (formerly Section 9):

- Clarify leadership succession in the event of absence of the President/Chair of the Board at a meeting; and.
- Identify the responsibilities of the First Vice President/President-Elect.

Exhibit B: Proposed Changes to the NCARB Bylaws

of the Board of Directors.

(ii) select the Chair of all Committees to serve during his/her term as President/Chair of the Board, subject to the approval of the Board of Directors; and

(iii) select all members of Committees to serve during his or her term of office as President/Chair of the Board, subject to the approval of the Board of Directors.

SECTION ~~104~~. Treasurer. The Treasurer shall ~~generally~~:

(i) oversee the financial affairs of the Council and be the primary liaison of the ~~Council~~ Board of Directors with the person designated by the Chief Executive Officer as the chief financial officer of the Council. ~~The Treasurer shall report to the Council Board of Directors and Annual Meeting on financial matters of the Council. The Treasurer shall perform such duties and have such powers additional to the foregoing as the Council Board of Directors may designate;~~

(ii) report to the Board of Directors and at the Annual Business Meeting on financial matters of the Council; and

(iii) perform such duties and have such powers additional to the foregoing as the Board of Directors may designate.

SECTION ~~115~~. Secretary. The Secretary shall. ~~The Treasurer shall:~~

(i) record or cause to be recorded all votes, consents, and the proceedings of all meetings of the Council and of the Board of Directors; and

(ii) perform such duties as the Board of Directors may designate.

Records of the Council meetings shall be open at all reasonable times to the inspection of any Member Board.

In the absence of the Secretary from any meeting of the Council or from any meeting of the Board of Directors, a temporary Secretary designated by the person presiding at the meeting shall perform the duties of the Secretary.

SECTION ~~126~~. Chief Executive Officer. The Chief Executive Officer shall be the senior appointed officer of the Council. Such person shall be appointed by, and shall serve at the pleasure of the Board of Directors, and shall have such compensation and benefits as shall be established from time to time by the ~~Council~~ Board of Directors. The Chief Executive Officer shall have general charge of the management and administration of the Council's affairs, the implementation of policies established from time to time by the ~~Council~~ Board of Directors, and such other duties and powers as the ~~Council~~ Board of Directors may from time to time determine, subject always to the ultimate authority of the ~~Council~~ Board of Directors under applicable law and these Bylaws.

SECTION ~~137~~. Bonding. The Council's Chief Executive Officer and those in general charge of the Council's financial matters shall be bonded in an amount of not less than \$500,000. The Chief Executive Officer may decide to have others bonded in the Council.

EXPLANATORY NOTES

ARTICLE VIII – OFFICERS *(cont.)*

Section 4. Treasurer

(formerly Section 10)

- Housekeeping edits.

Section 5. Secretary

(formerly Section 11)

- Housekeeping edits.

Section 6. Chief Executive Officer

(formerly Section 12)

- Housekeeping edits.

Exhibit B: Proposed Changes to the *NCARB Bylaws*

The cost of such bond shall be paid from funds of the Council.

ARTICLE IX—COUNCIL SERVICES TO MEMBERS OF THE ARCHITECTURAL PROFESSION

SECTION 1. Council Record. The Council shall, upon request of individual members of the architectural profession, secure, authenticate, and record factual data of an applicant's education, training, examination, practice, and character. ~~for purposes of establishing a~~ Council Record. Upon request of the applicant, this Council Record will be forwarded to any Member Board or to any foreign registration authority with whom ~~NCARB~~the Council has an agreement for mutual reciprocity.

SECTION 2. Council Certification. Council Certification shall be given to an Architect holding a Council Record verifying that the Architect has complied with the Council standards of education, training, examination, registration, and character. In addition to this verification, the Certification shall carry the recommendation of the Council that registration be granted the Architect without further examination of credentials. For applicants registered as Architects in countries where formal agreements with the Council exist, the standards and procedures for Certification will be in accordance with such written agreements or as otherwise established by the Council. Architects certified by the Council shall have a Certificate incorporated in their Council Record.

SECTION 3. Annual Renewal. Council Certification shall be in effect for a period of one year. Renewal of the Council Certification shall be predicated upon the submission of an annual fee and an annual report containing such information as the Council deems appropriate. The Council Certification shall lapse if the annual fee and report are not received by the Council within such grace period as the ~~Council~~Board of Directors may establish. A lapsed Council Certification may be reactivated by paying delinquent renewal fees, furnishing delinquent annual reports, and paying such fee for reinstatement as the ~~Council~~Board of Directors may establish from time to time.

SECTION 4. Revocation of Certification. The Council shall revoke an Architect's Council Certification if:

- (i) a Member Board has revoked (without limitation as to time) the Architect's registration for a cause other than nonpayment of renewal fees or failure to file information with the Member Board; or
- (ii) facts are subsequently revealed which show that the Architect was actually ineligible for Council Certification at the time of Council Certification.

In addition, the Council may revoke an Architect's Council Certification if:

- (i) _____ a Member Board or a court makes a finding, not reversed on appeal, that the Architect has, in the conduct of his or her architectural practice, violated the law or has engaged in conduct involving wanton disregard for the rights of others; or-
- ~~(i)~~(ii) _____ the Architect has surrendered or allowed to lapse his or her registration, with the Member Board in connection with disciplinary action pending or threatened; or

EXPLANATORY NOTES

ARTICLE IX – SERVICES TO MEMBERS OF THE PROFESSION

Sections 1 - 3:

- Housekeeping edits.

Section 4. Revocation of Certification

- Housekeeping edits; and,
- Simplified language in the 4th paragraph.

Exhibit B: Proposed Changes to the NCARB Bylaws

~~(ii)(iii)~~ a Member Board has denied the Architect registration for a cause other than the failure to comply with the educational, experience, age, citizenship, or other technical qualifications for registration in such jurisdiction; or

~~(iii)(iv)~~ the Architect has willfully misstated a material fact in a formal submission to the Council.

The Council may reinstate a Certification previously revoked, if the cause of the revocation has been removed, corrected, or otherwise remedied.

In order to assist the Council in carrying out its responsibilities under this Section, each Member Board shall (unless prohibited by ~~its State Law~~) ~~report to the Council each case in which the Member Board has revoked or suspended an Architect's registration for cause other than nonpayment of renewal fees or failure to file information with the Member Board, or in which the Member Board or a court makes a finding, not reversed on appeal, that the Architect has, in the conduct of architectural practice, violated the laws applicable law) report to the Council the occurrence of any event that qualifies an Architect for revocation of his or her Council Certification, as described herein.~~

ARTICLE X—COUNCIL SERVICES TO MEMBER BOARDS

SECTION 1. Architect Registration Examination. The Council shall prepare an ~~architect-registration~~ Examination for use by Member Boards. The ~~Council~~ Board of Directors shall issue, from time to time, rules respecting the administration and grading of Examinations, which shall include, among other things, the schedule of charges for the use of the Examinations, the date or dates on which Examinations may be administered, safeguards to prevent improper disclosure of information respecting the Examinations, and such other matters respecting the administration and grading of Examinations as the ~~Council~~ Board of Directors deems appropriate. Every Member Board using the ~~Architect-Registration~~ Examination shall comply strictly with the rules issued by the ~~Council~~ Board of Directors, unless the ~~Council~~ Board of Directors agrees to waive any of the rules in a particular case. If any Member Board refuses to comply with the rules applicable to its use of the Examinations or, after so agreeing, fails to comply with such rules, the ~~Council~~ Board of Directors may withhold the Examinations from such Member Board until it is satisfied that such Member Board will comply with such rules thereafter. Any Member Board which refuses registration to architects holding the Council Certification for the reason that the Member Board has requirements or procedures for grading the ~~Architect-Registration~~ Examination which are different from the requirements or procedures established by the Council shall be denied the use of the Examinations until such policy of refusing registration is revoked; but the ~~Council~~ Board of Directors may, with sufficient cause, waive the denial of the use of the Examinations.

