

Austin
AUSTIN
2022

PRE-MEETING BRIEFING
2022 ANNUAL BUSINESS MEETING

Austin, TX | June 2-4


NCARB



Table of Contents

Introduction.....	3
Welcome From the Texas Board	4
Why Attend and How to Participate in the ABM.....	5
Order of Business	7
Workshops.....	13
NCARB Resolutions and Elections	18
Guidelines for Voting	19
Resolutions to be Acted Upon.....	23
Guide to Proposing Amendments to Resolutions	144
FY22 NCARB Board of Directors Candidates and Resumes	148
NCARB Elections: Credentials Committee Memo.....	149
FY23 Board of Directors Elections.....	151
FY23 Board of Directors Candidates	152
FY23 Recognitions	197
2022 NCARB President’s Medalists for Distinguished Service	198
2022 Laudatories	201
In Memoriam	203
FY22 Leadership.....	205
FY22 Board of Directors	206
FY22 Regional Officers.....	208
NCARB Staff.....	210
Appendices.....	211
Acronyms.....	212
NCARB Bylaws.....	214
NCARB Strategic Plan.....	226
Unaudited NCARB Accrual Basis Financial Statements.....	228

Introduction

Each June, NCARB's membership gathers for our Annual Business Meeting—an important opportunity to discuss current issues, elect new leadership, and vote on resolutions. The meeting also provides a chance to reconnect with Member Board colleagues from across the country, network, and share best practices. Your jurisdiction's voice counts, and by participating in the meeting you ensure you are part of key decisions being made for the Council.

To ensure the broadest participation possible in this year's event, we are offering hybrid engagement opportunities with options for attending virtually via Zoom or attending in person in Austin, Texas. It's not too late to [register for the meeting](#)—please join us as we gather with licensing board members from across the country to shape the national conversation around licensing, the future of architecture, and more.

While the COVID-19 pandemic continues to evolve, we anticipate that this year's Annual Business Meeting will allow for safe networking and in-person engagement—including a welcome reception at the [Bullock Texas State History Museum](#) on Thursday evening and our annual, black tie-optional celebration of the President's Medalists for Distinguished Service and introduction of the new Board of Directors on Saturday evening.

The materials in this briefing provide everything you will need to participate in this year's discussions, including:

- The Annual Business Meeting agenda
- How to register and participate
- An introduction to this year's guest speakers and an overview of workshops
- Guidelines for voting
- Resolutions to be Acted Upon at the 2022 Annual Business Meeting
- Election and FY23 Board of Directors candidate information
- NCARB's unaudited financial statements

In addition, the briefing recognizes the individuals we are honoring this year, including:

- The 2022 NCARB President's Medalists for Distinguished Service
- Retirements and outgoing members of the NCARB Board of Directors
- Individuals we lost over the past year

Whether you are a Member Board Member, Member Board Executive, regional officer, or a committee volunteer, we are grateful for your dedication to protecting the public.

Thank you, and we look forward to engaging with you in June.



A handwritten signature in black ink that reads "Alfred Vidaurri Jr.".

Alfred Vidaurri Jr.,
NCARB, NOMA, FAIA
NCARB President/Chair
of the Board



A handwritten signature in black ink that reads "Michael J. Armstrong".

Michael J. Armstrong
NCARB Chief
Executive Officer

Welcome From the Texas Board

The Texas Board of Architectural Examiners is pleased to welcome you to our capital city of Austin for NCARB's 2022 Annual Business Meeting. With engaging museums, delicious food, and a vibrant arts and culture scene, we hope you'll enjoy your stay in the Live Music Capital of the World!

Chosen as the capital city of the Republic of Texas in 1839—but with a history beginning long before that—Austin (originally named Waterloo) is home to over 200 historical sites. Now the 11th-most-populous city in the United States, Austin is one of the country's fastest growing cities, with a population that has historically doubled every 20 years.

Austin's rich history can be found not only in our architecture and monuments, but also in our cultural landmarks and the city's surrounding landscape. While you're here, we hope you'll take the time to explore the natural beauty of Barton Springs Pool, and get to know the distinct personalities of Austin's unique neighborhoods—from the live music venues of Red River Street to the heart and history of downtown Austin.

Along the way, you'll have the opportunity to enjoy some of Austin's iconic architecture, including historic buildings like the Texas State Capitol (which is larger than the national capitol building in Washington, DC!) the University of Texas' famous tower, and the lavish Driskill Hotel, as well as more modern structures like the Central Library, Tesla Gigafactory, and Austin City Hall.

Whether you want to spend your free time touring an art gallery, watching the bats from Congress Avenue Bridge, or paddle boarding on Lady Bird Lake, there is truly something for everyone.

We look forward to welcoming you to the Lone Star State!



Why Attend and How to Participate in the ABM



Options for Attending

This year's Annual Business Meeting (ABM) will be held June 2-4, 2022, in Austin, Texas. To ensure the broadest participation possible in this year's event, we are also offering the option to attend virtually via Zoom.

Why Attend?

Participation from each jurisdictional board is an essential part of the Annual Business Meeting. The meeting is designed to address the core business of the Council, which includes leadership reports, discussion and action on the 2022 resolutions, and the election of the FY23 Board of Directors.

You will also have the opportunity to ask NCARB's leadership questions during a town hall session and attend workshops across three engaging tracks. Your attendance ensures that your board's unique perspective, priorities, and concerns are a part of the national conversation.

Register

To ensure planning for the Annual Business Meeting accommodates both in-person and virtual attendees, we are asking everyone to register in advance of the meeting. The Annual Business Meeting is open to all Member Board Members, Executives, board staff, regional officers, and legal counsels. There are no limitations on Member Board attendance, and NCARB will continue to fund up to four attendees from each Member Board.

[Please register](#) by May 10 to attend in person or by May 26 to attend virtually.

COVID-19 Precautions

NCARB is closely monitoring the ongoing pandemic, and the Annual Business Meeting is being planned with current recommendations from the Centers for Disease Control and Prevention (CDC) in mind. This year's meeting will allow attendees to participate both in-person and virtually, so you can choose the attendance option that best suits your health and safety needs.

At this time, attendees at the ABM are not required to be vaccinated against COVID-19 or to wear masks during the meeting. While COVID-19 vaccination is recommended, Travis-Austin County does not require wearing masks while indoors or for travelers to be fully vaccinated.

Attendees are encouraged to use any personal protective equipment (PPE) that makes you feel comfortable to attend the ABM. NCARB will have limited PPE (masks, hand sanitizers, etc.) if you lose your PPE onsite.



Participation Tools

To help our in-person and virtual attendees be connected, we will be using some online tools to facilitate discussion. Please note:

- **CVENT Event app:** This year, NCARB will use the CVENT Event app for the Annual Business Meeting. Any selections you made during registration will automatically be included when you log in to the app. Since the meeting will be paperless, the platform will also provide easy, electronic access to all the important business documents, like resolutions and candidate resumes.
- **Virtual meeting hub:** Virtual attendees will receive an email the week before the Annual Business Meeting with information on how to access the CVENT virtual meeting platform. If you are attending virtually, NCARB recommends watching the meeting from your desktop, laptop, or iPad on an up-to-date browser rather than a mobile device.
- **Bring a mobile device:** In-person attendees should bring a mobile device, tablet, or laptop to fully participate in workshops and some business sessions.
- **Poll Everywhere:** NCARB will continue to use Poll Everywhere to help facilitate the town hall. You can submit a question either via the website or by phone (text: NCARB2022 to 22333 and then send your question). This tool may also be used in some ABM workshops.
- **Electronic voting:** Voting delegates will cast their votes electronically, whether attending in person or virtually. If you are a voting delegate, be sure to attend the voting delegates meeting on Saturday, June 4, to walk through the process.



Order of Business

This agenda is sent in advance of the Annual Business Meeting in accordance with Article V, Section 7 of the NCARB Bylaws.



Edward T. Marley, NCARB, AIA, LEED AP
NCARB Secretary

Order of Business

Please note: All agenda items are in Central Time (CT).

Thursday, June 2, 2022

- 9 a.m. – 1 p.m.** **FY22 Board of Directors Meeting**
- 1 – 2:30 p.m.** **Member Board Executive (MBE) Luncheon**
- 4 – 6 p.m.** **First Business Session**
- Welcome From the TX Board
 - Call to Order
 - Introductions
 - Board of Directors
 - External Partners
 - First-Time Attendees
 - Retirements, Members Leaving Their Board
 - Past Presidents
 - Memorials
 - FY23 NCARB President’s Medalists for Distinguished Service
 - FY22 President’s Address
 - NCARB Governance: Going Further for Diversity, Equity, and Inclusion
- 6:30 – 9 p.m.** **Welcome Reception/Icebreaker**
Bullock Museum

Friday, June 3, 2022

- 8 – 9:15 a.m.** **Headshots Open**
- 9:30 a.m. – Noon** **Second Business Session**
- Treasurer Report
 - CEO Report
 - Election Procedures
 - Candidate Speeches/Video
 - Town Hall
- Noon – 1:20 p.m.** **Lunch**
- Headshots Open



Please note: All agenda items are in Central Time (CT).

1:20 – 2:20 p.m.

Workshop Session 1

In-Person Attendee Sessions:

- Fairness in Licensure
- NCARB Governance Through a DEI Lens
- NCARB Leadership 101
- Best Practice for Board Members
- Promoting Responsible Regulation
- Exploring Licensure Models

Virtual Attendee Sessions:

- Baseline on Belonging and NOMA's 2030 Challenge
- Engaging With NCARB and Beyond
- The Evolution of HSW

2:20 – 2:40 p.m.

Break

- Headshots Open

2:40 – 3:40 p.m.

Workshop Session 2

In-Person Attendee Sessions:

- Fairness in Licensure
- Baseline on Belonging and NOMA's 2030 Challenge
- NCARB Leadership 101
- Engaging With NCARB and Beyond
- Promoting Responsible Regulation
- The Evolution of HSW

Virtual Attendee Sessions:

- NCARB Governance Through a DEI Lens
- Best Practice for Board Members
- Exploring Licensure Models

3:40 – 4 p.m. Break

- Headshots Open



Please note: All agenda items are in Central Time (CT).

4 – 5 p.m.

Workshop Session 3

In-Person Attendee Sessions:

- NCARB Governance Through a DEI Lens
- Baseline on Belonging and NOMA's 2030 Challenge
- Best Practice for Board Members
- Engaging With NCARB and Beyond
- Exploring Licensure Models
- The Evolution of HSW

Virtual Attendee Sessions:

- Fairness in Licensure
- NCARB Leadership 101
- Promoting Responsible Regulation

5 – 5:30 p.m.

Headshots Open

5:30 – 6:30 p.m.

Public Member Reception

7 – 10:30 p.m.

Regional Dinners

Saturday, June 4, 2022

7:30 – 8 a.m.

Voting Delegates Meeting

- Headshots Open

8 – 10 a.m.

Regional Meetings

10:30 – Until Done

Third Business Session

- Incoming President's Remarks
- Board of Directors Elections
- FY22 Resolutions
- 2023 Annual Business Meeting invitation

1 – 3 p.m.

Luncheons

- Past President Luncheon
- Regional Leadership Luncheon

1 – 3 p.m.

Headshots Open



Please note: All agenda items are in Central Time (CT).

3 – 4 p.m. FY23 Committee Chairs Leadership Strategy Session

6 – 7 p.m. President’s Reception

7 – Midnight NCARB Annual Banquet

- FY22 NCARB President’s Medalists for Distinguished Service Presentation
- Installation of FY23 NCARB President and Board of Directors

Sunday, June 5, 2022

10 a.m. – 1 p.m. FY23 Board of Directors Meeting

10 a.m. – Noon FY23 NCARB Committee Chairs Leadership Training

Workshops



To help you select the content that best applies to your interests and role on your licensing board*, we've structured this year's workshops around three tracks: 1) diversity, equity, and inclusion (DEI); 2) NCARB leadership and engagement; and 3) the present and future status of architectural regulation.

Track 1: Diversity Equity and Inclusion

This track includes three workshops focused on conversations around diversity, equity, and inclusion in the context of NCARB's programs, governance structures, and engagement with partner organizations.

FAIRNESS IN LICENSURE

Through NCARB's internal Fairness in Licensure project, staff are conducting a data-led exploration of the Architectural Experience Program® (AXP®) and Architect Registration Examination® (ARE®). The project seeks to identify ways that NCARB's core programs may unintentionally create impediments on the path to licensure for under-represented groups. Learn more about the research conducted so far and work with our staff experts to brainstorm new questions and potential solutions.

Speaker:

- Katherine Matthews, CAE
Assistant Vice President, Data & Analytics | NCARB

NCARB GOVERNANCE THROUGH A DEI LENS

The governance of an organization—the board, regions, committees, and task forces—is a critical element in its commitment to diversity, equity, and inclusion. Please join us in this session to learn about and contribute to NCARB's comprehensive review of its governance through the lens of DEI. Facilitated by our DEI and governance consultants, we will share current thinking about ways we might evolve our structures and habits in order to be the truly inclusive, diverse, and equitable organization we want to be.

Speakers:

- Jon Hockman
Chief Practice Officer | McKinley Advisors
- Emily Holthaus
Managing Director of Diversity, Equity, and Inclusion | Nonprofit HR

* Note: NCARB designs workshop options to help you in your role serving as a Member Board Member. As such, workshops do not count HSW CE credit. NCARB does apply for learning unit credit when appropriate and/or possible.



BASELINE ON BELONGING AND NOMA'S 2030 CHALLENGE

The National Organization of Minority Architects (NOMA) and the American Institute of Architects' (AIA) Large Firm Roundtable have recently teamed up on an effort to double the number of Black or African American architects by 2030, as a measurable goal toward achieving greater representation in the architecture profession. Discuss key data points from NCARB and NOMA's joint *Baseline on Belonging* study, as well as NCARB's annual data publication, *NCARB by the Numbers*, that highlight the opportunities and challenges we face as our community works toward this goal.

Speakers:

- Tiffany N. Mayhew, NOMA, Assoc. AIA
Programs Manager | NOMA
- Jennifer Kawecky
Manager, Content Strategy | NCARB
- Andrew McIntyre
Vice President, Marketing & Communications | NCARB

Track 2: Leadership & Engagement

This track includes three workshops designed to help your board achieve its best work—including an overview of tools and best practices, as well as opportunities to get involved at the national and local level.

NCARB LEADERSHIP 101

Are you interested in becoming a leader at the national level? Learn more about the variety of options available to you, including how to start the path toward leadership. Plus, provide your feedback on how NCARB can continue to support a dynamic culture of training and progression for volunteers seeking to grow and lead.

Speakers:

- Kristine Harding, FAIA, NCARB
FY17 NCARB President
- Ronald M. Jacobs
NCARB Legal Counsel | Venable LLP
- Catherine C. Morrison, NCARB, AIA, LEED AP BD+C
Chair, Credentials Committee | NCARB



BEST PRACTICE FOR BOARD MEMBERS

No one knows your work better than you do—so come share your insights with your colleagues! Expand your regulatory toolkit by sharing best practices, experiences, and tips with licensing board members and staff from around the country. Together, we can help each other more effectively achieve our shared mission of protecting the public through the regulation of architecture.

Speakers:

- John Cothron
Member Board Executive | Mississippi State Board of Architecture
- Mary de Sousa
Chief Operating Officer | NCARB
- Bobbi Hepper-Olson, AIA, NCARB
Member Board Member | North Dakota State Board of Architecture and Landscape Architecture

ENGAGING WITH NCARB AND BEYOND

Whether you're interested in a year-long commitment on an NCARB committee or want to work with NCARB staff to reach licensure candidates in your jurisdiction, this is the workshop for you! Learn more about opportunities to engage in our volunteer initiatives, participate in outreach events, and inform the public.

Speakers:

- Jon Alan Baker, FAIA, NCARB, LEED AP
FY22 NCARB Second Vice President
- Wayne Hilbert, AIA, LEED AP
NCARB Examination Committee Chair
- Joan Paros, MBA
Assistant Vice President, Examination | NCARB



Track 3: Regulation—Now and in the Future

NCARB is starting to define our second century as an organization—where are we today and where could we be headed? Join these sessions to engage in learning activities related to best practices in current regulation while discussing potential future outcomes for all stakeholders.

PROMOTING RESPONSIBLE REGULATION

In 2019, NCARB helped found the Alliance for Responsible Professional Licensing (ARPL), which helps advocate for reasonable regulation for architecture, engineering, accounting, and landscape architecture professions. Learn how your board can leverage resources from ARPL and others, educate policymakers in your jurisdiction, and lead change while ensuring public protection.

Speakers:

- Layle Nelson
Senior Vice President, Public Affairs | CRAFT
- Jon Wilbeck
Member Board Executive | Nebraska Board of Engineers and Architects

Moderator:

- Maurice Brown
Assistant Vice President, Advocacy and External Engagement | NCARB

EXPLORING LICENSURE MODELS

What will architectural licensure look like in the future and what can we learn from other licensure approaches? As NCARB embarks on imagining our future licensure programs with the knowledge gained from the Analysis of Practice, explore options to measure and validate competency while sharing your insights into licensure.

Speakers:

- Harry M. Falconer, Jr., FAIA, NCARB, HonD, Hon. FCARM
Vice President, Experience + Education | NCARB
- Jared Zurn, AIA, NCARB, CAE
Vice President, Examination | NCARB



THE EVOLUTION OF HSW

As the public's expectations regarding the protection of their health, safety, and welfare (HSW) change, regulation will continue to evolve. What competencies may become prevalent in futures years in contrast to others that may diminish in importance? Join this session to delve into what those changes will mean to ensure the competency of licensed individuals.

Speakers:

- John Locke
Senior Principal Research Scientist | Autodesk
- Dena Prastos, AIA, NCARB
Founder | Indigo River
- Rick Storvick
Member Board Executive | Washington State Board of Architects

Moderator:

- Patricia Ramallo, AIA, NCARB, CAE, LEED AP BD+C & Homes
Assistant Vice President, Innovation | NCARB



NCARB Resolutions and Elections

Guidelines for Voting



Guidelines for Voting

Each June, NCARB hosts its Annual Business Meeting. This business meeting includes voting on resolutions and electing the NCARB Board of Directors. Voting rules are established by the *NCARB Bylaws* and the Credential Committee's "Procedure for Election to the NCARB Board of Directors." This guide is designed to provide basic information about the voting rules.

A majority of NCARB's Member Boards must be represented at the Annual Business Meeting in order to achieve the quorum necessary to hold a vote. (See *NCARB Bylaws*, Article V, Section 4)

Establishing National Policy via Resolutions

All Member Boards should review this guide and develop a position on resolutions in a manner that provides clear guidance to their voting delegate. When determining your board's position, keep in mind that the vote on resolutions is your board's voice in setting national NCARB policy, which is separate from your right to regulate the practice of architecture in your jurisdiction.

Electing the Board of Directors

The Board of Directors of the National Council of Architectural Registration Boards (NCARB) is elected annually by voting delegates from Member Boards. Voting rules are established by the *NCARB Bylaws*, the Credential Committee's "Procedure for Election to the NCARB Board of Directors," and/or Iowa law as the Council's incorporation venue. This guide is designed to provide basic information about the voting rules.

The *NCARB Bylaws* establishes the qualifications and limitations, nomination, election, terms of service, and vacancies of all members of the NCARB Board of Directors. (See *NCARB Bylaws*, Articles VII and VIII). The Credentials Committee oversees the nomination and election process of the Board of Directors, including validation of candidate and voting delegate credentials.

The *NCARB Bylaws* address elections at an Annual Business Meeting. This year, voting will occur by electronic ballot during the Annual Business Meeting to facilitate the meeting's hybrid attendance model, which allows delegates to attend in person or virtually. All voting will be conducted in accordance with Iowa law (under which NCARB is governed) and the *NCARB Bylaws*, following the procedures outlined below.

Who Can Vote: Establishing a Voting Delegate

Each board must designate one official voting delegate and an alternate. The voting delegate may be in person or participating remotely and will submit the jurisdiction's official ballot electronically. Boards identify voting delegates by completing a Letter of Credentials, which is issued by NCARB to each Member Board Chair and Member Board Executive. The Letter of Credentials grants authority to a single individual—your official voting delegate—to vote on behalf of your board. (See *NCARB Bylaws*, Article V, Section 3)



Role of the Credentials Committee

NCARB's Credentials Committee is responsible for validating each Member Board's Letter of Credentials, confirming the board's voting delegate is prepared to vote, and offering training to voting delegates. The Credentials Committee also oversees the nomination and election process for the NCARB Board of Directors and verifies candidate qualifications. The Credentials Committee ensures that each Member Board is able to cast one ballot through their designated voting delegate.

Election Procedures

The *NCARB Bylaws* establishes the qualifications and limitations, nomination, election, terms of service, and vacancies of all members of the NCARB Board of Directors. (See *NCARB Bylaws*, Articles VII and VIII). As noted earlier in this document, the Credentials Committee verifies the qualifications of all candidates.

Candidates for the following positions are elected at the Annual Business Meeting: First Vice President/President-elect, Second Vice President, Treasurer, Secretary, MBE Director, Public Director, and each Regional Director.

- When there is an uncontested election, the presiding officer will seek a vote by acclamation.
- When there is a contested election or in the event that a vote by acclamation is not held, candidates will be elected by a majority vote of a quorum of eligible Member Boards (at least 28 member boards) voting by electronic ballot.

By 7 a.m. on June 4, 2022: All nominees for office must submit their qualifications, by email, to the Credentials Committee. All nominees who meet the qualifications for office, as verified by the Credentials Committee, will be included on the ballot. Candidates who submit their materials by February 15 will have their resumes included in Regional Summit materials. Candidates who submit their materials by May 1 will have their resumes included in Annual Business Meeting materials. Candidates must submit the names of their nominators and seconders to the Credentials Committee before election speeches are made.

- **On June 4, 2022:** Voting delegates will receive an electronic notification when the presiding officer calls for a vote.
- The Voting Delegate will vote for only one candidate per contested election by marking the preferred candidate on the ballot.
- **June 4, 2022:** The results of the elections will be announced during the Annual Business Meeting.
 - In the event of a tie vote, each "tied" candidate will be provided two minutes to speak to those assembled for the Annual Business meeting, after which the Voting Delegates will be asked to cast a second ballot. Balloting will continue until a majority winner is determined.
 - In the event that more than two candidates have been nominated and no one candidate has received a majority vote of the membership, the balloting is repeated for that office as many times as necessary to obtain a majority vote for a single candidate.
 - A new electronic ballot for each race will be electronically provided to the Voting Delegate of each Member Board during the meeting. The ballots must be submitted during the time allotted. This process will repeat itself until there is a winner for each race.

- The chair of the Credentials Committee will report the tally to the president/chair of the Board. The president/chair of the Board will announce the winner to the candidates prior to announcing results to the membership.

Annual Business Meeting Resolutions

The NCARB Board of Directors, Member Boards, select committees, or regions may submit resolutions for consideration by the voting delegates. The *NCARB Bylaws* govern submission of resolutions, voting authority, and the number of votes required for passage. (See *NCARB Bylaws*, Article V, Sections 5-6).

Resolutions are formally adopted into the agenda after a final review and vote of the NCARB Board of Directors in April. All final resolutions—excepting laudatory resolutions—are distributed to membership at least 30 days prior to the meeting. (See *NCARB Bylaws*, Article V, Section 5)

Votes of the membership are required by resolution to change any of the following documents (See *NCARB Bylaws*, Article V, Section 6):

- ***NCARB Bylaws***
The *NCARB Bylaws* set out the governance, rules, and procedures of NCARB. Included in this document are descriptions of NCARB's membership, regions, makeup of the Board of Directors, services to state boards, finances, committees, and indemnification. At least two-thirds of NCARB's Member Boards (37 boards) must vote in approval of any change to the *NCARB Bylaws*.
- ***NCARB Legislative Guidelines and Model Law/Model Regulations***
The *Legislative Guidelines and Model Law/Model Regulations* is a national model for registration boards and state legislatures for the regulation of registered architects. An absolute majority of NCARB's Member Boards (28 boards) must vote in approval of any change to the *Legislative Guidelines and Model Law/Model Regulations*.
- **Certification Requirements (*Certification Guidelines*, pages 9-21)**
These are the requirements for NCARB certification for U.S., Canadian, and foreign architects, including Appendix A and B, which cover exam policies and exam equivalents. An absolute majority of NCARB's Member Boards (28 boards) must vote in approval of any change to the Certification Requirements.
- ***NCARB Model Rules of Conduct***
The *Model Rules of Conduct* is a national model of recommended rules for ethical behavior by architects including competence, conflict of interest, full disclosure, compliance with laws, signing and sealing documents, and professional conduct. An absolute majority of NCARB's Member Boards (28 boards) must vote in approval of any change to the *NCARB Model Rules of Conduct*.

The *NCARB Bylaws* includes additional actions that require a vote of the membership:

- **Member Board Removal:** At least two-thirds of NCARB's Member Boards (37 boards) must vote in approval to remove a board from NCARB membership. (See Article IV, Section 2 and Article V, Section 6)
- **Member Board Dues:** At least an absolute majority of NCARB's Member Boards (28 boards) must vote in approval of an increase to Member Board dues, and the increase will not go into effect until three years after the resolution is adopted. (See Article V, Section 6 and Article XI, Section 1)



- International Agreements: All written international and/or foreign agreements entered into by the Council are subject to ratification by majority vote (28 votes) of Member Boards at an Annual Business Meeting. (See Article V, Section 12).

Amended Resolutions

Amendments may change the language from what was debated and discussed at the Member Board level. It is essential that voting delegates be given authority to adapt to changing resolutions as they occur at the meeting.

Amendments must be proposed from the floor and seconded. Delegates then have the opportunity to discuss and vote on an amendment before returning to the resolution. To amend a resolution, a simple majority of Member Boards present at the Annual Business Meeting must vote in approval of the amendment, regardless of the amendment's subject matter. Discussion and vote on the amended resolution will then proceed as laid out in the *Bylaws*.

Member Boards should discuss amendment scenarios with their voting delegate before the Annual Business Meeting. If the language originally endorsed by the Member Board is no longer an option due to an amended resolution, the voting delegate must be able to discern whether the amended language still addresses the spirit of their Member Board's intent. Member Boards should make every effort to ensure that their voting delegate has been granted authority to vote on amendments that may come from the floor.

The following is a sample Voting Delegate Authorization Motion used by one of our Member Boards:

The board hereby recognizes and authorize _____ to act as the official voting delegate to the National Council of Architectural Registration Boards NCARB Annual Business Meeting to be held on June 2-4, 2022. The board further authorizes _____ as its recognized voting delegate to take into consideration all deliberations and amendments that may occur during the course of the Annual Business Meeting and cast the ballot on behalf of the [NAME OF BOARD].

How to Vote

To facilitate voting on resolutions and (if needed) elections for both in-person and virtual voting delegates, NCARB will be using an online voting tool called Election Buddy. Voting delegates should include their cell phone number and email address on their jurisdiction's credentials form.

Election Buddy

Delegates will receive text messages from Election Buddy when voting begins. For the first vote, delegates will receive their access code and password. This will be unique to each voting delegate. To vote:

1. Click on the link in the text.
2. Enter your access code and password (for the first vote).
3. Click your selection(s).



4. Review your vote and click submit.

- When your vote is submitted you will be taken to a new page, where the next vote will appear after the first vice president/president-elect calls for the next vote. You should keep this page open.
- *Virtual Voting Delegates*: You might receive the text notice to vote on a motion/resolution prior to hearing the first vice president/president-elect call for the vote due to a slight delay in the live streaming. The text message does indicate that voting is open, but this potential delay will be accounted for before voting is closed so you will have enough time to vote.

Resolutions to be Acted Upon

2022 NCARB Annual Business Meeting

This packet includes an overview of this year's resolutions, the resolution language with statements of support, and additional supporting documents in appendices as needed.

[Watch: 2022 Resolutions Overview](#) 



Resolutions to be Acted Upon

2022 NCARB Annual Business Meeting

TABLE OF CONTENTS

- FY22 Resolutions Overview..... 2
- Resolution 2022-01..... 4
- Resolution 2022-02..... 8
- Resolution 2022-03..... 11
- Resolution 2022-04..... 14
- Resolution 2022-05..... 16
- Resolution 2022-06..... 19
- Resolution 2022-07..... 21

APPENDIX

- Appendix A: Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the Architects Registration Board..... 25
- Appendix B: NCARB Examination Policy Sunset: 1966-2002..... 68
- Appendix C: NCARB Policy Resolutions to Sunset: 1980-2018, Part 2..... 75
- Appendix D: *NCARB Bylaws* Omnibus Updates..... 79
- Appendix E: Updated version of the Requirements for Certification in the *NCARB Certification Guidelines*..... 89
- Appendix F: Mapping of the Current Requirements for Certification to the Proposed Updates..... 99

At the April Board of Directors Meeting, the Board reviewed the proposed resolutions and determined which resolutions will be on the June Annual Business Meeting agenda. There will be two webinars prior to ABM to ask questions to the resolution advocates:

- Thursday, May 12, 2022, 4 p.m. ET | [Register](#)
- Thursday, May 26, 2022, 4 p.m. ET | [Register](#)

This packet includes seven resolutions (plus related supporting documentation as appropriate).

Resolution 2022-01: Mutual Recognition Agreement With the United Kingdom

This resolution has the membership ratify the Mutual Recognition Arrangement (MRA) development between NCARB and the U.K.'s Architect Registration Board (ARB). The agreement is expected to be signed in fall 2022, and if the agreement is ratified, it will be implemented in late 2022 or early 2023. The MRA is Appendix A.

Strategic Plan Objective:  Program and Service Excellence

Resolution 2022-02: NCARB Model Law and Regulations Amendment – Definition of Responsible Charge

The Responsible Charge Task Force is recommending that the definition of responsible charge be updated to reflect modern practice standards, including changing the term in *Model Law* to “responsible control.” The proposed responsible control language expands the existing definition to bring regulation into alignment with current practice, while removing ambiguity and clearly defining the critical components and expectations of architects in responsible control.

Strategic Plan Objective:  Stakeholder Systems, Tools, and Resources

 Data Analysis and Thought Leadership

Resolution 2022-03: Omnibus Sunset of Resolutions in Conflict With Current Council Examination Policies

This resolution is part of a multi-year effort to review, and sunset resolutions passed by the membership that no longer align with how NCARB operates today. This batch of resolutions focuses specifically on examination policies that were passed between 1966-1999. Appendix B includes the list of resolutions.

Strategic Plan Objective:  Stakeholder Systems, Tools, and Resources

Resolution 2022-04: Omnibus Sunset of Resolutions in Conflict With Current Council Policies

This resolution is part of a multi-year effort to review and sunset resolutions passed by the membership that no longer align with how NCARB operates today. This batch of resolutions focuses specifically on membership, related organizations, and other misc. policies that were passed between 1980-2020. Appendix C includes the list of resolutions.

Strategic Plan Objective:  Stakeholder Systems, Tools, and Resources

Resolution 2022-05: NCARB Bylaws Amendment – Diversity, Equity, and Inclusion (DEI) Committee

This resolution turns the Diversity Collaborative into a standing advisory committee in the *NCARB Bylaws* to ensure the continuity of its important work. This update to the *Bylaws* would further demonstrate the Council's ongoing commitment to diversity, equity, and inclusion; send a clear signal that this work is a priority to the organization; and will allow the committee the opportunity to continue to evolve.

Strategic Plan Objective:  Future-Focused Research and Development

Resolution 2022-06: NCARB Bylaws Amendment – Omnibus Updates

A holistic review of the *NCARB Bylaws* was completed in FY22, and there are general recommended updates to make, including adding the Northern Mariana Islands to Article VI, Section 2; making minor updates to Article VII, Section 5 for clarity and consistency for elections of like positions; and replacing pronouns with gender-neutral alternatives. The proposed updates are in Appendix D.

Strategic Plan Objective:  Stakeholder Systems, Tools, and Resources

Resolution 2022-07: Amendment and Restatement of the Certification Requirements in the NCARB Certification Guidelines

The requirements for NCARB certification in the *NCARB Certification Guidelines* are the last document to receive a holistic review as part of a multi-year effort to review the Council's membership documents for clarity, ease of use by applicants, and alignment with current processes. There are some recommended changes, including removing a five-year grace period for candidates in process as a blanket policy, aligning Section 5 with the Professional Conduct Committee's Rules of Procedure, and removing appendices A and B. Proposed updates can be found in Appendices E and F.

Strategic Plan Objective:  Program and Service Excellence

Strategic Plan Objective:  Program and Service Excellence

Resolution 2022-01

TITLE: Mutual Recognition Agreement with the United Kingdom

This resolution is supported by the NCARB Board of Directors 13-1.

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors has established a priority to identify ways to assist architects licensed in a U.S. jurisdiction in obtaining reciprocity for international practice; and

WHEREAS, the process to obtain a license in the United Kingdom is significantly similar to the process to obtain licensure in the United States insofar as applicants satisfy prescribed education, experience, and examination requirements; and

WHEREAS, the International Evaluation Committee composed of education, experience, and examination subject-matter experts has thoroughly assessed the licensure requirements in the United Kingdom and determined significant correlation exists between the licensure requirements in the United Kingdom and the United States; and

WHEREAS, staff representatives from NCARB and the Architects Registration Board (ARB) have successfully negotiated an arrangement that is mutually satisfactory to the leadership of each organization; and

WHEREAS, pursuant to the *NCARB Bylaws*, Article V, Section 11, all written international and/or foreign agreements entered into by the Council shall be subject to ratification by majority vote of the Member Boards (28 votes) at an Annual Business Meeting.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Mutual Recognition Agreement between the National Council of Architectural Registration Boards (NCARB), representing the 55 architectural registration boards of the United States, and Architects Registration Board (ARB), representing the United Kingdom, be and hereby is ratified and approved as published in Appendix A in these resolutions.

FURTHER RESOLVED, that upon the approval of this change by a majority of the Council Member Boards, such change will become effective no earlier than 60 days after the agreement is signed by the ARB.

FINANCIAL IMPACT:

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

The proposed Mutual Recognition Agreement between NCARB and the United Kingdom's (U.K.) Architects Registration Board (ARB) presented here expands the reach of U.S. architects, enabling them to establish



professional contacts, seek work, and perform services as a registered architect in England, Northern Ireland, Scotland, and Wales. This proposed MRA is in its final form and will be signed by NCARB and ARB following ratification by the Member Boards. Once the MRA is approved and signed by both parties, it will become effective January 2023. Thereafter, all Member Boards may grant licensure to NCARB Certificate holders from the U.K. who were certified through the requirements of this MRA. To streamline implementation and ease the burden of participation on Member Boards, this MRA does not require participating Member Boards to sign a Letter of Undertaking and become party to the MRA, as has been required with other MRAs. Instead, following discussion with each Member Board, NCARB will inform ARB as to which Member Boards will offer licensure reciprocity. NCARB will update the list of participating Member Boards from time to time as needed.

NCARB Certificate holders currently have the ability to expand their practices through all of North America due to our long-standing Mutual Recognition Agreements(MRA) with Canada and Mexico. In 2016, NCARB expanded international opportunities for Certificate holders through our MRA with Australia and New Zealand.

The terms of this Agreement are derived from our current arrangements with Canada, Australia, and New Zealand and are strongly founded on accredited education, structured experience, and examination; the mainstays of licensure in our U.S. jurisdictions. In late 2018, then-President Greg Erny appointed education, experience, and examination subject-matter experts to assemble documents and review the requirements for registration in the U.K. Through a substantial comparative analysis, the International Evaluation Committee (IEC) found significant correlation between the required professional competencies for practice and the way those competencies are established and assessed in both countries.

The detailed comparative analysis conducted by the IEC identified that:

- All 26 NAAB student performance criteria were covered at least once across the ARB's General Criteria, Graduate Attributes, and Professional Criteria.
- All 96 AXP tasks were covered at least once across the ARB's General Criteria, Graduate Attributes, and Professional Criteria.
- All 91 ARE assessment objectives were covered at least once across the ARB's General Criteria, Graduate Attributes, and Professional Criteria.

Based on their analysis, the review team found that a rigorous and standardized registration process is in place in the U.K. that parallels NCARB's education, experience, and assessment of competency. The U.K. path is structured somewhat differently from NCARB's path; however, the IEC is confident that an equivalent level of competence is required of the architect at the point of registration.

The IEC's comprehensive review supported a recommendation to the Board to enter into formal negotiations based on the following main principles:

- Proof of current and valid licensure/registration in good standing from the home authority, and
- Lawful authorization to work in the locality (U.S. or U.K.) in which they are licensed/registered.

Staff deemed qualified and entrusted to negotiate the detailed requirements of the MRA on behalf of NCARB began with the understanding that trust between organizations and the individuals involved is critical to success. This understanding recognizes the significance in international discussions to put aside any organizational pomposity and demonstrate a commitment of esteem for and professional equity between organizations.

NCARB certification signifies that an architect has met the qualifications established in the *Certification Guidelines*, and accepted by the Member Boards. The NCARB *Certification Guidelines* require, for certification of a U.S. architect, completion of a NAAB-accredited degree program, completion of the AXP, and passing the ARE.



For those architects who do not qualify for certification under these requirements, the *Certification Guidelines* identify alternative qualifications for deficiencies in education, experience, and examination; the Foreign Architect Path; and existing MRAs.

Negotiations began with the intent that any NCARB certified architect would be allowed to seek registration in the U.K.—an “all-inclusive” approach. Each alternative means by which to obtain NCARB certification were presented and discussed in detail. The ARB then independently reviewed and assessed the certification alternatives, as well as the Foreign Architect Path and NCARB’s existing MRAs.

- Licensure/registration of an applicant who obtained licensure/registration in the home country through an MRA was immediately dismissed collectively. NCARB’s and ARB’s existing MRAs prohibit this.
- The Foreign Architect Path was considered; however, this path recognizes and accepts the education achieved by the applicant in support of their credential in the foreign country. The education is not evaluated against NAAB degree program requirements or the *NCARB Education Standard*. Therefore, the ARB cannot accept this alternative.
- The Education Alternative was discussed and considered many times during the negotiations, prior to this option’s elimination from acceptable requirements. This includes the two options—Two Times AXP and the *NCARB Certificate Portfolio*.

The ARB places most of the weight on the U.K. registration process on education, as they are the authority that “prescribes” the education, experience, and examination attributes (competencies) that must be met prior to registration. Currently, the ARB has no alternative means to gain registration in their path. They do not recognize experience or examination in lieu of education. While they found our recognition of experience in lieu of education of interest, at this time they cannot accept our education alternatives.

The possibility of expanding the eligibility criteria to U.S. architects who obtained their NCARB Certificate through alternative paths was discussed and agreed as a discussion point to be considered commencing after the initial implementation of the proposed MRA. The ARB has begun its efforts to identify diverse, inclusive, and equitable means for registration. They are committed to ongoing review of the requirements established in this MRA, which is reflected in text of the MRA.

The credible standards and consistent expectations for initial licensure/registration developed over many years, supported by strong regulatory procedures, have enabled NCARB and the ARB to move forward together. In the end, the Agreement respects each country’s well-established, rigorous path to licensure rather than dissecting the individual components.