SECTION 2. Forms and Documents. In order to ensure uniformity in the reporting of an applicant's education, experience, registration (if applicable), and other necessary supporting data for determining eligibility for the Examination, Council Certification, or reciprocal registration, the Council shall study and prepare forms, documents, and/or systems appropriate for use by both the Council and Member Boards.

SECTION 3. Research. The Council, through work of Committees, shall engage in research pertinent to all matters relating to legal registration of architects.

EXPLANATORY NOTES

ARTICLE IX – SERVICES TO MEMBERS OF THE PROFESSION *(cont.)*

Section 4. Revocation of Certification

- Simplified language in the last paragraph of this section.

ARTICLE X – SERVICES TO MEMBER BOARDS

All Sections

- Housekeeping edits.

Exhibit B: Proposed Changes to the *NCARB Bylaws*

SECTION 4. International Relations. The Council shall engage in the exploration and formulation of agreements with foreign countries to allow architects to practice in countries other than their own.

ARTICLE XI—FINANCES, FUNDS, ACCOUNTING, INVESTMENTS, AND RECORDS OF THE COUNCIL

SECTION 1. Dues and Fees.

- A. Annual membership dues may be changed for any period ~~after July 1, 2018~~, by resolution adopted at an Annual Business Meeting with implementation of any change to take place not less than three years after such resolution is adopted.
- B. ~~Fees~~—The fees to be charged for services to members of the architectural profession shall be established, from time to time, by an affirmative vote of not less than two-thirds of the ~~Council~~ Board of Directors present and voting.

SECTION 2. Operating Fund.

- A. ~~Receipts~~—All membership dues and all fees and other revenues received from any of the activities of the Council shall be placed in the operating fund of the Council. The operating fund shall be administered by the Council's chief financial officer.
- B. ~~General Budget~~—As soon as feasible following the Annual Business Meeting, the ~~Council~~ Board of Directors shall adopt a general budget which shall show the anticipated income and expenditures for the current year.
- C. ~~Authority to Expend and Disburse Money: No Officer, No~~ Director, Committee, or employee of the Council shall have the right, authority, or power to expend any money of the Council, to incur any liability for and in its behalf, or to make any commitment which will or may be deemed to bind the Council in any expense or financial liability, unless such expenditure, liability, or commitment has been properly incorporated into the budget, and the ~~Council~~ Board of Directors has made an appropriation to pay the same.
- D. ~~Fiscal Year~~—The Fiscal Year of the Council shall be from July 1 of one year to June 30 of the next succeeding year.

SECTION 3. Securities and Investments. In accordance with the ~~Council~~ Board of Directors' policies and the directions by the Board of Directors to the Chief Executive Officer, the Council's chief financial officer shall have charge of the investment of all funds of the Council not held in its operating fund. In accordance with such policies and such directions, such chief financial officer may sell, purchase, transfer, and convey securities and exercise all rights, by proxy or by participation, of the Council with respect to such securities, or may authorize such purchases, sales, transfers, conveyances, and the exercise of any or all of said rights.

SECTION 4. Liabilities of Officers, Directors, and Employees. No ~~Officer, Director, officer,~~ or employee of the Council shall be personally liable for any decrease of the capital, surplus, income, balance, or reserve of any fund or account resulting from his or her acts

EXPLANATORY NOTES

ARTICLE XI – FINANCES, FUNDS, ACCOUNTING, INVESTMENTS AND RECORDS OF THE COUNCIL

Sections 1 - 3

- Housekeeping edits.

Exhibit B: Proposed Changes to the *NCARB Bylaws*

performed in good faith and within the scope of his or her authority.

SECTION 5. Disclosure of Records. Upon written request made with reasonable specificity, a Member Board shall have the right to receive from the Council with reasonable promptness copies of any Council record it may reasonably request, but excluding:

- (i) information barred from disclosure by an applicable statute;
- (ii) trade secrets;
- (iii) information disclosed to the Council in reliance upon its continued non-disclosure;
- (iv) information that, if released, would give an inappropriate advantage to a competitor or bidder with respect to a request for proposals issued or about to be issued by the Council;
- (v) personnel information, the disclosure of which would constitute an unwarranted invasion of personal privacy;
- (vi) attorney-client communications and attorney work-product materials;
- (vii) transcripts and personal information respecting Certificate applicants or holders without the permission of such applicant or holder;
- (viii) contents and results of examinations except to the extent disclosure is provided for in the contract between the Council and the Member Board together with data, methodologies, practices, plans, proposals, records of committee deliberations and other records relating to the content, administration, scoring or security of examinations; and
- (ix) information arising from investigatory cases.

Any of the excluded records that the Council has already distributed publicly shall, notwithstanding the preceding sentence, be available to any Member Board.

To the extent permitted by applicable law, Council records furnished to a Member Board shall not be distributed by the Member Board ~~to outsiders other than to members of such Member Board~~. The Council may charge the Member Board only reasonable costs to comply with the request. Such charges shall be itemized by the Council in an invoice to the Member Board.

ARTICLE XII—COMMITTEES

~~SECTION 1. Authorization and Appointment of Committees. Committees may be established to perform services for the Council. Except as otherwise specifically provided, all Committees shall be appointed as provided in Article VIII, Section 7 of these Bylaws and shall be under the jurisdiction of the Council Board of Directors, reporting to it when directed. Except as otherwise specifically provided,~~

EXPLANATORY NOTES

ARTICLE XI – FINANCES, FUNDS, ACCOUNTING, INVESTMENTS AND RECORDS OF THE COUNCIL *(cont.)*

Sections 4 and 5.

- Housekeeping edits.

Exhibit B: Proposed Changes to the NCARB Bylaws

SECTION 1. Board Committees. The Board of Directors may, by the affirmative vote of a majority of the Directors then in office or as otherwise set forth in these Bylaws, create one or more Board Committees. Board Committees, to the extent provided in the applicable authorizing action of the Board of Directors or these Bylaws, shall have and exercise the authority of the Board of Directors in the management of the Council. A Board Committee may not, however:

- (i) authorize distributions;
- (ii) approve or recommend to members dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Council's assets;
- (iii) elect, appoint, or remove directors or fill vacancies on the Board of Directors or on any Board Committees; or
- (iv) adopt, amend, or repeal the Council's Articles of Incorporation or Bylaws.

The designation of, and the delegation of authority to, a Board Committee shall not operate to relieve the Board of Directors, or any individual Director, of any responsibility imposed upon them by law.

SECTION 2. ~~the President/Chair of the Board shall select the Chair of all Committees.~~ Executive Committee of the Board of Directors.

The Executive Committee of the Board of Directors shall be a Board Committee and shall comprise the President/Chair of the Board, the First Vice President/President-Elect, the Second Vice President, the Treasurer, the Secretary, and the Immediate Past President. The Executive Committee shall:

- (i) act for the Board of Directors between meetings only as directed by the Board;
- (ii) develop short-range and long-range goals, consistent with the mission of the Council, as the basis for planning and implementation by the Board of Directors;
- (iii) prior to the start of the new fiscal year of the Council, review the budget for the next fiscal year for presentation to the Board of Directors; and
- (iv) periodically review the budget, investments, financial policies, and financial positions of the Council and make recommendations concerning the same to the Board of Directors for appropriate action.

SECTION 3. Audit Committee. The Audit Committee, appointed in the same manner and with the same term as all other Committees, shall be a Board Committee and shall consist of the Treasurer, who shall serve as the chair of the Committee, up to one additional Executive Committee member, and from one to three additional members of the Board of Directors who are not members of the Executive Committee. The Audit Committee shall report to the Board of Directors and shall be responsible for overseeing the Council's financial controls and auditing, including receiving the annual audit and considering the items of internal accounting control that arise from the audit, from personnel changes, and from the implementation of changes in policies that affect internal financial controls. The Audit Committee shall annually select and engage an

EXPLANATORY NOTES

ARTICLE XII – COMMITTEES

SECTION 1. Board Committees

- New section to insert and define “Board Committees” and identify actions that, in accordance with Iowa law, may not be delegated to Board Committees. These changes do not substantively alter the operation of existing Board Committees, but they are intended to clarify the distinction between Board Committees, which are permitted to act on behalf of the Board of Directors, and Advisory Committees, which are not permitted to act on behalf of the Board of Directors.

Section 2 – Executive Committee

- Previously located in Article VII, has been relocated to this Article XII.

Edits made subsequent to relocation include:

- Identifying the Executive Committee as a Board Committee;
- Deleting the clause pertaining to Regional meetings as out-dated language, shown here as deleted clause (iii); and
- Segmenting the former Article VII, Section 9, clause D into two separate clauses, shown here as clauses (iv) and (v).

Exhibit B: Proposed Changes to the NCARB Bylaws

independent auditor of the Council's financial records.

SECTION 4. Advisory Committees. Advisory Committees may be created by affirmative vote of a majority of the Directors present at a meeting at which there is a quorum or as set forth in these Bylaws. The Board of Directors may delegate to any of the Elected Officers or the Immediate Past President the authority to supervise the work of any of the Advisory Committees.

Committee Membership.

In accordance with Article VIII, Section 2, the President/Chair of the Board shall select the members of all Committees subject to approval by the Board of Directors. Except as otherwise specifically provided in these Bylaws, the President/Chair of the Board shall have the power to make select the Chair of each Committee. The terms of all Committee appointments shall be for one year, during the President/Chair of the Board's term in such capacity, except as otherwise approved by the Board of Directors.
Any unfilled or vacant ~~Committee membership.~~

The Council Board Committee positions shall be filled in accordance with the regular procedures for appointment. The Board of Directors may at any time, by the affirmative vote of a majority of the Directors then in office, discontinue a Board Committee or Advisory Committee other than a standing Committee those established in the by these Bylaws, or (which may only be discontinued by amendment of these Bylaws), and make any changes in a Committee's personnel membership without regard to the terms of appointment of the Committee members.

SECTION 6.

~~SECTION 2.~~ Reports of Committees. Each Committee shall report in writing annually to the Council Board of Directors, at least 60 days prior to the date of the Annual Business Meeting and shall make interim reports to the Council Board of Directors as directed.

EXPLANATORY NOTES

ARTICLE XII – COMMITTEES *(cont.)*

Section 3. Audit Committee

- Previously located in Article VII, has been relocated to this Article XII.

Edits made subsequent to relocation include:

- Identifying the Audit Committee as a Board Committee.
- Removing the requirement for – but still allowing the appointment of – an additional Executive Committee member.

Section 4. Advisory Committees

- New language to identify Board authority with respect to Advisory Committees, a new term added in Article II. Despite the new language of “Advisory Committee,” the concept of “Advisory Committee” and the Board’s authority to create Advisory Committees already existed under the existing Bylaws and Iowa law.

SECTION 5. Committee Membership

- Revised language makes minor edits to clarify the responsibilities of the President/Chair of the Board and the Board of Directors with regard to establishing committee membership and terms of service.

Section 6. Reports of Committees

(formerly Section 2)

- Housekeeping edits.

Exhibit B: Proposed Changes to the NCARB Bylaws

SECTION ~~37~~. General Procedure of Committees. Every Committee shall perform in accordance with these Bylaws and with the directions of the ~~Council Board of Directors.~~ ~~With the approval of the Council Board of Directors. The provisions of these Bylaws that govern Board of Directors' meetings, action without meetings, notice and waiver of notice, and quorum and voting requirements of the Board of Directors shall apply to meetings and action of the Committees and their members as well. With the approval of the~~ Board of Directors, every Committee may call and hold meetings and meet with other organizations or their representatives; ~~provided that an Advisory Committee may not take any action to bind the Board of Directors or otherwise exercise any powers or authority of the Board of Directors, and no Committee may take any actions prohibited under Article XII, Section 1 of these Bylaws.~~

SECTION ~~4~~. Terms of Committee Appointments. ~~The terms of Committee appointments shall be for one fiscal year except as otherwise approved by the Council Board of Directors.~~

SECTION ~~58~~. Advisory Committees. The following Advisory Committees are hereby established and may from time to time make recommendations to the ~~Council~~ Board of Directors for consideration, ~~subject to the terms of these Bylaws and applicable law:~~

- A. Education Committee: The Education Committee shall assess and recommend updates to the ~~Council~~ Board of Directors with respect the Council's education and continuing education policies for use by Member Boards and the Council's relationship with the National Architectural Accrediting Board (~~NAAB~~).
- B. Experience Committee: The Experience Committee shall assess and recommend updates to the ~~Council~~ Board of Directors with respect to the Architectural Experience Program for use by Member Boards.
- C. Examination Committee: The Examination Committee shall assess and recommend updates to the ~~Council~~ Board of Directors with respect to the ~~Architect Registration Examination (ARE)~~ for use by Member Boards.
- D. ~~Procedures and Documents Policy Advisory~~ Policy Advisory Committee: The Policy Advisory Committee shall review proposed resolutions, ~~procedures, and documents and special publications, as directed by the Council Board of Directors,~~ for their impact on and consistency with Council policies and programs and make recommendations on such matters to the ~~Council Board of Directors. The Committee shall assess the usefulness of special Council publications, and modify as appropriate~~ Board of Directors.
- E. Professional Conduct Committee: The Professional Conduct Committee shall oversee the development, application, assessment, and adjudication of Council policies and practices relating to the professional conduct of Council Record holders and others using Council services.
- F. Member Board Executives Committee: The Member Board Executives Committee shall consider issues of concern to the jurisdictions and Member Board Executives. ~~The Committee shall nominate a Member Board Executive Director to serve on the Council Board of Directors as provided in Article VII, Section 2.~~

EXPLANATORY NOTES

ARTICLE XII – COMMITTEES *(cont.)*

Section 7 – General Procedure of Committees

(formerly Section 3)

- Proposed edits outline committee requirements with respect to meeting notices, quorums and voting.
- Clarifies that Advisory Committees may take no action or exercise any authority.