ADVOCATES:

- Policy Advisory Committee
 - Chair: Lenora A. Isom, NCARB, Nebraska Member Board Member
 - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
 - Emily Cronbaugh, Wyoming Member Board Executive
 - Brett Foley, Nebraska Member Board Member
 - Melarie Gonzales, New Mexico Member Board Executive
 - George Miller, FAIA, NCARB, New York Member Board Member
 - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
 - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
 - Margaret (Meg) S. Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member



- International Evaluation Committee
 - Daniel D. Bennett, FAIA, NCARB, Alabama Member Board Member
 - Denis A. Henmi, FAIA, LEED AP, NCARB
 - Jeanne M. Jackson, FAIA, NCARB, LEED AP
 - James R. Lev, AIA
 - John P. Rademacher, AIA, NCARB, Ohio Member Board Member
 - Cheryl C. Walker, FAIA, NCARB
 - Terance B. White, AIA, NCARB

RESOURCES:

- [Appendix A: Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the Architects Registration Board](#)

Strategic Plan Objectives:



Stakeholder Systems, Tools, and Resources



Data Analysis and Thought Leadership

Resolution 2022-02

TITLE: NCARB Model Law and Regulations Amendment – Definition of Responsible Charge

This resolution is supported by the NCARB Board of Directors 14-0.

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors charged the Responsible Charge Task Force with reviewing and updating the “Responsible Charge” definition within *NCARB Model Law and Regulations*; and

WHEREAS, the Responsible Charge Task Force, upon research and review, recommended that the definition for “Responsible Charge” within *NCARB Model Law and Regulations* be updated to reflect current practice standards that maintain public safety, and all instances of “Responsible Charge” within *NCARB Model Law and Regulations* be updated to “Responsible Control”; and

WHEREAS, the *NCARB Model Law and Regulations* may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in this resolution.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the definition for “Responsible Charge” in Section 103 Definitions of the *NCARB Model Law and Regulations* be revised as indicated below:

“16) Responsible Charge – The control over and detailed professional knowledge of the development and execution of the project, including Technical Submissions, as is ordinarily exercised by an Architect applying the required professional standard of care:

Responsible Control – Responsibility for exercising the ultimate authority over, and possessing the knowledge and ability to oversee, delegate, and integrate the design and technical decisions related to the preparation of the project’s instruments of service and the project’s implementation in conformance with the standard of care.”

FURTHER RESOLVED, that all instances of “Responsible Charge” within the *NCARB Model Law and Regulations* be revised to “Responsible Control”; and

FURTHER RESOLVED, that following the approval of the resolutions by an absolute majority of the Council Member Boards, such resolutions will become effective July 1, 2022.

FINANCIAL IMPACT:

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

The Responsible Charge Task Force, formed in FY21, was charged with evaluating the existing definition of “Responsible Charge” within the *NCARB Model Law and Regulations* and proposing updates reflecting the continuously evolving practice of architecture. Over the last two fiscal years, the Task Force has conducted extensive research into current jurisdictional regulations, met with liability insurance and construction arbitration and litigation experts, and analyzed results from an independent survey of NCARB Certificate holders on how responsible charge is being maintained within architectural practice today. Based upon this research, analysis, and discussions with other NCARB committees, the Task Force believes that the current definition of “Responsible Charge” within *NCARB Model Law and Regulations* is no longer appropriate and inadequately addresses the critical responsibilities of a sealing and signing architect.

Based on research conducted by the Task Force, the current definition does not align with modern practice standards for many architects and firms that are effectively protecting the public. Collaboration, delegation, and integration are key components of practice today as architects rely on project teams, specialists, consultants, and other building and construction experts to provide detailed knowledge in the development of the instruments of service. As the built environment becomes increasingly more complex, the ability for the architect in responsible control to possess full detailed knowledge of all aspects of a project is unreasonable for some projects, and in many instances, not possible, specifically on large or programmatically complex projects. Also, the current definition’s generic and simplistic approach does not provide clear guidance and expectations to practitioners, regulatory boards, or consumers when it comes to the responsibilities of the architect in responsible control.

The proposed definition expands the existing definition to bring regulation into alignment with current practice, while removing ambiguity and clearly defining the critical components and expectations of architects in responsible control. To bring the definition into alignment with the *NCARB Model Rules of Conduct*, the proposed definition replaces “Responsible Charge” with “Responsible Control.”

The Task Force identified several critical components an architect must maintain to be in responsible control of a project—responsibility, ultimate authority, knowledge, ability to oversee, delegate and integrate, as well as the professional standard of care.

Proposed Definition

Responsible Control – **Responsibility** for exercising the **ultimate authority over**, and possessing the **knowledge and ability to oversee, delegate, and integrate** the design and technical decisions related to the preparation of the project’s instruments of service and the project’s implementation in conformance with the **standard of care**.

The addition of responsibility, ultimate authority, oversight, delegation, and integration to the definition acknowledges that architectural practice has evolved into a collaborative, team-oriented process, while still holding the architect in responsible control fully responsible for the preparation and implementation of the project’s instruments of service. Oversee, delegate, and integrate are complementary and interdependent and, as such, are all required components of responsible control. The definition acknowledges that portions of a project may be delegated to a person with the appropriate knowledge and skills while the architect in responsible control still maintains oversight and the ultimate authority over all decisions. The architect in responsible control must ensure they are exercising ultimate authority and proper oversight of all work that is delegated to others or integrated into the work under the architect’s seal.

The professional standard of care remains in the proposed definition. To bring the definition into alignment with architectural practice, it states that the architect must possess the knowledge and ability required to execute and implement the project. This allows the definition to remain flexible and applicable to various project types, scales, and firm practices while still measuring the actions of the architect against the professional standard of care.

The Task Force believes the modernization of the responsible charge definition within *NCARB Model Law and Regulations* continues to protect the health, safety, and welfare of the public with a more comprehensive and flexible definition that responds to current architectural practice, provides more coverage and clarity on the responsibilities of the architect is responsible control, while providing reasonable model language to jurisdictions as they continue to protect their citizens.

ADVOCATES

- Responsible Charge Task Force
 - Chair: David Hoffman, FAIA, NCARB, Hon. FCARM, Former Kansas Architects Board Member
 - Philip Cerrone, AIA, NCARB, LEED AP, Connecticut Member Board Member
 - Beth Chenette, Vermont Member Board Member
 - Robert Cozzarelli, FAIA, NCARB, PP, CID, New Jersey Member Board Member
 - Debra Dockery, FAIA, NCARB, Texas Member Board Member
 - Gregory Erny, NCARB, FAIA, Hon. FCARM, Nevada Member Board Member
 - Monica Harrison, Nevada Member Board Executive
 - Susan Schaefer Kliman, NCARB, AIA, LEED AP
 - Robert Larrimer, NCARB, AIA, Ohio Member Board Member
 - Thomas Lonardo, NCARB, Rhode Island Member Board Member
 - Anne Muller, Kentucky Member Board Member
 - Marin Pastar, AIA, NCARB, ASHE
 - John Pesa, AIA, NCARB, Massachusetts Member Board Member
 - Sian Roberts, FAIA, NCARB, DBIA, LEED AP, Washington Member Board Member
 - Rick Thompson, NCARB, AIA, Tennessee Member Board Member

Strategic Plan Objective:



Stakeholder Systems, Tools, and Resources

Resolution 2022-03

TITLE: Omnibus Sunset of Resolutions in Conflict with Current Council Examination Policies

This resolution is supported by the NCARB Board of Directors 14-0.

SUBMITTED BY: NCARB Board of Directors

WHEREAS, the Board of Directors requested a review of resolutions passed by the membership to determine if there are any that no longer align to current NCARB policies and are appropriate to sunset; and

WHEREAS, the Policy Advisory Committee has reviewed a batch of resolutions from 1960 to 2020 related to the examination and recommended several to rescind that conflict with current policies; and

WHEREAS, Resolution 1996-12 rescinded all previously enacted policies regarding the Council's examinations;

WHEREAS, Resolution 14 adopted in 2002 purported to rescind Resolution 1978-16 and a compilation of "active" examination-related resolutions was produced, causing uncertainty as to the effect of; and

WHEREAS, the Council desires to clarify that all policies and resolutions regarding the Council's examinations enacted prior to the adoption of Resolution 1996-12 are understood to have been rescinded and are no longer active and the only active policies governing the exam are those located in the *ARE Guidelines*, *Certification Guidelines*, and/or other Board of Director policies adopted after the enactment of Resolutions 1996-12; and

WHEREAS, resolutions of substantive matters that NCARB's membership have passed by resolution may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in this Resolution.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that all policies and resolutions related to Council examinations that were enacted prior to the adoption of Resolution 1996-12 were, and hereby are, rescinded and otherwise deemed inactive. Without limiting the generality of this resolution, this resolution expressly rescinds the following resolutions:

- Resolution 1969-8 (Continuation of Studies Toward the Development of a New Examination)
- Resolution 1970-6 (Acceptance of Examination Grades Between Member Boards)
- Resolution 1971-4 (Eligibility Cut-Off Date for Council Oral Examination)
- Resolution 1971-6 (Phasing Out of Seven-Part Examination and Implementation of New Professional Examination)
- Resolution 1971-16 (Additional Registration and/or Certification Requirements)
- Resolution 1972-2 (NCARB Examinations)
- Resolution 1972-4 (Publication and Distribution of Examination Success Rates)
- Resolution 1972-5 (Implementation of New Examinations)
- Resolution 1975-6 (Publication of Examination Costs)



- Resolution 1975-16 (Prohibition of Examination Interpreters)
- Resolution 1975-20 (Administration of Parts I and II of the Equivalency Examination)
- Resolution 1976-5 (Evaluation of NCARB Examination)
- Resolution 1977-1 (Requirements for Graphics Examination)
- Resolution 1979-5 (Task Analysis and Validation Study)
- Resolution 1979-22 (Sequence of Sections A and B of Professional Examination)
- Resolution 1980-3 (Revision of Passing Procedure for Section B, Professional Examination)
- Resolution 1983-11 (Examination May Be Taken in Parts)
- Resolution 1983-12 (Allow Purchase of the ARE by Parts)
- Resolution 1984-14 (Security of NCARB Examinations)
- Resolution 1984-16 (Alternative Exam Methodologies to Multiple-Choice Exam Items)
- Resolution 1984-19 (Structural Examinations Format)
- Resolution 1985-8 (Rescission of 1984 Resolution No. 20 Permitting the Use of Reference Material in the ARE)
- Resolution 1988-7 (Withholding Access to ARE from Member Board Not Administering Examination)
- Resolution 1989-12 (Study the Appropriateness of Terminating the Paper-and-Pencil ARE)
- Resolution 1989-15 (Elimination of Special Seismic Test)
- Resolution 1992-2 (NCARB Written Examination Required for Certification)
- Resolution 1992-5 (ARE in English Requirement for Certification)
- Resolution 1993-1 (Rescind Resolution No. 1 of the 1990 Annual Meeting)
- Resolution 1993-2 (Reporting Scores for the Computerized ARE)
- Resolution 1994-10 (Giving Credit for Pilot Administrations of ARE '97)
- Resolution 1997-12 (Examination Fees)
- Resolution 1999-17 (Comprehensive Testing)

FURTHER RESOLVED, that upon the approval of the foregoing resolution by a majority of the Council Member Boards, such resolution will become effective immediately.

FINANCIAL IMPACT:

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

The Policy Advisory Committee is continuing a multi-year research project to identify historical policy or position-related resolutions that may no longer align with current Council practice or philosophy.

Today, the *NCARB Bylaws* specifically give the NCARB Board of Directors authority to issue rules and policies respecting the development, administration, and grading of examination, which includes setting fees, dates exams may be administered, safeguards to prevent improper disclosure of information respecting the exams, and other matters.



Resolution 1996-12 rescinded previous policies and replaced them with new policies for the computerized exam. The later passage of Resolution 2002-14 to rescind a specific policy, as well as the development of an index of active resolutions in 2002, has caused uncertainty as to the effect of the 1996 resolution. To provide clear direction going forward, the Policy Advisory Committee recommends this resolution be passed so that it is clear that all active policies governing the exam are located in *ARE Guidelines*, *Certification Guidelines*, and/or other Board policies.

ADVOCATES:

- Policy Advisory Committee
 - Chair: Lenora A. Isom, NCARB, Nebraska Member Board Member
 - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
 - Emily Cronbaugh, Wyoming Member Board Executive
 - Brett Foley, Nebraska Member Board Member
 - Melarie Gonzales, New Mexico Member Board Executive
 - George Miller, FAIA, NCARB, New York Member Board Member
 - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
 - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
 - Margaret (Meg) S. Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member

RESOURCES

- [Appendix B: NCARB Examination Policy Sunset: 1966-2002](#)

Strategic Plan Objective:



Stakeholder Systems, Tools, and Resources

Resolution 2022-04

TITLE: Omnibus Sunset of Resolutions in Conflict With Current Council Policies

This resolution is supported by the NCARB Board of Directors 14-0.

SUBMITTED BY: NCARB Board of Directors

WHEREAS, the Board of Directors requested a review of resolutions passed by the membership to determine if there are any resolutions that no longer align with current NCARB policies and are appropriate to sunset; and

WHEREAS, the Policy Advisory Committee has reviewed a batch of resolutions from 1980 to 2020 related to experience, continuing education, membership, related organizations, studies, and other policies and recommended several to sunset; and

WHEREAS, resolutions of substantive matters that NCARB's membership have passed by resolution may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in this Resolution.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the National Council of Architectural Registration Boards sunsets the following resolutions, the full texts of which are attached hereto as Appendix C:

- Resolution 2000-12: Support the Work of the Collateral Internship Task Force Regarding IDP, Mentorship, and Education
- Resolution 1998-17: International Building Code 2000
- Resolution 1987-1: Continuation of an Education Evaluation Process
- Resolution 1986-11: Lateral Forces Home Study Program
- Resolution 1980-1: List of Licensees
- Resolution 1980-15: Support for IDP

FURTHER RESOLVED, that following the approval of the foregoing resolution by an absolute majority of the Council Member Boards, such resolution will become effective July 1, 2022.

FINANCIAL IMPACT:

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

The Policy Advisory Committee is continuing a multi-year research project to identify historical policy or position-related resolutions that may no longer align with current Council practice or philosophy.



This year, the committee has reviewed resolutions dating back to 1980 related to experience, continuing education, membership, related organizations, studies, and other miscellaneous policies. Additional resolutions to clean up NCARB policies are expected over the next several years as the Council works to develop a more user-friendly resolution archive.

ADVOCATES:

- Policy Advisory Committee
 - Chair: Lenora A. Isom, NCARB, Nebraska Member Board Member
 - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
 - Emily Cronbaugh, Wyoming Member Board Executive
 - Brett Foley, Nebraska Member Board Member
 - Melarie Gonzales, New Mexico Member Board Executive
 - George Miller, FAIA, NCARB, New York Member Board Member
 - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
 - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
 - Margaret (Meg) S. Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member

RESOURCES:

- [Appendix C: NCARB Policy Resolutions to Sunset: 1980-2018, Part 2](#)

Strategic Plan Objective:



Future-Focused Research and Development

Resolution 2022-05

TITLE: *NCARB Bylaws* Amendment – Diversity, Equity, and Inclusion (DEI) Committee

This resolution is supported by the NCARB Board of Directors 13-1.

SUBMITTED BY: NCARB Board of Directors

WHEREAS, the Board of Directors has charged the Diversity Collaborative with updating the *NCARB Bylaws* to include a standing committee focused on diversity, equity, and inclusion; and

WHEREAS, the Diversity Collaborative has recommended creating and adding a Diversity, Equity, and Inclusion Committee to Article XII, Section 8 of the *NCARB Bylaws*; and

WHEREAS, pursuant to Article XIV of the *NCARB Bylaws*, the *Bylaws* may only be amended at a special meeting or at the Annual Business Meeting of the Council by resolution approved by the affirmative vote of not less than two-thirds of the Member Boards (37 votes).

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that Article XII, Section 8 in the *NCARB Bylaws* be revised to insert the following language as new subsection I of Article XII, Section 8:

“I. Diversity, Equity, and Inclusion Committee: The Diversity, Equity, and Inclusion (DEI) Committee explores and recommends strategies to improve the diversity, equity, and inclusive culture of NCARB to ensure that the organization represents the population it serves.”

FURTHERED RESOLVED, that subsections following the insertion in Article XII, Section 8 be re-lettered; and

FURTHERED RESOLVED, that following the approval of the resolutions by a two-thirds majority of the Council Member Boards, such resolutions will become effective July 1, 2022.

FINANCIAL IMPACT

- The Council would incur costs related to hosting in-person, hybrid, and/or remote meetings a few times a year.

SPONSORS’ STATEMENT OF SUPPORT:

To effectively protect the public’s health, safety, and welfare, those who regulate the profession of architecture must reflect, understand, and respect the communities they serve. NCARB is committed to advancing diversity, equity, and inclusion in the architecture profession through our work as a regulatory organization through a number of efforts including research, data, and advocacy. To help achieve this, it is recommended that NCARB add the Diversity, Equity, and Inclusion Committee into the *NCARB Bylaws* to ensure the continuity of this important work.



As part of a continuation and commitment to the work the Council already has underway, the proposed resolution would codify the Diversity, Equity, and Inclusion Committee as an advisory committee as defined in the *NCARB Bylaws*. Advisory committees are comprised of NCARB volunteers, including Member Board Members, and make recommendations to the Board of Directors. There are currently eight advisory committees outlined in the *Bylaws* that directly impact NCARB program and policies, including:

- Education Committee
- Experience Committee
- Examination Committee
- Policy Advisory Committee
- Professional Conduct Committee
- Member Board Executives Committee
- Regional Leadership Committee
- Credentials Committee

This update to the *Bylaws* would further demonstrate the Council's ongoing commitment to diversity, equity, and inclusion. Passage of the resolution by membership will also send a clear signal that this work is a priority to the organization and will allow the committee the opportunity to continue to evolve. Lastly, this firmer foundation will also allow future presidents to charge the committee with multi-year initiatives to continue to make progress in the DEI arena.

One of the important efforts NCARB has pursued toward this goal was the establishment of a Diversity Collaborative made up of regional leaders and other engaged volunteers. In 2018, the Collaborative was empowered to research and recommend strategies to increase the diversity of NCARB's governing bodies and leaders. The path to NCARB leadership—and eventually the Board of Directors—starts when a governor or other appointing authority selects someone to serve on a licensing board.

Last year, the Collaborative successfully put forth a resolution reducing the term limits for regional directors who serve on the NCARB Board of Directors from three years to two years, modestly expediting the pathway to leadership for individuals who wish to serve on the Board.

Additionally, the Collaborative was also charged with reviewing the Board of Directors' "Policy on Diversity and Inclusion," which was last amended in 2014. The collaborative recommended updating the policy to better reflect NCARB's holistic approach to ensuring diversity, equity, and inclusion (DEI) at all levels—including committee volunteers, licensing board members, Record holders, and the national Board. The Board of Directors formally adopted these recommendations at the 2021 Annual Business Meeting.

It is recognized by the Collaborative that these milestones are cornerstones of a foundation that will build lasting, sustainable change for NCARB. Diversity, equity, and inclusion is not a time-bound effort; it is continuously evolving. By adding the DEI Committee to the *Bylaws*, NCARB will be positioned to meet these changes for the foreseeable future.

**ADVOCATES:**

- Diversity Collaborative Task Force
 - Chair: Celestia R. Carson, AIA, LEED AP, Utah Member Board Member
 - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
 - Nolanda J. Hatcher, Alabama Member Board Member
 - Lenora A. Isom, NCARB, LEED AP BD+C, Nebraska Member Board Member
 - Latoya N. Kamdang, AIA, New York Member Board Member
 - Brenee King, Kansas Member Board Member
 - George Miller, FAIA, NCARB, New York Member Board Member
 - Kate R. Nosbisch, Hon. AIA VA, Virginia Member Board Executive
 - Margaret (Meg) S. Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member
 - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
 - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
 - Nilza Serrano, California Member Board Member
 - Aelan B. Tierney, AIA, LEED AP BD+C, Massachusetts Member Board Member

RESOURCES:

- [NCARB's Policy on Diversity and Inclusion](#)

Strategic Plan Objective:



Stakeholder Systems, Tools, and Resources

Resolution 2022-06

TITLE: NCARB Bylaws Amendment – Omnibus Updates

This resolution is supported by the NCARB Board of Directors 14-0.

SUBMITTED BY: NCARB Board of Directors

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

WHEREAS, the Policy Advisory and Credentials Committees have recommended updates to the *NCARB Bylaws* to address inconsistencies in the document and other general updates; 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 (37 votes).

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the amended Articles and Sections of the *NCARB Bylaws* are adopted in the form attached hereto as Appendix D.

FURTHER RESOLVED, that following the approval of the resolution by an affirmative vote of two-thirds of the Council Member Boards, such resolution will become effective July 1, 2022.

FINANCIAL IMPACT:

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

A few years ago, the Council Board of Directors established a regular review process for NCARB's important governing documents and policies in order to be more thoughtful on how the organization updates and maintains items that are subject to the resolution process. With the last holistic review of the *NCARB Bylaws* completed in FY18, a follow-up review occurred this year that identified a few minor updates that should be made to align and reflect recent recommendations from NCARB committees.

NORTHERN MARIANA ISLANDS

The Northern Mariana Islands rejoined the Council and Region 6 in 2019. They need to be readded to Article VI, Section 2.



GENDER NEUTRAL PRONOUNS

As part of NCARB's Diversity Policies, all documents should be written to be gender neutral. The *NCARB Bylaws* currently has several references to "he/her," which should be updated to the appropriate gender-neutral statement.

ELECTION POLICIES

Last year the Credentials Committee did a review of the Council's election policies for the NCARB Board of Directors. Minor updates are being recommended for clarity and consistency for the different elected positions. A slight modification is also recommended to the deadline to receive a nomination for the president-elect, second vice president, treasurer, secretary, and public member positions so that the Credentials Committee has time to verify a nominee's qualifications prior to the elections taking place. New candidates can still be nominated onsite at the Annual Business Meeting, but nominations will be due earlier than when the election starts during the third business session.

ADVOCATES:

- Policy Advisory Committee:
 - Chair: Lenora A. Isom, NCARB, LEED AP BD+C, Nebraska Member Board Member
 - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
 - Emily Cronbaugh, Wyoming Member Board Executive
 - Brett P. Foley, Nebraska Member Board Member
 - Melarie Gonzales, MBA, New Mexico Member Board Executive
 - George Miller, FAIA, NCARB, New York Member Board Member
 - Margaret (Meg) S. Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member
 - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
 - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
- Credentials Committee
 - Chair: Catherine C. Morrison, AIA, NCARB, LEED AP BD+C, North Carolina Member Board Member
 - Sandra M. Matsushima, Hawaii Member Board Executive
 - Allison McClintick, Idaho Member Board Member
 - Charles L. Ward III, California Member Board Member
 - Albert F. Zaccone, FAIA, New Jersey Member Board Member

RESOURCES:

- [Appendix D: NCARB Bylaws Omnibus Updates](#)

Strategic Plan Objective:



Program and Service Excellence

Resolution 2022-07

TITLE: Amendment and Restatement of the Requirements for Certification in the *NCARB Certification Guidelines*

This resolution is supported by the NCARB Board of Directors 14-0.

SUBMITTED BY: NCARB Board of Directors

WHEREAS, the Council Board of Directors has charged the Policy Advisory Committee with reviewing and updating the Requirements for Certification in the *NCARB Certification Guidelines*; and

WHEREAS, the Policy Advisory Committee has recommended that it is advisable to amend and restate the Requirements for Certification in the *NCARB Certification Guidelines*, as described below and reflected in the attached appendices to make them easier to understand and ensure consistency in the Requirements; and

WHEREAS, the Certification Requirements in the *NCARB Certification Guidelines* may only be changed by an absolute majority vote of the Council Member Boards (28 votes), with such change becoming effective at the time specified in this Resolution.

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the Requirements for Certification in the *NCARB Certification Guidelines* are hereby amended and restated in the form attached hereto in Appendix E; and

FURTHER RESOLVED, that upon the approval of the resolution by an absolute majority of the Council Member Boards, such resolution will become effective July 1, 2022.

FINANCIAL IMPACT:

- No financial impact.

SPONSORS' STATEMENT OF SUPPORT:

Over the last several years, the Council has been doing a holistic review of all its documents and policies that are subject to membership review through the resolution process. The requirements for NCARB certification in the *NCARB Certification Guidelines* are the last major set of requirements to receive this review for clarity, ease of use by applicants, and alignment with current processes.

In FY20 and FY21, the requirements were reviewed to identify areas that cause applicants for NCARB certification the most confusion, any inconsistencies in the requirements, and other areas that could be clarified. As such, the Policy Advisory Committee is recommending the following updates to the document:

GENERAL UPDATES/CLARIFICATIONS THROUGHOUT:

- “Registration/registered/registration” to “Licensure/licensed/license”
 - Align this document with other NCARB documents to reflect that “license” is the more



understandable/standard term for today's applicants. A note about registration and licensure will appear at the beginning of the *Certification Guidelines* (which is not subject to resolution) to reflect that the two words tend to be used interchangeably, but do occasionally have different meanings in some jurisdictions.

Note: Section 5 aligns to *NCARB Professional Conduct Committee's Rules of Procedure*, which continues to use the word registration instead of licensure. To keep these two documents in alignment, registration/register are used in this section.

- "Mutual Recognition Arrangement" to "Mutual Recognition Arrangement/Agreement"
 - We have both agreements and arrangements with international organizations/countries. This provides clarity to something that has caused confusion.
- "You" vs. "Architect/Applicant/Individual"
 - This document mostly uses the second person ("you") narrative, but over time has occasionally been switched into third person. Updated throughout for clarity and consistency.
- "Shall" vs. "must"
 - According to the Supreme Court, "shall" can mean "may" in certain contexts. In general, and because of this potential ambiguity, the document has been updated to reflect which items are really "musts."
- Most additional changes in the document are for clarity or grammar, and do not result in policy shifts (except noted below).

RECOMMENDED CHANGES/CLARIFICATIONS:

- Removal of the five-year grace period for applicants in process of earning NCARB certification when a change is implemented.
 - Leaves room for grandfathering language in a resolution to address candidates in process if the change is significant.
 - In general, five years is too long of window for candidates to still be able to meet old requirements.
 - In addition, the introductory paragraph has been updated to clarify what "in process" means to address applicant confusion.
- Removal of General (Sections 1.6 and 2.6)
 - NCARB staff recommended deleting this section, as it seems like it is no longer relevant to boards and NCARB. It was based on a paper process that doesn't exist anymore.
- Clarifying Sections 1.3 and 1.4 (to be updated to 1.4 and 1.5)
 - Added language to clarify that if you met the experience and examination requirements at the time of initial licensure, those are considered equivalent for NCARB certification.
- Clarifying Section 2
 - Added note to section 2 clarifying that you may only do the education or experience alternative—not both.
- Clarifying Section 4.2 (to be updated to 4.3)
 - Language around the education requirements for applicants pursuing the Foreign Architect Path was clarified to reduce confusion regarding EESA evaluations.



- Aligning Section 5: Revocation and Reinstatement of the NCARB Certificate
 - Updated language to align with the *NCARB Bylaws* and the Professional Conduct Committee's Rules of Procedure, which was updated in FY21.
- Removing Appendix A: Architect Registration Examination
 - The content in this appendix applies to all candidates, not just Certificate applicants. As such, it should live in the *ARE Guidelines* with all other ARE policies.
 - Removing Appendix A will mean future updates to the Rolling Clock and extension policies will be done through NCARB Board of Directors action rather than membership vote in accordance with Article X, Section 1 of the *NCARB Bylaws*.
- Removing Appendix B: ARE 5.0 Equivalents
 - Given that changes to the exam happen through Board action rather than resolution, there is currently a (small) risk that the exam and equivalent appendix could become misaligned since the equivalent appendix currently requires a resolution.
 - This document will still exist as an independent document for Member Board reference and will be updated as needed based on how the exam evolves in the future.

Two appendices for this resolution have been developed so that Member Boards can understand all recommended changes to the Requirements for Certification in the *NCARB Certification Guidelines*:

- Appendix E: Clean version of the Requirements for Certification incorporating the recommended updates.
- Appendix F: The current version of the Requirements for Certification with the recommended updates noted.

ADVOCATES:

- Policy Advisory Committee
 - Chair: Lenora A. Isom, NCARB, Nebraska Member Board Member
 - Jennifer R. Arbuckle, NCARB, AIA, LEED AP
 - Emily Cronbaugh, Wyoming Member Board Executive
 - Brett Foley, Nebraska Member Board Member
 - Melarie Gonzales, New Mexico Member Board Executive
 - George Miller, FAIA, NCARB, New York Member Board Member
 - Miguel A. Rodriguez, FAIA, NCARB, Florida Member Board Member
 - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
 - Margaret (Meg) S. Parsons, FAIA, NCARB, ALEP, LEED AP BD+C, Minnesota Member Board Member

RESOURCES:

- [Appendix E: Clean version of the requirements for certification with the updates.](#)
- [Appendix F: The current version of the requirements for certification with the recommended updates noted.](#)

Appendix

TABLE OF CONTENTS

Appendix A: Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the Architects Registration Board	25
Appendix B: NCARB Examination Policy Sunset: 1966-2002.....	68
Appendix C: NCARB Policy Resolutions to Sunset: 1980-2018, Part 2.....	75
Appendix D: <i>NCARB Bylaws</i> Omnibus Updates.....	79
Appendix E: Updated version of the Requirements for Certification in the <i>NCARB Certification Guidelines</i>	89
Appendix F: Mapping of the Current Requirements for Certification to the Proposed Updates.....	99



Appendix A:

Mutual Recognition Agreement Between the National Council of Architectural Registration Boards and the Architects Registration Board

MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
and the
ARCHITECTS REGISTRATION BOARD
as executed

XX xx, 2022

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

AND

The Architects Registration Board (ARB)
the statutory regulator of architects in the United Kingdom.

*This **Mutual Recognition Agreement** has been designed to recognize the professional credentials and qualifications of architects licensed or registered in the United States of America and its territories (referred to herein collectively as the U.S. or United States), and the United Kingdom (U.K.) and to support their mobility by creating the opportunity to practice beyond their borders.*

More specifically, the purpose of this Agreement is to facilitate the registration of an architect licensed in a participating U.S. jurisdiction as a United Kingdom architect; and the licensing of a United Kingdom architect as an architect in a U.S. jurisdiction that participates in the Agreement.

WHEREAS, NCARB drafts model laws and regulations for U.S. jurisdictions and Member Boards to consider adopting for the regulation of the practice of architecture; promulgates recommended national standards for education, experience, and examination for initial licensure and continuing education standards for license renewal to its 55 Member Boards; and establishes the education, experience, and examination requirements for the *NCARB Certificate* in support of reciprocal licensure within the United States;

WHEREAS, the Architects Registration Board is the body established by section 1 of the Architects Act 1997 (UK) that has the statutory responsibility in the UK for prescribing the

qualifications and experience required for the purposes of entering the UK Register, and for registering, monitoring and disciplining all architects in the UK;

WHEREAS, the NCARB Member Boards are empowered by statutes to regulate the practice of architecture and/or the use of the title architect in their respective jurisdictions, including establishing education, experience, and examination/assessment requirements for licensure/registration and license/registration renewal;

WHEREAS, the ARB is empowered by statutes to regulate the profession of architecture in the United Kingdom, including establishing education, experience, and examination/assessment requirements for registration;

WHEREAS, the standards, protocols, and procedures required for the practice of architecture within the United States and the United Kingdom have benefitted from many years of effort by NCARB and ARB;

WHEREAS, NCARB is the national organization supporting individual state and territory licensing authorities and the ARB has the necessary statutory authority for the negotiation of mutual recognition agreements for architects with similar foreign authorities;

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

WHEREAS, NCARB and ARB are recognized by the profession as mature and sophisticated facilitators of licensure/registration to which the utmost full faith and credit should be accorded and desire to support reciprocal licensure/registration in the respective jurisdictions supported by NCARB and ARB;

WHEREAS, any architect actively engaging or seeking to engage in the practice of architecture in the United States or the United Kingdom must be licensed or registered with an applicable governmental authority, must comply with all practice requirements of the applicable licensing or registration authority, and is subject to all governing legislation and regulations of the applicable authority and jurisdictions in which the architect is licensed or registered;

NOW THEREFORE, NCARB and ARB (collectively, the “Parties” and each a “Party”) agree as follows:

1. PARTICIPANTS IN LICENSURE/REGISTRATION RECIPROACITY

NCARB shall be responsible for maintaining a current list of NCARB Member Boards that provide licensure/registration reciprocity in accordance with the terms of this Agreement (each, a “Participant”). Following the ratification of this Agreement by the NCARB Member Boards, NCARB shall provide ARB with an initial list of Participants, and NCARB shall provide ARB with an updated list of Participants each time a new Participant is added or removed.

This Agreement shall be implemented in accordance with the *Mechanisms for the Implementation*, attached hereto as Appendix I and incorporated herein by reference.

2. ELIGIBILITY REQUIREMENTS

1. Architects who are able to benefit from the provisions of this Agreement must obtain and continue to have at all times lawful authorization to work in the Locality in which the architect is licensed/registered (i.e., the United States or the United Kingdom—each, a “Locality”).
2. Architects shall not be required to establish citizenship or permanent residency status in the Locality in which they seek licensure/registration under this Agreement.
3. Architects must provide proof of current and valid licensure/registration in good standing from the ARB or a Participant.
4. Architects who have been licensed/registered by means of a program recognizing architect credentials from a foreign country of either the United States or the United Kingdom, or other foreign reciprocal licensing/registration agreement, are not eligible to benefit from the provisions of this Agreement.
5. Each Party to this Agreement and each Participant reserves the right to apply compensation measures or licensing/registration criteria as may be necessary before licensing/registration is granted within their respective jurisdictions.

3. CONDITIONS

A U.S. Architect to ARB

Upon application, the ARB agrees to register as an architect in the United Kingdom any U.S. architect who:

1. meets the eligibility requirements listed in Section 2 of this Agreement;
2. holds a current NCARB *Certificate* issued in accordance with the *Requirements for Certification of an Architect registered in a U.S. Jurisdiction* defined in the *NCARB Certification Guidelines which confirms successful completion of:*
Education Requirement: a professional degree following in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB);

and

Experience Requirement: completed NCARB’s Architectural Experience Program® (AXP®);

and

Examination Requirement: Passed the NCARB Architect Registration Examination® (ARE®) or the equivalent.

3. is currently licensed/registered in good standing by one or more NCARB Member Board(s) that is a Participant to this Agreement, as confirmed by the NCARB Member Board following checks on an architect’s disciplinary record; and
4. Successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by ARB.

B United Kingdom Architect to NCARB Member Board

Upon application, NCARB shall issue an *NCARB Certificate* to any United Kingdom architect registered by the ARB meeting the eligibility requirements listed above in Section 2 of this Agreement.

Upon application, a Participant will license/register as an architect in its respective jurisdiction any United Kingdom Registered Architect who:

1. meets the eligibility requirements listed in Section 2 of this Agreement; and
2. has secured ARB-prescribed qualifications issued by schools of architecture in the United Kingdom at Part 1, Part 2 and Part 3 level;
3. holds a current *NCARB Certificate* issued pursuant to this Agreement;
4. is currently licensed/registered in good standing by the ARB, as confirmed by the ARB following checks on an architect's disciplinary record; and
5. successfully completes any additional jurisdiction-specific requirements for licensure/registration as specified by the Participant.

4. MONITORING COMMITTEE

A Monitoring Committee is hereby established to monitor the performance of each Party to this Agreement to ensure the effective and efficient implementation of this Agreement.

The Monitoring Committee shall be comprised of two staff members and no more than three additional individuals appointed by NCARB, and two staff members and no more than three additional individuals appointed by ARB. The Committee shall convene at least one meeting (by phone, video conference, or in person) in each calendar year, and more frequently if circumstances so require.

The Committee shall adhere to the terms of the *Mechanism for Monitoring Committee* guidelines, which is attached hereto as Appendix II and incorporated herein by reference.

5. DATA PRIVACY

1. For the purposes of this Section 5:

“Data Protection Laws” means as applicable, (i) the UK Data Protection Act 2018, (ii) the General Data Protection Regulation EU 2016/679 as implemented into UK law (**UK GDPR**) and all other applicable laws and regulations relating to the processing of personal data and privacy, including statutory instruments (each as amended, updated and superseded from time to time).

“Data Security Breach” means a breach or breaches of security leading to the accidental or unlawful destruction, loss, alteration, unauthorised disclosure of, or access to, the Protected Data.

“Data Subject Request” means an actual or purported request, notice or complaint made by, or on behalf of, a data subject in accordance with the exercise of rights granted pursuant to the Data Protection Laws in relation to the data subject’s Protected Data.

“Disclosing Party” means the Party which is disclosing Protected Data to the other Party.

“Particulars” means the description of the Protected Data, data subjects and details of the transfer and sharing of the Protected Data amongst the Parties, as set out in Appendix III.

“Purpose” means the fulfilment and facilitation of this Arrangement, including the recognition and movement of architects in accordance with Section 3 of this Agreement.

“Protected Data” means the personal data to be processed by the Parties in relation to this Agreement.

“Receiving Party” means the Party that is receiving Protected Data from the other Party.

“UK IDTA” means the UK International Data Transfer Agreement for the transfer of personal data to third countries as approved by the United Kingdom and set out in Appendix IV in its current form, but which may be amended and updated in accordance with this Section 5.

The terms **“process”**, **“processing”**, **“controller”**, **“personal data”**, **“data subject”** and **“supervisory authority”** shall have the meanings given to them in the Data Protection Laws.

2. The Parties agree and acknowledge that each Party will act as an independent controller with respect to the Protected Data.
3. Each Party will comply with its respective obligations under the Data Protection Laws to the extent applicable, and will use reasonable endeavours to ensure that it does not act in a way to cause another Party to breach any of its obligations under the Data Protection Laws.
4. Each Party will implement appropriate technical and organisational measures to safeguard Protected Data against any Data Security Breach. Such measures shall be proportionate to the harm which might result from any such Data Security Breach (and having regard to the nature of the Protected Data in question).
5. The Parties will process the Protected Data in accordance with the Particulars set out in Appendix III.
6. The Receiving Party will only access Protected Data necessary and in accordance with the Purpose and shall process Protected Data for the Purpose (and in accordance with this Arrangement, except with the prior written agreement of the Disclosing Party or where applicable law strictly requires).
7. Each Party will promptly notify any other Party (within at least five (5) working days) if it receives a complaint or request relating to the other Party’s obligations under the Data Protection Laws (other than a Data Subject Request, which is addressed below). On receipt of a notice under this Section 5.7, each Party will provide the other Party with reasonable co-

- operation and assistance in relation to any such complaint or request.
8. The Parties acknowledge that the processing of Protected Data may be subject to restrictions and requirements in addition to those set out in this Agreement (including but not limited to contractual restrictions, transfer risk assessments and supplementary measures) (“**Specific Requirements**”). Each Party will notify any other Party with access to the relevant Protected Data of any such Specific Requirements. The Parties will use all reasonable endeavours to make sure the relevant Protected Data is processed in accordance with the Specific Requirements, and will provide each other with reasonable co-operation and assistance in the undertaking of the Specific Requirements.
 9. In relation to Data Subject Requests:
 - a) Each Party will ensure that it protects the rights of data subjects under the Data Protection Laws and agrees to promptly notify the other relevant Party in writing (within at least five (5) working days) if it receives a Data Subject Request for personal data of a data subject that the other relevant Party is a controller of.
 - b) Each Party agrees that the Data Subject Request will be dealt with by the Party in receipt of the Data Subject Request, and that the other Party will provide all reasonable co-operation and assistance in relation to any Data Subject Request to enable the Party in receipt of the Data Subject Request to comply with it within the relevant timescale set out in the Data Protection Laws.
 10. Each Party will notify the other Party without undue delay after becoming aware of any Data Security Breach affecting Protected Data and in any event no later than 72 (seventy-two) hours after becoming aware of the Data Security Breach.
 11. Each Party shall provide reasonable assistance to the Party affected by the Data Security Breach in the event that such Party is required to notify a relevant supervisory authority, other regulator and/ or affected data subjects.
 12. International data transfers:
 - a) It is acknowledged and understood that the operation of this Arrangement necessitates the transfer of personal data (or personal information) from the UK to the United States (the “**Restricted Transfer**”)
 - b) The Parties will work together in good faith to ensure that any Restricted Transfers are only made in accordance with the requirements of the Data Protection Laws.
 - c) The UK IDTA will apply to the Restricted Transfer, with NCARB acting as the **Data Importer** and ARB acting as a **Data Exporter**.
 - d) If the UK IDTA is updated by the UK Government (as relevant), the Parties shall promptly enter into any updated and amended form of the UK IDTA as required, unless the Parties agree that another mechanism under Data Protection Laws can be relied upon to provide adequate protection to the Protected Data or if the United States is considered adequate by the UK Government.
 - e) If the UK IDTA ceases to be valid, whether by a decision of a court of competent jurisdiction or the UK Government (as relevant), the Parties will co-operate in good faith

to ensure that any continued UK Restricted Transfers are compliant with the Data Protection Laws.