Former Section 4:

- Language relocated to Section 7, above.

Section 8. Permanent Advisory Committees *(formerly Section 5)*

Clauses A - C:

- Housekeeping edits.

Clause D:

- Proposed name and description change to align with today's role of the Procedures and Documents Committee.

Clause E:

- Housekeeping edits.

Clause F:

- Housekeeping edit; and,
- Delete role of nominating the Member Board Executive Director of the Board of Directors to align with current practice.

Exhibit B: Proposed Changes to the *NCARB Bylaws*

- G. Regional Leadership Committee: The Regional Leadership Committee shall discharge its responsibilities as described in Article V, Section 5, and consider issues of concern to the Regions. The membership of the Committee shall be the Region Chairs of each of the Regions, any person designated by the Region as the chief administrative officer of the Region, and the First Vice President/~~President-Elect~~ who shall serve as Chair of the Committee.
- H. Credentials Committee: The Credentials Committee shall oversee the nomination and election process for positions on the Board of Directors, verify candidate qualifications for office, examine and verify Annual Meeting-Voting Delegate credentials, report to the membership ~~on~~regarding quorum at the Annual Business Meeting attendance, and tabulate and report election results to the President/~~Chair~~ of the Board. Members of the Credentials Committee shall be sitting Member Board Members and/or Member Board Executives.
- I. Other: Committees, task forces, and work groups may be established from time to time by the President/ Chair of the Board with the approval of the ~~Council~~ Board of Directors.

SECTION ~~69~~. Select Committees. Whenever the Council establishes by resolution a Committee, a majority of whose members are, in accordance with such resolution, to be selected by a procedure other than those set out in Section ~~75~~ of Article ~~VXIII~~, such a Committee shall be deemed a Select Committee and shall have, in addition to the duties and powers set out in the resolution, the right, ~~notwithstanding Article V, Section 5,~~ to offer resolutions to be voted on at the Annual Business Meeting on subjects germane to the work of such Select Committee, provided such resolutions are included in the annual report of such Select Committee submitted to the ~~Council~~ Board of Directors in accordance with Section ~~26~~ of this Article XII. Such annual report of a Select Committee shall be distributed to the membership not later than 30 days prior to the Annual Business Meeting without revision by the ~~Council~~ Board of Directors. A Select Committee may be a Board Committee or an Advisory Committee, provided that the procedures and authority applicable to such Select Committee are consistent with those of a Board Committee or Advisory Committee, as applicable.

ARTICLE XIII—INDEMNIFICATION

In addition to such further indemnification as may be authorized by the Board of Directors from time to time consistent with applicable law, to the fullest extent permitted by law, including without limitation Section 504 of the Iowa Code known as the Revised Iowa Nonprofit Council Act (“RINCA”) and after the Council’s Board of Directors makes the determination that the standards of Section 504.852 of RINCA (or successor provisions) have been met for the specific proceeding at issue, any present or former Director, ~~officer, or~~ employee determined by Board of Directors to be an executive employee, or member of a ~~Council~~ Committee, or the estate or personal representative of any such person, made a party to any action, suit or other proceeding, civil or criminal, by reason of the fact that such person is or was serving the Council as such, or serving at the Council’s request in any other entity or with respect to the Council’s employee benefit plan, shall be indemnified by the Council against the reasonable expenses, including without limitation amounts paid by way of judgment, fine or penalty and reasonable defense costs including attorney’s fees incurred in connection with the defense of such proceeding whether or not such defense shall be

EXPLANATORY NOTES

ARTICLE XII – COMMITTEES *(cont.)*Section 8. Permanent Advisory Committees *(formerly Section 5) (cont.)*

Clause G:

- Housekeeping edits.

Clause H:

- Housekeeping edits; and, enhanced committee scope.

Clause I:

- Housekeeping edits.

Section 9. Select Committees *(formerly Section 6):*

- Housekeeping edits; and,
- New, clarifying language for Select Committees.

ARTICLE XIII - INDEMNIFICATION

- Housekeeping edits.

Exhibit B: Proposed Changes to the *NCARB Bylaws*

successful in whole or in part, or in connection with any appeal therein, or any settlement of any such proceeding on terms approved by the ~~Council~~ Board of Directors. Such indemnification shall not be deemed exclusive of any other rights to which such persons may be entitled. Any other present or former employee or agent of the Council may also be indemnified with the approval of the ~~Council~~ Board of Directors. Expenses incurred of the character described above may, with the approval of the ~~Council~~ Board of Directors, be advanced to any person entitled to indemnity upon satisfaction of the requirements of Section 504.854 (or successor provisions) of RINCA. The Council shall have the power to purchase and maintain insurance on behalf of any person described above, or any other employee, volunteer or agent of the Council, against liability asserted against or incurred by such person on account of his or her status as such, whether or not the Council would have the power to indemnify or advance expenses to such persons.

ARTICLE XIV—~~SEAL~~

~~The Official Seal of the Council shall be used in all legal documents and on the Certification referred to in Article IX, Section 2 of these Bylaws.~~

ARTICLE XV—AMENDMENTS

These Bylaws may be amended at any special meeting or Annual ~~Business~~ Meeting of the Council by resolution submitted to the Member Boards not less than 30 days prior to the meeting at which the resolution is to be considered. An affirmative vote by not less than two-thirds of the Member Boards shall be required to secure adoption of any amendment to these Bylaws.

EXPLANATORY NOTES

ARTICLE XIV - SEAL

- Proposed deletion of Article XIV as an out-dated requirement.

ARTICLE XIV – AMENDMENTS: (formerly ARTICLE XV)

- Housekeeping edits.



NCARB

REGIONAL SUMMIT

**WCARB Region 6
Strategic Planning
Exercise - Jim Oschwald**



NCARB

REGIONAL SUMMIT

WCARB Region 6 Laudatories



NCARB

REGIONAL SUMMIT

Committee Reports



NCARB

REGIONAL SUMMIT

**Discussion and membership input
regarding the WCARB White Paper
on the Benefits & Positive Impacts of
Regional Membership**

TO: Janet Hansen Chair, Region 1
Dawne Broadfield Executive, Region 1
Philip Leinbach Chair, Region 2
Barbara Rodriguez Executive, Region 2
Robert McKinney Chair, Region 3
Jenny Owen Executive, Region 3
Kenneth VanTine Chair, Region 4
Glenda Loving Executive, Region 4
Ricky Engebretson Chair, Region 5
Stacy Krumwiede Executive, Region 5
Jon Alan Baker Chair, Region 6
Gina Spaulding Executive, Region 6

FROM: David L. Hoffman, FAIA, NCARB
First Vice President/President-elect
Chair, FY18 Regional Leadership Committee



DATE: February 14, 2018

RE: Materials for the Regional Summit discussions about the value of Regional Membership

The FY18 Regional Leadership Committee was charged with reviewing the Region 6 white paper, *Understanding the Benefits and Positive Impacts of Regional Membership*. The committee convened on August 25-26, 2017 in Wichita, Kansas to begin discussions on the assigned charges. The Regional Leadership Committee unanimously agreed to endorse the white paper following a very robust discussion about the value of regional membership.

Further, the Regional Leadership Committee agreed to utilize time at the 2018 Regional Summit to continue the discussion with all of its member jurisdictions to understand their perspectives on the value of regional membership.

The white paper is enclosed, as is an April 2017 letter from the Arizona Board of Technical Registration requesting an evaluation of the regional and dues structure, to support your discussions at the upcoming Regional Summit in Wichita, Kansas. I look forward to reconvening with my regional colleagues to further deliberate after you have discussed these documents with your members.

White Paper

Understanding the Benefits and Positive Impacts of Regional Membership

Purpose: Understand and evaluate the benefits of regional representation within a national structure as well as the opportunities presented in the regional meetings and the benefits of membership related to the expense of regional dues.

The Western Council of Architectural Registration Boards (WCARB) was the first regulatory organization of architectural licensing jurisdictions. Through this legacy, the WCARB Executive Committee has been a leading advocate for the member jurisdictions within the region.

Background: All of the 54 US states and jurisdictions have regulatory boards administering the rights, rules, responsibilities, and laws regulating the professional practice of architecture and design within their individual jurisdictions. All 54 US states and jurisdictions are active voting members of the National Council of Architectural Registration Boards (NCARB) and have, through active participation over the last nearly 100 years, created the bylaws of NCARB's charter. In order to foster closer communication between Member Boards, Regions, the Council and further to foster the development of future leaders and assist the Council in achieving its stated purpose, six geographical Regions comprising, in the aggregate, all the Member Boards have been established. Each Member Board is required to be a member of its Region as a prerequisite of Council Membership. The six geographical regions are as follows:

- Region 1; New England Conference
 - Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont

- Region 2; Middle-Atlantic Conference
 - Delaware, Washington DC, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia

- Region 3; Southern Conference
 - Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, US Virgin Islands
- Region 4 ; Mid-Central Conference
 - Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin
- Region 5; Central States Conference
 - Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming
- Region 6; Western Council
 - Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, New Mexico, Oregon, Utah, Washington

Regional Structure

Regional structure recognizes the uniqueness of practice and regulation amongst different areas of the country and provides for collective input on national issues. It is the responsibility of each member board to stay abreast of national changes that could affect its jurisdiction and the region as a whole. ***At a time when change is happening more quickly than ever, the regional structure continues to play a critical role in sustaining the National Council's efforts.***

The current regional structure:

- Recognizes the individual uniqueness of regional architectural practices and conditions.
- Provides regional representation on the Board of Directors for the National Council of Architectural Registration Boards.
- Supports leadership development within the region for future positions on the WCARB Executive Committee and the Board of Directors for the National Council of Architectural Registration Boards. A major benefit to member boards is having member-board members within the region involved in the national governance structure, as it provides invaluable knowledge of NCARB's major initiatives, programmatic changes, and especially in assuring that NCARB is sensitive to the concerns of the individual states.
- Provides education and communication opportunities for member-board members within the region, thereby strengthening the member boards individually and the regulation of the practice as a whole.
- Allows for member boards to propose national resolutions, with the weight of regional support, through a structured process, when necessary.

Regional Meetings

Regional meetings among jurisdictions provide for more in-depth discussions on relevant issues facing the profession and for regulation of the licensing process in a smaller setting, with opportunities for collective input from a regional perspective.

The current regional meetings:

- Provide a conduit through the regional director, to work directly with the Board to facilitate understanding and through vetting of resolutions and proposals before the membership of NCARB.
- Provide regional interaction and a platform to share solutions.
- Assist in achieving effective regulation and enforcement.
- Support the sharing of best practices, successes, and concerns among member boards.
- Offer an opportunity for member boards to be better informed and to have questions answered.
- Provide regional evaluation of national trends and NCARB proposals.
- Facilitate a regional review and vetting of regulatory changes.
- Allow for the opportunity to share information pertaining to candidate credentials and disciplinary information.
- Provide for the development of strategic initiatives and policy positions to benefit the region.
- Provide a manageable forum that promotes open discussion and representation of individual member boards when reviewing NCARB proposals, resolutions, and other issues facing the membership.

Regional Dues

The cost of administering the program should continue to be supported through a reasonable and defensible dues structure.

The current regional dues:

- Support member services, operational resources, and program management.
- Are consistent with the other regions represented within NCARB.
- Have remained static for many years through effective fiscal management. In order to keep regional costs low, the region has gone paperless and utilizes email and the website as the primary means of communication with the members. The region is continually seeking ways to be more efficient and streamlined in order to remain both fiscally conservative and effective.
- Allow for expenditures that are based on an annual budgeting process, subject to member-board approval.



State of Arizona
BOARD OF TECHNICAL REGISTRATION

1110 W. Washington Street, Suite 240, Phoenix, Arizona 85007, (602) 364-4930, Fax (602) 364-4931 • <https://btr.az.gov>

April 26, 2017

Kristine Harding, NCARB, AIA
President
National Council of Architectural Registration Boards
1801 K. Street, NW, Suite 700K
Washington, D.C. 20006

Re: Request to Review Regional Membership Requirements

Dear Ms. Harding:

At the March Regional Summit, the Arizona Board submitted a letter expressing its concerns with regional membership requirements, the dues structure and the use of the funds collected through those dues assessments. At this meeting two proposals for lowering dues and drawing down the substantial cash reserve fund (approximately \$140,000) were rejected by all but 3 of the WCARB jurisdictions.

Regulatory boards across many jurisdictions are being heavily scrutinized for the role they play regulating professions, the cost of regulation and the board's accountability of how the funds collected are spent. There are at least two states in the Western region (including Arizona) alone that are falling under such scrutiny and there may be more on the horizon. If we, as a State Agency, are not able to justify the expenditures covered by these dues, we could be forced by state leadership to not pay and would find ourselves in the position that those in our registration process would be unable to access NCARB services including the ARE.

The Arizona Board is a multi-disciplinary board, comprised of architects, engineers, surveyors, landscape architects, geologists, home inspectors and the alarm industry. As such, the Board maintains membership in four national councils, NCARB, NCEES, CLARB, and ASBOG, in order to ensure that Arizona candidates for registration have access to the national licensing examinations and any nationally required experience programs. Of those four organizations only NCARB has a separate dues assessment for regional membership. The other three organizations maintain a regional structure which provides the states with the ability to develop leadership and discuss mutual issues of concern with the other states at regional meetings and in regional "break-out" sessions but, without the need for payment of additional dues. In all cases one single payment is made to the National body, which then provides support to the regions.

Currently, all WCARB Jurisdictions pay combined dues of \$10,500 which is substantially higher than any of the other national councils. Our concern is not about

having a single point of payment. Receiving a single invoice from NCARB does not eliminate the need to justify the expenses that go with the current dues/regional structure.

The Arizona Board believes that the time has come to evaluate the NCARB/Regional dues structure. Please consider this letter as the Arizona Board's formal request to the NCARB Board of Directors to establish a Task Force to evaluate the following:

- Current regional structure, perhaps drawing examples from our collateral organizations.
- Streamlining the dues structure across all regions, taking into consideration the registrant population served by each jurisdiction.
- Increase the value of regional participation through more structured regional programming at the Summit and Annual meetings.

The Task Force should conduct this evaluation over the next year and report back to the member jurisdictions at the March 2018 Summit with their recommendations including any draft resolutions for discussion at each regional meeting.

Thank you for your consideration.