13. Each Party agrees to only process the Protected Data for as long as reasonably necessary for the Purposes. Nothing in this Section 5 will prevent a Party from retaining and processing Protected Data in accordance with any statutory retention periods applicable to that Party.
14. Where one Party interacts with any relevant supervisory authority (whether proactively, for example to review a data protection impact assessment or reactively, for example, in response to an inquiry from the supervisory authority) related to the processing of Protected Data, the other Party will provide such information and assistance as is reasonably required to assist in such interactions.
15. In the event that any enforcement action is brought by a relevant supervisory authority or in the event of a claim brought by a data subject against any Party, in both instances relating to the processing of Protected Data, the relevant Party will promptly inform the other Party about any such action or claim and will co-operate in good faith with the other Party with a view to resolving it in a timely fashion.
16. If during the term of this Agreement, the Data Protection Laws change in a way that this Section 5 is no longer adequate or appropriate for compliance with the Data Protection Laws, the Parties agree that they shall negotiate in good faith to review this Section 5 in light of the current Data Protection Laws and amend this Section 5 as appropriate.

6. LIMITATIONS

Nothing in this Agreement limits the ability of a Participant or the ARB to refuse to license/register an architect or impose terms, conditions or restrictions on their license/registration as a result of a complaint or disciplinary or criminal proceedings relating to the competency, conduct, or character of that architect where such action is considered by the Participant or ARB, as applicable, necessary or desirable to protect the public interest or otherwise in accordance with the jurisdiction's applicable laws and regulations.

Nothing in this Agreement limits the ability of any Party to this Agreement or any Participant to seek appropriate verification of any matter pertaining to the foregoing or the eligibility of an applicant under this Agreement.

The extent of this Agreement relates only to the registration of architects and the Parties to this Agreement note that the governments of or within their respective Localities will have distinct requirements related to matters outside the scope of this Agreement, including without limitation requirements related to immigration and access to the employment marketplace, and the Parties to this Agreement and the Participants may be unable or unwilling to intervene in or advise on such matters.

7. AMENDMENT

This Agreement may be amended only with the written consent of NCARB and ARB.

8. ENTIRE AGREEMENT

Each Party to this Agreement acknowledges that they have read this Agreement, understand it, and agree to be bound by its terms, and further agree that it is the entire agreement between the Parties hereto and it supersedes all prior agreements, written or oral, relating to the international reciprocity of architecture licenses/registrations between the Localities that are the subject matter hereof.

9. NO ASSIGNMENT

No Party to this Agreement can assign its rights under this Agreement without the prior written consent of NCARB and ARB.

10. WITHDRAWAL; DISPUTE RESOLUTION

Should any dispute between ARB and NCARB arise in relation to this Agreement that cannot be settled through negotiations between the Parties within sixty days, the Parties shall attempt to resolve the matter by mediation, or another form of alternative dispute resolution as may be agreed upon by the Parties prior to resorting to litigation.

Any Participant may withdraw its participation. NCARB shall promptly notify ARB in writing of all withdrawals.

In the event of withdrawal, all licenses/registrations and any *NCARB Certificate* granted to architects pursuant to this Agreement shall remain valid as long as all registration and renewal obligations are maintained and all other generally applicable licensure/registration requirements are met or unless registration is revoked pursuant to the rules of NCARB, ARB, or the relevant Participant, as applicable.

11. TERMINATION

NCARB or ARB may invoke termination of this Agreement with 90-days written notice to the other Party to this Agreement and all Participants.

In the event of termination, all licenses/registrations and any *NCARB Certificate* granted to architects pursuant to this Agreement shall remain valid as long as all registration and renewal obligations are maintained and all other generally applicable licensure/registration requirements are met or unless registration is revoked pursuant to the rules of NCARB, ARB, or the relevant Participant, as applicable.

12. PERIODIC REVIEW

This agreement shall be subject to periodic review. The first periodic review will commence no later than three years after the Agreement has come into force. These reviews will include consideration as to what additional qualifications could be included within the scope of the Agreement.

13. ENTRY INTO FORCE

This Agreement shall come into force no less than 60 days after such time as the NCARB Member Boards ratify this Agreement at a duly called meeting at which a quorum is present and both NCARB and ARB sign this Agreement, so long as such conditions are met on or before February, 2023, or as mutually extended by the NCARB Board of Directors and ARB.

SIGNATURES

NCARB

President

CEO

Witness

Witness

Witness

ARB

Chair

CEO

Witness

Witness

Witness

APPENDIX I

**MECHANISMS FOR THE IMPLEMENTATION
of the
MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
(NCARB)
and the
ARCHITECTS REGISTRATION BOARD (ARB)**

Month xx, 2022

Whereas NCARB and ARB have agreed to and signed a Mutual Recognition Agreement dated XX XX, 2022 (the “Agreement”), the following terms of reference will govern the implementation of the Agreement. Capitalized terms used and not otherwise defined have the meanings given in the Agreement.

1. Mechanisms for Dialogue and Administrative Co-Operation

The Monitoring Committee will put into place mechanisms and procedures, which will include:

- 1.1 Establishing the rules and procedures necessary for the application, maintenance, and monitoring of the provisions of this Agreement.
- 1.2 Establishing communication mechanisms so that architects within the participating jurisdictions will understand the rights and obligations they will have to meet when they are granted a license or registration to practice their profession in a foreign country.
- 1.3 A means to resolve differences in interpretation of the mechanisms for the implementation of this Agreement. Any proposed changes or irreconcilable disputes must be presented to NCARB and ARB for resolution.
- 1.4 Developing an agreed-upon process to address noncompliance with the Agreement by a Party to this Agreement and a mechanism for rescission of participation rights of a noncompliant Party to this Agreement if necessary. NCARB will be responsible for the official list of NCARB Member Boards that are Participants.
- 1.5 Additional tasks as determined by the Monitoring Committee or as mutually requested by NCARB and ARB.

2. Mechanisms for Application

- 2.1 The point of contact for information for the United States is NCARB and for United Kingdom is ARB.
- 2.2 Once established and operational, actual applications shall be processed within a reasonable period of time from receipt of a completed application.
- 2.3 Documentation forms to be used by local jurisdictions to certify an applicant’s registration/licensure status shall be in uniform format and in English.

3. Application Process

3.1 Eligibility

To be eligible to benefit from this Agreement an architect must meet the requirements of Section 2 of the Agreement.

3.2 Application

The applicant must:

- 3.2.1 File an application and pay the required fees.
- 3.2.2 Secure a *Letter of Good Standing* from the licensing or registration authority that issued the applicant's active license or registration, or a successor authority thereto (the "Competent Body"), stating that the applicant either has no record or notice of a disciplinary action, or if such record or notice exists describing such action and its current status. This statement must be sent directly to the point of contact listed in Section 2.1 herein by the Competent Body.
- 3.2.3 Secure the appropriate forms from the relevant authority (i.e., NCARB or ARB) which will confirm that the applicant's qualifications are within the scope of this Agreement.

U.S. Architects to ARB:

NCARB will transmit to ARB a copy of the architect's application for mutual recognition, *Evaluation of Record and Council Certification issued by NCARB*. *These documents will confirm that the architect certified by NCARB is licensed by a Participant and meets the requirements for NCARB Certification. NCARB will also transmit to ARB a copy of the Letter of Good Standing issued by the Participant.*

U.K Architects to NCARB

ARB will transmit to NCARB a copy of the architect's application for mutual recognition in a U.S. Participant to the Agreement, *and a Compliance Certificate*, issued by ARB. The Compliance Certificate will confirm that the UK architect is registered with ARB, holds ARB-prescribed qualifications issued in the UK, and is in good standing.

3.3. Conditions

Upon application, applicants must meet the conditions of Section 3 of the Agreement.

4. Disciplinary Sanctions

4.1 NCARB and ARB, respectively, will use reasonable efforts to timely inform the other Party if any architect granted licensure or registration pursuant to this Agreement is subject to any disciplinary action that results in revocation or suspension of the architect's license or registration.

4.2 ARB and each Participant will have the authority to determine whether and to what extent the action will have further effect within their respective jurisdiction.

APPENDIX II

MECHANISMS FOR MONITORING COMMITTEE
Established under the
MUTUAL RECOGNITION AGREEMENT
between the
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS
(NCARB)
and the
ARCHITECTS REGISTRATION BOARD (ARB)

Month xx, 2022

Whereas NCARB and ARB have agreed to and signed a Mutual Recognition Agreement dated XX XX, 2022 (the “Agreement”), and hereby establish and maintain a Monitoring Committee as set forth in the Agreement (the “Committee”), the following terms of reference describe the role and administration of the Committee contemplated by the Agreement and shall govern the actions of the Committee. Capitalized terms used and not otherwise defined have the meanings given in the Agreement.

1. Monitoring Committee

- 1.1 The Committee is established to facilitate the implementation of this Agreement, to oversee administrative processes, and to monitor the performance of this Agreement, to ensure, insofar as it may, that any issues or disagreements arising hereunder are resolved promptly and in a manner consistent with this Agreement. The Parties to this Agreement acknowledge that NCARB will be responsible for providing the relevant information required to carry out the monitoring arrangements in respect of Participants.
- 1.2 The Committee will also monitor the Agreement’s processes in an effective and nondiscriminatory manner, and continue information exchange by whatever means are considered most appropriate, including regular communication and sharing of information, in compliance with all applicable data protection and/or privacy laws as set forth in Section 5 of the Agreement.
- 1.3 The Committee shall maintain regular contact and meet at least annually or as often as required in order to effectively perform its duties, assist in the resolution of disputes, and review the implementation and effectiveness of this Agreement.

2. Meetings

- 2.1 At Committee meetings a representative of the host party (“Host”) shall serve as Chair. Hosting shall be on a meeting-by-meeting alternating basis between NCARB and ARB.
- 2.2 Meeting locations and dates shall be proposed by the Host, subject to agreement by the other Party. Meetings may be hosted virtually, in a hybrid format, or in person as mutually acceptable to ARB and NCARB.
- 2.3 Subject to Section 3 below, the Host is responsible for reserving or securing hotel and meeting room arrangements, catering, dinner reservations, agenda, and post-Committee meeting minutes for its corresponding Committee meeting.

- 2.4 Any in-person Committee meetings and draft agenda require typically three-month's notice. Committee meetings that will be held via virtual means by which all participants can see and hear each other remotely typically require two months' notice.
- 2.5 Minutes must be prepared and distributed to all Committee members by the Host within two months following each Committee meeting.

3. Expenses

- 3.1 NCARB and ARB are responsible for paying for the travel, hotel, and miscellaneous expenses for its own attendees. The Host shall make rooming arrangements for each attendee to be individually charged to such individuals.
- 3.2 Lunches during the meeting day(s) are the responsibility of and will be paid for by the Host.
- 3.3 Dinners during the meeting day(s) will be paid for by the participants, proportionately.

4. Finances

- 4.1 There are no dues associated with membership or participation in the Committee.

SIGNATURES	
NCARB	ARB
_____ President	_____ Chair
_____ CEO	_____ CEO
_____ Witness	_____ Witness
_____ Witness	_____ Witness
_____ Witness	_____ Witness

APPENDIX III DATA SHARING PARTICULARS

Data subjects

The Protected Data concerns the following categories of data subjects:

- Individuals who have been certified/registered as architects:
 - in the UK by ARB; and
 - in the US by NCARB.

Purposes of the transfer(s)

- ARB is making the transfer to NCARB in order to allow NCARB to verify the accreditation of UK-registered architects that wish to work as architects in the United States.
- ARB may also transfer relevant data to NCARB in connection with specific queries that NCARB has during the course of a particular architect's time working as an architect in the United States (e.g. disciplinary issues).
- NCARB will transfer the Protected Data to ARB in order to allow ARB to verify the accreditation of USA-registered architects that wish to work as architects in the UK. NCARB may also transfer relevant data to ARB in connection with specific queries that ARB has during the course of a particular architect's time working as an architect in the UK (e.g. disciplinary issues).

Categories of data

The Protected Data includes the following categories of data:

- Full name;
- Address;
- Email address;
- Telephone number;
- ARB or NCARB Registration Number (as appropriate);
- Date on which individual was registered or re-registered as an architect;
- Qualifications held by the individual (to the extent that these fall within the scope of this Mutual Recognition Agreement);
- If requested, details of disciplinary procedures;
- Details if individual is no longer of good standing, including reasons.

Recipients

The Protected Data may be disclosed only to the following recipients or categories of recipients:

- Authorized employees of NCARB, Participants in this MRA (including State Boards), and/or ARB (as appropriate)

Sensitive data (if appropriate)

The personal data transferred concern the following categories of sensitive data:

- If ARB is required to inform NCARB of details of disciplinary procedures or reasons for which an individual is no longer of good standing, this may include some sensitive information (e.g. if these reasons include details of a criminal conviction or similar).

**APPENDIX IV
UK INTERNATIONAL DATA TRANSFER AGREEMENT**

Part 1: Tables

Table 1: Parties and signatures

Start date	<i>[To be dated the same date as the Mutual Recognition Agreement]</i>	
The Parties	Exporter (who sends the Restricted Transfer)	Importer (who receives the Restricted Transfer)
Parties' details	<p>Full legal name: Architects Registration Board (“ARB”)</p> <p>Trading name (if different): N/A</p> <p>Main address (if a company registered address): 8 Weymouth Street, London, W1W 5BU, United Kingdom</p> <p>Official registration number (if any) (company number or similar identifier): N/A</p>	<p>Full legal name: The National Council of Architectural Registration Boards (“NCARB”)</p> <p>Trading name (if different): N/A</p> <p>Main address (if a company registered address): 1401 H Street NW, Suite 500, Washington, DC 20005, United States of America</p> <p>Official registration number (if any) (company number or similar identifier): N/A</p>
Key Contact	<p>Full Name (optional): Simon Howard</p> <p>Job Title: Director of Standards</p> <p>Contact details including email: simonh@arb.org.uk</p>	<p>Full Name (optional): Douglas Morgan</p> <p>Job Title: Vice President, Administration</p> <p>Contact details including email: dmorgan@ncarb.org</p>
Importer Data Subject Contact		<p>Job Title: Vice President, Administration</p> <p>Contact details including email: dmorgan@ncarb.org</p>
Signatures confirming each Party agrees to be bound by this IDTA	<p>Signed for and on behalf of the Exporter set out above</p> <p>Signed: <input type="text"/></p> <p>Date of signature: <input type="text"/></p> <p>Full name: <input type="text"/></p> <p>Job title: <input type="text"/></p>	<p>Signed for and on behalf of the Importer set out above</p> <p>Signed: <input type="text"/></p> <p>Date of signature: <input type="text"/></p> <p>Full name: <input type="text"/></p> <p>Job title: <input type="text"/></p>

Table 2: Transfer Details

<p>UK country's law that governs the IDTA:</p>	<p><input checked="" type="checkbox"/> England and Wales <input type="checkbox"/> Northern Ireland <input type="checkbox"/> Scotland</p>
<p>Primary place for legal claims to be made by the Parties</p>	<p><input checked="" type="checkbox"/> England and Wales <input type="checkbox"/> Northern Ireland <input type="checkbox"/> Scotland</p>
<p>The status of the Exporter</p>	<p>In relation to the Processing of the Transferred Data: <input checked="" type="checkbox"/> Exporter is a Controller <input type="checkbox"/> Exporter is a Processor or Sub-Processor</p>
<p>The status of the Importer</p>	<p>In relation to the Processing of the Transferred Data: <input checked="" type="checkbox"/> Importer is a Controller <input type="checkbox"/> Importer is the Exporter's Processor or Sub-Processor <input type="checkbox"/> Importer is not the Exporter's Processor or Sub-Processor (and the Importer has been instructed by a Third Party Controller)</p>
<p>Whether UK GDPR applies to the Importer</p>	<p><input type="checkbox"/> UK GDPR applies to the Importer's Processing of the Transferred Data <input checked="" type="checkbox"/> UK GDPR does not apply to the Importer's Processing of the Transferred Data</p>
<p>Linked Agreement</p>	<p>If the Importer is the Exporter's Processor or Sub-Processor – the agreement(s) between the Parties which sets out the Processor's or Sub-Processor's instructions for Processing the Transferred Data: Name of agreement: N/A Date of agreement: N/A Parties to the agreement: N/A Reference (if any): N/A Other agreements – any agreement(s) between the Parties which set out additional obligations in relation to the Transferred Data, such as a data sharing agreement or service agreement: Name of agreement: Mutual Recognition Agreement between the National Council of Architectural Registration Boards and the Architects Registration Board Date of agreement: [TBD] Parties to the agreement: Architects Registration Board (Data Exporter) and National Council of Architectural Registration Boards (Data Importer) Reference (if any): N/A</p>

	<p>If the Exporter is a Processor or Sub-Processor – the agreement(s) between the Exporter and the Party(s) which sets out the Exporter’s instructions for Processing the Transferred Data:</p> <p>Name of agreement: N/A</p> <p>Date of agreement: N/A</p> <p>Parties to the agreement: N/A</p> <p>Reference (if any): N/A</p>
Term	<p>The Importer may Process the Transferred Data for the following time period:</p> <p><input type="checkbox"/> the period for which the Linked Agreement is in force</p> <p><input type="checkbox"/> time period:</p> <p><input checked="" type="checkbox"/> (only if the Importer is a Controller or not the Exporter’s Processor or Sub-Processor) no longer than is necessary for the Purpose.</p>
Ending the IDTA before the end of the Term	<p><input checked="" type="checkbox"/> the Parties cannot end the IDTA before the end of the Term unless there is a breach of the IDTA or the Parties agree in writing.</p> <p><input type="checkbox"/> the Parties can end the IDTA before the end of the Term by serving: <input type="text"/> months’ written notice, as set out in Section 29 (How to end this IDTA without there being a breach).</p>
Ending the IDTA when the Approved IDTA changes	<p>Which Parties may end the IDTA as set out in Section 29.2:</p> <p><input type="checkbox"/> Importer</p> <p><input checked="" type="checkbox"/> Exporter</p> <p><input type="checkbox"/> neither Party</p>
Can the Importer make further transfers of the Transferred Data?	<p><input checked="" type="checkbox"/> The Importer MAY transfer on the Transferred Data to another organisation or person (who is a different legal entity) in accordance with Section 16.1 (Transferring on the Transferred Data).</p> <p><input type="checkbox"/> The Importer MAY NOT transfer on the Transferred Data to another organisation or person (who is a different legal entity) in accordance with Section 16.1 (Transferring on the Transferred Data).</p>
Specific restrictions when the Importer may transfer on the Transferred Data	<p>The Importer MAY ONLY forward the Transferred Data in accordance with Section 16.1:</p> <p><input type="checkbox"/> if the Exporter tells it in writing that it may do so.</p> <p><input type="checkbox"/> to: <input type="text"/></p> <p><input type="checkbox"/> to the authorised receivers (or the categories of authorised receivers) set out in:</p> <p><input checked="" type="checkbox"/> there are no specific restrictions.</p>
Review Dates	<p><input type="checkbox"/> No review is needed as this is a one-off transfer and the Importer does not retain any Transferred Data</p>

	<p>First review date: <input type="text"/></p> <p>The Parties must review the Security Requirements at least once:</p> <p><input type="checkbox"/> each <input type="text"/> month(s)</p> <p><input type="checkbox"/> each quarter</p> <p><input type="checkbox"/> each 6 months</p> <p><input type="checkbox"/> each year</p> <p><input type="checkbox"/> each <input type="text"/> year(s)</p> <p><input checked="" type="checkbox"/> each time there is a change to the Transferred Data, Purposes, Importer Information, TRA or risk assessment</p>
--	---

Table 3: Transferred Data

Transferred Data	<p>The personal data to be sent to the Importer under this IDTA consists of the personal data set out in Appendix III (Data Sharing Particulars) of the Mutual Recognition Agreement between the parties.</p> <p><input checked="" type="checkbox"/> The categories of Transferred Data will update automatically if the information is updated in the Linked Agreement referred to.</p> <p><input type="checkbox"/> The categories of Transferred Data will NOT update automatically if the information is updated in the Linked Agreement referred to. The Parties must agree a change under Section 5.3.</p>
Special Categories of Personal Data and criminal convictions and offences	<p>The Transferred Data includes data relating to:</p> <p><input type="checkbox"/> racial or ethnic origin</p> <p><input type="checkbox"/> political opinions</p> <p><input type="checkbox"/> religious or philosophical beliefs</p> <p><input type="checkbox"/> trade union membership</p> <p><input type="checkbox"/> genetic data</p> <p><input type="checkbox"/> biometric data for the purpose of uniquely identifying a natural person</p> <p><input type="checkbox"/> physical or mental health</p> <p><input type="checkbox"/> sex life or sexual orientation</p> <p><input checked="" type="checkbox"/> criminal convictions and offences, e.g. in the event that ARB is required to inform NCARB of details of disciplinary procedures or reasons for which an individual is no longer of good standing.</p> <p><input type="checkbox"/> none of the above</p> <p><input type="checkbox"/> set out in:</p> <p>And:</p> <p><input checked="" type="checkbox"/> The categories of special category and criminal records data will update automatically if the information is updated in the Linked Agreement referred to.</p> <p><input type="checkbox"/> The categories of special category and criminal records data will NOT update automatically if the information is updated in the Linked</p>

	Agreement referred to. The Parties must agree a change under Section 5.3.
Relevant Data Subjects	<p>The Data Subjects of the Transferred Data are: those set out in Appendix III (Data Sharing Particulars) of the Mutual Recognition Agreement between the parties.</p> <p><input checked="" type="checkbox"/> The categories of Data Subjects will update automatically if the information is updated in the Linked Agreement referred to.</p> <p><input type="checkbox"/> The categories of Data Subjects will not update automatically if the information is updated in the Linked Agreement referred to. The Parties must agree a change under Section 5.3.</p>
Purpose	<p><input type="checkbox"/> The Importer may Process the Transferred Data for the following purposes:</p> <p><input checked="" type="checkbox"/> The Importer may Process the Transferred Data for the purposes set out in: Appendix III (Data Sharing Particulars) of the Mutual Recognition Agreement between the parties.</p> <p>In both cases, any other purposes which are compatible with the purposes set out above.</p> <p><input checked="" type="checkbox"/> The purposes will update automatically if the information is updated in the Linked Agreement referred to.</p> <p><input type="checkbox"/> The purposes will NOT update automatically if the information is updated in the Linked Agreement referred to. The Parties must agree a change under Section 5.3.</p>

Table 4: Security Requirements

Security of Transmission	Data to be provided using Mimecast secure transfer portal
Security of Storage	NCARB enables encryption on main document storage.
Security of Processing	<p>NCARB has in place access control policies and multi-factor authentication. NCARB to maintain firewalls – both physical and virtual – to inspect all HTTP/HTTPS traffic.</p> <p>NCARB’s systems have anti-virus protection, and it will continue to routinely perform security patches and software updates, as well as scan for malware.</p>
Organisational security measures	NCARB maintains an Information Security Policy which is updated following periodic audits. The Policy can be made available upon request.
Technical security minimum requirements	<p>NCARB meets/exceeds the following minimum requirements:</p> <ol style="list-style-type: none"> TLS-1-2-2017-01 in transit AES-256 at rest

Updates to the Security Requirements	<input checked="" type="checkbox"/> The Security Requirements will update automatically if the information is updated in the Linked Agreement referred to. <input type="checkbox"/> The Security Requirements will NOT update automatically if the information is updated in the Linked Agreement referred to. The Parties must agree a change under Section 5.3.
---	--

Part 2: Extra Protection Clauses

Extra Protection Clauses:	Following a transfer risk assessment conducted by ARB (with input from NCARB where appropriate), the parties have determined that the transfer of personal data in this instance is low risk and can therefore be carried out without any supplementary measures.
(i) Extra technical security protections	N/A
(ii) Extra organisational protections	N/A
(iii) Extra contractual protections	N/A

Part 3: Commercial Clauses

Commercial Clauses	Set out in the Mutual Recognition Agreement between the parties.
---------------------------	--

Part 4: Mandatory Clauses

Information that helps you to understand this IDTA

1. This IDTA and Linked Agreements

- 1.1 Each Party agrees to be bound by the terms and conditions set out in the IDTA, in exchange for the other Party also agreeing to be bound by the IDTA.
- 1.2 This IDTA is made up of:
 - 1.2.1 Part one: Tables;
 - 1.2.2 Part two: Extra Protection Clauses;
 - 1.2.3 Part three: Commercial Clauses; and
 - 1.2.4 Part four: Mandatory Clauses.
- 1.3 The IDTA starts on the Start Date and ends as set out in Sections 29 or 30.

1.4 If the Importer is a Processor or Sub-Processor instructed by the Exporter: the Exporter must ensure that, on or before the Start Date and during the Term, there is a Linked Agreement which is enforceable between the Parties and which complies with Article 28 UK GDPR (and which they will ensure continues to comply with Article 28 UK GDPR).

1.5 References to the Linked Agreement or to the Commercial Clauses are to that Linked Agreement or to those Commercial Clauses only in so far as they are consistent with the Mandatory Clauses.

2. Legal Meaning of Words

2.1 If a word starts with a capital letter it has the specific meaning set out in the Legal Glossary in Section 36.

2.2 To make it easier to read and understand, this IDTA contains headings and guidance notes. Those are not part of the binding contract which forms the IDTA.

3. You have provided all the information required

3.1 The Parties must ensure that the information contained in Part one: Tables is correct and complete at the Start Date and during the Term.

3.2 In Table 2: Transfer Details, if the selection that the Parties are Controllers, Processors or Sub-Processors is wrong (either as a matter of fact or as a result of applying the UK Data Protection Laws) then:

3.2.1 the terms and conditions of the Approved IDTA which apply to the correct option which was not selected will apply; and

3.2.2 the Parties and any Relevant Data Subjects are entitled to enforce the terms and conditions of the Approved IDTA which apply to that correct option.

3.3 In Table 2: Transfer Details, if the selection that the UK GDPR applies is wrong (either as a matter of fact or as a result of applying the UK Data Protection Laws), then the terms and conditions of the IDTA will still apply to the greatest extent possible.

4. How to sign the IDTA

4.1 The Parties may choose to each sign (or execute):

4.1.1 the same copy of this IDTA;

4.1.2 two copies of the IDTA. In that case, each identical copy is still an original of this IDTA, and together all those copies form one agreement;

4.1.3 a separate, identical copy of the IDTA. In that case, each identical copy is still an original of this IDTA, and together all those copies form one agreement,

unless signing (or executing) in this way would mean that the IDTA would not be binding on the Parties under Local Laws.

5. Changing this IDTA

5.1 Each Party must not change the Mandatory Clauses as set out in the Approved IDTA, except only:

5.1.1 to ensure correct cross-referencing: cross-references to Part one: Tables (or any Table), Part two: Extra Protections, and/or Part three: Commercial Clauses can be changed where the Parties have set out the information in a different format, so that the cross-reference is to the correct location of the same information, or where clauses have been removed as they do not apply, as set out below;

- 5.1.2 to remove those Sections which are expressly stated not to apply to the selections made by the Parties in Table 2: Transfer Details, that the Parties are Controllers, Processors or Sub-Processors and/or that the Importer is subject to, or not subject to, the UK GDPR. The Exporter and Importer understand and acknowledge that any removed Sections may still apply and form a part of this IDTA if they have been removed incorrectly, including because the wrong selection is made in Table 2: Transfer Details;
- 5.1.3 so the IDTA operates as a multi-party agreement if there are more than two Parties to the IDTA. This may include nominating a lead Party or lead Parties which can make decisions on behalf of some or all of the other Parties which relate to this IDTA (including reviewing Table 4: Security Requirements and Part two: Extra Protection Clauses, and making updates to Part one: Tables (or any Table), Part two: Extra Protection Clauses, and/or Part three: Commercial Clauses); and/or
- 5.1.4 to update the IDTA to set out in writing any changes made to the Approved IDTA under Section 5.4, if the Parties want to. The changes will apply automatically without updating them as described in Section 5.4;

provided that the changes do not reduce the Appropriate Safeguards.

- 5.2 If the Parties wish to change the format of the information included in Part one: Tables, Part two: Extra Protection Clauses or Part three: Commercial Clauses of the Approved IDTA, they may do so by agreeing to the change in writing, provided that the change does not reduce the Appropriate Safeguards.
- 5.3 If the Parties wish to change the information included in Part one: Tables, Part two: Extra Protection Clauses or Part three: Commercial Clauses of this IDTA (or the equivalent information), they may do so by agreeing to the change in writing, provided that the change does not reduce the Appropriate Safeguards.
- 5.4 From time to time, the ICO may publish a revised Approved IDTA which:
 - 5.4.1 makes reasonable and proportionate changes to the Approved IDTA, including correcting errors in the Approved IDTA; and/or
 - 5.4.2 reflects changes to UK Data Protection Laws.

The revised Approved IDTA will specify the start date from which the changes to the Approved IDTA are effective and whether an additional Review Date is required as a result of the changes. This IDTA is automatically amended as set out in the revised Approved IDTA from the start date specified.

6. Understanding this IDTA

- 6.1 This IDTA must always be interpreted in a manner that is consistent with UK Data Protection Laws and so that it fulfils the Parties' obligation to provide the Appropriate Safeguards.
- 6.2 If there is any inconsistency or conflict between UK Data Protection Laws and this IDTA, the UK Data Protection Laws apply.
- 6.3 If the meaning of the IDTA is unclear or there is more than one meaning, the meaning which most closely aligns with the UK Data Protection Laws applies.
- 6.4 Nothing in the IDTA (including the Commercial Clauses or the Linked Agreement) limits or excludes either Party's liability to Relevant Data Subjects or to the ICO under this IDTA or under UK Data Protection Laws.

- 6.5 If any wording in Parts one, two or three contradicts the Mandatory Clauses, and/or seeks to limit or exclude any liability to Relevant Data Subjects or to the ICO, then that wording will not apply.
- 6.6 The Parties may include provisions in the Linked Agreement which provide the Parties with enhanced rights otherwise covered by this IDTA. These enhanced rights may be subject to commercial terms, including payment, under the Linked Agreement, but this will not affect the rights granted under this IDTA.
- 6.7 If there is any inconsistency or conflict between this IDTA and a Linked Agreement or any other agreement, this IDTA overrides that Linked Agreement or any other agreements, even if those agreements have been negotiated by the Parties. The exceptions to this are where (and in so far as):
 - 6.7.1 the inconsistent or conflicting terms of the Linked Agreement or other agreement provide greater protection for the Relevant Data Subject's rights, in which case those terms will override the IDTA; and
 - 6.7.2 a Party acts as Processor and the inconsistent or conflicting terms of the Linked Agreement are obligations on that Party expressly required by Article 28 UK GDPR, in which case those terms will override the inconsistent or conflicting terms of the IDTA in relation to Processing by that Party as Processor.
- 6.8 The words "include", "includes", "including", "in particular" are used to set out examples and not to set out a finite list.
- 6.9 References to:
 - 6.9.1 singular or plural words or people, also includes the plural or singular of those words or people;
 - 6.9.2 legislation (or specific provisions of legislation) means that legislation (or specific provision) as it may change over time. This includes where that legislation (or specific provision) has been consolidated, re-enacted and/or replaced after this IDTA has been signed; and
 - 6.9.3 any obligation not to do something, includes an obligation not to allow or cause that thing to be done by anyone else.

7. Which laws apply to this IDTA

- 7.1 This IDTA is governed by the laws of the UK country set out in Table 2: Transfer Details. If no selection has been made, it is the laws of England and Wales. This does not apply to Section 35 which is always governed by the laws of England and Wales.

How this IDTA provides Appropriate Safeguards

8. The Appropriate Safeguards

- 8.1 The purpose of this IDTA is to ensure that the Transferred Data has Appropriate Safeguards when Processed by the Importer during the Term. This standard is met when and for so long as:
 - 8.1.1 both Parties comply with the IDTA, including the Security Requirements and any Extra Protection Clauses; and
 - 8.1.2 the Security Requirements and any Extra Protection Clauses provide a level of security which is appropriate to the risk of a Personal Data Breach occurring and the impact on Relevant Data Subjects of such a Personal Data Breach, including considering any Special Category Data within the Transferred Data.

- 8.2 The Exporter must:
 - 8.2.1 ensure and demonstrate that this IDTA (including any Security Requirements and Extra Protection Clauses) provides Appropriate Safeguards; and
 - 8.2.2 (if the Importer reasonably requests) provide it with a copy of any TRA.
- 8.3 The Importer must:
 - 8.3.1 before receiving any Transferred Data, provide the Exporter with all relevant information regarding Local Laws and practices and the protections and risks which apply to the Transferred Data when it is Processed by the Importer, including any information which may reasonably be required for the Exporter to carry out any TRA (the "Importer Information");
 - 8.3.2 co-operate with the Exporter to ensure compliance with the Exporter's obligations under the UK Data Protection Laws;
 - 8.3.3 review whether any Importer Information has changed, and whether any Local Laws contradict its obligations in this IDTA and take reasonable steps to verify this, on a regular basis. These reviews must be at least as frequent as the Review Dates; and
 - 8.3.4 inform the Exporter as soon as it becomes aware of any Importer Information changing, and/or any Local Laws which may prevent or limit the Importer complying with its obligations in this IDTA. This information then forms part of the Importer Information.
- 8.4 The Importer must ensure that at the Start Date and during the Term:
 - 8.4.1 the Importer Information is accurate;
 - 8.4.2 it has taken reasonable steps to verify whether there are any Local Laws which contradict its obligations in this IDTA or any additional information regarding Local Laws which may be relevant to this IDTA.
- 8.5 Each Party must ensure that the Security Requirements and Extra Protection Clauses provide a level of security which is appropriate to the risk of a Personal Data Breach occurring and the impact on Relevant Data Subjects of such a Personal Data Breach.
- 9. Reviews to ensure the Appropriate Safeguards continue**
- 9.1 Each Party must:
 - 9.1.1 review this IDTA (including the Security Requirements and Extra Protection Clauses and the Importer Information) at regular intervals, to ensure that the IDTA remains accurate and up to date and continues to provide the Appropriate Safeguards. Each Party will carry out these reviews as frequently as the relevant Review Dates or sooner; and
 - 9.1.2 inform the other party in writing as soon as it becomes aware if any information contained in either this IDTA, any TRA or Importer Information is no longer accurate and up to date.
- 9.2 If, at any time, the IDTA no longer provides Appropriate Safeguards the Parties must Without Undue Delay:
 - 9.2.1 pause transfers and Processing of Transferred Data whilst a change to the Tables is agreed. The Importer may retain a copy of the Transferred Data during this pause, in which case the Importer must carry out any Processing required to maintain, so far as possible, the measures it was taking to achieve the Appropriate Safeguards prior to

the time the IDTA no longer provided Appropriate Safeguards, but no other Processing;

- 9.2.2 agree a change to Part one: Tables or Part two: Extra Protection Clauses which will maintain the Appropriate Safeguards (in accordance with Section 5); and
- 9.2.3 where a change to Part one: Tables or Part two: Extra Protection Clauses which maintains the Appropriate Safeguards cannot be agreed, the Exporter must end this IDTA by written notice on the Importer.

10. The ICO

- 10.1 Each Party agrees to comply with any reasonable requests made by the ICO in relation to this IDTA or its Processing of the Transferred Data.
- 10.2 The Exporter will provide a copy of any TRA, the Importer Information and this IDTA to the ICO, if the ICO requests.
- 10.3 The Importer will provide a copy of any Importer Information and this IDTA to the ICO, if the ICO requests.

The Exporter

11. Exporter's obligations

- 11.1 The Exporter agrees that UK Data Protection Laws apply to its Processing of the Transferred Data, including transferring it to the Importer.
- 11.2 The Exporter must:
 - 11.2.1 comply with the UK Data Protection Laws in transferring the Transferred Data to the Importer;
 - 11.2.2 comply with the Linked Agreement as it relates to its transferring the Transferred Data to the Importer; and
 - 11.2.3 carry out reasonable checks on the Importer's ability to comply with this IDTA, and take appropriate action including under Section 9.2, Section 29 or Section 30, if at any time it no longer considers that the Importer is able to comply with this IDTA or to provide Appropriate Safeguards.
- 11.3 The Exporter must comply with all its obligations in the IDTA, including any in the Security Requirements, and any Extra Protection Clauses and any Commercial Clauses.
- 11.4 The Exporter must co-operate with reasonable requests of the Importer to pass on notices or other information to and from Relevant Data Subjects or any Third Party Controller where it is not reasonably practical for the Importer to do so. The Exporter may pass these on via a third party if it is reasonable to do so.
- 11.5 The Exporter must co-operate with and provide reasonable assistance to the Importer, so that the Importer is able to comply with its obligations to the Relevant Data Subjects under Local Law and this IDTA.

The Importer

12. General Importer obligations

- 12.1 The Importer must:
 - 12.1.1 only Process the Transferred Data for the Purpose;

- 12.1.2 comply with all its obligations in the IDTA, including in the Security Requirements, any Extra Protection Clauses and any Commercial Clauses;
- 12.1.3 comply with all its obligations in the Linked Agreement which relate to its Processing of the Transferred Data;
- 12.1.4 keep a written record of its Processing of the Transferred Data, which demonstrate its compliance with this IDTA, and provide this written record if asked to do so by the Exporter;
- 12.1.5 if the Linked Agreement includes rights for the Exporter to obtain information or carry out an audit, provide the Exporter with the same rights in relation to this IDTA; and
- 12.1.6 if the ICO requests, provide the ICO with the information it would be required on request to provide to the Exporter under this Section 12.1 (including the written record of its Processing, and the results of audits and inspections).
- 12.2 The Importer must co-operate with and provide reasonable assistance to the Exporter and any Third Party Controller, so that the Exporter and any Third Party Controller are able to comply with their obligations under UK Data Protection Laws and this IDTA.
- 13. Importer's obligations if it is subject to the UK Data Protection Laws**
- 13.1 If the Importer's Processing of the Transferred Data is subject to UK Data Protection Laws, it agrees that:
- 13.1.1 UK Data Protection Laws apply to its Processing of the Transferred Data, and the ICO has jurisdiction over it in that respect; and
- 13.1.2 it has and will comply with the UK Data Protection Laws in relation to the Processing of the Transferred Data.
- 13.2 If Section 13.1 applies and the Importer complies with Section 13.1, it does not need to comply with:
- Section 14 (Importer's obligations to comply with key data protection principles);
 - Section 15 (What happens if there is an Importer Personal Data Breach);
 - Section 15 (How Relevant Data Subjects can exercise their data subject rights); and
 - Section 21 (How Relevant Data Subjects can exercise their data subject rights – if the Importer is the Exporter's Processor or Sub-Processor).
- 14. Importer's obligations to comply with key data protection principles**
- 14.1 The Importer does not need to comply with this Section 14 if it is the Exporter's Processor or Sub-Processor.
- 14.2 The Importer must:
- 14.2.1 ensure that the Transferred Data it Processes is adequate, relevant and limited to what is necessary for the Purpose;
- 14.2.2 ensure that the Transferred Data it Processes is accurate and (where necessary) kept up to date, and (where appropriate considering the Purposes) correct or delete any inaccurate Transferred Data it becomes aware of Without Undue Delay; and
- 14.2.3 ensure that it Processes the Transferred Data for no longer than is reasonably necessary for the Purpose.
- 15. What happens if there is an Importer Personal Data Breach**
- 15.1 If there is an Importer Personal Data Breach, the Importer must:

- 15.1.1 take reasonable steps to fix it, including to minimise the harmful effects on Relevant Data Subjects, stop it from continuing, and prevent it happening again. If the Importer is the Exporter's Processor or Sub-Processor: these steps must comply with the Exporter's instructions and the Linked Agreement and be in co-operation with the Exporter and any Third Party Controller; and
 - 15.1.2 ensure that the Security Requirements continue to provide (or are changed in accordance with this IDTA so they do provide) a level of security which is appropriate to the risk of a Personal Data Breach occurring and the impact on Relevant Data Subjects of such a Personal Data Breach.
- 15.2 If the Importer is a Processor or Sub-Processor: if there is an Importer Personal Data Breach, the Importer must:
- 15.2.1 notify the Exporter Without Undue Delay after becoming aware of the breach, providing the following information:
 - 15.2.1.1 a description of the nature of the Importer Personal Data Breach;
 - 15.2.1.2 (if and when possible) the categories and approximate number of Data Subjects and Transferred Data records concerned;
 - 15.2.1.3 likely consequences of the Importer Personal Data Breach;
 - 15.2.1.4 steps taken (or proposed to be taken) to fix the Importer Personal Data Breach (including to minimise the harmful effects on Relevant Data Subjects, stop it from continuing, and prevent it happening again) and to ensure that Appropriate Safeguards are in place;
 - 15.2.1.5 contact point for more information; and
 - 15.2.1.6 any other information reasonably requested by the Exporter,
 - 15.2.2 if it is not possible for the Importer to provide all the above information at the same time, it may do so in phases, Without Undue Delay; and
 - 15.2.3 assist the Exporter (and any Third Party Controller) so the Exporter (or any Third Party Controller) can inform Relevant Data Subjects or the ICO or any other relevant regulator or authority about the Importer Personal Data Breach Without Undue Delay.
- 15.3 If the Importer is a Controller: if the Importer Personal Data Breach is likely to result in a risk to the rights or freedoms of any Relevant Data Subject the Importer must notify the Exporter Without Undue Delay after becoming aware of the breach, providing the following information:
- 15.3.1 a description of the nature of the Importer Personal Data Breach;
 - 15.3.2 (if and when possible) the categories and approximate number of Data Subjects and Transferred Data records concerned;
 - 15.3.3 likely consequences of the Importer Personal Data Breach;
 - 15.3.4 steps taken (or proposed to be taken) to fix the Importer Personal Data Breach (including to minimise the harmful effects on Relevant Data Subjects, stop it from continuing, and prevent it happening again) and to ensure that Appropriate Safeguards are in place;
 - 15.3.5 contact point for more information; and
 - 15.3.6 any other information reasonably requested by the Exporter.

If it is not possible for the Importer to provide all the above information at the same time, it may do so in phases, Without Undue Delay.

- 15.4 If the Importer is a Controller: if the Importer Personal Data Breach is likely to result in a high risk to the rights or freedoms of any Relevant Data Subject, the Importer must inform those Relevant Data Subjects Without Undue Delay, except in so far as it requires disproportionate effort, and provided the Importer ensures that there is a public communication or similar measures whereby Relevant Data Subjects are informed in an equally effective manner.
- 15.5 The Importer must keep a written record of all relevant facts relating to the Importer Personal Data Breach, which it will provide to the Exporter and the ICO on request.

This record must include the steps it takes to fix the Importer Personal Data Breach (including to minimise the harmful effects on Relevant Data Subjects, stop it from continuing, and prevent it happening again) and to ensure that Security Requirements continue to provide a level of security which is appropriate to the risk of a Personal Data Breach occurring and the impact on Relevant Data Subjects of such a Personal Data Breach.

16. Transferring on the Transferred Data

- 16.1 The Importer may only transfer on the Transferred Data to a third party if it is permitted to do so in Table 2: Transfer Details Table, the transfer is for the Purpose, the transfer does not breach the Linked Agreement, and one or more of the following apply:
- 16.1.1 the third party has entered into a written contract with the Importer containing the same level of protection for Data Subjects as contained in this IDTA (based on the role of the recipient as controller or processor), and the Importer has conducted a risk assessment to ensure that the Appropriate Safeguards will be protected by that contract; or
 - 16.1.2 the third party has been added to this IDTA as a Party; or
 - 16.1.3 if the Importer was in the UK, transferring on the Transferred Data would comply with Article 46 UK GDPR; or
 - 16.1.4 if the Importer was in the UK transferring on the Transferred Data would comply with one of the exceptions in Article 49 UK GDPR; or
 - 16.1.5 the transfer is to the UK or an Adequate Country.

- 16.2 The Importer does not need to comply with Section 16.1 if it is transferring on Transferred Data and/or allowing access to the Transferred Data in accordance with Section 23 (Access Requests and Direct Access).

17. Importer's responsibility if it authorises others to perform its obligations

- 17.1 The Importer may sub-contract its obligations in this IDTA to a Processor or Sub-Processor (provided it complies with Section 16).
- 17.2 If the Importer is the Exporter's Processor or Sub-Processor: it must also comply with the Linked Agreement or be with the written consent of the Exporter.
- 17.3 The Importer must ensure that any person or third party acting under its authority, including a Processor or Sub-Processor, must only Process the Transferred Data on its instructions.
- 17.4 The Importer remains fully liable to the Exporter, the ICO and Relevant Data Subjects for its obligations under this IDTA where it has sub-contracted any obligations to its Processors and Sub-Processors, or authorised an employee or other person to perform them (and references to the Importer in this context will include references to its Processors, Sub-Processors or authorised persons).

What rights do individuals have?

18. The right to a copy of the IDTA

- 18.1 If a Party receives a request from a Relevant Data Subject for a copy of this IDTA:
- 18.1.1 it will provide the IDTA to the Relevant Data Subject and inform the other Party, as soon as reasonably possible;
 - 18.1.2 it does not need to provide copies of the Linked Agreement, but it must provide all the information from those Linked Agreements referenced in the Tables;
 - 18.1.3 it may redact information in the Tables or the information provided from the Linked Agreement if it is reasonably necessary to protect business secrets or confidential information, so long as it provides the Relevant Data Subject with a summary of those redactions so that the Relevant Data Subject can understand the content of the Tables or the information provided from the Linked Agreement.

19. The right to Information about the Importer and its Processing

- 19.1 The Importer does not need to comply with this Section 19 if it is the Exporter's Processor or Sub-Processor.
- 19.2 The Importer must ensure that each Relevant Data Subject is provided with details of:
- the Importer (including contact details and the Importer Data Subject Contact);
 - the Purposes; and
 - any recipients (or categories of recipients) of the Transferred Data;
- The Importer can demonstrate it has complied with this Section 19.2 if the information is given (or has already been given) to the Relevant Data Subjects by the Exporter or another party.
- The Importer does not need to comply with this Section 19.2 in so far as to do so would be impossible or involve a disproportionate effort, in which case, the Importer must make the information publicly available.
- 19.3 The Importer must keep the details of the Importer Data Subject Contact up to date and publicly available. This includes notifying the Exporter in writing of any such changes.
- 19.4 The Importer must make sure those contact details are always easy to access for all Relevant Data Subjects and be able to easily communicate with Data Subjects in the English language Without Undue Delay.

20. How Relevant Data Subjects can exercise their data subject rights

- 20.1 The Importer does not need to comply with this Section 20 if it is the Exporter's Processor or Sub-Processor.
- 20.2 If an individual requests, the Importer must confirm whether it is Processing their Personal Data as part of the Transferred Data.
- 20.3 The following Sections of this Section 20, relate to a Relevant Data Subject's Personal Data which forms part of the Transferred Data the Importer is Processing.
- 20.4 If the Relevant Data Subject requests, the Importer must provide them with a copy of their Transferred Data:
- 20.4.1 Without Undue Delay (and in any event within one month);

- 20.4.2 at no greater cost to the Relevant Data Subject than it would be able to charge if it were subject to the UK Data Protection Laws;
 - 20.4.3 in clear and plain English that is easy to understand; and
 - 20.4.4 in an easily accessible form
- together with
- 20.4.5 (if needed) a clear and plain English explanation of the Transferred Data so that it is understandable to the Relevant Data Subject; and
 - 20.4.6 information that the Relevant Data Subject has the right to bring a claim for compensation under this IDTA.
- 20.5 If a Relevant Data Subject requests, the Importer must:
- 20.5.1 rectify inaccurate or incomplete Transferred Data;
 - 20.5.2 erase Transferred Data if it is being Processed in breach of this IDTA;
 - 20.5.3 cease using it for direct marketing purposes; and
 - 20.5.4 comply with any other reasonable request of the Relevant Data Subject, which the Importer would be required to comply with if it were subject to the UK Data Protection Laws.
- 20.6 The Importer must not use the Transferred Data to make decisions about the Relevant Data Subject based solely on automated processing, including profiling (the “Decision-Making”), which produce legal effects concerning the Relevant Data Subject or similarly significantly affects them, except if it is permitted by Local Law and:
- 20.6.1 the Relevant Data Subject has given their explicit consent to such Decision-Making; or
 - 20.6.2 Local Law has safeguards which provide sufficiently similar protection for the Relevant Data Subjects in relation to such Decision-Making, as to the relevant protection the Relevant Data Subject would have if such Decision-Making was in the UK; or
 - 20.6.3 the Extra Protection Clauses provide safeguards for the Decision-Making which provide sufficiently similar protection for the Relevant Data Subjects in relation to such Decision-Making, as to the relevant protection the Relevant Data Subject would have if such Decision-Making was in the UK.
- 21. How Relevant Data Subjects can exercise their data subject rights– if the Importer is the Exporter’s Processor or Sub-Processor**
- 21.1 Where the Importer is the Exporter’s Processor or Sub-Processor: If the Importer receives a request directly from an individual which relates to the Transferred Data it must pass that request on to the Exporter Without Undue Delay. The Importer must only respond to that individual as authorised by the Exporter or any Third Party Controller.
- 22. Rights of Relevant Data Subjects are subject to the exemptions in the UK Data Protection Laws**
- 22.1 The Importer is not required to respond to requests or provide information or notifications under Sections 18, 19, 20, 21 and 23 if:
- 22.1.1 it is unable to reasonably verify the identity of an individual making the request; or

- 22.1.2 the requests are manifestly unfounded or excessive, including where requests are repetitive. In that case the Importer may refuse the request or may charge the Relevant Data Subject a reasonable fee; or
- 22.1.3 a relevant exemption would be available under UK Data Protection Laws, were the Importer subject to the UK Data Protection Laws.

If the Importer refuses an individual's request or charges a fee under Section 22.1.2 it will set out in writing the reasons for its refusal or charge, and inform the Relevant Data Subject that they are entitled to bring a claim for compensation under this IDTA in the case of any breach of this IDTA.

How to give third parties access to Transferred Data under Local Laws

23. Access requests and direct access

- 23.1 In this Section 23 an "Access Request" is a legally binding request (except for requests only binding by contract law) to access any Transferred Data and "Direct Access" means direct access to any Transferred Data by public authorities of which the Importer is aware.
- 23.2 The Importer may disclose any requested Transferred Data in so far as it receives an Access Request, unless in the circumstances it is reasonable for it to challenge that Access Request on the basis there are significant grounds to believe that it is unlawful.
- 23.3 In so far as Local Laws allow and it is reasonable to do so, the Importer will Without Undue Delay provide the following with relevant information about any Access Request or Direct Access: the Exporter; any Third Party Controller; and where the Importer is a Controller, any Relevant Data Subjects.
- 23.4 In so far as Local Laws allow, the Importer must:
 - 23.4.1 make and keep a written record of Access Requests and Direct Access, including (if known): the dates, the identity of the requestor/accessor, the purpose of the Access Request or Direct Access, the type of data requested or accessed, whether it was challenged or appealed, and the outcome; and the Transferred Data which was provided or accessed; and
 - 23.4.2 provide a copy of this written record to the Exporter on each Review Date and any time the Exporter or the ICO reasonably requests.

24. Giving notice

- 24.1 If a Party is required to notify any other Party in this IDTA it will be marked for the attention of the relevant Key Contact and sent by e-mail to the e-mail address given for the Key Contact.
- 24.2 If the notice is sent in accordance with Section 24.1, it will be deemed to have been delivered at the time the e-mail was sent, or if that time is outside of the receiving Party's normal business hours, the receiving Party's next normal business day, and provided no notice of non-delivery or bounceback is received.
- 24.3 The Parties agree that any Party can update their Key Contact details by giving 14 days' (or more) notice in writing to the other Party.

25. General clauses

- 25.1 In relation to the transfer of the Transferred Data to the Importer and the Importer's Processing of the Transferred Data, this IDTA and any Linked Agreement:
 - 25.1.1 contain all the terms and conditions agreed by the Parties; and

- 25.1.2 override all previous contacts and arrangements, whether oral or in writing.
- 25.2 If one Party made any oral or written statements to the other before entering into this IDTA (which are not written in this IDTA) the other Party confirms that it has not relied on those statements and that it will not have a legal remedy if those statements are untrue or incorrect, unless the statement was made fraudulently.
- 25.3 Neither Party may novate, assign or obtain a legal charge over this IDTA (in whole or in part) without the written consent of the other Party, which may be set out in the Linked Agreement.
- 25.4 Except as set out in Section 17.1, neither Party may sub contract its obligations under this IDTA without the written consent of the other Party, which may be set out in the Linked Agreement.
- 25.5 This IDTA does not make the Parties a partnership, nor appoint one Party to act as the agent of the other Party.
- 25.6 If any Section (or part of a Section) of this IDTA is or becomes illegal, invalid or unenforceable, that will not affect the legality, validity and enforceability of any other Section (or the rest of that Section) of this IDTA.
- 25.7 If a Party does not enforce, or delays enforcing, its rights or remedies under or in relation to this IDTA, this will not be a waiver of those rights or remedies. In addition, it will not restrict that Party's ability to enforce those or any other right or remedy in future.
- 25.8 If a Party chooses to waive enforcing a right or remedy under or in relation to this IDTA, then this waiver will only be effective if it is made in writing. Where a Party provides such a written waiver:
 - 25.8.1 it only applies in so far as it explicitly waives specific rights or remedies;
 - 25.8.2 it shall not prevent that Party from exercising those rights or remedies in the future (unless it has explicitly waived its ability to do so); and
 - 25.8.3 it will not prevent that Party from enforcing any other right or remedy in future.

What happens if there is a breach of this IDTA?

26. Breaches of this IDTA

- 26.1 Each Party must notify the other Party in writing (and with all relevant details) if it:
 - 26.1.1 has breached this IDTA; or
 - 26.1.2 it should reasonably anticipate that it may breach this IDTA, and provide any information about this which the other Party reasonably requests.
- 26.2 In this IDTA "Significant Harmful Impact" means that there is more than a minimal risk of a breach of the IDTA causing (directly or indirectly) significant damage to any Relevant Data Subject or the other Party.

27. Breaches of this IDTA by the Importer

- 27.1 If the Importer has breached this IDTA, and this has a Significant Harmful Impact, the Importer must take steps Without Undue Delay to end the Significant Harmful Impact, and if that is not possible to reduce the Significant Harmful Impact as much as possible.
- 27.2 Until there is no ongoing Significant Harmful Impact on Relevant Data Subjects:
 - 27.2.1 the Exporter must suspend sending Transferred Data to the Importer;

- 27.2.2 If the Importer is the Exporter's Processor or Sub-Processor: if the Exporter requests, the importer must securely delete all Transferred Data or securely return it to the Exporter (or a third party named by the Exporter); and
- 27.2.3 if the Importer has transferred on the Transferred Data to a third party receiver under Section 16, and the breach has a Significant Harmful Impact on Relevant Data Subject when it is Processed by or on behalf of that third party receiver, the Importer must:
 - 27.2.3.1 notify the third party receiver of the breach and suspend sending it Transferred Data; and
 - 27.2.3.2 if the third party receiver is the Importer's Processor or Sub-Processor: make the third party receiver securely delete all Transferred Data being Processed by it or on its behalf, or securely return it to the Importer (or a third party named by the Importer).
- 27.3 If the breach cannot be corrected Without Undue Delay, so there is no ongoing Significant Harmful Impact on Relevant Data Subjects, the Exporter must end this IDTA under Section 30.1.

28. Breaches of this IDTA by the Exporter

- 28.1 If the Exporter has breached this IDTA, and this has a Significant Harmful Impact, the Exporter must take steps Without Undue Delay to end the Significant Harmful Impact and if that is not possible to reduce the Significant Harmful Impact as much as possible.
- 28.2 Until there is no ongoing risk of a Significant Harmful Impact on Relevant Data Subjects, the Exporter must suspend sending Transferred Data to the Importer.
- 28.3 If the breach cannot be corrected Without Undue Delay, so there is no ongoing Significant Harmful Impact on Relevant Data Subjects, the Importer must end this IDTA under Section 30.1.

Ending the IDTA

29. How to end this IDTA without there being a breach

- 29.1 The IDTA will end:
 - 29.1.1 at the end of the Term stated in Table 2: Transfer Details; or
 - 29.1.2 if in Table 2: Transfer Details, the Parties can end this IDTA by providing written notice to the other: at the end of the notice period stated;
 - 29.1.3 at any time that the Parties agree in writing that it will end; or
 - 29.1.4 at the time set out in Section 29.2.
- 29.2 If the ICO issues a revised Approved IDTA under Section 5.4, if any Party selected in Table 2 "Ending the IDTA when the Approved IDTA changes", will as a direct result of the changes in the Approved IDTA have a substantial, disproportionate and demonstrable increase in:
 - 29.2.1 its direct costs of performing its obligations under the IDTA; and/or
 - 29.2.2 its risk under the IDTA,and in either case it has first taken reasonable steps to reduce that cost or risk so that it is not substantial and disproportionate, that Party may end the IDTA at the end of a reasonable notice period, by providing written notice for that period to the other Party before the start date of the revised Approved IDTA.

30. How to end this IDTA if there is a breach

30.1 A Party may end this IDTA immediately by giving the other Party written notice if:

30.1.1 the other Party has breached this IDTA and this has a Significant Harmful Impact. This includes repeated minor breaches which taken together have a Significant Harmful Impact, and

30.1.1.1 the breach can be corrected so there is no Significant Harmful Impact, and the other Party has failed to do so Without Undue Delay (which cannot be more than 14 days of being required to do so in writing); or

30.1.1.2 the breach and its Significant Harmful Impact cannot be corrected;

30.1.2 the Importer can no longer comply with Section 8.3, as there are Local Laws which mean it cannot comply with this IDTA and this has a Significant Harmful Impact.

31. What must the Parties do when the IDTA ends?

31.1 If the parties wish to bring this IDTA to an end or this IDTA ends in accordance with any provision in this IDTA, but the Importer must comply with a Local Law which requires it to continue to keep any Transferred Data then this IDTA will remain in force in respect of any retained Transferred Data for as long as the retained Transferred Data is retained, and the Importer must:

31.1.1 notify the Exporter Without Undue Delay, including details of the relevant Local Law and the required retention period;

31.1.2 retain only the minimum amount of Transferred Data it needs to comply with that Local Law, and the Parties must ensure they maintain the Appropriate Safeguards, and change the Tables and Extra Protection Clauses, together with any TRA to reflect this; and

31.1.3 stop Processing the Transferred Data as soon as permitted by that Local Law and the IDTA will then end and the rest of this Section 29 will apply.

31.2 When this IDTA ends (no matter what the reason is):

31.2.1 the Exporter must stop sending Transferred Data to the Importer; and

31.2.2 if the Importer is the Exporter's Processor or Sub-Processor: the Importer must delete all Transferred Data or securely return it to the Exporter (or a third party named by the Exporter), as instructed by the Exporter;

31.2.3 if the Importer is a Controller and/or not the Exporter's Processor or Sub-Processor: the Importer must securely delete all Transferred Data.

31.2.4 the following provisions will continue in force after this IDTA ends (no matter what the reason is):

- **Section 1** (This IDTA and Linked Agreements);
- **Section 2** (Legal Meaning of Words);
- **Section 6** (Understanding this IDTA);
- **Section 7** (Which laws apply to this IDTA);
- **Section 10** (The ICO);
- **Sections 11.1 and 11.4** (Exporter's obligations);

- **Sections 12.1.2, 12.1.3, 12.1.4, 12.1.5 and 12.1.6** (General Importer obligations);
- **Section 13.1** (Importer's obligations if it is subject to UK Data Protection Laws);
- **Section 17** (Importer's responsibility if it authorised others to perform its obligations);
- **Section 24** (Giving notice);
- **Section 25** (General clauses);
- **Section 31** (What must the Parties do when the IDTA ends);
- **Section 32** (Your liability);
- **Section 33** (How Relevant Data Subjects and the ICO may bring legal claims);
- **Section 34** (Courts legal claims can be brought in);
- **Section 35** (Arbitration); and
- **Section 36** (Legal Glossary).

How to bring a legal claim under this IDTA

32. Your liability

- 32.1 The Parties remain fully liable to Relevant Data Subjects for fulfilling their obligations under this IDTA and (if they apply) under UK Data Protection Laws.
- 32.2 Each Party (in this Section, "Party One") agrees to be fully liable to Relevant Data Subjects for the entire damage suffered by the Relevant Data Subject, caused directly or indirectly by:
- 32.2.1 Party One's breach of this IDTA; and/or
 - 32.2.2 where Party One is a Processor, Party One's breach of any provisions regarding its Processing of the Transferred Data in the Linked Agreement;
 - 32.2.3 where Party One is a Controller, a breach of this IDTA by the other Party if it involves Party One's Processing of the Transferred Data (no matter how minimal)
- in each case unless Party One can prove it is not in any way responsible for the event giving rise to the damage.
- 32.3 If one Party has paid compensation to a Relevant Data Subject under Section 32.2, it is entitled to claim back from the other Party that part of the compensation corresponding to the other Party's responsibility for the damage, so that the compensation is fairly divided between the Parties.
- 32.4 The Parties do not exclude or restrict their liability under this IDTA or UK Data Protection Laws, on the basis that they have authorised anyone who is not a Party (including a Processor) to perform any of their obligations, and they will remain responsible for performing those obligations.

33. How Relevant Data Subjects and the ICO may bring legal claims

- 33.1 The Relevant Data Subjects are entitled to bring claims against the Exporter and/or Importer for breach of the following (including where their Processing of the Transferred Data is involved in a breach of the following by either Party):

- **Section 1** (This IDTA and Linked Agreements);
 - **Section 3** (You have provided all the information required by Part one: Tables and Part two: Extra Protection Clauses);
 - **Section 8** (The Appropriate Safeguards);
 - **Section 9** (Reviews to ensure the Appropriate Safeguards continue);
 - **Section 11** (Exporter's obligations);
 - **Section 12** (General Importer Obligations);
 - **Section 13** (Importer's obligations if it is subject to UK Data Protection Laws);
 - **Section 14** (Importer's obligations to comply with key data protection laws);
 - **Section 15** (What happens if there is an Importer Personal Data Breach);
 - **Section 16** (Transferring on the Transferred Data);
 - **Section 17** (Importer's responsibility if it authorises others to perform its obligations);
 - **Section 18** (The right to a copy of the IDTA);
 - **Section 19** (The Importer's contact details for the Relevant Data Subjects);
 - **Section 20** (How Relevant Data Subjects can exercise their data subject rights);
 - **Section 21** (How Relevant Data Subjects can exercise their data subject rights– if the Importer is the Exporter's Processor or Sub-Processor);
 - **Section 23** (Access Requests and Direct Access);
 - **Section 26** (Breaches of this IDTA);
 - **Section 27** (Breaches of this IDTA by the Importer);
 - **Section 28** (Breaches of this IDTA by the Exporter);
 - **Section 30** (How to end this IDTA if there is a breach);
 - **Section 31** (What must the Parties do when the IDTA ends); and
 - any other provision of the IDTA which expressly or by implication benefits the Relevant Data Subjects.
- 33.2 The ICO is entitled to bring claims against the Exporter and/or Importer for breach of the following Sections: Section 10 (The ICO), Sections 11.1 and 11.2 (Exporter's obligations), Section 12.1.6 (General Importer obligations) and Section 13 (Importer's obligations if it is subject to UK Data Protection Laws).
- 33.3 No one else (who is not a Party) can enforce any part of this IDTA (including under the Contracts (Rights of Third Parties) Act 1999).
- 33.4 The Parties do not need the consent of any Relevant Data Subject or the ICO to make changes to this IDTA, but any changes must be made in accordance with its terms.
- 33.5 In bringing a claim under this IDTA, a Relevant Data Subject may be represented by a not-for-profit body, organisation or association under the same conditions set out in Article 80(1) UK GDPR and sections 187 to 190 of the Data Protection Act 2018.

34. Courts legal claims can be brought in

- 34.1 The courts of the UK country set out in Table 2: Transfer Details have non-exclusive jurisdiction over any claim in connection with this IDTA (including non-contractual claims).
- 34.2 The Exporter may bring a claim against the Importer in connection with this IDTA (including non-contractual claims) in any court in any country with jurisdiction to hear the claim.
- 34.3 The Importer may only bring a claim against the Exporter in connection with this IDTA (including non-contractual claims) in the courts of the UK country set out in the Table 2: Transfer Details
- 34.4 Relevant Data Subjects and the ICO may bring a claim against the Exporter and/or the Importer in connection with this IDTA (including non-contractual claims) in any court in any country with jurisdiction to hear the claim.
- 34.5 Each Party agrees to provide to the other Party reasonable updates about any claims or complaints brought against it by a Relevant Data Subject or the ICO in connection with the Transferred Data (including claims in arbitration).

35. Arbitration

- 35.1 Instead of bringing a claim in a court under Section 34, any Party, or a Relevant Data Subject may elect to refer any dispute arising out of or in connection with this IDTA (including non-contractual claims) to final resolution by arbitration under the Rules of the London Court of International Arbitration, and those Rules are deemed to be incorporated by reference into this Section 35.
- 35.2 The Parties agree to submit to any arbitration started by another Party or by a Relevant Data Subject in accordance with this Section 35.
- 35.3 There must be only one arbitrator. The arbitrator (1) must be a lawyer qualified to practice law in one or more of England and Wales, or Scotland, or Northern Ireland and (2) must have experience of acting or advising on disputes relating to UK Data Protection Laws.
- 35.4 London shall be the seat or legal place of arbitration. It does not matter if the Parties selected a different UK country as the ‘primary place for legal claims to be made’ in Table 2: Transfer Details.
- 35.5 The English language must be used in the arbitral proceedings.
- 35.6 English law governs this Section 35. This applies regardless of whether or not the parties selected a different UK country’s law as the ‘UK country’s law that governs the IDTA’ in Table 2: Transfer Details.

36. Legal Glossary

Word or Phrase	Legal definition (this is how this word or phrase must be interpreted in the IDTA)
Access Request	As defined in Section 23, as a legally binding request (except for requests only binding by contract law) to access any Transferred Data.
Adequate Country	A third country, or: <ul style="list-style-type: none"> • a territory; • one or more sectors or organisations within a third country; • an international organisation;

Word or Phrase	Legal definition (this is how this word or phrase must be interpreted in the IDTA)
	which the Secretary of State has specified by regulations provides an adequate level of protection of Personal Data in accordance with Section 17A of the Data Protection Act 2018.
Appropriate Safeguards	The standard of protection over the Transferred Data and of the Relevant Data Subject's rights, which is required by UK Data Protection Laws when you are making a Restricted Transfer relying on standard data protection clauses under Article 46(2)(d) UK GDPR.
Approved IDTA	The template IDTA A1.0 issued by the ICO and laid before Parliament in accordance with s119A of the Data Protection Act 2018 on 2 February 2022, as it is revised under Section 5.4.
Commercial Clauses	The commercial clauses set out in Part three.
Controller	As defined in the UK GDPR.
Damage	All material and non-material loss and damage.
Data Subject	As defined in the UK GDPR.
Decision-Making	As defined in Section 20.6, as decisions about the Relevant Data Subjects based solely on automated processing, including profiling, using the Transferred Data.
Direct Access	As defined in Section 23 as direct access to any Transferred Data by public authorities of which the Importer is aware.
Exporter	The exporter identified in Table 1: Parties & Signature.
Extra Protection Clauses	The clauses set out in Part two: Extra Protection Clauses.
ICO	The Information Commissioner.
Importer	The importer identified in Table 1: Parties & Signature.
Importer Data Subject Contact	The Importer Data Subject Contact identified in Table 1: Parties & Signature, which may be updated in accordance with Section 19.

Word or Phrase	Legal definition (this is how this word or phrase must be interpreted in the IDTA)
Importer Information	As defined in Section 8.3.1, as all relevant information regarding Local Laws and practices and the protections and risks which apply to the Transferred Data when it is Processed by the Importer, including for the Exporter to carry out any TRA.
Importer Personal Data Breach	A 'personal data breach' as defined in UK GDPR, in relation to the Transferred Data when Processed by the Importer.
Linked Agreement	The linked agreements set out in Table 2: Transfer Details (if any).
Local Laws	Laws which are not the laws of the UK and which bind the Importer.
Mandatory Clauses	Part four: Mandatory Clauses of this IDTA.
Notice Period	As set out in Table 2: Transfer Details.
Party/Parties	The parties to this IDTA as set out in Table 1: Parties & Signature.
Personal Data	As defined in the UK GDPR.
Personal Data Breach	As defined in the UK GDPR.
Processing	As defined in the UK GDPR. When the IDTA refers to Processing by the Importer, this includes where a third party Sub-Processor of the Importer is Processing on the Importer's behalf.
Processor	As defined in the UK GDPR.
Purpose	The 'Purpose' set out in Table 2: Transfer Details, including any purposes which are not incompatible with the purposes stated or referred to.
Relevant Data Subject	A Data Subject of the Transferred Data.
Restricted Transfer	A transfer which is covered by Chapter V of the UK GDPR

Word or Phrase	Legal definition (this is how this word or phrase must be interpreted in the IDTA)
Review Dates	The review dates or period for the Security Requirements set out in Table 2: Transfer Details, and any review dates set out in any revised Approved IDTA.
Significant Harmful Impact	As defined in Section 26.2 as where there is more than a minimal risk of the breach causing (directly or indirectly) significant harm to any Relevant Data Subject or the other Party.
Special Category Data	As described in the UK GDPR, together with criminal conviction or criminal offence data.
Start Date	As set out in Table 1: Parties and signature.
Sub-Processor	A Processor appointed by another Processor to Process Personal Data on its behalf. This includes Sub-Processors of any level, for example a Sub-Sub-Processor.
Tables	The Tables set out in Part one of this IDTA.
Term	As set out in Table 2: Transfer Details.
Third Party Controller	The Controller of the Transferred Data where the Exporter is a Processor or Sub-Processor If there is not a Third Party Controller this can be disregarded.
Transfer Risk Assessment or TRA	A risk assessment in so far as it is required by UK Data Protection Laws to demonstrate that the IDTA provides the Appropriate Safeguards
Transferred Data	Any Personal Data which the Parties transfer, or intend to transfer under this IDTA, as described in Table 2: Transfer Details
UK Data Protection Laws	All laws relating to data protection, the processing of personal data, privacy and/or electronic communications in force from time to time in the UK, including the UK GDPR and the Data Protection Act 2018.
UK GDPR	As defined in Section 3 of the Data Protection Act 2018.
Without Undue Delay	Without undue delay, as that phrase is interpreted in the UK GDPR.

Alternative Part 4 Mandatory Clauses:

Mandatory Clauses	Part 4: Mandatory Clauses of the Approved IDTA, being the template IDTA A.1.0 issued by the ICO and laid before Parliament in accordance with s119A of the Data Protection Act 2018 on 2 February 2022, as it is revised under Section 5.4 of those Mandatory Clauses.
--------------------------	--



Appendix B:

NCARB Examination Policy Sunset: 1966-2002

In FY19, Board discussions unveiled a resolution from 2000 that dictated an NCARB position on an issue/policy that, in 2020, no longer aligned with current practice or philosophy. Evaluation of the resolution was assigned to a task force for review and discussion, but led the Board to question the status of other resolutions that dictated official NCARB policy or position. Policies or positions implemented by membership vote remain active unless the membership takes a follow-up action to sunset it, provides a deadline, or includes information granting authority of future adjustments to another party in the resolution. NCARB staff began a research project to evaluate the status of all historical NCARB resolutions, and the Policy Advisory Committee (PAC) has been asked to make recommendations to the NCARB Board of Directors on whether the resolutions should remain NCARB policy or sunset.

Examination Policies: 1966-2002

Today, the *NCARB Bylaws* specifically give the NCARB Board of Directors authority to issue rules and policies respecting the development, administration, and grading of examination, which includes setting fees, dates exams may be administered, safeguards to prevent improper disclosure of information respecting the exams, and other matters.

Prior to the computerized exam, examination policies were regularly implemented via resolution because the exam was administered by each jurisdiction. In preparation for the change from paper-and-pencil to a computerized exam, the Member Boards passed Resolution 1996-12 that was intended to rescind previous policies and replaced them with new policies. The later passage of Resolution 2002-14 to rescind a specific policy, as well as the development of an index of active resolutions in 2002, has caused uncertainty as to the effect of the 1996 resolution.

To provide clear direction going forward, the Policy Advisory Committee recommends a new resolution be passed so that it is clear that all active policies governing the exam are located in *ARE Guidelines*, *Certification Guidelines*, and/or other Board policies.

Appendix B includes all the resolutions included in the 2002 index of active of resolution:

RESOLUTIONS 1966-2002

III. EXAMINATION FOR REGISTRATION AND CERTIFICATION

RESOLUTION NO. 69-8

Continuation of Studies Toward the Development of a New Examination

RESOLVED, That this convention give its approval to the direction of the studies this past year that reviewed the process of education, internship, examinations, and practice for the architect and commends the NCARB Directors to continue these studies and report to next year's convention the progress; and

RESOLVED, That this report shall include a definitive study by a top level committee of NCARB, the members of Member Boards, and other professionals both in education and practice, toward development of a new NCARB examination and procedure for its use.

RESOLUTIONS 1966-2002

RESOLUTION NO. 70-6

Acceptance of Examination Grades Between Member Boards

WHEREAS, The principal purpose of the NCARB is to facilitate reciprocity between the states; and

WHEREAS, Many candidates for examination move or are transferred from the state of their original examination before its completion; now, therefore, be it

RESOLVED, That the Member Boards agree to accept grades earned by their candidates in other states and allow these candidates to complete the examination in the state of their new location according to the laws and rules and regulations of that state.

RESOLUTION NO. 71-4

Eligibility Cut-Off Date for Council Oral Examination

WHEREAS, At the 1970 Annual Meeting certain changes were incorporated into the Council documents and procedures relative to the "senior" method of Council certification, one very important subject was inadvertently omitted; and

WHEREAS, The requirements for passage of the written examination for initial registration is uniform within the several states, the avenue of awarding registration and certification via the exemption, grandfather or senior method is no longer germane to the best interests of the state registration boards and the National Council. Therefore, it is desirable that a date be established after which no credits would be allowed for experience for admission to the Council Oral Examination for certification via the "senior" procedure; now, therefore, be it

RESOLVED, That the date for the matter discussed above be established as, and become effective on, December 31, 1971. All applicants for certification who have not passed a written examination will be required to do so unless they have completed all currently established criteria for "senior" certification to December 31, 1971. Individual architects who have met the "senior" requirements prior to the above-noted date will be eligible for certification via the Council Oral Examination.

RESOLUTION NO. 71-6

Phasing Out of Seven-Part Examination and Implementation of New Professional Examination

WHEREAS, The purpose of registration is health, safety, and public welfare; and

WHEREAS, Public welfare demands a workable and satisfactorily built environment; and

WHEREAS, Competent architects are needed to meet this goal; and

WHEREAS, Registration is a professional competence identifying process; and

WHEREAS, This process measured educational, training, and examination evidence; and

WHEREAS, This evidence must be related to the wisdom and knowledge of the time, now, therefore, be it

RESOLVED, That the recommendations of the Examination Development Committee for revising the registration process, as detailed below, be accepted:

1. Purpose: To phase out the present 36-hour, seven-part examination for architectural license candidates. To implement, as soon as practicable, the new Professional Examination for candidates holding NAAB-accredited professional architectural degrees and a Qualifying Examination for candidates without NAAB-accredited degrees and/or with combinations of education and experience in accordance with NCARB equivalencies.

2. Prerequisites for New Professional Examinations: A professional architectural degree from an NAAB-accredited school to be required for entrance to the new Professional Examination beginning in June 1973 or a passing grade in the Qualifying Examination to be first offered in December 1972.

For the holders of a master's degree in architecture, one year's acceptable experience in the field to be required.

For the holders of a bachelor of architecture degree, the first professional degree, two (2) years acceptable experience in the field to be required.

3. Presentation: A complete examination process will be presented to the 1972 national convention.

RESOLUTION NO. 71-16

Additional Registration and/or Certification Requirements

WHEREAS, Certification by NCARB is the desirable vehicle for professional mobility throughout the United States, now, therefore, be it

RESOLVED, That if any jurisdiction desires additional requirements for registration and/or certification, and for continued registration and/or certification beyond those currently required by the NCARB, those additional requirements be submitted to the NCARB Board for consideration and appropriate action and where legally possible the action of the NCARB be adopted by the various jurisdictions.