Sincerely,



Jason Madison, S.E.
Chairman

Arizona Board of Technical Registration



Melissa Cornelius, J.D.
Executive Director

Arizona Board of Technical Registration

cc: Michael Armstrong, CEO, NCARB
Gregory Erny, FAIA, First Vice President/President Elect



NCARB

REGIONAL SUMMIT

Regional Structure SWOT Analysis



NCARB

REGIONAL SUMMIT

Elections

REGION 6 WCARB EXECUTIVE COMMITTEE GOVERNANCE STRUCTURE & ELECTION PROCESS:

The Executive Committee of the Western Region shall be composed of five voting members – a Chairperson, a Vice Chairperson, a Secretary/Treasurer and 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 nonvoting members of the Executive Committee.

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.

The Chair, 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.

Any candidate running for the Executive Committee shall have the opportunity to address the membership. In the event of a tie in an election for a position on the Executive Committee, the candidate shall have the opportunity to readdress the membership, followed by another caucus of the membership. This process shall repeat until a winner is declared.

2017-2018 Current WCARB Region 6 Executive Committee:

James Oschwald (NM) – Regional Director, Region 6
Jon Baker (CA) – Chair of Region 6 Executive Committee
Edward Marley (AZ) – Vice Chair of Region 6 Executive Committee
James Mickey (NV) – Secretary/Treasurer of Region 6 Executive Committee
Scott Harm (WA) – Member of Region 6 Executive Committee
Sylvia Kwan (CA) – Member of Region 6 Executive Committee

WCARB

Western Council of
Architectural Registration Boards
REGION 6

WCARB Region 6

Candidates for Regional Director and Executive Committee 2018-2019

Regional Director - Candidates:

Jon Baker (CA), current R6 Chair

Executive Committee - Candidates:

Edward Marley (AZ), current R6 Vice Chair and Candidate for Chair

Scott Harm (WA), current member of R6 and Candidate for Vice-Chair

James Mickey (NV), current member of R6 and Candidate for Secretary/Treasurer

Tara Rothwell (NM), candidate for R6 Executive Committee

Corey Solum (UT), candidate for R6 Executive Committee

February 2, 2018

Region 6 Members
(via electronic distribution)

Re: Regional Elections

Greetings,

During our up-coming Regional Summit in Wichita, KA., the membership will conduct its annual elections for Regional Representation. These important positions will be instrumental in many long range strategic decisions facing NCARB, WCARB and our profession. With the implementation new and exciting alternative pathways to licensure, there is an emerging opportunity for significant advancement of our core mission.



It is my pleasure to offer my candidacy for Regional Director and ask for your support. As current Regional Chair and past Regional Director I bring a significant body of knowledge and experience to the task of regional leadership. I believe that in addition to my ongoing participation and commitment to the success of the Council my contributions can also bring a practical perspective to these issues based on my 30 years of professional practice.

I have served on the California Board since 2005 including four terms as board president. During this time I have also actively served WCARB and NCARB in various capacities:

- WCARB Executive Committee 2014-present
- Chair, ARE Case Study Task Force 2014-present
- COE Member 2013-Present
- **NCARB Board Member - Region 6 Director** **2010-2012**
- Chair, Continuing Education Strategic Workgroup 2011-Present
- Chair, IDP Advisory Committee 2011-Present
- Board Liaison to IDP 2011-2012
- Governance Policies Workgroup 2010-2011
- Board Liaison to COE 2010-2011
- ARE Committee 2009-2010
- WCARB Regional Chair 2007-2009 & 2016-Present
- NCARB Regional Chairs Committee 2007-2009 & 2016-Present
- WCARB Region-6 Executive Committee 2006-2009 & 2016-Present
- Procedures and Documents Committee, Mbr & Chair 2016-Present
- California Board (President 2007-2009 & 2015-2017) 2005-Present

Over recent years, I have been actively engaged in helping to lead numerous NCARB initiatives that are already improving processes and ability to serve licensees. But, as we look to the future, I see opportunities that have the potential to expand our levels of service and the rigor of our examination and internship programs while improving the licensing process for candidates.

Each of us brings a unique and relevant perspective that will help find suitable and creative responses to these issues. But only through meaningful discussion among member boards can successful strategies be developed that benefit the practitioners we serve.

For these reasons, I am requesting your support for my election to the NCARB Executive Board as your Regional Director and look forward to continuing my service to you, WCARB and the Council.

Thank you,

A handwritten signature in black ink, appearing to read 'JAB', enclosed within a circular scribble.

Jon Alan Baker, FAIA, LEED AP
Partner



February 16, 2018

To: All NCARB Region 6 Member Board Members

From Edward T. Marley, NCARB, AIA, LEEDap

Greetings Fellow WCARB members:

I would like to take this opportunity to officially announce my candidacy for the position of Chair of the WCARB Executive Committee. I have been serving on the Executive Committee for nearly 4 years and would appreciate your support to advance my service to WCARB in this capacity. Over the past five and half years I have been involved at the Arizona Board, WCARB and NCARB in the following capacities:

- 2016-20187 WCARB Vice Chair. Working with the Executive Committee and the Strategic Planning Committee to enhance the value of WCARB to its members..
- 2015-2016 WCARB Secretary/Treasurer.
- 2015: WCARB Executive Committee: produced video/slide show featuring the Architecture of Region 6 which premiered at the 2015 Regional Summit.
- 2015: NCARB Annual meeting Credentials Committee Chair.
- 2014-2017: Served on the NCARB Broadly Experienced Architect (BEA) Committee.
- 2017- Present: NCARB Credential Alternative Review Team inaugural member. New NCARB committee to replace BEA.
- 2013-2015: Two terms as Chairman of the Arizona Board of Technical Registration.
- 2016: Vice Chair, Arizona Board of Technical Registration.
- 2013-Present: Chair Arizona Board of Technical Registration Legislative and Rules Committee.

Other Professional Service:

- 2003: AIA Southern Arizona Chapter President
- 2003: Chair: Mount Lemmon Restoration Committee Chair. Lead the effort to facilitate rebuilding of mountaintop community devastated by 80,000 acre wildfire.
- 2000-2001: AIA Arizona President.
- 1995-1998: AIA Arizona Government Affairs Chair.
- 1985-1999: Arizona IDP State Coordinator.
- 1985-1987: AIA Southern Arizona Secretary
- 1983-1985: AIA Southern Arizona Associate Director
- 2006-Present: Board Member Metropolitan Pima Alliance.
- 2012-2013: President, Metropolitan Pima Alliance.
- 2014-Present: Member DM50, Civic Group supporting the mission of our local Air Force Base.

Recognition:

- 2004: Arizona Architects Medal: The highest honor bestowed on Arizona Architects that have served the profession and society at an exemplary level.

Professional:

- 1983-Present: Swaim Associates, Ltd.
- 1995-Present: Principal: Swaim Associates, Ltd, Tucson, AZ, 18 person firm. If our firm used fancy titles I guess I would be called the CFO.
- Registered Architect: Arizona, 1986
Also registered in OR, NM, KS, MN, VA and SC.
- NCARB Certificate Holder

Education:

- 1982: Bachelor of Architecture, University of Arizona.
- 1981: Ecoles d'Arte Americaines, Fontainbleau, France, Summer program.

Personal:

- Married to Janice for 32 years.
- Two grown children, including a son who produces fantastic WCARB videos and daughter who plays the ukulele.

I am committed to continuing to build on the work of our current leadership including advancing the work of the Strategic Planning committee. We all need to work together to further increase the value of WCARB membership to its member boards.