RESOLUTIONS 1966-2002

RESOLUTION NO. 72-2

NCARB Examinations

WHEREAS, The goal of the examining procedure is to provide a reliable measure of a candidate's qualifications essential to the practice of architecture; and

WHEREAS, The current seven-part, written examination covers subject matter that can be related logically under three basic areas of architectural knowledge; and

WHEREAS, A candidate's performance in each of these three basic areas provides a measure of his proficiency in the general area; and

WHEREAS, Failure in a single part only of the seven-part examination does not necessarily demonstrate lack of proficiency in the general area; now, therefore, be it

RESOLVED, That the seven parts of the present NCARB written examination be grouped into three categories as follows:

Category 1: Examinations—(C), History and Theory of Architecture; (D), Site Planning; and (E), Architectural Design.

Category 2: Examinations—(F), Building Construction; (G), Structural Design; and (I), Building Equipment

Category 3: Examination—(H), Professional Administration.

RESOLVED, That if a candidate for the written examination attains a grade of 70 or more, but less than 75 in one part only of the entire examination and such failure occurs in either Category 1 or Category 2, then the failing grade shall be averaged with the remaining two parts in the same category and a passing grade be granted provided the averaged total of the category is 75 or greater.

RESOLUTION NO. 72-4

Publication and Distribution of Examination Success Rates

RESOLVED, That NCARB direct ETS to publish examination success rates of candidates of all Member Boards and to distribute these results to all boards.

RESOLUTION NO. 72-5

Implementation of New Examinations

RESOLVED, That the report of the Examinations Committee be approved for implementation as described below:

- (a) That the Equivalency Examination be first administered in June, 1973, and
- (b) That the Professional Examination be first administered in December, 1973, and

RESOLVED, That there be a five-year time limit for the use of the present examination for those Member Boards which cannot, by law, implement the new examination procedure. The five-year time period to begin January 1, 1973.

RESOLUTION NO. 75-6

Publication of Examination Costs

WHEREAS, Legislative bodies in a number of jurisdictions in the areas served by NCARB are requesting budget information from the examining boards; now, therefore, be it

RESOLVED, That the NCARB Board of Directors shall annually publish all examination costs.

RESOLUTION NO. 75-16

Prohibition of Examination Interpreters

WHEREAS, The objective of the Member Boards must be to facilitate and permit qualified and competent architects to practice architecture and, thereby fulfilling the legal obligation to protect the public welfare and the public's interests; and

WHEREAS, The complete understanding of the English language is essential to the practice of architecture in that comprehension of codes, rules, regulations, ordinances and the laws of the land is necessary to fulfill professional service verbally, as well as in the instruments of service including contract documents; and

WHEREAS, The architectural candidate, during the course of the examination must demonstrate his comprehension of the English language without the assistance of others; now, therefore, be it

RESOLVED, That the use of an interpreter assisting the candidate during the examination be forbidden.

RESOLUTION NO. 75-20

Administration of Parts I and II of the Equivalency Examination

WHEREAS, All Member Boards recognize and acknowledge progressive improvements in the content of the Professional Examination; and

WHEREAS, A number of boards now require both the Equivalency Examination and Professional Examination of all candidates; now, therefore, be it

RESOLVED, That NCARB Member Boards requiring all candidates to take both the Equivalency and the Professional Examination delete the parts of History and Theory of Architecture and Environmental Planning and Construction Theory and Practice of the Equivalency Examination as a requirement for candidates having an NAAB-accredited, or otherwise approved, professional degree in architecture.

RESOLUTIONS 1966-2002

RESOLUTION NO. 76-5

Evaluation of NCARB Examination

WHEREAS, All Member Boards use examinations prepared by NCARB to assist in determining a candidate's qualification for registration as an architect within each Member Board's jurisdiction, and

WHEREAS, The true intent of the NCARB examination procedure is to register candidates who prove their qualifications to practice the profession of architecture, and

WHEREAS, It is the responsibility of each Member Board to ensure proper registration practices by use of proper testing procedures, and

WHEREAS, It is essential periodically to evaluate those testing procedures to insure that the examinations appropriately and adequately test the education, knowledge and evidence of that experience which represents minimum competence for admission to professional practice; now, therefore, be it

RESOLVED, That the NCARB Board of Directors appoint a distinguished panel comprising both persons with broad architectural practice, knowledge and experience, who will reflect current accepted architectural practice standards and persons expert in testing procedures (none of the foregoing shall have served in the preparation of NCARB examinations), charged with defining standards of minimum competence for professional practice and evaluating the Professional Examination in order to ascertain that it appropriately and adequately tests the education, knowledge, skills and experience necessary to qualify for such minimum competence. The panel shall report its findings and recommendations to the 1977 Annual Meeting.

RESOLUTION NO. 77-1

Requirements for Graphics Examination

RESOLVED, That all candidates for registration be evaluated for design competency as follows:

- (a) That the design section of the Qualifying Test as developed and used in 1977 be administered to all candidates commencing in 1978;
- (b) That grading of the design test be performed on a regional basis, commencing in 1978, or as soon thereafter as a Member Board can adopt the grading procedures;
- (c) That the NCARB Board of Directors continue the Design Committee in 1977-78 to further define the scope, content and procedures of the design test for presentation to the 1978 Annual Meeting for approval and use commencing in 1979.

RESOLUTION NO. 79-5

Task Analysis and Validation Study

(The Board submits the following resolution with the understanding that the committee which it establishes will continue the work of the Task Force on Registration established at the 1978 NCARB Annual Meeting.)

RESOLVED, That NCARB is directed to analyze and to define the knowledge, skills, abilities and functions necessary for minimum competence for the practice of architecture in the United States (hereinafter referred to as "task analysis") and apply these findings to an evaluation of the current NCARB examinations, internship standards, education standards and practice standards, and recommend criteria as necessary and appropriate to conform to those findings (hereinafter referred to as a "validation study").

That a Steering Committee composed of one person and one alternate chosen by each NCARB Regional Conference, and a chairperson and vice chairperson chosen by the president of NCARB, shall be assigned the task of carrying out the foregoing directive and shall further be authorized and directed:

1. To engage, with approval of the Council Board, such independent experts, including testing experts, as the committee deems appropriate;
2. To call upon any standing or special committees of the Council to assist in its work;
3. To report periodically to the Council Board of Directors and all Member Boards on the progress of the Committee's work;
4. To report to the 1980 Annual Meeting its findings and recommendations with regard to the "task analysis" and "validation study."

RESOLUTION NO. 79-22

Sequence of Sections A and B of Professional Examination

RESOLVED, That for purposes of Council certification, an applicant for registration may have passed Section A of the Professional Examination before or after such applicant has passed Section B of the Professional Examination.

RESOLUTION NO. 80-3

Revision of Passing Procedure for Section B, Professional Examination

RESOLVED, That if a candidate fails one part only of Section B of the Professional Examination, and attains passing scores on all other parts, the passing scores will be recorded as the candidate's final grades in those parts of the examination passed. Upon the candidate retaking Section B, only the score in the part first failed will be considered in the retake record; and if that score is a

RESOLUTIONS 1966-2002

pass, the candidate will be deemed to have passed all parts of Section B. If that part is failed a third time, the candidate must take the entire Section B, as hereinbefore stated.

RESOLUTION NO. 83-11

Examination May Be Taken in Parts

RESOLVED, That there shall be no requirement that an applicant for certification must have taken all divisions of the Architect Registration Examination at his or her initial sitting for the examination, nor that he or she must have taken all previously failed divisions at any subsequent sitting for the examination.

RESOLUTION NO. 83-12

Allow Purchase of the ARE by Parts

RESOLVED, That the new ARE, which can be taken in parts, be allowed to be purchased by Member Boards from NCARB in parts for any or all candidates.

AND FURTHER, WHEREAS, The California Board of Architectural Examiners has shown a continuing arbitrary and unilateral disregard for the rules and guidelines established by the NCARB Board of Directors for the administration and grading of the Architect Registration Examination, which has resulted in a breach of fundamental principles of examination grading and administration by causing candidates similarly situated to be treated dissimilarly, and by giving unfair advantage to California candidates, and by seriously affecting NCARB's ability to assess and measure the exam results nationally,

FURTHER RESOLVED, In the interest of the protection of the public's health, safety, and welfare, and also the protection of the rights of exam candidates, all Member Boards shall administer the Architect Registration Examination in strict compliance with the rules and guidelines as established by the NCARB Board of Directors and all Member Boards shall participate in the Regional Grading Sessions using the grading criteria as established by the NCARB Exam Committee, and the determination by the Board of Directors of the failure of any jurisdiction to honor the said rules, guidelines and criteria for the administration and grading of the Architect Registration Examination shall cause the immediate termination of that Member Board's right and privilege to purchase and administer the NCARB Architect Registration Examination.

AND FURTHER, WHEREAS, The California Board of Architectural Examiners has disregarded the rules and guidelines established by the NCARB Board of Directors for the administration and grading of the Architect Registration Examination,

NOW THEREFORE, The Board of Directors is hereby instructed to withhold the right and privilege of the California Board or any other board found to have been in infraction to purchase and administer the NCARB Architect Registration Examination until the Board of Directors shall have received satisfactory assurance from the California Board or any other board found to have been in infraction that the rules and guidelines will be strictly observed.

RESOLUTION NO. 84-14

Security of NCARB Examinations

RESOLVED, That for purposes of test security, all Member Boards seek to provide in their rules for removal of NCARB examinations from any "Freedom of Information Act" or similar public domain laws or regulations.

RESOLUTION NO. 84-19

Structural Examinations Format

RESOLVED, That the structural examinations of the ARE shall continue to test candidates by the use of the questions employing calculations of basic structural design problems, conforming generally to the specifications for the 1984 ARE.

RESOLUTION NO. 85-8

Rescission of 1984 Resolution No. 20 Permitting Use of Reference Material in the ARE

RESOLVED, That Resolution No. 20 as adopted at the 1984 Annual Meeting be revoked and that no reference materials be permitted in the examination, and be it further

RESOLVED, That the examination be published to include all reference material necessary for its administration.

RESOLUTION NO. 88-7

Withholding Access to ARE from Member Board Not Administering Examination

RESOLVED, That the Council withhold all portions of the Architect Registration Examination from any Member Board which has not committed itself to the satisfaction of the Council Board of Directors, to administering the examination to all of its applicants (other than applicants of whom it does not require a written examination) for registration.

RESOLUTIONS 1966-2002

RESOLUTION NO. 89-12

Study the Appropriateness of Terminating the Paper-and-Pencil ARE

RESOLVED, That the Council Board of Directors study the appropriateness of changing from the paper-and-pencil ARE following its administration in June 1992 to a computer ARE for all non-graphic portions of the ARE and that a schedule of the details of the transition and the financial implications of the transition be presented to the 1990 Annual Meeting for its approval.

RESOLUTION NO. 89-15

Elimination of Special Seismic Test

RESOLVED, That the special seismic test be discontinued and that architects who need to be tested on this subject take Division E of the ARE or C/ARE.

RESOLUTION NO. 92-2

NCARB Written Examination Required for Certification

RESOLVED, That all applicants for Council certification be required to pass the NCARB written examination current at the time the applicant sat for the examination and that except as provided in Appendix C of *Circular of Information No. 1* and for CALE-registered persons in Appendix A of *Circular of Information No. 1*, there be no substitute for the written examination.

RESOLUTION NO. 92-5

ARE in English Requirement for Certification

RESOLVED, That the Architect Registration Examination (ARE) may be rewritten in French for Canadian provinces and in Spanish for Puerto Rico for registration purposes so long as all costs and security issues associated therewith are borne by the governmental agency requesting such permission, all in accord with NCARB guidelines.

AND, BE IT FURTHER RESOLVED, That applicants applying for NCARB certification must have passed the NCARB examination in the English language except for applicants under the interrecognition agreement with Canada who passed the examination in French or applicants from Puerto Rico who passed the examination in Spanish.

RESOLUTION NO. 93-1

Rescind Resolution No. 1 of the 1990 Annual Meeting

RESOLVED, That Resolution Number 1 of the 1990 Annual Meeting calling for a computerized ARE in 1995 be and hereby is rescinded, and that the computerized ARE be administered beginning in 1997, and that the implementation plan for the computerized ARE delivery system be in place no later than the 1994 NCARB Annual Meeting and Conference.

RESOLUTION NO. 93-2

Reporting Scores for the Computerized ARE

RESOLVED, That beginning with the first computer-delivered ARE and thereafter, only pass or fail status will be reported for all divisions of the ARE and diagnostic information will be available to boards with respect to every candidate.

RESOLUTION NO. 94-10

Giving Credit For Pilot Administrations of ARE '97

RESOLVED, That a candidate for NCARB certification shall be given full credit for passing a division of the ARE in a pilot administration of the computerized ARE in 1995 and 1996, and that all Member Boards are urged to accept candidates for registration whose certification by NCARB is based in whole or in part upon passing divisions of the ARE administered as part of the pilot administrations in 1995 and 1996.

RESOLUTION NO. 96-12

Examination Policies

RESOLVED, That all previously enacted policies regarding the Council's examinations be rescinded, and in their place, the Council Board of Directors is authorized to adopt the Examination Policies set out in Appendix B of the *Pre-Annual Meeting Report*.

RESOLUTION NO. 97-12

Examination Fees

RESOLVED, That NCARB address the computerized ARE cost concerns by:

- (1) thoroughly reviewing cost components such as the delivery cost, the credit card charges, the tutorials and any other possible cost savings to determine if the financial impact to the candidates of the change to the computerized ARE can be mitigated by reasonable means without diminishing the generally acclaimed improvements in the examination;
- (2) actively monitor the Chauncey Group (including Sylvan) contract for compliance in the delivery of the examination; and
- (3) reporting the results of the review and monitoring efforts at the 1998 NCARB Annual Meeting.

RESOLUTION NO. 99-17

Comprehensive Testing

RESOLVED, That NCARB is directed, in the shortest time possible, to investigate a testing and grading procedure by which a candidate can demonstrate his or her ability to solve individual problems within the context of a broader comprehensive solution.



Appendix C:

NCARB Policy Resolutions to Sunset: 1980-2018,
Part 2

Project Background

In FY19, Board discussions unveiled a resolution from 2000 that dictated an NCARB position on an issue/policy that, in 2020, no longer aligned with current practice or philosophy. Evaluation of the resolution was assigned to a task force for review and discussion, but led the Board to question the status of other resolutions that dictated official NCARB policy or position. Policies or positions implemented by membership vote remain active unless the membership takes a follow-up action to sunset it, provides a deadline, or includes information granting authority of future adjustments to another party in the resolution.

NCARB staff began a research project to evaluate the status of all historical NCARB resolutions, and the Policy Advisory Committee (PAC) has been asked to make recommendations to the NCARB Board of Directors on whether the resolutions should remain NCARB policy or sunset.

The resolutions are being reviewed by category, and the first set of policies were sunset in FY21. This year, the PAC reviewed additional resolutions from 1980-2018 (there were no resolutions in 2019 or 2020) in the following areas:

- Membership
- Related Organization
- Examination (See Resolution 2022-03)
- Misc.

Additional resolutions from more categories and decades will be reviewed over the next several years as NCARB cleans up its resolution database.

Resolutions Recommended for Sunset as part of Resolution 2022-04:

RESOLUTION 2000-12: SUPPORT THE WORK OF THE COLLATERAL INTERNSHIP TASK FORCE REGARDING IDP, MENTORSHIP, AND EDUCATION

“RESOLVED, that the member boards of NCARB support the ongoing work of the Collateral Internship Task Force by encouraging acceptance of the following principles:

1. that those enrolled in the IDP program may expect a professional and respectful practice experience, both in terms of the hiring and compensation practices of the employer firm as well as the breadth of experience available during the program. [Implied in this will be an expectation that the intern and the firm will be held to a high standard of accountability for compliance and record-keeping.]
2. that NCARB should maintain its ongoing efforts in developing and publishing Mentor Guidelines as well as encouraging qualified mentors from the profession to participate in the mentor process.
3. that all of the collateral organizations should participate in the successful development of architects by.
 - a. Encouraging more practice-based experience in the formal education process.
 - b. Encouraging continued learning through entire professional career.
 - c. Encouraging the profession to invest both time and financial resources towards the development of emerging architects.
 - d. Encouraging improved communications and awareness among the five collateral organizations so that the entire pathway to career development is clearly and uniformly understood by all.
4. that the culture of learning and practice for architects be of such strength and maturity that it allows consideration of alternative pathways to complete IDP.”

Rationale: Because the “principles” specifically listed are broad ideas on the experience program, it is unclear if they are only something NCARB should be “encouraging” while the task force was actively in existence. While the task force ended in 2005, these were likely intended to have a lasting impact beyond that. While some of the outlined principles are still relevant, a few are outdated. The Policy Advisory Committee recommends that this resolution be sunset so that more recently developed goals of the Architectural Experience Program (AXP) can take precedence, and then a future committee further discusses what (if any) guiding principles should replace them.

RESOLUTION 1998-17: INTERNATIONAL BUILDING CODE 2000

“RESOLVED, that NCARB strongly supports the development and adoption of a single building code for use by all NCARB jurisdictions, and

FURTHER RESOLVED, that NCARB strongly supports the continued development of the International Building Code to incorporate technological changes that will occur in the future in order to provide for the protection of the health, safety and welfare of the general public, and

FURTHER RESOLVED, that copies of this resolution be forwarded to the International Code Council, Inc.”

Rationale: The resolution is titled International Building Code 2000, but the language is generic and doesn’t mention the code they were working on at the time. Sunsetting this resolution positions NCARB to be neutral in the development of ICC’s building codes, and engage in future code development as appropriate.

RESOLUTION 1987-1: CONTINUATION OF AN EDUCATION EVALUATION PROCESS

“RESOLVED, That NCARB continue a process by which the educational credentials of a candidate not holding the NAAB degree can be evaluated by an independent evaluator. Such findings would be presented as evidence of whether or not the candidate satisfied the educational requirements for architectural licensure. Such evaluation could be considered the equivalent of completion of an NAAB accredited educational program.”

Rationale: The Council developed the *Education Standard* in the early-1980s, which is used to evaluate degrees from non-accredited programs. Today, NCARB uses NAAB’s Education Evaluation Services for Architects (EESA) to evaluate architects’ degrees from non-accredited programs against the *Education Standard*. If a candidate is evaluated through the EESA process and has zero deficiencies, they are considered to have met the education alternative without any additional requirements. The general intent of this resolution has been folded into the NCARB Certification Requirements, which are part the *NCARB Certification Guidelines*. The requirements can only be changed by membership vote; therefore, this resolution is no longer needed and sunsetting it will prevent future conflict of policies.

RESOLUTION 1986-11: LATERAL FORCES HOME STUDY PROGRAM

“RESOLVED, that NCARB develop a Home Study Course on lateral forces similar to an ADVP Monograph. The course shall be prepared to satisfy reciprocity requirements for registered architects who never passed a written examination on lateral forces. An examination of the Home Study Course shall be prepared which can be administered by each member board. The Home Study Course shall be available by July 1, 1987.”

Rationale: This home study course is no longer available and was meant for architects who took the national exam prior to 1965, when lateral forces questions weren’t regularly incorporated into the exam. If there are any

remaining architects who are deficient in this area, they can satisfy the requirement through divisions of the ARE in accordance with the ARE 5.0 Exam Equivalence guide, currently included in the *NCARB Certification Guidelines*.

RESOLUTION 1980-1: LIST OF LICENSEES

“RESOLVED, That each Member Board provide NCARB, annually, a list of all licensees whose primary mailing address is within their jurisdiction.”

Rationale: Due to evolving jurisdictional privacy laws, many Member Boards can no longer provide this information to NCARB, and mailing addresses are no longer the primary way we need to communicate with licensed professionals. A similar request for an annual roster was incorporated in the *NCARB Bylaws* in 1994, and sunseting this resolution has no impact on that provision. The Policy Advisory Committee recommends this resolution be sunset and that a future committee further examine this issue and update NCARB’s policy.

RESOLUTION 1980-15: SUPPORT FOR IDP

“RESOLVED, That the Council and its Member Boards continue their support of the Intern-Architect Development Program.”

Rationale: This resolution was put forward in the very early days of the Intern Development Program’s (IDP) existence when the Council was still working toward adoption of the program by its Member Boards. It is unnecessary for this resolution to remain active as other follow-up actions by the Board of Directors and membership have affirmed the organizations support for IDP’s successor, the Architectural Experience Program (AXP)—including adding the program as a specific requirement for NCARB certification and adding the program to the *NCARB Bylaws*. If, in the future, the Council would want to change direction related to the experience component of licensure, it would require a vote of the membership to update both of those documents. Sunseting this resolution now ensures the Council will not have a policy conflict in the future.



Appendix D:

NCARB Bylaws Omnibus Updates

The following markups to the NCARB Bylaws relate to making the document gender neutral and clarifying inconsistencies related to NCARB Board of Directors elections. This appendix relates to Resolution 2022-F. Articles with no changes have been omitted.

(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; May 14, 2021, Special Vote; June 26, 2021, Los Angeles, CA; [June 4, 2022, Austin, TX.](#))

[Articles I-V omitted. No proposed changes.]

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, [Northern Mariana Islands](#), Oregon, Utah, Washington.

ARTICLE VII—THE BOARD OF DIRECTORS

SECTION 1. Membership. The Board of Directors shall be comprised of the Elected Officers of the Council, one Regional Director from each Region, the immediate Past President, one Member Board Executive Director, and one Public Director.

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 to any Director position shall, at the time such person is nominated:
 - (i.) be a citizen of the United States;
 - (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; be a past member of a Member Board whose service as a member ended no more than one year before nomination; be an officer of a Region; be an incumbent Director; 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.
- 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.
- 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 ~~the candidate~~ he or she is or was an architect-member or a public member of the architect section of the Member Board.
- D. A candidate for election as the Public Director shall be at the time of nomination a public or consumer member on a Member Board, 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 ~~their~~ his or her term as First Vice President/President-Elect.
- F. An individual shall qualify to serve as the Immediate Past President during the one-year period immediately following ~~their~~ his or her term as President/ Chair of the Board.

SECTION 3. Terms of Office and Election. The term of office of a Director shall be one year from the adjournment of the Annual Business Meeting at which they are 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 Annual Business Meeting or until their successor is duly elected and succeeds to office. No person shall serve more than two terms in succession as a Regional Director or three terms in succession as a Member Board Executive Director or Public Director; provided, however, that service as an Elected Officer and Immediate Past President shall not count against such limits. 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.

SECTION 4. Removal.

- A. A Director may be removed with 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 removal of the director.
- B. 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 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.
- B. Each Region shall select its nominee for Regional Director at a Region meeting. The nominations will be announced by the several Regions prior to and/or at the Annual Business Meeting of the Council.
- C. Any person qualified to serve as an Elected Officer (other than President/Chair of the Board) may be nominated by declaring their ~~his or her~~ candidacy ~~at the time election for such position begins at the Annual Business Meeting~~ by the time determined by the Credentials Committee.
- 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. The nomination will be announced by the community prior to and/or at the Annual Business Meeting of the Council.
- E. Any person qualified to serve as the Public Director may be nominated by declaring their ~~his or her~~ candidacy ~~at the time election for such position begins at the Annual Business Meeting~~ by the time determined by the Credentials Committee.

SECTION 6. Vacancies.

- A. Vacancies in the office of any Regional Director or Member Board Executive Director shall be filled by an appointee nominated by the Region or the Member Board Executive community respectively and appointed by the Board of Directors to hold office from the time of such appointment until the adjournment of the next Annual Business Meeting. Vacancies in the office of the 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 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.
- 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 they ~~he or she~~ would have succeeded to the office if not for the vacancy.¹

¹ The pronouns in Article VII, Section 3 were updated as part of Resolution 2021-07, and will be updated as of July 1, 2022.

- 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 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.
- E. Any Regional Director who moves ~~their~~ ~~his or her~~ principal residence to a place outside the Region from which ~~they~~ ~~he or she~~ ~~was~~ ~~were~~ nominated shall be deemed to have vacated the office of Regional Director, and any Director who ceases to be eligible as provided in this Article VII, Section 2 shall be deemed to have vacated ~~their~~ ~~his or her~~ directorship.

SECTION 7. Duties. The affairs of the Council shall be managed under the authority and direction of the 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.

SECTION 8. Meetings of the Board. The 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 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 Board of Directors. All 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 Director. A majority of the membership of the Board of Directors shall constitute a quorum for the transaction of business.

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.

SECTION 2. President/Chair of the Board. The President/Chair of the Board shall be the senior Elected Officer of the Council and shall:

- A. preside at all meetings of the Board of Directors, the Executive Committee of the Board of Directors, and the Annual Business Meeting;
- B. present to the Council at the Annual Business Meeting a report of activities during the President/Chair of the Board's term of office;

- C. develop charges for all committees that will serve during their his or her term as President/Chair of the Board and, following approval of the charges by the Board of Directors, oversee the work of all Committees;
- D. select all members of Committees to serve during their his or her term of office as President/Chair of the Board subject to the terms of Article XII, Section 5;
- E. have the power to make appointments to any unfilled or vacant Committee membership during their his/her term as President/Chair of the Board, subject to the approval of the Board of Directors;
- F. represent the Board of Directors and its policies to all external and internal constituents including to the Chief Executive Officer; and
- G. perform such other duties and powers as the Board of Directors may from time to time decide.

SECTION 3. First Vice President/President-Elect and Second Vice President. The 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:

- A. develop the Committee charges to be completed during their his or her term of office as President/Chair of the Board, subject to the approval of the Board of Directors;
- B. select the Chair of all Committees to serve during their his/her term as President/Chair of the Board, subject to the approval of the Board of Directors; and
- C. select all members of Committees to serve during their his or her term of office as President/Chair of the Board, subject to the approval of the Board of Directors.

SECTION 4. Treasurer. The Treasurer shall:

- A. oversee the financial affairs of the Council and be the primary liaison of the Board of Directors with the person designated by the Chief Executive Officer as the chief financial officer of the Council;
- B. report to the Board of Directors and at the Annual Business Meeting on financial matters of the Council; and
- C. perform such duties and have such powers additional to the foregoing as the Board of Directors may designate.

SECTION 5. Secretary. The Secretary shall:

- A. 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
- B. 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 6. 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 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 Board of Directors and such other duties and powers as the Board of Directors may from time to time determine, subject always to the ultimate authority of the Board of Directors under applicable law and these Bylaws.

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 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 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 Board of Directors may establish from time to time.

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

- A. 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
- B. 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:

- C. a Member Board or a court makes a finding, not reversed on appeal, that the Architect has, in the conduct of ~~their~~ his or her architectural practice, violated the law or has engaged in conduct involving wanton disregard for the rights of others; or

- D. the Architect has surrendered or allowed their Registration to lapse ~~his or her Registration~~ with the Member Board in connection with disciplinary action pending or threatened; or
- E. 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
- F. 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 applicable law) report to the Council the occurrence of any event that qualifies an Architect for revocation of their ~~his or her~~ Council Certification, as described herein.

[Article X Omitted. No proposed changes.]

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, by resolution adopted at an Annual Business Meeting with implementation of any increase to take place not less than three years after such resolution is adopted.
- B. 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 Board of Directors present and voting.

SECTION 2. Operating Fund.

- A. 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. As soon as feasible following the Annual Business Meeting, the Board of Directors shall adopt a general budget which shall show the anticipated income and expenditures for the current year.
- C. 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 Board of Directors has made an appropriation to pay the same.
- D. 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 Board of Directors' policies and 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 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 ~~their~~ his or her acts performed in good faith and within the scope of ~~their~~ 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:

- A. information barred from disclosure by an applicable statute;
- B. trade secrets;
- C. information disclosed to the Council in reliance upon its continued non-disclosure;
- D. 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;
- E. personnel information, the disclosure of which would constitute an unwarranted invasion of personal privacy;
- F. attorney-client communications and attorney work-product materials;
- G. transcripts and personal information respecting Certificate applicants or holders without the permission of such applicant or holder;
- H. 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
- I. 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 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 XII² omitted. No proposed changes as part of Resolution 2022-G.]

² Resolution 2022-E proposes additional edits to Article XII, Section 8.

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 or employee determined by Board of Directors to be an executive employee, or member of a 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 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 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 Board of Directors. Expenses incurred of the character described above may, with the approval of the 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 ~~their~~ 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 omitted. No proposed changes.]



Appendix E:

Updated version of the Requirements for
Certification in the *NCARB Certification Guidelines*

The following document shows the proposed updated version of the Requirements for *Certification in the NCARB Certification Guidelines*.

Requirements for Certification

The following requirements for NCARB certification may only be changed by an absolute majority vote of the NCARB Member Boards. Changes are put forth for a membership vote via a written resolution and become effective on the date identified in the resolution.

Changes to the NCARB certification requirements apply both to applications for certification in process and new applications. Individuals whose applications are in process at the time of a change will be subject to new requirements for certification unless otherwise stated in the resolution.

Note: In addition to the requirements outlined in this section, NCARB makes changes to its key licensure programs—the *NCARB Education Standard*, the Architectural Experience Program (AXP), and the Architect Registration Examination (ARE)—through other processes. NCARB will provide notice to Member Boards, licensure candidates, and architects at least 60 days prior to the implementation date.

Section 1	Page XX
------------------	----------------

Requirements for Certification of an Architect Licensed in a U.S. Jurisdiction

Section 2	Page XX
------------------	----------------

Alternatives for Certification of an Architect Licensed in a U.S. Jurisdiction

Section 3	Page XX
------------------	----------------

Requirements for Certification of an Architect Licensed in a Foreign Jurisdiction Through an Established Mutual Recognition Arrangement/Agreement With NCARB

Section 4	Page XX
------------------	----------------

Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority

Section 5	Page XX
------------------	----------------

Revocation and Reinstatement of an NCARB Certificate

ARE 5.0 Exam Equivalents	Page XX
---------------------------------	----------------

Applicants for NCARB certification that completed a previous version of the ARE must have passed examination equivalents equal to those of the current ARE as defined in this section.

Section 1

REQUIREMENTS FOR CERTIFICATION OF AN ARCHITECT LICENSED IN A U.S. JURISDICTION

1.1 Good Character

You must be of good character as verified by employers and an NCARB Member Board where you are licensed.

1.2 Licensure Status Requirement

You must hold and maintain a current, active license to practice architecture issued by a U.S. jurisdictional licensing board. Your license must be in good standing at the time of application for certification and remain in good standing while you hold the NCARB Certificate.

1.3 Education Requirement

You must hold a degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian equivalent.

NCARB will consider your program accredited if one of the following conditions is met:

- The program held NAAB accreditation during the entire course of your studies.
- If the program lost NAAB accreditation during your studies, it must have lost accredited status no less than 24 months **before** your graduation date.
- If the program obtained NAAB accreditation after your studies, it must have become accredited no more than 24 months **after** your graduation date.
- You hold a degree in architecture from a Canadian university certified by the Canadian Architectural Certification Board (CACB).

1.4 Experience Requirement

You must have completed the Architectural Experience Program® (AXP®) or its equivalent at the time of initial licensure by meeting the requirements outlined in the *AXP Guidelines* and documenting that experience in your NCARB Record. This includes the completion of the AXP for initial licensure through either the hourly reporting method or the AXP Portfolio method. If you are documenting your experience retroactively to complete the AXP, be aware that the reporting requirement identified in the *AXP Guidelines* does not apply to architects already licensed in the United States or Canada.

- Verification of experience: If, at the time of the activity, you were already a licensed architect and not under the direct supervision of another licensed architect, the verification must be by an architect who observed the activity and who was your professional partner, a person employed by the same employer, or familiar with your experience who is not your employee. You cannot verify your own experience under any circumstances.

For additional information, please refer to the [AXP Guidelines](#).

1.5 Examination Requirement

You must have passed the NCARB Architect Registration Examination® (ARE®) or its equivalent at the time of initial licensure, provided all examinations and the pass/fail standards applied were in accordance with NCARB standards current at the time you took the examination.

For additional information, please refer to the [ARE Guidelines](#).

Section 2

ALTERNATIVE REQUIREMENTS FOR CERTIFICATION OF AN ARCHITECT LICENSED IN A U.S. JURISDICTION

Note: You **can not** do both the Two Times AXP path of the education alternative and the experience alternative outlined in this section. You may only do one or the other when seeking NCARB certification.

2.1 Good Character

You must be of good character as verified by employers and the U.S. jurisdiction where you are licensed.

2.2 Licensure Status Requirement

You must hold and maintain a current, active license to practice architecture issued by a U.S. jurisdictional licensing board. Your license must be in good standing at the time of application for certification and remain in good standing while you hold the NCARB Certificate.

2.3 Alternatives to the Education Requirement

If you do not hold a degree in architecture as defined in Section 1.3, NCARB will accept either of the following to satisfy the education requirement for certification:

2.3A – Education Alternative to NCARB Certification

- You must have held continuous licensure as an architect for the last three (3) consecutive years in any U.S. jurisdiction with no disciplinary action from any jurisdiction
- You must document additional experience via the Two Times AXP **or** submit a Certificate Portfolio, depending on your education background **as determined by NCARB**.

Two Times AXP

If you hold a four-year bachelor's degree that includes significant coursework in architecture (as determined by NCARB) awarded by a regionally accredited U.S. or equivalent Canadian institution, you must document two times (2x) the experience requirement of NCARB's AXP.

- Experience earned as part of your experience requirement for initial licensure may count toward the two times AXP requirement.
- You must document twice the required hours in each of the AXP's six experience areas, for a total of 7,480 hours.
- The experience must be verified either by a supervisor who meets the supervisory requirements of NCARB's AXP or by an architect familiar with your work. The architect must have been licensed at the time your work was completed.
- A bachelor's degree that includes significant coursework in architecture refers to any baccalaureate degree from an institution with U.S. regional accreditation that is awarded after earning less than 150 semester credits or the quarter-hour equivalent resulting from significant architecture coursework, in an amount determined to be acceptable by NCARB. The amount of architecture coursework that is required to complete a degree program may vary from institution to institution.

NCARB Certificate Portfolio

If your highest level of education is a high school diploma (or its equivalent), associate's degree, bachelor's or master's degree unrelated to architecture, or a degree earned outside the United States or Canada, you must submit a Certificate Portfolio.

- You must document work experience performed as a licensed architect by building an online portfolio with examples of your work.
- Portfolios must be reviewed and evaluated by a body of peers as established by NCARB.
- Your portfolio must satisfy all subject areas of the *NCARB Education Standard* unless you meet one of the following conditions:
 - If you have 64 or more semester credit hours of postsecondary education, you have the option to obtain an Education Evaluation Services for Architects (EESA) evaluation report to identify specific subject-area deficiencies. Your Certificate Portfolio needs to address only the subject-area deficiencies identified by the EESA.
 - If you hold a U.S. or Canadian bachelor's degree or higher, you do not need to address the *Education Standard's* Liberal Arts subject area in your Certificate Portfolio.

2.3B – Education Evaluation Services for Architects (EESA)-NCARB Evaluation Report

- You may obtain an EESA evaluation report stating that you have met the requirements of the *NCARB Education Standard*, which approximates the requirements of a NAAB-accredited degree program. The EESA evaluation compares your existing postsecondary education to the *NCARB Education Standard* and identifies any deficiencies in your education. You must then complete additional coursework to satisfy those deficiencies and receive a report indicating you have met the Standard's requirements.
- The *NCARB Education Standard* is defined in the [Education Guidelines](#).

2.4 Alternatives to the Experience Requirement

If you received your initial license from a U.S. jurisdictional licensing board prior to January 1, 2011, you may provide documentation demonstrating that you have been licensed in a U.S. jurisdiction for at least five consecutive years in lieu of completing the standard experience requirement outlined in Section 1.4.

To pursue this alternative, you must:

- Certify that your experience as a licensed architect met the intent of the AXP in each of the experience areas.
- Provide verification from at least one additional architect that you obtained such experience.

2.5 Alternatives to the Examination Requirement

If you fail to meet the examination requirement for certification identified in Section 1.5, you may still be certified in the following circumstances:

- A. If your license was based in whole or in part on having passed previous examination equivalents, you are deemed to have passed the corresponding divisions of the ARE. See the Exam Equivalent Guide for a table of these qualifying equivalents.
- B. If your examination deficiency arose from causes other than having failed a division of an examination under applicable NCARB pass/fail standards, and the deficiency is, in NCARB's judgment, compensated for by your demonstration of competency in the deficient area.

Section 3

REQUIREMENTS FOR CERTIFICATION OF AN ARCHITECT LICENSED IN A FOREIGN JURISDICTION THROUGH ESTABLISHED MUTUAL RECOGNITION ARRANGEMENT/AGREEMENT WITH NCARB

NCARB enters into mutual recognition arrangements/agreements (MRAs) with countries based on a thorough review of their regulatory standards including the education, experience, and examination requirements for licensure. If you are licensed in a foreign jurisdiction that participates in an NCARB MRA, you may apply for NCARB certification in accordance with the terms and conditions of the MRA. A list of the countries NCARB currently has MRAs with is available on [ncarb.org](https://www.ncarb.org).

Eligibility requirements and conditions for certification are established by each arrangement/agreement and may vary from MRA to MRA. The basic provision include:

- Architecture licensure (or its equivalent) in good standing in a signatory jurisdiction in the home country that was not obtained through any other foreign reciprocal arrangements/agreements;

Nothing in this section of the *Certification Guidelines* or the individual MRAs precludes you from independently satisfying the education, experience, and examination requirements for licensure in any U.S. or foreign jurisdiction

After receiving an NCARB Certificate through an MRA, you can apply for licensure in a U.S. jurisdiction that participates in the MRA. The United States does not offer a national license to practice architecture; each U.S. state and territory is responsible for regulating the practice of architecture within its borders and may choose whether or not to recognize NCARB Certificates granted through an MRA. Please check directly with the U.S. or foreign jurisdiction for specific licensure requirements as each jurisdiction is responsible for regulating the practice of architecture within its borders, and the licensure process will differ depending on your chosen jurisdiction.

Section 4

REQUIREMENTS FOR CERTIFICATION OF AN ARCHITECT CREDENTIALLED BY A FOREIGN REGISTRATION AUTHORITY

A “Foreign Architect” is an individual who holds a current license or registration in good standing in a country other than the United States or Canada at the point of application, which allows the individual to use the title “architect” and to engage in the unlimited practice of architecture (defined as the ability to provide any architectural services on any type of building in any state, province, territory, or other political subdivision of their national jurisdiction) in that country. A “current registration” may include a license that is eligible for reinstatement upon re-establishment of residency and/or payment of fees.

Detailed instructions for earning an NCARB Certificate through the Foreign Architect Path can be found on the NCARB website.

4.1 General

You may be granted an NCARB Certificate by meeting the requirements set forth in Section 1, under a mutual recognition arrangement/agreement ratified by NCARB’s Member Boards (Section 3), or under the procedures set forth in this section. NCARB recommends registration be granted to the NCARB Certificate holder by any U.S. jurisdictional licensing board without further examination of your credentials.

All documents submitted as part of the procedures set forth in this Section must be provided in English. If a document is not in English, you must arrange to have an official translation submitted on letterhead directly from the issuing authority, a lawyer, translation service, notary, or embassy. You may not provide the translation on their behalf.

4.2 Credential Requirement

You must be credentialed in a foreign country in which the credentialing authority has a formal record-keeping mechanism for disciplinary actions in the practice of architecture. You may be required to describe the process by which you were credentialed or submit information describing the credentialing process from the credentialing authority that granted the credential. You are required to arrange for independent verification by the credentialing authority to be sent directly to NCARB showing that your credential has been granted and is currently in good standing.

You may also be required to describe the process by which and the reasons for which disciplinary actions may be taken against architects and the system in which these actions are recorded, or to submit information provided by the disciplinary authority in this regard. You must secure a written statement from your credentialing authority stating that you either have no record of a disciplinary action or if such record exists, describing such action and its current status. This statement must be sent directly to NCARB from the credentialing authority or certified translator, if applicable.

4.3 Education Requirement

You must hold a recognized education credential in an architecture program that leads to a license/credential for the unlimited practice of architecture in the foreign country. An official transcript of your educational record must be sent directly to NCARB from the school.

4.4 Experience Requirement

You must complete the NCARB AXP by documenting your experience through hours.

The reporting requirement identified in the *AXP Guidelines* does not apply to foreign architects seeking NCARB certification through this option once their application has been reviewed and approved for this option.

4.5 Examination Requirement

You must pass the ARE.

Section 5

REVOCAION AND REINSTATEMENT OF AN NCARB CERTIFICATE

REVOKING A CERTIFICATE

NCARB will revoke your Certificate if:

- A Member Board has revoked (without limitation as to time) your registration¹ for a cause other than non-payment of renewal fees or failure to file information with the Member Board; or
- Facts are subsequently revealed that show you were actually ineligible for the Certificate at the time of certification.

NCARB may revoke your Certificate or impose a disciplinary sanction if:

- A Member Board or a court makes a finding, not reversed on appeal, that you have, in the conduct of your architectural practice, violated the law, or have engaged in conduct involving wanton disregard for the rights of others; or
- You are convicted of a felony or crime involving fraud or wanton disregard for the rights of others; or
- You have surrendered or allowed your registration to lapse in connection with pending or threatened disciplinary action; or
- A Member Board has denied you registration for a cause other than the failure to comply with the education, experience, age, residency, or other technical qualifications for registration in that jurisdiction; or
- NCARB receives evidence of incompetence, dishonesty, or unlawful conduct that is not adequately refuted related to the practice of architecture or involving fraud or wanton disregard of the rights of others; or
- NCARB finds that you have engaged in any behavior—including written, verbal, or physical—that may be considered inappropriate, abusive, disruptive, threatening, discriminatory, prejudicial, or harassing in nature while engaging with NCARB, any Member Board, and/or any vendor working on behalf of NCARB; or
- You have willfully misstated a material fact in a formal submission to NCARB; or
- NCARB's Professional Conduct Committee otherwise finds that you violated the *NCARB Professional Conduct Committee's Rules of Procedure*.

Other actions may include:

- Suspending your NCARB Certificate
- Issuing a public reprimand
- Requiring the completion of ethics education courses
- Issuing a warning letter

REINSTATING A CERTIFICATE

NCARB may reinstate a previously revoked Certificate if the cause of the revocation has been removed, corrected, or otherwise remedied. A Certificate that has been suspended will be automatically reinstated after the period of suspension is over, unless otherwise stated at the time of suspension.

¹ This section aligns to *NCARB Professional Conduct Committee's Rules of Procedure*, which continues to word registration instead of licensure. To keep these two documents in alignment, registration/register are used in this section.



Appendix F:

Mapping of the Current Requirements for
Certification to the Proposed Updates

Certification Requirements

The following requirements for NCARB certification may only be changed by an absolute majority vote of the NCARB Member Boards. Such change becomes effective July 1 following the close of the Annual Business Meeting, or such later date identified in the change, and applies both to applications for certification in process and new applications. If applicants whose applications were in process met all certification requirements that existed prior to the change, they will be eligible for certification. Applicants who fail to complete the NCARB certification process within five years will not be considered “in process” and will be required to satisfy current certification requirements.

CHANGES TO THE NCARB EDUCATION STANDARD AND THE AXP

A change in the [NCARB Education Standard](#) or the AXP becomes effective on the date of the change as described in a notice given to all Member Boards, at which time such change shall also be posted on NCARB’s website. The effective date shall be a minimum of 60 days after the date of such notice. Any change in the *NCARB Education Standard* and the AXP applies both to Records in process and new Records. An existing Record holder who has satisfied the *NCARB Education Standard* and/or the AXP prior to the effective date of the change shall be treated as having satisfied either or both.

Section 1 **Page 10**

Requirements for Certification of an Architect Registered in a U.S. Jurisdiction

Section 2 **Page 11**

Alternatives for Certification of an Architect Registered in a U.S. Jurisdiction

Section 3 **Page 13**

Requirements for Certification of an Architect Registered in a Foreign Jurisdiction Through an Established Mutual Recognition Arrangement With NCARB

Section 4 **Page 14**

Requirements for Certification of an Architect Credentialed by a Foreign Registration Authority

Section 5 **Page 15**

Revocation and Reinstatement of an NCARB Certificate

This section is now “Requirements for Certification.” Language was updated to clarify the process for implementing changes to the certification requirements, as well as for programs including the *Education Standard*, AXP, and ARE.

The edited version recommends removing the five-year window for applicants “in process” to become certified under previous requirements:

- Leaves room in individual resolutions to provide a “grandfathering” timeframe
- Five years is often too long of a window

Sections 1-5 maintain their current structure & align to Sections 1-5 of the edited version.

Note: “registration/registered” updated to “licensure/licensed” throughout to align with current standard usage.

Appendix A **Page 16**

Architect Registration Examination

Appendix B **Page 17**

ARE 5.0 Exam Equivalents

The Policy Advisory recommends removing Appendix A. This content does not apply solely to applicants for certification and lives in the *ARE Guidelines*.

The Policy Advisory Committee recommends removing Appendix B from the *Certification Guidelines* and creating a separate “Exam Equivalents Guide” which could be updated independently when needed.

Section 1

REQUIREMENTS FOR CERTIFICATION OF AN ARCHITECT REGISTERED IN A U.S. JURISDICTION

1.1 Good Character

You must be of good character as verified by employers and an NCARB Member Board where you are registered.

1.2 Education Requirement

[VIEW ALTERNATIVES](#)

You must hold a professional degree in architecture from a program accredited by the National Architectural Accrediting Board (NAAB) or the Canadian Architectural Certification Board (CACB) not later than 24 months after your graduation, or a program that retained its accreditation without revocation to a time 24 months or less before your graduation, or hold a professional degree in architecture certified by the CACB from a Canadian university.

This is now section 1.3. Language around program accreditation status revised for clarity.

1.3 Experience Requirement

[VIEW ALTERNATIVES](#)

You must have completed the Architectural Experience Program® (AXP™). To begin participation in the AXP, an applicant shall have established an NCARB Record and met all requirements for eligibility listed in the [AXP Guidelines](#), which may be revised from time to time by NCARB.

This is now section 1.4. Language added to clarify that meeting experience program requirements that were current at the time of initial licensure is considered equivalent.

The *AXP Guidelines* describes the specific experience requirements including eligibility to begin participation in the AXP, experience settings, categories, areas, hour minimums and maximums, timely reporting and verification of experience¹, and the like.

For additional information, please refer to the *AXP Guidelines*.

The [Reporting Requirements](#) identified in the *AXP Guidelines* do not apply to architects registered in the United States or Canada or to architects credentialed by a foreign registration authority pursuing NCARB certification.

1.4 Examination Requirement

[VIEW ALTERNATIVES](#)

You must have passed the NCARB Architect Registration Examination® (ARE®) or the equivalent, as identified in Appendix B, provided all examinations and the pass/fail standards applied were in accordance with NCARB standards current at the time you took the examination.

This is now section 1.5. Language added to clarify that meeting examination requirements that were current at the time of initial licensure is considered equivalent.

For additional information, please refer to the [ARE Guidelines](#).

1.5 Registration Requirement

You must hold a current and valid registration to practice architecture issued by an NCARB Member Board.

This is now section 1.2

1.6 General

In evaluating qualifications, NCARB may, prior to certification, require you to substantiate the quality and character of your experience, even if you have met the technical requirements set forth above.

This section will be removed, as it was based on previous paper application processes that no longer apply.

¹ Verification of experience: If you were at the time of the activity already a registered architect and not under the direct supervision of another, the verification must be by a person who observed the activity and who was your partner or a person employed by the same employer. Under no circumstances may you verify your own experience.

Section 2

REQUIREMENTS FOR CERTIFICATION OF AN ARCHITECT REGISTERED IN A U.S. JURISDICTION

2.1 Good Character

You must be of good character as verified by employers and an NCARB Member Board where you are registered.

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. Continuous licensure as an architect for the last three (3) consecutive years 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's degree that includes significant coursework in architecture (as determined by NCARB) 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's Degree that includes significant coursework in architecture term refers to any baccalaureate degree from an institution with U.S. regional accreditation that is awarded after earning less than 150 semester credits or the quarter-hour equivalent resulting from significant architecture coursework, in an amount determined to be acceptable by NCARB. The amount of architecture coursework that is required 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, or non-U.S. or Canadian degree must:
 - Submit a Certificate Portfolio. Document experience as a licensed architect to satisfy all subject areas of the *NCARB Education Standard* through a portfolio for peer review.
 - i. Architects with 64 or more semester credit hours of postsecondary education have the

This is now section 2.3. Language has been clarified/ added to:

- Emphasize that NCARB determines which path is appropriate based on a candidate's background
- Clarify requirements for the Two Times AXP path
- Clarify that applicants who choose to get an EESA must meet any deficiencies identified within the EESA report

In addition, clarification added to Section 2 introduction that applicants can only complete either the education or experience alternative, not both.

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.

- 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.

2.3 Alternatives to the Experience Requirement

In lieu of completing the Experience Requirement identified in Section 1.3, NCARB will accept registration by an NCARB Member Board for at least five consecutive years together with a certification by the applicant that his or her experience as a registered architect met the intent of the AXP in each of the experience areas, and verification by one or more other architects that the applicant obtained such experience. This alternative shall not apply to applicants initially registered after January 1, 2011.

This is now Section 2.4.

2.4 Alternatives to the Examination Requirement

If you fail to meet the examination requirement identified in Section 1.4, you may still be certified in the following circumstances:

- A. If your examination deficiency arose from causes other than having failed a division of an examination under applicable NCARB pass/fail standards, and the deficiency is, in NCARB's judgment, compensated for by your demonstration of competency in the deficient area.
- B. If your registration was based in whole or in part on having passed previous examination equivalents, you are deemed to have passed the corresponding divisions of the ARE. See Appendix B for a table of these qualifying equivalents.

This is now Section 2.5.

2.5 Registration Requirement

You must hold a current and valid registration to practice architecture issued by an NCARB Member Board.

This is now Section 2.2.

2.6 General

In evaluating qualifications, NCARB may, prior to certification, require you to substantiate the quality and character of your experience, even if you have met the technical requirements set forth above.

This will be removed. See note above on Section 1.6.

Section 3

REQUIREMENTS FOR CERTIFICATION OF AN ARCHITECT REGISTERED IN A FOREIGN JURISDICTION THROUGH ESTABLISHED MUTUAL RECOGNITION ARRANGEMENT WITH NCARB

NCARB enters into Mutual Recognition Arrangements (MRA) with countries based on a thorough review of their regulatory standards including the education, experience, and examination requirements for licensure. U.S. jurisdictions that choose to become signatories to an MRA will recognize an NCARB Certificate issued in accordance with the terms and conditions of the MRA.

Eligibility requirements and conditions for certification are established by each Agreement/ Arrangement. The basic provisions include:

- citizenship or lawful permanent residence in a country that is party to the arrangement;
- licensure in good standing in a signatory jurisdiction in the home country;
- a specific period of post-licensure experience in the home country;
- licensure in the home country that was not obtained through any other foreign reciprocal arrangements.

Please refer to the [NCARB website](#) for the detailed requirements of each MRA.

Nothing in this section of the *Certification Guidelines* or the individual Mutual Recognition Arrangements precludes an applicant from independently satisfying the education, experience, and examination requirements for licensure in any U.S. or foreign jurisdiction.

This is found in Section 3 of the edited version. Some clarifying language was added, and basic requirements were updated to reflect the proposed MRA with the United Kingdom.

Section 4

This is found in Section 4 of the edited version.

REQUIREMENTS FOR CERTIFICATION OF AN ARCHITECT CREDENTIALLED BY A FOREIGN REGISTRATION AUTHORITY

A “Foreign Architect” is an individual who holds a current registration in good standing in a country other than the United States or Canada at the time of application, which allows such individual to use the title “architect” and to engage in the unlimited practice of architecture (defined as the ability to provide any architectural services on any type of building in any state, province, territory, or other political subdivision of their national jurisdiction) in that country. A “current registration” may include a license that is eligible for reinstatement upon re-establishment of residency, and/or payment of fees.

4.1 General

A foreign architect may be granted an NCARB Certificate by meeting the requirements set forth in Section 1, under a mutual recognition agreement ratified by the Member Boards, or under the procedures set forth in this section. NCARB recommends registration be granted to the NCARB Certificate holder by any NCARB Member Board without further examination of credentials.

This is found in Section 4.1 of the edited version. Clarifying language added around translated documents.

4.2 Education Requirement

You must hold a recognized education credential in an architecture program that leads to a license/credential for the unlimited practice of architecture in the foreign country. You are required to describe such program or submit information describing the program from the accreditation/validation/recognition authority. You are required to have an official transcript of your educational record sent directly to NCARB from the school. Where there is doubt about the nature of the professional degree, an Educational Evaluation Services for Architects (EESA) evaluation may be required.

This is found in Section 4.3 of the edited version. Language regarding EESA evaluations was removed to address confusion among applicants.

4.3 Registration Requirement

You must be credentialed in a foreign country that has a formal record-keeping mechanism for disciplinary actions in the practice of architecture. You are required to describe the process by which you were credentialed or submit information describing the credentialing process from the credentialing authority that granted the credential, and to arrange for independent verification by the credentialing authority directly to NCARB showing that your credential has been granted and is currently in good standing. You are also required to describe the process by which and the reasons for which disciplinary actions may be taken against architects and the system in which these actions are recorded, or to submit information provided by the disciplinary authority in this regard. You shall secure a

This is found in Section 4.2 of the edited version.

written statement from your credentialing authority stating that you either have no record of a disciplinary action or if such record exists, describing such action and its current status. This statement must be sent directly to NCARB from the credentialing authority.

4.4 Experience Requirement

You must document completion of the NCARB Architectural Experience Program® (AXP™).

This is found in Section 4.4 of the edited version.

4.5 Examination Requirement

You must pass the Architect Registration Examination® (ARE®).

This is found in Section 4.5 of the edited version.

Section 5

REVOCATION AND REINSTATEMENT OF AN NCARB CERTIFICATE

REVOKING A CERTIFICATE

NCARB will revoke your Certificate if:

- A Member Board has revoked (without limitation as to time) your registration for a cause other than non-payment of renewal fees or failure to file information with the Member Board; or
- Facts are subsequently revealed that show you were actually ineligible for the Certificate at the time of certification.

NCARB may revoke your Certificate if:

- A Member Board or a court makes a finding, not reversed on appeal, that you have, in the conduct of your architectural practice, violated the law, or have engaged in conduct involving wanton disregard for the rights of others; or
- You have surrendered or allowed your registration to lapse in connection with pending or threatened disciplinary action; or
- A Member Board has denied you registration for a cause other than the failure to comply with the education, experience, age, residency, or other technical qualifications for registration in that jurisdiction; or
- You have willfully misstated a material fact in a formal submission to NCARB.

REINSTATING A CERTIFICATE

NCARB may reinstate a previously revoked Certificate if the cause of the revocation has been removed, corrected, or otherwise remedied.

Section 5 has been updated to align with the *NCARB Bylaws and Professional Conduct Committee's Rules of Procedure*.

Appendix A

ARCHITECT REGISTRATION EXAMINATION

Description

The content of the Architect Registration Examination (ARE) is based on the knowledge and skills required of a newly registered architect, practicing independently, to provide architectural services. The ARE evaluates an applicant's competence in the provision of architectural services to protect the public health, safety, and welfare.

To begin taking the ARE, an applicant shall have fulfilled all requirements for eligibility established by his or her jurisdiction and shall have established an NCARB Record. To complete the ARE, an applicant must achieve a passing grade on each division.

Five-Year Rolling Clock

For all initial candidates for licensure, a passing grade for any division of the ARE shall be valid for an initial period of five years, plus any extension granted under the rolling clock extension policy, after which time the division will expire unless the candidate has completed the ARE.

Applicants for NCARB certification that completed the ARE or were licensed:

- A. Prior to January 1, 2006, will not have any divisions governed by the five-year rolling clock.
- B. Prior to July 1, 2014, will have only divisions passed after January 1, 2006, governed by the five-year rolling clock.
- C. On July 1, 2014 or later, will have all divisions governed by the five-year rolling clock.

Any applicant for NCARB certification that is determined to be deficient in a division of the ARE will have to test and pass that division, or the then current exam equivalents, to earn NCARB certification. Those deficient examinations, standing alone, shall be subject to the five-year rolling clock.

Rolling Clock Extension

NCARB may allow a reasonable extension to a division expiration period in circumstances where completion of the ARE is prevented by the birth or adoption of a child, by a serious medical condition, by active duty in military service, or by other like causes. An applicant may request such an extension by submitting a timely written application and supporting documentation as prescribed by NCARB. Upon proper application NCARB will allow parents of newborn infants or newly adopted children a six-

Appendix A will be incorporated into the *ARE 5.0 Guidelines*, as these policies are relative to all exam candidates, not just Certificate applicants.

month extension to the end of such division expiration period if the birth or adoption of their child occurs within such rolling clock period.

Appendix B

ARE 5.0 EXAM EQUIVALENTS

ARE 5.0 Exam Equivalents

Applicants for NCARB certification that completed a previous version of the ARE must have passed examination equivalents equal to those of the current ARE as defined below. Applicants that do not achieve all examination equivalents shall be required to pass the unachieved division(s) identified to meet the examination requirement for the NCARB Certificate.

Practice Management (ARE 5.0) AND Project Management (ARE 5.0) are satisfied by successfully completing one examination in each of the following FOUR groups:

GROUP 1:

- | | |
|--|-------------|
| 1. Construction Documents & Services (ARE 4.0) | (2008-2018) |
| 2. Construction Documents & Services – ARE 3.1 and prior computer-based versions | (1997-2009) |
| 3. Division I of the ARE | (1983-1996) |
| 4. Professional Examination–Section B, Part IV | (1978-1982) |
| 5. Professional Examination Part IV | (1973-1977) |
| 6. Examination Syllabus H | (1954-1975) |
| 7. Section 6 of the CALE | (1987-1989) |

GROUP 2:

- | | |
|--|-------------|
| 1. Construction Documents & Services (ARE 4.0) | (2008-2018) |
| 2. Building Technology | (1997-2009) |
| 3. Division C of the ARE | (1983-1996) |
| 4. Professional Examination–Section A | (1979-1982) |
| 5. Qualifying Test E and F | (1977-1978) |

Appendix B will be removed from the document and made an independent guide to be updated as necessary.

Appendix F: Mapping of the Current Requirements for Certification to the Proposed Updates

- | | |
|--------------------------------|-------------|
| 6. Equivalency Examination III | (1973-1976) |
| 7. Examination Syllabus E | (1954-1975) |
| 8. Section 9 of the CALE | (1987-1989) |

GROUP 3:

- | | |
|---|-------------|
| 1. Programming, Planning & Practice (ARE 4.0) | (2008-2018) |
| 2. Pre-Design | (1997-2009) |
| 3. Division A of the ARE | (1983-1996) |
| 4. Professional Examination—Section B, Parts I and II | (1979-1982) |
| 5. Professional Examination Parts I and II | (1973-1978) |
| 6. Examination Syllabus C | (1954-1975) |
| 7. Section 7 of the CALE | (1987-1989) |

GROUP 4:

- | | |
|--|-------------|
| 1. Programming, Planning & Practice (ARE 4.0) | (2008-2018) |
| 2. Site Planning | (1997-2009) |
| 3. Division B (Written and Graphic) of the ARE | (1988-1996) |
| 4. Division B of the ARE | (1983-1987) |
| 5. Professional Examination—Section A | (1979-1982) |
| 6. Qualifying Test E and F | (1977-1978) |
| 7. Equivalency Examination III | (1973-1976) |
| 8. Examination Syllabus D | (1954-1975) |
| 9. Section 8 of the CALE | (1987-1989) |

Project Planning & Design (ARE 5.0) is satisfied by successfully completing one examination in each of the following SEVEN groups:

GROUP 1:

- | | |
|--|--------------------------|
| 1. Site Planning & Design (ARE 4.0) | (2008-2018) |
| 2. Site Planning | (1997-2009) ¹ |
| 3. Division B (Written and Graphic) of the ARE | (1988-1996) |
| 4. Division B of the ARE | (1983-1987) |
| 5. Professional Examination–Section A | (1979-1982) |
| 6. Qualifying Test E and F | (1977-1978) |
| 7. Equivalency Examination III | (1973-1976) |
| 8. Examination Syllabus D | (1954-1975) |
| 9. Section 8 of the CALE | (1987-1989) |

GROUP 2:

- | | |
|---|-------------|
| 1. Building Design & Construction Systems (ARE 4.0) | (2008-2018) |
| 2. Building Design/Materials & Methods | (1997-2009) |
| 3. Division H of the ARE | (1983-1996) |
| 4. Professional Examination–Section B, Part III | (1978-1982) |
| 5. Qualifying Test C | (1978-1982) |
| 6. Professional Examination Part III | (1973-1977) |
| 7. Equivalency Examination II | (1974-1976) |
| 8. Examination Syllabus F | (1954-1975) |
| 9. Section 5 of the CALE | (1987-1989) |

GROUP 3:

- | | |
|---|--------------------------|
| 1. Building Design & Construction Systems (ARE 4.0) | (2008-2018) |
| 2. Building Technology | (1997-2009) ² |

3. Division C of the ARE	(1983-1996)
4. Professional Examination—Section A	(1979-1982)
5. Qualifying Test E and F	(1977-1978)
7. Equivalency Examination III	(1973-1976)
8. Examination Syllabus E	(1954-1975)
9. Section 9 of the CALE	(1987-1989)

GROUP 4:

1. Structural Systems (ARE 4.0)	(2008-2018)
2. General Structures	(1997-2009)
3. Division D/F of the ARE	(1988-1996)
4. Divisions D and F of the ARE	(1983-1987)
5. Professional Examination—Section B, Part III	(1979-1982)
6. Qualifying Test B	(1977-1982)
7. Professional Examination Part III	(1973-1978)
8. Equivalency Examination II	(1973-1976)
9. Examination Syllabus G	(1954-1975)

GROUP 5:

1. Structural Systems (ARE 4.0)	(2008-2018)
2. Lateral Forces	(1997-2009)
3. Division E of the ARE	(1983-1996)
4. Professional Examination—Section B, Part III	(1978-1982)
5. Qualifying Test B	(1977-1982)
6. Professional Examination Part III	(1973-1978)
7. Equivalency Examination II	(1973-1976)

8. Examination Syllabus G (1965-1975)

9. Section 2 of the CALE (1987-1989)

GROUP 6:

1. Building Systems (ARE 4.0) (2008-2018)

2. Mechanical & Electrical Systems (1997-2009)

3. Division G of the ARE (1983-1996)

4. Professional Examination—Section B, Part III (1978-1982)

5. Qualifying Test D (1977-1982)

6. Professional Examination Part III (1973-1978)

7. Equivalency Examination II (1973-1976)

8. Examination Syllabus I (1954-1975)

9. Section 4 of the CALE (1987-1989)

GROUP 7:

1. Schematic Design (ARE 4.0) (2008-2018)

2. Building Planning (1997-2009)²

3. Division C of the ARE (1983-1996)

4. Professional Examination—Section A (1979-1982)

5. Qualifying Test E and F (1977-1978)

6. Equivalency Examination III (1973-1976)

7. Examination Syllabus E (1954-1975)

8. Section 9 of the CALE (1987-1989)

Project Development & Documentation (ARE 5.0) is satisfied by successfully completing one examination in each of the following SIX groups:

GROUP 1:

- | | |
|--|-------------|
| 1. Construction Documents & Services (ARE 4.0) | (2008-2018) |
| 2. Construction Documents & Services – ARE 3.1 and prior computer-based versions | (1997-2009) |
| 3. Division I of the ARE | (1983-1996) |
| 4. Professional Examination—Section B, Part IV | (1978-1982) |
| 5. Professional Examination Part IV | (1973-1977) |
| 6. Examination Syllabus H | (1954-1975) |
| 7. Section 6 of the CALE | (1987-1989) |

GROUP 2:

- | | |
|--|-------------|
| 1. Construction Documents & Services (ARE 4.0) | (2008-2018) |
| 2. Building Technology | (1997-2009) |
| 3. Division C of the ARE | (1983-1996) |
| 4. Professional Examination—Section A | (1979-1982) |
| 5. Qualifying Test E and F | (1977-1978) |
| 6. Equivalency Examination III | (1973-1976) |
| 7. Examination Syllabus E | (1954-1975) |
| 8. Section 9 of the CALE | (1987-1989) |

GROUP 3:

- | | |
|---|-------------|
| 1. Building Design & Construction Systems (ARE 4.0) | (2008-2018) |
| 2. Building Design/Materials & Methods | (1997-2009) |
| 3. Division H of the ARE | (1983-1996) |
| 4. Professional Examination—Section B, Part III | (1978-1982) |
| 5. Qualifying Test C | (1978-1982) |

6. Professional Examination Part III	(1973-1977)
7. Equivalency Examination II	(1974-1976)
8. Examination Syllabus F	(1954-1975)
9. Section 5 of the CALE	(1987-1989)

GROUP 4:

1. Structural Systems (ARE 4.0)	(2008-2018)
2. General Structures	(1997-2009)
3. Division D/F of the ARE	(1988-1996)
4. Divisions D and F of the ARE	(1983-1987)
5. Professional Examination—Section B, Part III	(1979-1982)
6. Qualifying Test B	(1977-1982)
7. Professional Examination Part III	(1973-1978)
8. Equivalency Examination II	(1973-1976)
9. Examination Syllabus G	(1954-1975)
10. Section 1 of the CALE	(1989)
11. Sections 1 and 3 of the CALE	(1987-1988)

GROUP 5:

1. Structural Systems (ARE 4.0)	(2008-2018)
2. Lateral Forces	(1997-2009)
3. Division E of the ARE	(1983-1996)
4. Professional Examination—Section B, Part III	(1978-1982)
5. Qualifying Test B	(1977-1982)
6. Professional Examination Part III	(1973-1978)
7. Equivalency Examination II	(1973-1976)

Appendix F: Mapping of the Current Requirements for Certification to the Proposed Updates

8. Examination Syllabus G (1965-1975)

9. Section 2 of the CALE (1987-1989)

GROUP 6:

1. Building Systems (ARE 4.0) (2008-2018)

2. Mechanical & Electrical Systems (1997-2009)

3. Division G of the ARE (1983-1996)

4. Professional Examination—Section B, Part III (1978-1982)

5. Qualifying Test D (1977-1982)

6. Professional Examination Part II (1973-1978)

7. Equivalency Examination II (1973-1976)

8. Examination Syllabus I (1954-1975)

9. Section 4 of the CALE (1987-1989)

Construction & Evaluation (ARE 5.0) is satisfied by successfully completing one examination in each of the following TWO groups:

GROUP 1:

1. Construction Documents & Services (ARE 4.0) (2008-2018)

2. Construction Documents & Services – ARE 3.1 and prior computer-based versions (1997-2009)

3. Division I of the ARE (1983-1996)

4. Professional Examination—Section B, Part IV (1978-1982)

5. Professional Examination Part IV (1973-1977)

6. Examination Syllabus H (1954-1975)

7. Section 6 of the CALE (1987-1989)

GROUP 2:

1. Construction Documents & Services (ARE 4.0)	(2008-2018)
2. Building Technology	(1997-2009)
3. Division C of the ARE	(1983-1996)
4. Professional Examination–Section A	(1979-1982)
5. Qualifying Test E and F	(1977-1978)
6. Equivalency Examination III	(1973-1976)
7. Examination Syllabus E	(1954-1975)
8. Section 9 of the CALE	(1987-1989)

Programming & Analysis (ARE 5.0) is satisfied by successfully completing one examination in each of the following TWO groups:

GROUP 1:

1. Programming, Planning & Practice (ARE 4.0)	(2008-2018)
2. Pre-Design	(1997-2009)
3. Division A of the ARE	(1983-1996)
4. Professional Examination–Section B, Parts I and II	(1979-1982)
5. Professional Examination Parts I and II	(1973-1978)
6. Examination Syllabus C	(1954-1975)
7. Section 7 of the CALE	(1987-1989)

GROUP 2:

1. Site Planning & Design (ARE 4.0)	(2008-2018)
2. Site Planning	(1997-2009) ¹
3. Division B (Written and Graphic) of the ARE	(1988-1996)
4. Division B of the ARE	(1983-1987)
5. Professional Examination–Section A	(1979-1982)

Appendix F: Mapping of the Current Requirements for Certification to the Proposed Updates

6. Qualifying Test E and F	(1977-1978)
7. Equivalency Examination III	(1973-1976)
8. Examination Syllabus D	(1954-1975)
9. Section 8 of the CALE	(1987-1989)

¹ If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December 1978, and you were registered on or before March 1, 1979, you need not have passed examinations in Site Planning.

² If you hold a professional degree from a NAAB-accredited program, and you passed the four-part Professional Examination between December 1973 and December 1978, and you were registered on or before March 1, 1979, you need not have passed examinations in Building Planning and Building Technology.

Guide to Proposing Amendments to Resolutions

The document provides an overview for proposing amendments:

- Prior to the Annual Business Meeting
- Prior to voting at the Annual Business Meeting
- During voting at the Annual Business Meeting
- Voting on amendments

If you have any questions about the resolutions or amendments processes, please contact the NCARB Secretary at secretary@ncarb.org.

Guide to Proposing Amendments to Resolutions at the Annual Business Meeting

If a Member Board or region would like to offer an amendment to a resolution being moved forward at the Annual Business Meeting (ABM), NCARB is available to provide support in various ways, including legal counsel and parliamentary support as well as coordinating distribution to all Member Boards. This document provides an overview for:

- *NCARB Bylaws* and Robert's Rules of Order
- Amendments Offered Prior to the Annual Business Meeting
- Amendments Offered Onsite Prior to Voting at the Annual Business Meeting
- Amendments Offered During Voting from the Floor at the Annual Business Meeting
- Voting on Amendments

NCARB Bylaws: Resolution-Related Section

Article IV, SECTION 6. Resolutions and Other Motions. [...] Only Member Boards, Regions, Select Committees, and the 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 Director.

- **Robert's Rules of Order Notes:**
 - There are two important parliamentary concepts that determine what amendments to the resolutions can be made from the floor:
 - *Scope of notice:* Based on the *NCARB Bylaws*, amendments may be made when a resolution is presented at a meeting of the Council.
 - *Germaneness:* Proposed amendments must be closely related to the exact motion under discussion.

NCARB has a parliamentarian available for consultation in advance of and during the Annual Business Meeting to advise on whether a proposed amendment is germane.

Amendments Offered Prior to the Annual Business Meeting

If a Member Board or region develops an amendment to a resolution prior to arriving at the Annual Business Meeting, and would like to share it in advance so other Member Boards can discuss it prior to arriving at the meeting:

1. Download the [Resolution and Amendment template](#). Use this document to develop the amendment in the required format.
2. Send the proposed amendment to the NCARB Secretary at secretary@ncarb.org.
3. NCARB legal counsel and parliamentarian will review and provide feedback relative to formatting, procedures, or any unintended consequences. Any proposed changes will be returned to the authoring Member Board/region, with explanation, for consideration.
4. Once finalized, NCARB can distribute the final version of the amendment to membership. This will include posting on the Member Board Community and publishing via available NCARB membership communications channels (Fast Facts, emails, feedback webinars, etc.)
5. NCARB can prepare the amendment for distribution at the Annual Business Meeting.
 - If the authoring Member Board or region changes the amendment following electronic distribution, please send the revised amendment to the NCARB Secretary at secretary@ncarb.org by **May 27, 2022**.

Amendments Offered Onsite Prior to Voting at the Annual Business Meeting

If a Member Board or region develops an amendment onsite prior to the Saturday morning resolution session and would like to make it available to membership for early discussion:

1. Submit the amendment to the NCARB Secretary (secretary@ncarb.org) as soon as possible.
2. NCARB legal counsel and parliamentarian will review and provide feedback relative to formatting, procedures, or any unintended consequences. Any proposed changes will be returned to the authoring Member Board/region, with explanation, for consideration.
3. Once finalized, NCARB can share advance copies to the membership through the various communications channels, including emailing to all Members, posting on the Member Board Community, and sharing via the ABM app. These various communication channels will ensure that members not in attendance at the ABM will also be made aware and engaged.
4. The amendment will be shared for discussion during the Saturday resolution session.

Amendments Offered During Voting from the Floor at the Annual Business Meeting

If a Member Board or region decides to offer an amendment from the floor during the Saturday resolution session:

1. A delegate must go to the microphone and identify their name and Member Board or region to offer the amendment.
 - Note: Only one amendment may be considered at a time. If a delegate wishes to suggest a different amendment while one is currently being debated, the delegate may go to the microphone to state the intention, but no formal action can begin until the current amendment has fully been discussed and voted on.
2. The amendment must be seconded from the floor.
3. Legal counsel and the parliamentarian will provide guidance to the presiding officer as to whether the amendment is germane.
4. Once the amendment has been deemed germane, debate will begin/resume. If needed, delegates will be given the opportunity to caucus to discuss the amendment(s).

Voting on Amendments

1. After discussion on the amendment has concluded, the presiding officer will call for a vote on the amendment. A simple majority of voting delegates present is needed to amend a resolution.
 - If the amendment passes, discussion begins on the amended resolution.
 - If the amendment fails, discussion resumes on the original resolution.
2. Additional amendments may be introduced, following the above steps.
3. After all discussion is completed, the presiding officer will call for a vote on the resolution, *original* or *as amended*, based on voting results of amendments.
4. The number of votes needed to pass a resolution are dictated by the *NCARB Bylaws*.

Questions?

If you have questions about the amendment or resolution process, please contact secretary@ncarb.org



FY23 NCARB Board of Directors Candidate and Resumes

NCARB Elections: Credentials Committee Memo



MEMORANDUM

TO: Member Board Members
Member Board and Regional Executives Regional Officers
Board of Directors

FROM: Catherine Cervantes Morrison, AIA, NCARB, LEED AP BD+C
FY22 Credentials Chair

DATE: May 5, 2022

SUBJECT: FY23 Board of Directors Elections

I am pleased to present a roster of candidates seeking office on the NCARB Board of Directors for FY23 (July 1, 2022 – June 30, 2023). These candidates have announced their interest and submitted information for your consideration.

Voting delegates will vote for candidates on Saturday, June 4, 2022. Instructions on how to vote will be shared at the Voting Delegates Procedures Meeting on Saturday, June 4. If you plan to declare your candidacy, you must submit documentation of qualification to the Credentials Committee Chair no later than 7 a.m., Saturday, June 4, in accordance with NCARB Election Policy.

Officers, Public Director, and Member Board Executive Director candidates' recorded speeches are now available to the membership.

With the passing of Resolution 2021-01 last year, elections for FY23 NCARB Board of Directors will occur by real time electronic voting at the Annual Business Meeting. Please find the enclosed letter of credentials and updated guidelines for voting in this year's elections. Please do not hesitate to contact the Credentials Committee at credentials-committee@ncarb.org.

Enclosed: Letter of Credentials
Guidelines for Voting
FY23 NCARB Board of Directors Elections
FY23 NCARB Board of Directors Candidate Resumes



2022 NCARB Annual Business Meeting
Memorandum



To: Catherine C. Morrison, NCARB, AIA, LEED AP BD+C
FY22 NCARB Credentials Committee Chair

From: _____
BOARD CHAIR/EXECUTIVE

BOARD NAME

Date: _____

RE: Letter of Credentials

Dear Chairperson Morrison,

The _____ [BOARD NAME] is pleased to submit the following names for official delegate and alternate official delegate for the 2022 NCARB Annual Business Meeting. Both individuals are duly appointed members of the board.

Official Delegate: _____ [BOARD MEMBER FULL NAME]

Position on Board: _____

Term Expiration Date: _____

Email: _____ Phone Number: _____

Alternate: _____ [BOARD MEMBER FULL NAME]

Position on Board: _____

Term Expiration Date: _____

Email: _____ Phone Number: _____

The board acknowledges that the official delegate is authorized to cast a vote on its behalf during the Annual Business Meeting. Furthermore, the board understands that in order to replace its official delegate and alternate, a new letter of credentials must be issued and returned to the Credentials Committee Chair prior to May 6, 2022.

The undersigned has been duly authorized by the vote of the board to execute and deliver this document to NCARB on its behalf.

Signature

Type or Print Name & Title

Please submit this form by **May 6, 2022**, to:
Caitlin Stromberg
credentials-committee@ncarb.org

NCARB
Council Relations Department
1401 H Street NW, Suite 500
Washington, DC 20005 USA

FY23 Board of Directors Elections



The FY23 NCARB Board of Directors will be elected at the 2022 Annual Business Meeting.

The Credentials Committee will accept nominations at credentials-committee@ncarb.org until the president closes nominations at the Annual Business Meeting for the following positions:

- First Vice President/President-elect
- Second Vice President
- Treasurer
- Secretary
- Public Director

Nominations for the following positions* are closed:

- Director, Region 1
- Director, Region 2
- Director, Region 3
- Director, Region 4
- Director, Region 5
- Director, Region 6
- Member Board Executive Director

*The nomination processes for these positions are determined by individual regions' bylaws and the Member Board Executives Committee in accordance with the *NCARB Bylaws*.

Two positions on the Board of Directors are automatically filled based on results from previous elections:

- President
- Past President

FY23 Board of Directors Candidates



FIRST VICE PRESIDENT/PRESIDENT-ELECT

Jon Alan Baker, FAIA, NCARB, LEED AP

[Candidate Video](#) | [Resume](#)



SECOND VICE PRESIDENT

Kenneth R. Van Tine, AIA, NCARB, LEED AP

[Candidate Video](#) | [Resume](#)



TREASURER

David W. Hornbeek, AIA, NCARB

[Candidate Video](#) | [Resume](#)



TREASURER

Edward T. Marley, NCARB, AIA, LEED AP

[Candidate Video](#) | [Resume](#)

FY23 Board of Directors Candidates



SECRETARY

Richard H. McNeel, NCARB, AIA, LEED AP
[Candidate Video](#) | [Resume](#)



SECRETARY

John Patrick Rademacher, AIA, NCARB
[Candidate Video](#) | [Resume](#)



DIRECTOR, REGION 1

Janet L. Hansen, NCARB, LEED AP
[Candidate Video](#) | [Resume](#)



DIRECTOR, REGION 2

George H. Miller, FAIA
[Candidate Video](#) | [Resume](#)

FY23 Board of Directors Candidates



DIRECTOR, REGION 3

Richard H. McNeel AIA, NCARB, LEED AP

[Resume](#)



DIRECTOR, REGION 4

Margaret (Meg) S. Parsons, FAIA, NCARB, LEED AP BD+C, ALEP

[Candidate Video](#) | [Resume](#)



DIRECTOR, REGION 5

Lenora A. Isom, NCARB

[Candidate Video](#) | [Resume](#)



DIRECTOR, REGION 6

Sylvia Kwan, FAIA, NCARB, LEED AP

[Candidate Video](#) | [Resume](#)

FY23 Board of Directors Candidates



MEMBER BOARD EXECUTIVE DIRECTOR

Cathe M. Evans

[Candidate Video](#) | [Resume](#)



PUBLIC DIRECTOR

Gary R. Ey, CDT

[Candidate Video](#) | [Resume](#)

FY23 BOD Candidate Resumes



First Vice President/President-Elect Resume



February 7, 2022

NCARB Members
(via electronic distribution)

Re: NCARB Board Elections

Greetings,

I am pleased to announce my candidacy for the office of 1st VP of the Council, and I ask for your support. As the current 2nd VP and member of the Executive Committee, it has been my privilege to serve you in helping to guide the Council through unprecedented times of uncertainty that have been thrust upon us by the global pandemic. Despite these conditions, swift and strategic actions have allowed the Board to maintain a stable financial footing and continue to move important initiatives forward with your help.