I believe I have the experience and enthusiasm to represent our region, its member boards, registrants, those aspiring to be registrants and the public as we all work with NCARB to further the profession of architecture.

On this basis, I seek your support my candidacy for WCARB Chair so that I may promote the interests of WCARB, NCARB and the Profession of Architecture.

Respectfully,



Edward T. Marley, NCARB, AIA, LEEDap
Principal, Swaim Associates, Ltd.

SCOTT E. HARM, AIA, NCARB

Member Board Member; Washington
708 Broadway
Suite 180
Tacoma, WA 98402
Scott.Harm@Powereng.com



Candidate: Vice Chair; WCARB – Region 6

Dear Fellow WCARB; Region 6 Board Members;

I am delighted to announce and seek your support in my candidacy for the position of Vice Chair of our WCARB Executive Committee. My current term as a member at large expires this June and I have enjoyed my tenure and experiences so much that I desire to become more involved and try my very best to help shape the future of WCARB and our influence within the larger NCARB organization.

For those of you who do not yet know me very well I am licensed Architect with licenses in 16 states and was first appointed to the Washington State Board in August of 2103. My current term on my States Board expires in June of 2019 and then I hope to start my second and final term on the board which would then expire in June of 2025....wow that feels like a way off. Not known as an individual who “joins” many organizations I have discovered within me a deep and almost unlimited passion for all things related to WCARB and NCARB. I believe very strongly that if managed correctly our organization can and will be instrumental in the increased improvement and valuation of our Profession and the Public Boards for whom we all serve in our individual States of residency.

I received a Bachelor of Arts Degree from the Pennsylvania State University in 1981 and a Masters of Architecture from the University of Houston in 1989. My journey to Architecture as a profession was not a straight line from any childhood aspiration but was arrived at via a left turn in my late 20’s as my previous occupation was as a professional mountain guide working in the White Mountains of New Hampshire and the Colorado Rockies. I feel rather strongly that my previous career as a “risk taker” might best explain my quirky – “speak my mind” persona and oddball sense of humor many of you might have been exposed to.

With all that aside I am deeply passionate and very sincere in my belief in our organization and feel strongly that first WCARB and then NCARB has a great charge and duty to add value to our individual State Boards and provide a forum by which each of us can and should improve our own performance on those Boards for whom we serve and represent. I have served tenures as a Member and Chair of local Planning and Design Review Commissions and Advisory Boards to the Mayors of both Seattle and Tacoma, WA and enjoy the healthy discourse between Board, Commission, and Council members when a common goal and aspiration is articulated and acted upon.

My commitment to all the members of WCARB that if successfully elected to the position of Vice Chair of Region 6 I will bring my full energies to the position and serve the committee and each of you as our constituents to the very best of my abilities.

Most Respectfully;

A handwritten signature in blue ink, appearing to read 'Scott E. Harm', written in a cursive style.

Scott E. Harm, AIA, NCARB

executive
committee
candidate

Western Council of
Architectural
Registration Boards



Why I serve . . .

- I serve to be a part of the contribution into our professions future.
- I serve to fulfill an obligation to give back while strengthening the profession.
- I serve because Architecture is the built environment, not computer programming.

We often consider the design process to be a journey, in which teamwork, collaboration, communication, relationships and shared visions are critical. Our goal as Architects is to not only create beautiful and successful projects but foster and maintain the shared passion and vision that makes the journey rewarding for the whole team. I believe these ideals are also the common thread that makes an organization like WCARB effective and successful.

An exceptional Executive Committee adds significant value to their organizations, making discernible differences while advancing their mission.

“The mission of the Western 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.”

WCARB MISSION STATEMENT

How does an executive committee rise to this level? Are there standards that describe this height of performance? By sustaining the Executive Committee’s high level of expectations to be the advocates and ambassadors for WCARB’s mission is the fundamental objective. Moreover, it is a massive step forward in continuing our efforts to raise awareness about the unique and influential role that Region 6 serves.

We often hear the words involved and committed when describing our services to a board or on committees. Almost like the way one would describe a ham and egg breakfast. The chicken was involved, the pig was committed. I aspire to say, I am committed. To see our profession develop, grow, and achieve makes serving on boards and committees worth the while.

Why I Serve . . .

Thank you for your consideration of my WCARB Executive Committee candidacy and I would greatly appreciate your support in the upcoming election.

Respectfully

James S. Mickey *ncarb, aia*

Education

University of Nevada, Reno	
▪ Associates - Engineering design technology	1985
University of Idaho	
▪ Bachelor of Architecture	1998

Practice

Casazza, Peetz & Hancock - Reno, NV.	1988 – 1995
▪ Intern - Project Manager - Project Architect	
Casazza, Peetz & Mickey - Reno, NV.	1995 – 1997
▪ Partner, Senior Project Architect	
Worthgroup Architects - Reno, NV	1997 – 2017
▪ Director of Architecture - Principal, Executive Vice President	
ARCäDESMA <i>architecture</i> - Reno, NV	2017 - present
▪ Founder & Principal	

Boards and Commissions

American Institute of Architects

▪ AIA Northern Nevada / AIA Nevada Member	1994 – present
▪ AIA Northern Nevada Board & Subcommittees	1995 – 2007
▪ AIA Northern Nevada – President	2000
▪ AIA Nevada – Board & Subcommittees	2000 – 2005
▪ AIA Nevada – President	2004

City of Reno

▪ Citizen Advisory Board - Member	2001-2007
▪ Citizen Advisory Board - Chair	2006

National Council of Architectural Registration Boards

▪ Intern development program	1989 - 1992
▪ Certification	1994
▪ FY14 - ARE 4.0 Item Development Subcommittee – Structural Systems Division	
▪ FY15 - ARE 5.0 Item Development Subcommittee – Planning and Analysis Division	
▪ FY16 - ARE 5.0 Item Development Subcommittee – Planning and Analysis Division	
▪ FY17 – ARE 5.0 Forms assembly task force – Planning and Analysis Division	
▪ FY18 – ARE 5.0 Case Study Task Force - Chair	
▪ FY18 – Examination committee	

Nevada State Board of Architecture, Interior Design and Residential Design

▪ Board Chair	2016 - Present
▪ Secretary / Treasurer	2014 - 2016
▪ Board Member	2012 – Present
▪ Residential Design Exam Writing committee	2014 - Present
▪ Continuing Education Committee	2014 - Present

Certificates of Licensures | Registrations attained:

- Base State: Nevada – 1994
- WCARB States: Arizona, California, Colorado, Idaho, Nevada, New Mexico, Oregon, Washington
- Alabama, Arkansas, Connecticut, Florida, Illinois, Indiana, Iowa, Louisiana, Maryland, Michigan, Minnesota, Missouri, Montana, Nebraska, New Jersey, Ohio, Oklahoma, Pennsylvania, South Dakota, Texas, West Virginia, Wyoming.



6490 Vista Valley Trail
Las Cruces, NM 88007

575.644.0775
Trothwellclark@gmail.com

Tara Rothwell

CANDIDATE FOR EXECUTIVE COMMITTEE WCARB – REGION 6

I have been a Member Board Member since 2013 in New Mexico. I am the sole female member of our Board and I am the Chair-Elect. It is with a passion and desire to continue to provide a solid foundation for future architects that I am excited to announce my candidacy for the executive committee for WCARB.