This year has seen important progress on many fronts. We have worked closely this year with many of our collateral partners to better align our visions for the future of licensure. We have continued to enhance services for certificate holders, candidates, and member boards. Most importantly, have begun the long process of cultural and systemic change to address the issues of diversity, equity and inclusion within our ranks and within our profession that have become all-too apparent during this year of self-analysis.

I believe my 35 years as a business owner, employer and practitioner along with my 15 years of NCARB experience will provide the Council with sound professional leadership as we address these and the many remaining issues facing our profession and constituents.

As 1st VP I will continue to help lead the affairs of the Council and support the work of our member boards and I will represent the Council before many of our professional peers and collateral organizations. But more importantly, I believe we have an opportunity to implement real change to address the long-term need for a more diverse profession that better represents our society and provides broader access to the architectural profession by those typically left behind. I would like to use the coming year and begin working with you and the council to explore ideas and assess these opportunities.

I respectfully request your vote when we come together in June and look forward to continuing my service. Attached is a brief summary of my experience. I look forward to seeing and talking with you again soon and invite you to reach out if you would like further information or if I can be of service.

Thank you,

Jon Alan Baker, FAIA, NCARB, LEED AP

731 Ninth Avenue, Suite A
San Diego, CA 92101
619.795.2450
www.dlrgroup.com

FY23 BOD Candidate Resumes



First Vice President/President-Elect Resume



Jon Alan Baker, FAIA, NCARB, LEED AP

Practice

DLR Group, Principal

Education

School of Architecture, Cal Poly, Pomona



Professional Registrations

California Registered Architect 1983

Former Registrations: Arizona, Connecticut, Florida, Hawaii, Idaho, Nevada, New Mexico, Ohio, & Oregon

NCARB Certified 1987

LEED Accredited Professional

Regulatory Appointments & Affiliations

California Architects Board, Member & Past President

- Board President 2005-2018
2007-2009 & 2015-2017

NCARB (National Council of Architectural Registration Boards)

- Awarded President's Medal 2016
- NCARB Board of Directors
 - Regional Director 2010-2012 & 2018-2019
 - Secretary 2019-2020
 - Treasurer 2020-2021
 - 2nd VP 2021-2022
- MBE Committee – Board Liaison 2021-2022
- Responsible Charge Task Force – Board Liaison 2021-2022
- Futures Collaborative – Board Liaison 2020-2021
- Audit Committee Chair 2020-2021
- NAAB Accreditation Team 2010-Present
- Education Committee 2018-Present
- Chair – Procedures and Documents 2017-2018
- Chair – ARE Case Study Task Force 2014-2016
- Regional Leadership Committee 2007-2009 & 2015-2017
- COE (Committee on Examination) 2009-2016
- Chair - Continuing Education Strategic Workgroup 2011-2012
- Chair, Experience Advisory Committee (Formerly IDP) 2011-2013
- Governance Policies Workgroup 2010-2011
- ARE Committees 2008-2016

WCARB (Western Conference of Architectural Registration boards)

- Regional Chair 2007-2009 & 2016-2018
- Region-6 Executive Committee 2007-2009 & 2016-2018
- Regional Director 2010-2012 & 2018-2019

FY23 BOD Candidate Resumes



First Vice President/President-Elect Resume



Professional Affiliations

- American Institute of Architects,
- College of Fellows Induction 2009
 - AIA California Council, Board of Directors 1994-1996
 - San Diego Chapter, Board of Directors, Past President 1987-1995
 - Chair, AIA/AGC Joint Commission 2008-2011

Community Service

- New School of Architecture & Design
- iPAL Advisory Committee 2015-Present
- Downtown Community Planning Council, San Diego
- Elected Planning Advisory Position 2014-Present
- Education Foundation - Poway Unified School District
- Board of Directors 2003-2012
- Jr. Achievement of San Diego & Imperial Counties
- Board of Directors 2007-2011

FY23 BOD Candidate Resumes



Second Vice President Resume



February 12, 2022
NCARB Members

RE: Candidate for Second Vice President of the NCARB Board of Directors

Dear Friends Colleagues,

I am pleased to announce my candidacy for the position of 2nd Vice President of the NCARB Board of Directors and I ask for your support. As the current NCARB Board Treasurer, it has been an honor and privilege to serve the Council and entire membership as a board member these past four years.

I have a strong belief in the mission and goals of the council, I'm passionate about its purpose and future. During my service to NCARB there have been many positive changes and important issues that have been and continue to be addressed. We have worked closely with our collateral organizations, started the conversation regarding possible alternative paths to licensure, started investigating potential impediments to licensure, bias and pipeline issues. We also continue to seek ways to enhance our services to our member boards and certificate holders while maintaining a strong financial position.

My wife, who is a licensed architect, and I founded a woman-owned architectural design firm 32 years ago. Early in our firm history I witnessed the bias and struggles of a woman in the profession. Diversity, equity and inclusion are core to our principals. Our staff is currently composed of 32 people, with 38 percent women and six different nationalities. We strive to be inclusive, equitable and place the value of others above ourselves. I am dedicated to supporting the board's commitment to diversity, equity and inclusion within the council at all levels of the organization. The architectural profession is currently not reflective of the diversity of our communities, we must encourage a more diverse pipeline into the profession. This starts in our local communities at the firm and school levels. Our firm actively supports and encourages young students that are considering a career in architecture through job shadowing, career days, working with the American Association of University Women (AAUW), mentoring of minority high school students and encouraging staff membership in NOMA. I look forward to working with you and the council to explore all ideas and search for opportunities to address these issues.

I'm excited about our future as a regulatory organization and profession. As Second Vice-President I will continue to work closely with staff, our member boards and collaterals to provide a sound perspective to the board as we continue to evaluate and address the strategic plan and the many issues that face our profession, member boards and the regulatory community.

Therefore, after careful consideration and encouragement from my peers, I would like to announce my candidacy to continue my service to the Council as Second Vice-President. I do not take this position lightly and desire to continue working to develop and advance the common goals of the council, membership and profession. I ask for your support in June and look forward to continuing my service. Please do not hesitate to reach out if you would like further information or if I can be of service.

Sincerely,

Kenneth R. Van Tine, AIA
NCARB Treasurer

235 E. Main Street, Northville MI, 41687
P 248 449-3564 / www.in-formstudio.com



FY23 BOD Candidate Resumes



Second Vice President Resume

February 12, 2022
NCARB Members

RE: Candidate for Second Vice President of the NCARB Board of Directors



Experience: Kenneth R. Van Tine has been involved in a variety of architectural projects as a founding principal of PDA Architects in 1989 and inFORM studio, p.c. (Formerly Van TinelGuthrie Studio of Architecture, p.c.) in April 2000. Experience includes healthcare facilities, education, religious, commercial office, retail, libraries, museums, air transportation, motor sports, R & D and municipal.

Education: Bachelor of Architecture, Lawrence Institute of Technology (1986) Bachelor of Science in Architecture, Lawrence Institute of Technology (1984).

Academic Experience: Visiting Critic: University of Michigan, University of Detroit Mercy, and Lawrence Technological University.

Registrations:

NCARB Certification (35+ years), LEED AP

Michigan, Alabama, California, Colorado, Connecticut, Delaware, Florida, Georgia, Idaho, Illinois, Indiana, Iowa, Kansas, Kentucky, Louisiana, Maryland, Massachusetts, Minnesota, Missouri, Nebraska, New Mexico, New York, North Dakota, Ohio, Oklahoma, Oregon, Pennsylvania, Rhode Island, South Carolina, South Dakota, Tennessee, Texas, Virginia, District of Columbia, Washington, West Virginia, Wisconsin

Member Board Service:

State of Michigan (2011 – 2019)

Vice Chair (2012 -2013)

Chair (2013-2019)

National Council of Architectural Registration Boards (NCARB)

NCARB Board of Directors – Treasurer	2021 –present
NCARB Board of Directors – Secretary	2020 –2021
NCARB Board of Directors – Regional 4 Director	2018 –2020
NCARB Professional Conduct Committee	2019 – 2020
NCARB Experience Advisory Committee	2018 – 2019
NCARB Audit Committee	2018 – 2019, 2021 – present (Chair)
NCARB Region 4 Chair	2015 – 2018
NCARB Procedures & Documents Committee	2015 – 2018, 2021
NCARB Regional Leadership Committee	2015 – 2018
NCARB Region 4 Vice-Chair	2013 – 2015
ARE 5.0 Committee	2014 – 2015
NCARB Region 4 Educator Symposiums	2013, 2015, 2017, 2019
NAAB Accreditation Visits	2014, 2015, 2016, 2018
NCARB Region 4 Treasurer	2012 – 2013
Lineup Board Member	2019 – 2021

235 E. Main Street, Northville MI, 41687
P 248 449-3564 / www.in-formstudio.com

INFORM

FY23 BOD Candidate Resumes



Second Vice President Resume

Professional Organizations:

National Council of Architectural Registration Boards (NCARB)
American Institute of Architects (AIA)
United States Green Building Council (USGBC)
International Code Council (ICC)

Professional Service:

AIA Detroit House Tour Committee
AIA Mentorship Program
AIA Michigan Design Retreat Presenter
NCARB IDP Supervisor & Mentor

Community Service:

Volunteers time supporting local non-profit organizations (Life Remodeled and Gleaners Food Bank) in Detroit, Habitat for Humanity, Compassion Evangelical Hospital – Guinea West Africa and local youth programs.

FY23 BOD Candidate Resumes



Treasurer Resume

February 10, 2022

To All the Members of the NCARB Board of Directors:

There are times in all of our lives, when we face crossroads in our path, and a decision has to be made. As I have struggled lately, with what I should do in regards to my tenure on the NCARB Board of Directors, I have decided to follow the words and advice of Robert Frost (and to paraphrase him) take the path that is least chosen and certainly not the easiest. This simply prefaces the announcement of my candidacy for the office of Treasurer of the NCARB Board of Directors and I humbly ask for your support.

After 41 years of practicing as a partner and principal in several architecture firms, last June I sold my stock in my architectural firm and stand ready to commit my time, my energy and my talents in being a collaborative leader on the NCARB Board of Directors. Our board faces some challenges in the future that are just beginning to be defined and addressed. NCARB, as a whole, has the opportunity to realize and fulfill tangible transformation in our profession in terms of wide-ranging access to licensing and to reflect the diverse group of architects that continues to adapt as our constituents.

I encourage you to contact me if you have any questions and need further information, or if I can be of service in addressing any particular concerns you may have. Attached is a brief summary of my experience. I would like to continue my service to NCARB and ask for your vote when we gather at the annual meeting in Austin, TX in June.

Thank you for indulging me with your consideration of my request.
Respectfully,

David W. Hornbeek, AIA, NCARB

FY23 BOD Candidate Resumes



Treasurer Resume



David W. Hornbeek, AIA, NCARB

Education

University of Oklahoma - 1976 - Bachelor of Science in Environmental Design with distinction
University of Oklahoma - 1977 - Bachelor of Architecture with distinction
University of Oklahoma - 1978 - Master of Architecture AIA School Gold Medal

Professional Registrations

Oklahoma Registered Architect 1980
NCARB Certified 1981
Former Registrations: Alabama, Hawaii, Kansas, Maryland, Missouri, Nebraska and Texas.

Regulatory Appointments & Affiliations

Member and Two-time Past Chairman - State of Oklahoma Board of Governors of Licensed Architects, Landscape Architects and Registered Interior Designers.

National Council of Architectural Registration Boards

- NCARB ARE Committee Member 2013
- NCARB Region 5 – Treasurer 2013-2014
- NCARB Region 5 – Vice-Chairman 2014-2018
- NCARB Education Committee - 2016
- NCARB Continuing Education Sub-Committee - Chairman 2016
- NCARB Procedures and Documents Committee Member 2017- 2018
- NCARB Representative on NAAB Accreditation Team for Philadelphia University – March 2018
- NCARB Policy Advisory Committee Member 2018
- NCARB Regional Leadership Committee Member 2018 -2019
- NCARB Region 5 – Chairman 2018-2020
- NCARB Model Law Task Force 2019 - 2020
- NCARB Bd. Liaison - Incidental Practice & Licensure Advisory Committee 2020 - 2021
- NCARB Bd. Liaison - Responsible Charge & Program Continuum Advisory Collaborative 2020 - 2021
- NCARB Bd. Liaison - Diversity Collaborative & Licensure Advisory Forum 2020 - 2021
- NCARB Bd. Liaison – Education Committee 2021 - present
- NCARB National Board of Directors - Region 5 Representative 2020 - present

FY23 BOD Candidate Resumes



Treasurer Resume

Board of Visitors – Board Member - School of Architecture, University of Oklahoma 2018 - present
Professional Advisory Board - Member - School of Architecture, University of Oklahoma 2010 - 2017
Adjunct Design Professor - University of Oklahoma 1992 - 1996

Professional Affiliations

American Institute of Architects

Board of Directors - State Chapter of Oklahoma AIA
Board of Directors - Central Oklahoma Chapter of AIA
Past Treasurer - Central Oklahoma Chapter of AIA
Vice - President - Central Oklahoma Chapter of AIA
Design Awards Chairman for A.I.A. Central Oklahoma Convention (Twice)
Design Awards Chairman for A.I.A. Regional Convention

Honors and Awards

2021 AIA Merit Award / Central Oklahoma Chapter AIA
2021 AIA People's Choice Award / Central Oklahoma Chapter AIA
2018 AIA People's Choice Award / Central Oklahoma Chapter AIA
2017 AIA Merit Award for Adaptive Re-Use / State of Oklahoma AIA
2017 Award of Excellence Citation of Merit / Historical Preservation & Adaptive Re-Use
2016 AIA People's Choice Award / Central Oklahoma Chapter AIA
2015 Philanthropic Firm of the Year / Edmond Area Chamber of Commerce
2013 Build Oklahoma Award / Association of General Contractors Oklahoma
2012 AIA Community Service Award / State of Oklahoma AIA
2011 AIA Solomon Andrew Layton Award – Firm of the Year - Central Oklahoma
2011 Award of Excellence Citation of Merit / Historical Preservation & Adaptive Re-Use
2010 Award of Excellence Citation of Merit / Historical Preservation & Adaptive Re-Use
2010 AIA Merit Award for Historical Preservation / Central Oklahoma Chapter AIA
2009 Build Oklahoma Award / Association of General Contractors Oklahoma
2008 Build Oklahoma Award / Association of General Contractors Oklahoma
2007 Build Oklahoma Award / Association of General Contractors Oklahoma
2006 National AIA Honor Award "Next LA" Awards given at National AIA Convention - LA, CA
2005 Build Oklahoma Award / Association of General Contractors Oklahoma
2004 Build Oklahoma Award / Association of General Contractors Oklahoma
2002 Small Business of the Year / Edmond Area Chamber of Commerce

Community Service

Founding Member of Tres Amigos Productions
Board of Directors - Citizen's Bank of Edmond
Board of Directors - Tres Amigos Productions (non-profit)
Board of Directors - Petroleum Club
Past Director – Edmond Educational Endowment Fund
Past Director – Pepper's Ranch (long-term residential care facility for abused children)
Past President & Director - UCO Broadway Tonight
President Elect – Edmond Rotary Club
Lifetime Member of the University of Oklahoma Alumni Association



swaim
ASSOCIATES LTD
ARCHITECTS AIA

PRINCIPALS

MARK E BOLLARD AIA
EDWARD T MARLEY AIA
PHILLIP E SWAIM AIA
KEVIN A BARBER AIA
MICHAEL CULBERT, AIA
LAURA VERTES, AIA
MICHAEL BECHERER, AIA
TIMOTHY SMITH, AIA

February 3, 2022

To: All NCARB Members

From Edward T. Marley, NCARB, AIA, LEEDap

Greetings fellow NCARB members:

I am pleased to announce my candidacy for the position of Treasurer of the NCARB Board of Directors, and I respectfully ask for your support. It has been an honor to serve alongside my fellow Board members, and more importantly, to serve our Member Board members.

My first regional conference 9 years ago showed me that NCARB was an organization I wanted to be a vital part of. From that point, I jumped into involvement with both feet, and I value every minute of the time I have served. As Secretary/Treasurer, Vice Chair, and Chair of the WCARB Executive committee, I have gained an understanding and appreciation of challenges and needs of the member boards and regions. During my tenure on the Region 6 Executive Committee, I played an active role in increasing the value of WCARB membership through the development of education programs.

I am a partner in one of the largest architectural practices in Southern Arizona, with 7 other partners and a diverse staff of 19, comprised of 57 percent women and/or minorities. I am committed to mentoring the next generation of architects. My firm consistently has brought in students from the local university and, each is offered a permanent position in our firm upon graduation. We further extend our outreach to future architects through participation in career day activities at area high schools and middle schools. I also serve as President of Cornerstone Building Foundation Charities, a collaborative effort of Architects, Engineers and Contractors that raises scholarship funds for the building industry including the local College of Architecture.

I am continuously impressed with the resiliency of our organization. In an environment where our role as regulators continues to be under scrutiny we must be prepared to present a well-reasoned response emphasizing the importance of what we do and our positive impact on the public. We must continuously evaluate our approach to the business of regulation and the protection of the public we serve, striving to be forward-thinking and innovative in our approach to education, experience, and examination, ensuring that all three are aligned with the realities of architectural practice. We must also continue to be good financial stewards ensuring that the programs and services we offer are accessible and have value to our constituents.

As I look to the future governance of NCARB, I will work to develop initiatives that foster a diverse pool of upcoming licensees who are provided with the best education, experience, and examination processes, clearly aligned with the evolving needs of our profession.

I am excited about the future of NCARB, and the future of our profession. I want to continue to be a part of guiding NCARB's mission to protect the public's health, safety, and welfare into the next decade. With gratitude, I ask for your support, and I look forward to continuing to serve each of you. I welcome your communication with any questions or thoughts you may have.

Sincerely,



Edward T. Marley, NCARB, AIA, LEEDap

7350 E SPEEDWAY 210
TUCSON, ARIZONA 85710
(520) 326-3700 FAX 326-1148

FY23 BOD Candidate Resumes



Treasurer Resume



Experience:

Ed Marley has over 40 years' experience working with architectural and electrical engineering firms. He has been with Swaim Associates, Ltd. since 1983 and became a principal in 1992. Ed's diverse range of project types includes military and government projects, wellness and healthcare facilities, commercial offices, research and development, higher education, and hospitality.

National Council of Architectural Registration Boards (NCARB):

- 2021-2022 NCARB Board of Directors Secretary
- 2021-2022 NCARB Policy Advisory Committee
- 2019-2021 Regional Director Region 6
- 2020-2021 NCARB Professional Conduct Committee
- 2019-2020/2021-2022 NCARB Audit Committee
- 2018-2019 WCARB Chair
- 2018-2019 NCARB Regional Leadership Committee
- 2018-2019 NCARB Policy Advisory Committee
- 2016-2018 WCARB Vice Chair
- 2015-2016 WCARB Secretary/Treasurer
- 2015: NCARB Annual Meeting Credentials Committee Chair
- 2014-2017: NCARB Broadly Experienced Architect (BEA) Committee
- 2017-2019: NCARB Certification Alternative Review Team
- 2018-Present: NCARB Tri-National Dossier Review Team. One of three NCARB representatives to the Tri-National program with the US, Mexico, and Canada. Chaired interview team for two interviews.

Arizona Board of Technical Registration (2012-2018):

- 2013-2015: Board Chairman, 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.
- 1997-2013/2019-Present: Enforcement Advisory Committee

Professional and Community Service:

- 2003: AIA Southern Arizona Chapter President
- 2003: Chair: Mount Lemmon Restoration Committee Chair
- 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
- 2008-Present: President Cornerstone Building Foundation Charities
- 1992-Present: Corazon Ministries Board Member, Treasurer 1997-2007.
- 2006-2014: 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.

Education:

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



FY23 BOD Candidate Resumes

Treasurer Resume

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.
- 1992-Present: Principal: Swaim Associates, Ltd, Tucson, AZ, 19-person firm. If our firm used fancy titles, I would be the CFO.
- Registered Architect: Arizona, 1986
Also registered in OR, NM, KS, MN, VA, HI, and SC.
- NCARB Certificate Holder

Personal:

- Married to Janice for 36 years.
- Two grown children, a son who produces fantastic WCARB videos and a daughter who plays the ukulele.

FY23 BOD Candidate Resumes



Secretary Resume

JBHM
Architecture

JBHM Architects, P.A.
308 East Pearl Street Suite 300
Jackson, Mississippi 39201

601 352 2699
JBHM.com

January 31, 2022

Dear Friends,

With a new year fully underway, it is hard to believe that we will all be together, virtually or in person, in a few weeks from now in Charlotte, NC, for our Regional Summit. This will be a reconnecting time for many of us and will be a first opportunity for others as it will be their first time to engage with all 6 of our Regions and NCARB staff, etc. Indeed, this is always an exciting time as it is only one of two times a year that all the jurisdictions gather collectively.

I think back to my first meeting, now eighteen years ago, being like drinking from a fire hose. So much was going on at both the regional levels and national levels. It was a start of an exciting journey in which I have had the opportunity to expand my knowledge of NCARB, and work with many of you on various committees.

During those many years I have spent extensive time working with you in the trenches on our ARE, NAAB Teams, committees, workgroups, and taskforces for Interior Architecture, Futures, Audit, Policy Advisory, Regional Leadership, Program Continuum, AXP Audit, and the COE. Yet, I must admit that the highlight of my career was being awarded the NCARB Presidents Medal at our 100th Anniversary celebration by President Dave Hoffman. I have learned so much from so many of you along this path.

Now after much consideration and discussion with family, colleagues, and NCARB friends, it is with much excitement that I have decided to announce my candidacy for the position of Secretary on the NCARB Board of Directors.

You can see on the attached Vitae that I have the experience and knowledge necessary to be your next Secretary. I have a critical understanding of our mission, our history, what we do for our member boards, our certificate holders, implementation of our strategic plan and for us all to make a difference in the protection of the public.

Know that inclusion, feedback, and responsiveness means a lot to me. I will endeavor to seek you out, listen and make a difference as part of our NCARB leadership team.

I ask for your support and vote for the position of Secretary for NCARB, and I look forward to sharing more about my vision and goals with you during the Regional Summit and the Annual Business Meeting. In the meantime, I invite you to contact me at 601-927-1129 or rmcneel@jbhm.com.

Thank you so much for giving me consideration,

Richard McNeel, NCARB, AIA, LEED AP
Director, Region 3

ARCHITECTURE
PLANNING
LANDSCAPE ARCHITECTURE
INTERIOR DESIGN
GRAPHIC DESIGN
PROGRAM MANAGEMENT

OFFICES
Columbus
Jackson
Tupelo

PRINCIPALS
RYAN C. FLORREICH, AIA, NCARB
JOSEPH S. HENDERSON, AIA, NCARB
RICHARD H. MCNEEL, AIA, NCARB

ASSOCIATES
BRANDON P. BISHOP, AIA, NCARB
KIMBERLY J. BUFORD, AIA, NCARB
NEIL E. WAGGONER, AIA, NCARB
WILLIAM D. WHITTLE, AIA, NCARB



FY23 BOD Candidate Resumes



Secretary Resume

RICHARD H. MCNEEL, AIA, NCARB, LEED AP



Education Bachelor of Architecture 1979
Mississippi State University
NAAB Accredited

Practice JBHM Architects, PA – Jackson, MS
President (1990 - Present)

JBHM Education Group LLC – Jackson, MS
Co-Founder, Member 2001 - 2013

REGISTRATION *Architecture:* Alabama, Arkansas, Arizona, Florida, Louisiana, Mississippi, North Carolina, Oklahoma, Pennsylvania, Tennessee, Texas, Washington, DC, Architect Emeritus – New Mexico

NCARB Certificate (1984), IDP Certificate (1982)

MEMBER BOARD SERVICE Mississippi State Board of Architecture Member 2004-Present
(Appointed by Gov. Barbour, Gov. Bryant) Chair 2007,08,11,12,17, 21
Vice-Chair 2006,10,16,20

The State Senate of Mississippi recently honored McNeel with Senate Resolution No.14 in 2020

NCARB SERVICE

McNeel received the NCARB Presidential Medal for Service at the 100th NCARB meeting in 2019

NCARB National Board Member Region 3	Board	2021
NCARB Audit Committee	Member	2021
NCARB Futures Collaborative (BOD Liaison)	Member	2021
NCARB Policy Advisory Committee	Member	2019,20
NCARB Regional Leadership Committee	Member	2019,20
NCARB Interior Architecture Workgroup	Chair	2017,18
NCARB Interior Architecture Taskforce	Member	2019,20
NCARB CIDQ-NCARB Competency Evaluation Workgroup	Member	2020,21
NCARB Program Continuum Advisory Collaborative	Member	2020
NCARB AXP Portfolio Audit Team	Member	2020
NCARB Committee on Examination	Member	2016,17
NCARB ARE 4.0 Forms Assembly	Chair	2016,17
NCARB ARE Subcommittee - PPP	Member	2006,07,08,09, 10,11,12,13,14
	Chair	2014,15
NCARB ARE Test Spec Taskforce	Member	2013
NCARB ARE Canadian Review Team	Member	2011
NCARB Interior Architecture Task Force	Member	2007-2008
NCARB Interior Task Force	Member	2008,09
NCARB National Meetings	Delegate	2005,06,07,08, 09,10,11,12,13, 14,15,16,17,18, 19,20,21

FY23 BOD Candidate Resumes



Secretary Resume

REGIONAL SERVICE

SCNCARB Region 3 Meetings	2005,06,07,08, 09,10,11,12,13, 14,15,16,17,18, 19,20,21
SCNCARB Member Chairs Meetings	2007, 08
SCNCARB Educators Conference	2005,07,11,18, 22
SCNCARB Ed Conference – Digital NAAB	2018
SCNCARB Region 3 Board	Director 2021 Chair 2019, 2020 Vice-Chair 2017, 2018 Secretary 2013, 2014 Treasurer 2015, 2016

NAAB SERVICE

NAAB Accreditation Team (NDSU M/ARCH) Member	2016
NAAB Accreditation Team (BGSU M/ARCH) Member	2017
NAAB Accreditation Team (UMASS M/ARCH) Member	2016
NAAB Accreditation Team (ARC/POLLIB/ARCH) Member	2015
NCARB Representative - School Accreditation Team	2011,12,13,14, 15,16,17,18
Mississippi State University - Visiting Team Observer	1995

PROFESSIONAL SERVICE

AIA Mississippi Chapter	President 1990
AIA Mississippi Chapter Board of Directors	1984,85,86,87, 88,89,90,91
AIA	Member 1984-Present
Architectural Foundation of Mississippi	President 1991
Architects PAC Mississippi	Chair 1997-2010
Adjunct Faculty Mississippi State University	1992-1996
Alumnus of the year (CADD) Miss State University	2020
Alumni Fellow (Architecture) MSU	1990
Advisory Council - Architecture CADD/MSU	Member 1985-1990. 2011-Present
	Chair 2013-Present

FAMILY



My wife Charlotte to the right and our two daughters standing – both who have NAAB B-Arch degrees and have completed the AXP. Their/our kids to the far right. Oh, and my mother-in-law and sister-in-law.

FY23 BOD Candidate Resumes

Secretary Resume



Dear NCARB Colleagues and Friends,

For many years, architecture has provided me the platform to create and expand my personal and professional life. I am humbled to have had the ability to work with amazing people as we explore the hopes and dreams of our clients and communities and capture these ideals in the built environment. This opportunity has come with the thankful responsibility to generously give back.

This is why I am asking for your support in my continuing service to NCARB as I announce my candidacy for Secretary on the NCARB Board of Directors.

I would be honored to represent you as your voice and your advocate on the NCARB Board of Directors. I look forward to your support as we strive to create a profession focused on strengthening the legacy for those who come after us, assuring the public of unquestioned professionalism. Together we can support our peers in their drive to excel beyond their imaginations and continue to create a rich and diverse profession, reflecting the public we serve.

It is time to be bold, to ask the difficult questions and to continue the committed path that NCARB and our Board of Directors is currently pursuing. NCARB, through the support of its Member Board Members and its constituents, has never been stronger. Our programs and commitment to our peers and partners define us as leaders in the regulatory environment. But we can and will be better through the continued development of our volunteers, our future leadership and the on-going in-depth review of our governance structure to which the NCARB Board is bound. I am committed to this path and its intended diversity, equity and inclusion results.

This is my commitment to you: to be your voice and your advocate, to ask the hard questions and work to advance the programs, goals and values of the Council. It will be my pleasure to meet at the upcoming Regional Summit and the Annual Business Meeting to discuss how NCARB can support you and your role in the regulatory environment, and to pursue opportunities that will establish a legacy at NCARB for those who follow.

Thank you for your dedication and service in support of NCARB. What you do has meaning, makes a difference and touches those who inhabit our built environment. I am humbled, excited and look forward to the privilege of representing you as Secretary of the NCARB Board of Directors.

A blue ink handwritten signature that reads 'John Patrick Rademacher'.

John Patrick Rademacher, NCARB

513.503.6845
jrademacher@elevator.com

120 W. Second St., Suite 1800 Dayton, OH 45402 (937) 281-0600

FY23 BOD Candidate Resumes

Secretary Resume



John Patrick Rademacher, NCARB

John Patrick Rademacher has worked in architecture, development and construction for almost 40 years. Currently, he is a Principal at Elevar Design Group in Cincinnati, Ohio, where he is in his 22nd year. He is a member of the American Institute of Architects (AIA) and the National Organization of Minority Architects (NOMA).

Mr. Rademacher is currently completing his second term as the Region 4 Director on the National Council of Architectural Registration Board's (NCARB) Board of Directors, serving as the NCARB Board liaison to the Incidental Practice Task Force, and as a member of the US/UK Competencies Review Team. He is the Past President of the Ohio Architects Board. Mr. Rademacher has served as the NCARB Board liaison to the Examination Committee, the Chair of NCARB's Experience and Experience Advisory Committees, and as a member of the NCARB's ARE 5.0 Item Development Project Management Subcommittee, Continuing Education Committee, Policy Advisory and Regional Leadership Committees, NCARB's Region 4 Leadership and the Diversity Collaborative.

He is a Past President of AIA Cincinnati and a past member of the Board Advocacy Committee for the national component of the American Institute of Architects (AIA) where he worked to develop the Citizen Architect Program and the organization's legislative efforts. Mr. Rademacher also served as a Climate Protection Steering Member in the development of the Climate Protection Action Plan, The Green Cincinnati Plan.

As a civically engaged Architect, Mr. Rademacher served as the Chair of the Miami Township Zoning Commission and is currently a member of the Dayton Chamber of Commerce, Minority Business Partnership. Mr. Rademacher is actively engaged on behalf of his clients, profession and community on legislative and project development issues. Mr. Rademacher has used his insights, talents, training and experience to contribute meaningfully to the



Education:

1986/Bachelor of Architecture
University of Cincinnati

Service / Affiliations:

Ohio Architects Board, Past President
NCARB Director, Region 4
NCARB Region 4, Leadership
NCARB Committee Service:
Incidental Practice Task Force
Examination Committee
US/UK Competencies Review Team
Experience Committee
Experience Advisory Committee
ARE 5.0 Item Development, Project Management
Continuing Education Committee
Policy Advisory Committee
Regional Leadership Committee
Diversity Collaborative

Cincinnati

Dayton

Lexington

Cleveland

FY23 BOD Candidate Resumes

Secretary Resume



improvement of the community and human condition.

Mr. Rademacher received a Bachelor's of Architecture Degree from the University of Cincinnati's College of Design, Architecture, Art and Planning (DAAP). He is licensed as an Architect in Ohio and 28 additional jurisdictions and as an Interior Designer in Florida, and is certified by the National Council of Architectural Registration Boards (NCARB).

Mr. Rademacher has volunteered his time supporting youth-oriented organizations including the Boy Scouts of America, the YMCA, and local/regional youth sports programs - coaching cycling, soccer, baseball and basketball. He also has served on the Hillsdale College, Parent's Association Steering Committee where he was Chair of the Career Opportunities Sub-Committee. Mr. Rademacher has lived in the Greater Cincinnati area for more than 55 years and presently resides in Loveland with his wife Lisa and two children.

Service / Affiliations:

AIA Cincinnati, Past President
AIA Cincinnati, Leadership
AIA Board Advocacy Committee
Citizen Architect Program
NOMA, Member
Dayton Chamber of Commerce, Minority Business Partnership, Member
Miami Township Zoning Commission, Clermont County Ohio, Member

Registrations:

Architect | OH AL CO FL GA IO IL IN IA KY LA ME
MD MA MI MN MO NJ NY NC OR PA RI TN TX
UT WA WV WI
Interior Design | FL
NCARB Certification

FY23 BOD Candidate Resumes



Region 1 Director Resume

January 16, 2022

Dear Colleagues in Region 1:

Candidate Statement - Janet Hansen, AIA, NCARB, LEED AP

Position: Director, Region 1

For the final time, I would like to place my name on the ballot for Director of Region 1 (NECARB). Should I be elected, this will be my third term. I will note that in the future, the Director role will be a two term position. I am hopeful that this change will not affect the position as I am finding that I am just now becoming comfortable with the role and its obligations. This is most likely the result of the first year of my term being influenced by the pandemic with no in-person meetings. These in-person meetings, as we all probably agree, are more productive than Zoom meetings.

As your representative for Region 1, I continue to be engaged completely in Board and Committee business. This year I was assigned to be the Board Liaison to the Professional Conduct Committee which meets monthly to review cases that jurisdictions have ruled on as well as being a member of the Audit Committee. The Audit Committee reviews the annual financial audit of the organization and for the first time this year, NCARB has conducted a Technology audit. The information from this audit is yet to be formalized and reviewed by the committee. A technology audit looks at risks that might disable the organization's systems. NCARB has had the foresight to prepare for this possibility – for example they have created a back-up ARE that is "housed" on a separate, secure server.

Throughout the year, the Board tackles many issues. Some of the subjects are repetitive, i.e. each year we have a meeting with NCARB's financial advisors and at each of our board meetings, we meet with one of our collateral organizations. We also take a strategic approach and look at Blue Sky items such as creating different paths to licensure. This year in particular, the Board has engaged with both a DEI consultant and a governance consultant (both specialists in the non-profit arena). This work is important for the health and continuity of the organization and will be an ongoing effort.

I hope that you will support my representation of Region 1 on the NCARB Board. I will endeavor to keep the Region informed of news and happenings and will also bring NECARB news and concerns to the national board. Although this might be my final year, I do hope to continue supporting NCARB through committee work in 2023 and beyond.

Thank you for your consideration of my continued candidacy for the 2022-2023 year.

Respectfully,

Janet Hansen, AIA, NCARB, LEED AP

FY23 BOD Candidate Resumes

Region 1 Director Resume

CURRICULUM VITAE



Janet L. Hansen, AIA, NCARB, LEED AP
173 Bluff Road, Yarmouth, Maine 04096 p. 207.807.4676
email: hansenjanet53@gmail.com

PROFESSIONAL PRACTICE:

Retired from practice - December 2018

SMRT - Portland, Maine 1992 - 2018
Principal and Architect

Heery Architects - London, England, UK 1986
Architect

JRH Architects - Dallas, Texas 1984 - 1992
Principal and Architect

RepublicBank Dallas - Dallas, Texas 1982 - 1984
Facilities Staff Designer

Indiana University - Bloomington, Indiana 1981-1982
Facilities Staff Drafter

New England Nuclear - No. Billerica, Massachusetts 1980-1981
Facilities Staff Drafter

Charles Nelson Associates - Newton, Massachusetts 1977-1980
Architectural office experience while attending architectural school

PROFESSIONAL REGISTRATIONS:

Maine Architectural Registration No. ARC1991
Certificate Holder: National Council of Architectural Registration Boards No. 51701

EDUCATION:

Bachelor of Arts
Colby College, Waterville, ME 1975

FY23 BOD Candidate Resumes

Region 1 Director Resume

JANET L. HANSEN, AIA, NCARB, LEED AP
Page 2

Bachelor of Architecture
Boston Architectural College, Boston, MA 1982

NCARB COMMITTEES

NCARB, Written Exam Committee, Graphic (3 years)
NCARB, Grading Committee for Graphic Exam (2 years)
NCARB, 5.0 Item Development Subcommittee - PPD (2 years)
NCARB, Regional Leadership Committee (2-year -NCARB, Policy Advisory Committee (2-year)
NCARB Education Committee - Board Liaison 2021
NCARB Professional Conduct Committee - Board Liaison - 2021-22
NCARB Audit Committee - 2021-22

PRESENTATIONS:

Maine Economic Real Estate and Development Association - Assessing Your Space Needs

NAAB ACCREDITATION VISITS:

2012- Roger Williams University
2013- American University of Sharjah
2014 - University of Louisiana, Lafayette
2017 - City College of New York, NYC
2018 - Wentworth Institute of Technology, Boston, MA (Chair)
2018 - dar el Aluum University, Riyadh, Saudi Arabia - 3rd and Final Visit for Substantial Equivalency
2021 - Virtual Visit Utah Valley University, Orem, Utah - 2nd Accreditation Visit - Team Chair

BOARD POSITIONS:

Chair, Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers 2015- 2017
Vice President, Properties, Pine Tree Council, Boy Scouts of America, 2006-present
Chair of New England Council of Architectural Registration Boards (NECARB), 2017 - 2020
NCARB Region 1 Director - 2020 - present

VOLUNTEER POSITIONS:

Vice President Properties, Pine Tree Council BSA
Vice Chair, Yarmouth (Maine) Planning Board
Secretary, Royal River Alliance
Board of Yarmouth Community Center
Docent - Colby College Art Museum

SELECTED REPRESENTATIVE PROJECTS:

Maine Turnpike Authority - Portland, ME (LEED Certified)

Space planning and interior design services for the fit-up of a new 3-story, 55,000 s.f. office building for the Maine Turnpike Authority. The facility includes space for Troop G of the Maine State Police, retail sales of E-ZPass and administrative office space. The project achieved LEED certification.

Alton E. "Chuck" Cianchette Scout Service Center Pine Tree Council, Boy Scouts of America - South Portland, ME (LEED Registered)

Project Manager for the design of the new 24,000 s.f. facility that includes a gallery and exhibition space, a scout store, conference space and office space for Scout business administration.

FY23 BOD Candidate Resumes



Region 1 Director Resume

JANET L. HANSEN, AIA, NCARB, LEED AP
Page 3

Disability RMS - One Riverfront Plaza - Westbrook, ME

Space planning and interior design for new 140,000 s.f., 6-story office building housing a state-of-the-art computing facility with raised access floor and clean agent fire suppression for major disability insurer.