I have been involved with NCARB meetings and committees for several years and after some personal time away, I am ready to “jump in” to serve! I bring a passion and commitment to all that I do, and I hope to offer different perspectives and positive ideas to the face of WCARB.

I look forward to continued growth both professionally and personally and I look forward to building and continuing the relationships and bonds that I have formed with my time in the organization.

Summary of Qualifications

12/2013- present Beck Total Office Interiors, Las Cruces, NM

Account Executive/ Architect

- Marketing and Business Development
- Sales
- Space Planning and Design
- Project Management
- Consulting

1/2011- present modernFlair design, Las Cruces, NM

Owner

- Marketing and Business Development
- Graphic Design
- Project Management
- Consulting

4/2012- 10/2013 Rio Grande Contract Furnishings Las Cruces, NM

Account Executive/ Designer

- Marketing and Business Development
- Sales
- Space Planning and Design
- Project Management

10/1999 – 4/2012 Studio d Architects Las Cruces, NM

Project Manager/ Project Architect – License #4518

- Marketing & Development
- Project Management
- Project Design
- Construction Administration

Objective To broaden the scope of my profession, to ensure the health, safety and welfare of the residents of New Mexico and to provide diversity on the Board of Examiners for Architects in the State of New Mexico. I am currently Chair Elect for the Board and am on a NCARB Committee. I have participated in NCARB both regionally and nationally since my original placement on the Board.

Education [8/1990 – 12/1995] Texas Tech University Lubbock, TX
Bachelor of Architecture

- Specialty in Design

Professional experience [2/1996 – 10/1999] Collins| Reisenbichler Architects El Paso, TX
Intern Architect

- Healthcare Design
- Client Contact
- Project Management
- Construction Administration

Additional professional activities Member of the American Institute of Architects; participate in an industry specific Mentor group ACE; participate regularly at DACC presenting to students about the profession and about women in architecture; LEED AP and involved in green building practices; participation on committee for National Council of Architectural Registration Boards for cut/score for the Architectural Registration Exam; member of the AIA Academy of Architecture for Health

Professional memberships American Institute of Architects (AIA); National Council of Architectural Registration Boards (NCARB); US Green Building Council – LEED Accredited Professional

Community activities Past Board Member NMSU President Associate's Board; Past Board Member – First Step Center; Co-Chair and Founder of the First Step Center Annual Golf Tournament; Member of Friends of First Step; Past Committee Member for the Community Foundation of Southern New Mexico Annual Gala; Sustaining Member and Past President of the Junior League of Las Cruces; I was a model for the High Heel for High Hopes event for the March of Dimes; Tough Enough to Wear Pink Campaign

References Upon Request

Interests and activities

I am the mother of a 13 year old son; I enjoy golf but have little free time to play; graphic design and fundraising are my hobbies; I participate in church activities and care for my mother, who has Parkinson's; I enjoy travel and philanthropy. As a recent breast cancer survivor, I enjoy mentoring others through this terrible disease.

Volunteer experience

I have served on a number of boards and have worked on fundraisers and events for the past 20+ years. I was on the committee for the Community Foundation Mayor's Ball for four consecutive years and was involved in the Capital Campaign for the First Step Center; as a Past President of the Junior League of Las Cruces, I worked to promote the welfare of children in Dona Ana County; as a professional, I volunteer my time as a mentor to high school and college students; I participate in events for NMSU and I have donated services to many non-profit agencies including Mesilla Valley Hospice, DAAC, La Casa, First Step Center, Jardin de los Niño's and others.

Awards received

JLLC Sustainer of the Year; First Step Angel Award



February 14, 2018

Gina Spaulding, Executive Director
Western Council of Architectural Registration Boards, Region 6
2657 Windmill Parkway #601
Henderson, NV 89074

Dear Esteemed Members:

I appreciate the opportunity to request your support in my candidacy for the position of WCARB Executive Committee. It has been a pleasure meeting and working alongside many of you in WCARB. After my appointment to the Utah Architects Licensing Board in 2016, I've had the pleasure to serve on two NCARB task forces, and most recently the WCARB strategic planning committee.

I'm passionate about what I do, and the industry that I represent. I feel that my drive and passion will directly benefit members of WCARB through my ability to effectively communicate issues related to architecture, and work collaboratively to further the mission of the organization.

In addition to serving the Utah Architects Licensing Board, and the NCARB and WCARB task forces, I have also been involved in several other board positions with AIA Utah, Utah Center for Architecture, and the newly formed ACE Utah. During this time I've had the opportunity to be an influencer for positive change within the architectural community directly and indirectly.

In addition to my experience serving on the Boards mentioned above and, on my resume, I'm licensed in multiple states, understand NCARB reciprocity, and will be an advocate for WCARB and NCARB goals.

I have a diverse set of skills that would be of value to WCARB and the concerns that may affect our industry. This coupled experience will allow me to bring new ideas and perspective to the current membership as well as the next generation of professionals.

Thank you for your consideration.

Respectfully,

A handwritten signature in blue ink that reads 'Corey R. Solum'.

Corey R. Solum, AIA
Think Architecture
5151 S. 900 E., Ste. 200
Murray, UT 84117
801.269.0055 (o)
801.706.7478 (c)
csolum@thinkaec.com

- + Architecture
- + Landscape Architecture
- + Land Planning
- + Construction Management
- + Interior Design

5151 South 900 East
Suite 200
Salt Lake City, Utah 84117
801-269-0055

www.thinkaec.com

COREY R. SOLUM, AIA, NCARB

COREY R. SOLUM / PRINCIPAL, CEO

Corey is a principal and chief executive officer at Think Architecture. Corey is passionate about architecture and has more than 25 years of design experience. He has successfully designed and managed many high profile private and public projects across the western United States.

EDUCATION

- Master of Architecture (1995)
University of Utah
- B.S. Architectural Studies (1993)
University of Utah

ACHIEVEMENTS / AFFILIATIONS

- Licensed Architect
 - Arizona License
 - Georgia License
 - Idaho License
 - Kentucky License
 - Missouri License
 - Nevada License
 - North Dakota License
 - Oklahoma License
 - Texas License
 - Utah License
 - Washington License
 - Wyoming License

NCARB Certified

Utah Architects Licensing Board (Appointed position)

- Chairperson (2018)
- Member (2016-2017)

NCARB Committees

- WCARB Strategic Plan Committee (2018)
- Case Study Task Force (2018)
- Cut Score Task Force (2017)

Member of American Institute of Architects

- AIA Government Affairs, Chairperson (2018)
- AIA Government Affairs Member (2015-2018)
- AIA Utah Board Member
 - President (2014)
 - President-Elect (2013)
 - Treasurer (2011-2012)
 - Director (2009-2011)



PROFESSIONAL BACKGROUND

- Think Architecture, Inc.
Salt Lake City, Utah (2012-Present)
- JSA Architects, LLC.
Salt Lake City, Utah (2000-2012)
- John C. Shirley & Associates
Salt Lake City, Utah (1997-2000)
- GSBS Gillies-Stransky-Brems-Smith Architects
Salt Lake City, Utah (1995-1997)
- Dixon & Associates
Salt Lake City, Utah (1993-1995)



NCARB

REGIONAL SUMMIT

New Business



NCARB

REGIONAL SUMMIT

Old Business