Armed Forces Reserve Training Center, Westover AFB - Chicopee, MA

Principal-in-Charge for a new 120,000 s.f., \$30 million training center for Army Reserve, Marine Corps and Massachusetts National Guard Units. The project also includes a 23,000 s.f. vehicle maintenance facility and other minor new structures and renovations. SMRT teamed with Consigli Construction for this design/build project for the Army Corps of Engineers, Louisville District Office.

Martin's Point Healthcare Medical Office Building - Portland, ME (LEED Certified)

Design of a 2-story, 42,000 s.f. medical office building with 3-story, 130-car parking garage on an historical point on the Portland Peninsula.

Long Creek Youth Development Center - South Portland, ME

Project architect for a 160-bed replacement facility on the campus of the historic Maine Youth Center to serve Southern Maine's juvenile population.

University of Southern Maine Glickman Family Library - Portland, ME

Renovation and interior design of the upper three floors of the Glickman Family Library on the Portland campus of the University of Southern Maine.

Armed Forces Reserve Training Center - Ceiba, PR (LEED Gold)

Principal-in-Charge for a contemporary, sustainable facility inspired by the stoic simplicity of 19th century military and public buildings found throughout Puerto Rico. The four-building, 79,000 s.f. design/build project houses Army Reserves and National Guard units and includes a vehicle maintenance facility. Interior spaces include Recruiting/Retention offices, Physical Readiness program areas, and training classrooms. The complex incorporates Anti-Terrorism Force Protection (ATFP) standards.

NAVFAC Fitness Center, Newport Naval Station - Newport, RI

Principal-in-Charge for a new \$19.3 million, 66,000 s.f. fitness center facility to be delivered by the design/build method in conjunction with Consigli Construction Company. Three major components - a gymnasium, natatorium and fitness areas - will be enhanced by an indoor elevated running track, racquetball courts, activity and parent/child fitness areas and outside tennis courts and a softball field. The project will be certified to LEED Silver standards and built to Anti-Terrorism Force Protection (ATFP) standards.

Directorate of Public Works, Ft. Buchanan - Guaynabo, PR

Principal-in-Charge for a new \$17 million complex for the Public Works Department. The project includes an 18,000 s.f. administration building, an 18,000 s.f. shops and warehouse building as well as a 2,000 s.f. entomology building. The project has a 357,000 kWh annual output photovoltaic array as well as a rainwater harvesting system. The project is expected to attain a LEED Gold Certification.

FY23 BOD Candidate Resumes



Region 1 Director Resume

JANET L. HANSEN, AIA, NCARB, LEED AP
Page 4

Training Service Center, Ft. Lee - VA

Principal-in-Charge for a 30,000 s.f. building which will support simulated weapon training. The building has two simulation classrooms with 10 lanes each, a multi-use classroom, welding and fabrication shops and a high-bay warehouse.

FY23 BOD Candidate Resumes



Region 2 Director Resume

GEORGE H. MILLER, FAIA

Mr. Alfred Zaccone

February 4, 2022

Ms. Judy Belcher

Dear Judy and Al,

I am pleased to submit my qualifications for consideration to become Region 2's representative on the NCARB Board of Directors. I will be honored to follow Phil Leinbach and others who have held this important position and led so admirably. I bring to this opportunity a great deal of passion for the responsibility of helping lead NCARB and ensuring that the voice of our region is heard on a national level.

The Covid epidemic has made the last two years challenging for our country, our profession and NCARB. I believe that we have responded to these challenges by continuing to work hard and by using virtual and hybrid meetings to carry on our necessary work. While I look forward to returning to pre-Covid times, I believe that there will be a new normalcy. But our work as regulators, protecting the health, safety and welfare of the public will continue.

In addition to regulation, my goal is to advance the profession that means so much to all of us. I will continue to focus on the education, experience and examination of architects that are the pillars of our Boards. I am a strong proponent of working to ensure that the diversity our NCARB reflects the public that we serve. Through my experience on various NCARB committees beginning in 2007, I have come to appreciate the importance and value of the organization. I believe my experience as Secretary and Chair of Region 2 over the last years has provided me with the necessary background to serve as our regional director.

I have attached my resume for consideration and If elected, I will dedicate my full energies to serving NCARB and our Region!

Thank you and very best regards,

George H. Miller, FAIA

FY23 BOD Candidate Resumes



Region 2 Director Resume



George H. Miller FAIA

Candidate for the Board of Directors Region 2
National Council of Architectural Registration Boards

George H. Miller, FAIA is a Partner and the Chief Operating Officer of Meier Partners Architects, LLP. Previously he served as the managing partner of Pei Cobb Freed & Partners and worked in the firm for 43 years. He has served as the chair of the NY State Licensing Board and he continues to serve the Board as a member. Currently he is the chair of the NCARB Region 2 Board, and is seeking to serve on the National Board of Directors, representing Region 2. He is an internationally recognized leader and advocate on behalf of the profession.

Among his many leadership positions within the profession, Mr. Miller has served as president of the New York Chapter of the American Institute of Architects (2003) and AIA national president (2010). Drawing on his extensive experience organizing large design teams to deliver complex projects, he has played a central role in the development of an effective framework for international collaboration among architects, consultants, and other specialists. Through these and a variety of other initiatives, he continues to promote public understanding of architecture.

EDUCATION

Pennsylvania State University
BArch 1973

PROFESSIONAL EXPERIENCE

Meier Partners Architects, LLP
Partner, 2021-Present
Chief Operating Officer, 2019- Present

Pei Cobb Freed & Partners
Partner 1989–2018
1975–1989

Liu Urban Design Associates, New York

AFFILIATIONS

National Council of Architectural Registration Boards

Intern Development Advisory Committee, Co-chair, 2007–2009
President's Blue Sky Task Force, 2004–2008
Procedures & Documents Committee, 2009
Integrated Path to Licensing Task Force, 2014–2015
Ethics Task Force, 2016–2018
Futures Collaborative Group, 2019–2020
Regional Leadership Committee, 2020–2022
Diversity Collaborative Taskforce, 2019–2022
Secretary Region 2, 2018–2020
Chair Region 2, 2020–2022

NY State Architectural Licensing Board

Member, 2011–2016
Chair, 2017–2019
Member 2019–2022

AIA National

American Institute of Architects, Fellow
President, 2010
Vice President, 2009
AIA National Board Member, 2003–2008
Chair, Committee on Design, 2018
Vice Chair, Committee on Design, 2017
Regional Representative, College of Fellows, 2016–2020
Chair, AIA Legacy Foundation, 2012–2016
Chair, Honorary Fellows Committee, 2015
Honorary Fellows Committee, 2014

FY23 BOD Candidate Resumes



Region 3 Director Resume



January 30, 2022

MEMBERSHIP
Alabama
Arkansas
Florida
Georgia
Louisiana
Mississippi
North Carolina
Puerto Rico
South Carolina
Tennessee
Texas
Virgin Islands

RE: Candidate for re-election to the Office of Regional Director for Region 3 –
The Southern Conference of NCARB

Dear Region 3 Board Members and Member Board Executives,

I sincerely hope that each of you are faring well as we all continue to deal with the varying issues that the virus gives each of us within our states. During this constant state of change I know you all are working hard to make the best choices for your families and that of your work teams. That is what leaders do.....be calm and make good decisions.

Last March, you voted to let me represent you on the National Board of Directors of NCARB as your Regional Director. I appreciate your support so much and it has been an honor to serve you this year. Today, I would like to ask you for your continued support as I announce my candidacy for re-election to the position of Regional Director representing Region 3 for a second year. Also, you will be hearing from me again in the coming days as I have decided to run for National Secretary of NCARB for which that voting occurs in June. Jenny sent out an email to everyone about this process last week.

Some of you may wonder what the Board of Directors has been doing this year. We have conducted 3 in-person meetings and 3 virtual meetings to discuss various positions and national initiatives. In the spirit of transparency and inclusiveness, some of this information has been reported out to you and our Region 3 Board prior to the actual Board of Directors' meetings. Kristine Harding, a past Region 3 representative and NCARB President, is largely responsible for this and is deserving of our thanks.

Some recent discussions by the Board of Directors include:

- Generative & Strategic Discussions about Best Practice Governance, Diversity, Equity, & Inclusion (DEI), Future Licensing Models, Fairness in Licensure, and the ongoing Analysis of Practice.
- External Organizations and their leadership: we met with members of NOMA and considered appointments to AIA/S and NAAB.
- Resolutions for this summer's Annual Business Meeting were reviewed and are being forwarded to you all for discussion at our Regional Summit in March.
- President Alfred Vidaurri provided much information on his first 4 months in office and his outreach efforts to national organizations.
- Reports and updates about the work many of you are doing on various committees, task forces, and work groups.

There is a lot of work going on by NCARB staff, member board members, MBE's, and other volunteers to keep NCARB engaged in protecting the public.

Please reach out to me with any questions or concerns and know that I truly appreciate your support as I ask for your vote to the position of Regional Director for Region 3 in March.

Post Office Box 1394
Ridgeland, MS 39158
601-259-0881
exec@scncarb.org
www.scncarb.org

Thank you so much,

Richard McNeel, NCARB, AIA, LEED AP
Director

FY23 BOD Candidate Resumes



Region 3 Director Resume

RICHARD H. MCNEEL, AIA, NCARB, LEED AP



Education Bachelor of Architecture 1979
Mississippi State University
NAAB Accredited

Practice JBHM Architects, PA – Jackson, MS
President (1990 - Present)

JBHM Education Group LLC – Jackson, MS
Co-Founder, Member 2001 - 2013

REGISTRATION *Architecture:* Alabama, Arkansas, Arizona, Florida, Louisiana, Mississippi, North Carolina, Oklahoma, Pennsylvania, Tennessee, Texas, Washington, DC, Architect Emeritus – New Mexico

NCARB Certificate (1984), IDP Certificate (1982)

MEMBER BOARD SERVICE Mississippi State Board of Architecture Member 2004-Present
(Appointed by Gov. Barbour, Gov. Bryant) Chair 2007,08,11,12,17, 21
Vice-Chair 2006,10,16,20

The State Senate of Mississippi recently honored McNeel with Senate Resolution No.14 in 2020

NCARB SERVICE

McNeel received the NCARB Presidential Medal for Service at the 100th NCARB meeting in 2019

NCARB National Board Member Region 3	Board	2021
NCARB Audit Committee	Member	2021
NCARB Futures Collaborative (BOD Liaison)	Member	2021
NCARB Policy Advisory Committee	Member	2019,20
NCARB Regional Leadership Committee	Member	2019,20
NCARB Interior Architecture Workgroup	Chair	2017,18
NCARB Interior Architecture Taskforce	Member	2019,20
NCARB CIDQ-NCARB Competency Evaluation Workgroup	Member	2020,21
NCARB Program Continuum Advisory Collaborative	Member	2020
NCARB AXP Portfolio Audit Team	Member	2020
NCARB Committee on Examination	Member	2016,17
NCARB ARE 4.0 Forms Assembly	Chair	2016,17
NCARB ARE Subcommittee - PPP	Member	2006,07,08,09, 10,11,12,13,14
	Chair	2014,15
NCARB ARE Test Spec Taskforce	Member	2013
NCARB ARE Canadian Review Team	Member	2011
NCARB Interior Architecture Task Force	Member	2007-2008
NCARB Interior Task Force	Member	2008,09
NCARB National Meetings	Delegate	2005,06,07,08, 09,10,11,12,13, 14,15,16,17,18, 19,20,21

FY23 BOD Candidate Resumes



Region 3 Director Resume

REGIONAL SERVICE

SCNCARB Region 3 Meetings	2005,06,07,08, 09,10,11,12,13, 14,15,16,17,18, 19,20,21
SCNCARB Member Chairs Meetings	2007, 08
SCNCARB Educators Conference	2005,07,11,18, 22
SCNCARB Ed Conference – Digital NAAB	2018
SCNCARB Region 3 Board	Director 2021 Chair 2019, 2020 Vice-Chair 2017, 2018 Secretary 2013, 2014 Treasurer 2015, 2016

NAAB SERVICE

NAAB Accreditation Team (NDSU M/ARCH) Member	2016
NAAB Accreditation Team (BGSU M/ARCH) Member	2017
NAAB Accreditation Team (UMASS M/ARCH) Member	2016
NAAB Accreditation Team (ARC/POLLIB/ARCH) Member	2015
NCARB Representative - School Accreditation Team	2011, 12, 13, 14, 15, 16, 17, 18
Mississippi State University - Visiting Team Observer	1995

PROFESSIONAL SERVICE

AIA Mississippi Chapter	President 1990
AIA Mississippi Chapter Board of Directors	1984,85,86,87, 88,89,90,91
AIA	Member 1984-Present
Architectural Foundation of Mississippi	President 1991
Architects PAC Mississippi	Chair 1997-2010
Adjunct Faculty Mississippi State University	1992-1996
Alumnus of the year (CADD) Miss State University	2020
Alumni Fellow (Architecture) MSU	1990
Advisory Council - Architecture CADD/MSU	Member 1985-1990. 2011-Present
	Chair 2013-Present

FAMILY



My wife Charlotte to the right and our two daughters standing – both who have NAAB B-Arch degrees and have completed the AXP. Their/our kids to the far right. Oh, and my mother-in-law and sister-in-law.

FY23 BOD Candidate Resumes



Region 4 Director Resume

Cunningham

January 31, 2022

Region 4 NCARB Members

Re: Candidate for the NCARB Director Region 4

Dear Region 4 Colleagues,

I am asking for your support as I submit my candidacy for election to the Board of Directors for Region 4 in 2022. It would be my honor to continue serve the region in this capacity.

I came to licensure on a non-linear path and as a result have been a strong advocate for licensure for the past 15 plus years. I am seeking election to the Board of Directors to further my passion for advocacy and to help shape how we as an organization can meet the needs of the public and licensees, working together in this climate of deregulation.

As a candidate for the Board of Directors I will continue to advocate for licensure and the role NCARB and our profession plays in the health, safety and welfare of the public. In addition, having been a founding member of the NCARB Diversity Collaborative, I will work with the Board to affirm NCARB's Diversity, Equity and Inclusion goals.

My experience and background are outlined on the following page. I have worked at Cunningham since 1989 and I have served on the Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience and Interior Design since 2016. I am the past Chair of our 21-person interdisciplinary board that includes 5 public members.

In addition, I serve as the Board Chair of my company, a 260-person firm with 6 offices. Our company has also embarked on inclusion and social justice training starting with our shareholders. We are looking at implicit bias and gender roles as a part of our work. I believe my professional work and education will benefit the work we do at NCARB.

Thank you for your consideration. Please feel free to reach out to me if you have any questions - I look forward to serving you in 2022.

Yours sincerely,

Margaret (Meg) S. Parsons, FAIA, NCARB, LEED® BD+C, ALEP
Principal, Cunningham Group Architecture, Inc.

Cunningham
201 SE Main Street
Suite 325
Minneapolis
Minnesota 55414
Tel 612 379 3400
cunningham.com

FY23 BOD Candidate Resumes



Region 4 Director Resume

Margaret (Meg) S. Parsons, FAIA, NCARB, LEED® BD+C, ALEP (Accredited Learning Environment Professional through the Association for Learning Environments)
Principal | Board Chair, Cunningham Group Architecture, Inc.



Cunningham

Registrations: Minnesota, Louisiana, Maryland, Texas, Wisconsin, Wyoming, Colorado

Member Board Service:

- 2016 - Present MN AELSLAGID Board Architect Member
- 2019 – 2021 Minnesota Board of Architecture, Engineering, Land Surveying, Landscape Architecture, Geoscience, and Interior Design (MN AELSLAGID), Chair
- 2018 MN AELSLAGID Board, Vice Chair
- 2017 - 2018 MN AELSLAGID Board Architect, Landscape Architect and Interior Design, Section Leader

NCARB Service:

- 2020 - present NCARB Chair Region 4
- 2020 - present NCARB Diversity Collaborative Task Force
- 2020 - present NCARB Policy Advisory Committee
- 2019 NCARB Vice Chair Region 4
- 2019 NCARB Diversity Collaborative
- 2019 NCARB AXP Review Audit Team
- 2019 NCARB Interiors Taskforce
- 2017 - 2018 NCARB Interior Architecture Workgroup
- 2016 NCARB Think Tank Juror
- 2016 NCARB ARE 5.0 Test Prep Advisory Group
- 2015 - 2016 NCARB Intern Advisory Committee
- 2007 - 2016 MN State Architect Licensing Advisor (formerly State IDP Coordinator)

Other Professional Service

- 2015 AIA Minneapolis Board Secretary
- 2014 AIA Minneapolis Director, liaison to the AIA Minnesota Board
- 2012 - 2013 AIA Minneapolis Board Director
- 2013 University of Minnesota School of Architecture Centennial Committee
- 2015 - Present AIA Minnesota Architect Licensing Advisory Committee
- 2007 - 2014 AIA Minnesota IDP/ARE Committee Co-Chair
- 2007 - 2013 University of Minnesota College of Design, Design Student and Alumni Board (DSAB)
- 2007 - Present Mentor, University of Minnesota College of Design

Experience

Meg is a licensed Architect and Principal at Cunningham Group Architecture, Inc, recipient of the 2013 AIA Minnesota Firm Award and Outstanding IDP Firm 2012-2018. Since 1989, Meg has specialized in Educational projects at Cunningham Group, with a focus on innovative learning environments. She has been active in a wide range of projects from high schools to elementary schools, from pre-referendum planning through construction. Her expertise is in assisting schools and districts in their facility planning and community engagement processes. Meg has shared her knowledge through numerous speaking engagements and is a published author. She also taught a course as a guest lecturer at San Diego State University on Educational Facility Master Planning and Community Engagement from 2009 – 2013.

Meg's Non-Linear Path to Licensure and Support for the Next Generation

Meg has committed the last 15 years to mentoring and helping others along their paths to licensure, especially those under-represented in the profession. When she started at Cunningham Group Architecture in 1989, Meg had earned a BA in Political Science from Columbia University and had completed two years of her MArch at the University of Pennsylvania. Meg returned to school at the University of Minnesota while continuing to work at Cunningham Group in 2004. She graduated in May 2006 with her MArch and became licensed later that year. Meg was elevated to the AIA College of Fellows in 2020.

Expanding Access to the Licensure Process

Meg believes that people from all backgrounds are essential for the profession's future quality and relevance. Diversity and a broad path to licensure contribute to outreach and to the health, safety, and welfare of the public. As a result, Meg has given over 60 licensing presentations and has counseled hundreds of future architects.

FY23 BOD Candidate Resumes



Region 5 Director Resume

February 15, 2022

To: Region 5 Officers, Member Board Members, and Member Board Executives

Re: Candidacy for Region 5 Director

Hello, Region Five!

I'm so excited to see everyone at the Regional Summit in just a few weeks – whether in person or virtually. The Regional Leadership Committee has put together a great event and we are grateful for the technology and staff that will allow members to join us virtually if they are unable to travel to Charlotte.

One of our topics of discussion this year is to review ideas for utilizing the additional funds we have collected from our Regional Dues increase. Please be prepared to brainstorm as a group; I am confident that everyone will bring some great thoughts to the table.

Another topic of discussion at the meeting will be the election of regional officers. I have thoroughly enjoyed the past six years getting to know everyone at NCARB and within our Region and am proud to have served as Secretary/Treasurer, Vice Chair, and Chair of Region 5.

This year, I am asking for your support as I hope to continue on the NCARB path into the role of Region 5 Director. To prepare for this move onto the Board of Directors, I have tried to participate in a wide variety of volunteer roles. These efforts were supported by NCARB President-Elects when making committee assignments, and for that I am grateful.

To date, my NCARB volunteer efforts include:

- ARE 5.0 Cut Score Task Force (4 of the 6 exams)
- Examination Committee
- Diversity Collaborative
- AXP Portfolio Audit Team
- Continuing Education Subcommittee
- Regional Leadership Committee
- Policy Advisory Committee (current chair)

I believe my experience with NCARB within the context of all three legs of the architectural stool (examination, education, and experience) have given me a solid foundation for a transition into continuing to lead and support Region 5 at the National level. This has also been my goal since my first year attending NCARB events as a new Member Board Member for the State of Nebraska. I am pleased to be serving a second five-year term on the State Board, and I humbly ask your support as I aim to continue to serve in the future.

Thank you all so much for your consideration, and again, I look forward to seeing everyone soon!

Sincerely,

Lenora Isom
Chair, NCARB Region 5
Chair, NCARB Policy Advisory Committee

FY23 BOD Candidate Resumes

Region 5 Director Resume

Lenora Isom

AIA, NCARB, LEED AP BD+C

402.880.2333

lenora_isom@hotmail.com

Throughout my years of architectural experience, I've had the opportunity to participate in the design of a wide variety of project types including recreation and community centers, single- and multi-family housing, educational, commercial, healthcare, and institutional facilities. My responsibilities have grown from architectural project team member up to project manager, and now I serve in a regulatory setting, protecting the health, safety, and welfare of the public.

Education and Certifications

Registered Architect, Nebraska and Maryland
URS Certified Project Manager, URS Corporation (2011)
LEED Accredited Professional, US Green Building Council (2006)
Master of Architecture, University of Nebraska-Lincoln (2002)

Professional Experience

Nebraska Public Service Commission – Lincoln NE (January 2020 – Present)

Program Director, Housing Department

City of Ashland – Ashland NE (February 2015 – December 2019)

Building Official, Floodplain and Zoning Administrator, Economic Development Official, and Executive Director of the Ashland Area Economic Development Corporation

ISOMETRIC Architecture – Omaha NE (November 2012 – November 2020)

Owner, Architect, Project Manager

University of Nebraska-Lincoln College of Architecture – Lincoln NE (January 2019 – May 2020)

Lecturer, ARCH 430 Building Systems Integration

Metropolitan Community College – Elkhorn NE (September 2014 – February 2017)

Adjunct Instructor, Revit and AutoCAD

URS Corporation – Omaha NE and Hunt Valley MD (February 2007 – November 2012)

Project Architect, Project Manager, Business Support Manager

K. Lechleiter Architect – Baltimore MD (May 2006 – January 2007)

Project Manager

Hord Coplan Macht – Baltimore MD (May 2002 – May 2006)

Intern Architect, Project Manager

Gilman School – Baltimore MD (September 2003 – May 2006)

Adjunct Faculty, Architectural Drafting & Design

Bahr Vermeer Haecker – Lincoln NE (November 2000 – January 2002)

Architectural Intern

Nebraska Department of Roads – Lincoln NE (September 1998 – November 2000)

Architectural Intern

Marketing Experience

Managed a Business Support Team responsible for all phases of proposals, project set-up, deliverables, and close-out. Assisted with the composition and editing of proposals, project profiles, and presentations, with a focus on Federal, State and local agencies.

Volunteer Experience

Currently serving as a Member of the State of Nebraska Board of Engineers and Architects, as well as Chair for Region 5 of the National Council of Architectural Registration Boards. Former member of the Omaha Public Library Board of Trustees and the Citizen's Bond Oversight Committee for Omaha Public Schools.

References available upon request.

FY23 BOD Candidate Resumes



Region 6 Director Resume



235 Montgomery Street, Suite 350
San Francisco, CA 94104



February 14, 2022

To: Region 6 Members

RE: Candidate Statement for Regional Director Representing WCARB

Dear Fellow WCARB Members:

This has been a memorable year in so many aspects. As your regional director on the NCARB national board, I have participated in some remarkable progress for our organization as well as for the architectural profession itself. One of the most heartening issues that the board has been dealing with is moving the knowledge of EDI to front and center of our conversation. Its reach has revealed some very interesting discrepancies in passing rates among the various constituencies who are test takers. With the research done by a consultant, NCARB has come to find out that the ARE may need further refinement to remove unintended biases. More work will need to be done and I look forward to participating in making the test fair for every candidate.

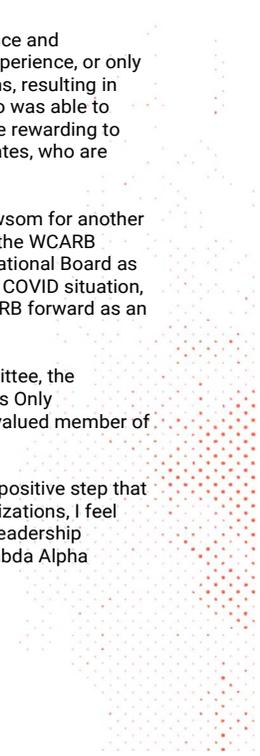
Another important study that is being done is the breaking down of the 3 E's: Education, Experience and Education, into distinct subsets for "blue sky" thinking. What if there is only education, or only experience, or only examination as a path to licensure? Three committees were charged with exploring these options, resulting in very creative ideas for each path. I was the board liaison to the Examinations Only committee, so was able to witness the work of many dedicated volunteers who contributed to this conversation. It would be rewarding to continue watching this development and expand into something that we can offer future candidates, who are becoming more diverse along with the general population in our country.

I originally joined the California Architect's Board in 2012, then was reappointed by Governor Newsom for another four-year term in 2019. I served as President of the board in 2018 and 2019, and was elected to the WCARB Executive Committee, for which I served as Chair in 2020. It was an honor to be elected to the National Board as your WCARB Regional Director in 2021. Although it was a challenging year due to the continuing COVID situation, the board is accomplishing some great things, not letting anything get in the way of moving NCARB forward as an innovative organization whose members protect the health, safety and welfare of the public.

Over the past years of service to NCARB, I have been a member of the Licensing Advisors Committee, the Diversity Task Force, the Regional Leadership Committee, and then as liaison to the Examinations Only Committee. Every one of these assignments have been fulfilling, and I hope to continue to be a valued member of future committees.

I have also volunteered years of service to the AIA, including being on the National Board. It is a positive step that we are once again developing a positive relationship with the AIA. As a participant in both organizations, I feel that I can offer viewpoints that contribute to a continuing dialogue. In addition, I have served in leadership positions at the San Francisco Chamber of Commerce, where I was Chair; Bay Area Council, Lambda Alpha International, and other non-profit organizations.

San Francisco and locations worldwide



FY23 BOD Candidate Resumes



Region 6 Director Resume

I look forward to the opportunity of serving WCARB as your Regional Director for one more year, and respectfully ask for your vote. Thank you for your consideration.

Sincerely,

A handwritten signature in black ink, consisting of a stylized 'S' and 'K' followed by a long horizontal line.

Sylvia Kwan, FAIA, NCARB, LEED AP
Consulting Principal



FY23 BOD Candidate Resumes



Member Board Executive Director Resume



**The North Carolina Board of Architecture & Registered Interior Designers
434 Fayetteville St Suite 2005
Raleigh, NC 27601**

Date: January 31, 2022
To: Shannon Himes
MBE Committee Chair
From: Cathe M. Evans, Executive Director
North Carolina Board of Architecture &
Registered Interior Designers

With the full support of the North Carolina Board, I would like to officially announce my candidacy for a second term as the Member Board Executive on the NCARB Board of Directors and to respectfully ask for the support of the Member Board Executive Community.

I'm excited to report that it has been a busy and productive year for the NCARB Board of Directors. However, there is much more work to be done. As the MBE on the BOD, I've served as the liaison to the Diversity, Equity and Inclusion Collaborative, which I believe is a revolutionary group of people who are making giant strides in making the Council inclusive and equitable for all. I've also served on the Audit Committee, and I can assure you that the financial health of NCARB is stable and well managed.

The voice of the MBE is very important to the leadership of the Council and I'm confident that I can continue to represent the MBE community in an honorable and knowledgeable manner.

With your support, I am sincere when I say I will continue to have a positive impact on NCARB programs and be a strong representative for the MBE community. I would honor the chance to continue to represent the Member Board Executives.

Sincerely,

Cathe M. Evans
Executive Director

Roula Qubain, AIA, Member
Timothy Hillhouse, AIA, Member
Cathy C. Morrison, AIA, Vice President
Fred Dodson, Jr., Secretary, Public Member
Hlesha Patel, IIDA, NCIDQ, Member
Writers Contact Email – cathe@ncbarch.org

Katherine N. Peele, FAIA, President
Cora Cole-McFadden, Public Member
Walter B. Sawyer, AIA, Treasurer
Emmy K. Williams, IIDA, ASID, Member
Elizabeth A. Pyle, IIDA, NCIDQ, Member
www.ncbarch.org

Cathe M. Evans, Executive Director
Julia L. Piatek, Director of Administration
Tyler D. Barrick, Firm/Continuing Ed.

984-328-1161

FY23 BOD Candidate Resumes



Member Board Executive Director Resume

Catherine M. Evans

Raleigh, NC cathe@ncbarch.org 984-328-1144 or 919-606-1699



August 1995 to June 2021 **NC Board of Architecture** **Raleigh, NC**
***July 2021 to Present** **NC Board of Architecture & Registered Interior Designers** **Raleigh, NC**

Executive Director (July 2001 to Present)

General Features of Position

Serves as the Chief Executive and Administrative officer of the North Carolina Board of Architecture. Work involves planning, organizing, directing and evaluation of program activities for the Board's staff. Programs managed include licensing, renewal, investigations, applications and approvals and continuing education requirements. The position serves as the custodian of the agency funds and assets in excess of \$1.7 million. Independent judgment and initiative are required in the performance of duties. Work is performed in accordance with expectations established by the Board and is evaluated for effective planning, utilization and management of human and physical resources, efficiency and accuracy of Board operations and in compliance with Board guidelines. *In 2021, the Board of Architecture became the Board of Architecture and Registered Interior Designers based on Senate Bill 188.

Duties and Responsibilities

- Administration and enforcement of the rules and laws governing the practice of architecture in North Carolina.
- Administration of Board policies and opinions.
- Organization of all tasks related to Board projects, plans work schedules, sets priorities and deadlines.
- Determination of personnel, space and equipment needs.
- Planning, organizing, training and directing the Board's staff.
- Management of personnel policies and benefits, administration of personnel policies; reviews and makes recommendations on employee benefits for cost effectiveness.
- Planning and preparation of agendas for the Board and its committees, coordinates the preparation and notification of persons to attend the meetings, handles the preparation of materials for meeting/committees.
- Administration of the investigation of complaints received against licensed and non-licensed practice; directs investigator; handles all correspondence/details of disciplinary case; coordinates with legal counsel.
- Evaluation of all applications for exams, firms and licensure to include firm and individual renewal notices.
- Responsible for fiscal management of the Board accounts including preparation of budget and forecasting in accordance with accepted accounting practices; makes recommendations to the Board for budget approvals; maintains personnel and payroll records and files. Responsible with compliance with the State Budget Manual.
- Serves as spokesperson for the Board before public groups; attend a variety of meetings representing the Board; maintaining a working relationship with various agencies and organizations.
- Responsible for compliance with NCGS 93B and 150B (The Administrative Procedures Act).
- Preparation and generation of reports for the Secretary of State, NC Division of Health and Human Services, Child Support Enforcement Division and the Department of Commerce.
- Attend and effectively participate in National Council of Architecture Registrations Board functions to include national committee work.

Service to The National Council of Architectural Registration Boards

- 2017 NCARB President Medal for Distinguished Service recipient
- Southern Region of NCARB Board of Directors Member FY10-11, FY14-15, FY 19-20, FY 20-21.
- Participate in National Council of Architecture Registration Board Committee work as follows:
 - Member Board Executive Committee FY 05-06, FY 08-09, FY 12-13, FY 16-17, FY 17-18
 - Member Board Executive Committee, Chair FY 09-10
 - Sustainable Design Task Force FY 06-07
 - Sustainable Architecture Task Force FY 07-08
 - Committee on Intern Development FY 10-11
 - Long Range Strategic Issue - CE FY 11-12
 - Internship Advisory Committee FY 11-12
 - Procedures and Documents Committee FY 13-14
 - Internship Committee FY 14-15
 - Internship Advisory Committee FY 14-15
 - Licensure Task Force FY 15-16
 - Integrated Path Evaluation Committee FY 15-16
 - Professional Conduct Committee FY 18-19, FY 19-20

FY23 BOD Candidate Resumes



Member Board Executive Director Resume

Catherine M. Evans

Raleigh, NC cathe@ncbarch.org 984-328-1144 or 919-606-1699



- Policy Advisory Committee FY 18-19
- Responsible Charge Task Force FY 20-21
- MBE Representative on the NCARB BOD FY 21-22
 - Liaison to the DEI Collaborative
 - Audit Committee Member

Continued

Knowledge, Skills and Abilities

- Thorough knowledge of regulatory Board functions, requirement and procedures.
- General knowledge of management and organizational principles, practices and techniques.
- Thorough knowledge of the general statutes and rules related to the profession of architecture and related fields (engineering, general contracting, etc.).
- General knowledge of computer hardware and software. Ability to use word processing, database and accounting software as well as web site maintenance.
- Ability to:
 - establish and maintain effective working relationships with staff, applicants, licensees, the Board, public officials and the general public.
 - express ideas effectively, both orally and in writing.
 - establish and maintain effective management and organizational structure.
 - establish and delegate appropriate functions.
- Willingness to travel out of town and out of state on Board related business.

August 1995 to July 2001 NC Board of Architecture Raleigh, NC
Administrative Assistant

Other Experience 1987-1992 North Carolina & Connecticut

- Administrative Assistant to Company Owner at New England Mechanical Services, Inc. in Vernon, CT.
- Full-time floor supervisor at The Closet in Fayetteville, NC.
- Co-Manager at the Limited in Fayetteville, NC.
- Assistant to Owner at McQuiston Clothing in Windsor, CT.

Education

1993 Manchester Community College Manchester, CT
Degree in General Studies/Liberal Arts

NC State Computer Training Unit – Various continuing education computer courses.

American Management Association Office Security Course.

Council on Licensure Enforcement and Registration – Executive Leadership Program For Regulators

FY23 BOD Candidate Resumes



Public Director Resume

February 14, 2022

NCARB Members

Re: NCARB Board Elections

Dear Friends,

I am pleased to announce my candidacy for a third term as Public Director on the NCARB Board of Directors, and I ask for your support. I am currently completing my second year as the Public Director. It has been my pleasure to serve with my fellow Board members. I feel that my 30+ years in Construction Supervision, along with 19 years of service on the Maryland State Board of Architects, continue to make me a great candidate for this position. I look forward to the opportunity to continue providing the public perspective to the many issues that the NCARB Board faces.

I look forward to continuing the same mission as with the Maryland State Board, Protecting the Health, Safety, and Welfare of the public. NCARB supports this mission by supporting licensure, education standards, and experience tracking. I have served on various NCARB Committees since 2016. The following are some of the committees I have been involved with.

- Credentials
- Education
- Experience
- BOD liaison to the Interiors Task Force
- BOD liaison to the Experience Committee
- Audit

I believe that each of us bring an important and unique perspective to the table. I have always appreciated the wisdom of the NCARB Board in the inclusion of the Public Member perspective in Board decisions. I feel that my time on the Board has been productive, and I hope to continue to grow Public Member involvement throughout NCARB.

Thank you for your consideration, and I humbly ask for your vote in June. Attached is a brief summary of my community service over the years. I look forward to seeing and speaking with you at the upcoming NCARB meetings. Please feel free to reach out with any questions or concerns.

Thank you,

Gary Ey, CDT



Public Director Resume

Gary R. Ey

3718 Goodwill Court

Abingdon, Maryland 21009

Cell 443-987-5934

garyey@comcast.net

Gary Ey has over 30 years as a Superintendent in the commercial construction industry. This experience has given him extensive experience as a consumer of Architectural services. He has also served the Harford County Public School system, monitoring magnet school programs to ensure they stay current with todays marketplace. He has also served in various capacities on two different homeowner associations, in addition to other community volunteer positions.

Employment

Whiting Turner, Superintendent

Quandel Enterprises, Superintendent

Barton Malow, Senior Superintendent

Projects

- Open Gates Community Health Center
- Kennedy Krieger Institute, Parking Garage
- Grace Community Church, greenfield Campus
- Sheppard Pratt Health Systems, historic facility renovations
- Kennedy Krieger Institute, Outpatient Center
- Warrior Transition Center @ Bethesda Naval Hospital
- Community College of Baltimore County, Math and Science Building
- University of Maryland at Baltimore Health Science Facility III
- UMBC Event Center and Arena



Public Director Resume

- Richmond International Raceway Infield Improvements
- MDOT MTA Camden Station, Commuter Rail Station
- Ocean City Convention Center Phase III Expansion

Maryland State Board of Architects

- Consumer Member, Appointed by Governor Robert Erlich in 2003.
- Reappointed by Governors O'Malley and Hogan for 3 successive terms, for a total of 18 years to date.
- Co-chair of the Complaint Committee for the State Board of Architects.

NCARB

- Started attending NCARB events at the Regional Summit in 2015.
- Credentials Committee 2016 -2017
- Education Committee 2017 – 2018
- Credentials Committee 2018 – 2019
- Experience Committee 2019 – 2020
- BOD Public Director 2020 – 2021
- Audit Committee 2020 – 2021
- BOD liaison to the Interiors Task Force 2020 – 2021
- BOD liaison to the Experience Committee 2021- 2022

Harford County Public Schools

- Member of the Career & Technology Education Committee 2008 – 2014

Community Service

Bel Air, Maryland Jaycees,

- Volunteer for charity haunted house 1980 – 1981
- Volunteer for several carnivals



Public Director Resume

Chapel Gate Homeowners Association.

- Board Member 1994
- President 1996 - 2000

Mountain Christian Church 2000 – 2006

- Sunday School teacher's assistant
- Staging, lighting and sound volunteer
- Co-Director Mountain Habitat for Humanity home build
- VBS Staging production manager
- Lighting Director for worship services and special events

Constant Branch Homeowners Association

- Board Member 2015 - 2016
- President 2016 - 2018



FY23 Recognitions

2022 NCARB President's Medalists for Distinguished Service

The highest honor bestowed by NCARB—the President's Medal for Distinguished Service—is awarded each year to individuals in recognition of their outstanding contributions and dedication to the Council and the regulation of the architectural profession..



Jennifer R. Arbuckle, AIA, NCARB, LEED AP

Jennifer R. Arbuckle, AIA, NCARB, LEED AP, of North Ferrisburgh, Vermont, is recognized for her outstanding service to the Council, as well as her leadership of the Vermont Board of Architects and NCARB's Region 1 and her role in helping launch NCARB's Diversity Collaborative.

Arbuckle was first appointed to the Vermont Board in 2009, serving as the board's chair from 2014-2018. She was elected as the vice chair of Region 1 in 2018, and became the Region's chair in 2020. A dedicated volunteer, Arbuckle has been a valuable member of several NCARB committees, including the Education, Policy Advisory, and Regional Leadership committees. Additionally, she was instrumental in founding NCARB's Diversity Collaborative, which seeks to explore opportunities to promote diversity, equity, and inclusion in NCARB's national leadership and volunteer community. Arbuckle served as the collaborative's first chair in 2020, after its initial creation as a grassroots effort from NCARB's regional leadership.



Jorge Calderón López, AIA, Esq.

Jorge Calderón López, AIA, Esq., of San Juan, Puerto Rico, is recognized for his outstanding service to the Council and his leadership of the Puerto Rico Board of Examiners of Architects and Landscape Architects.

Calderón joined the Puerto Rico Board in 2018 and became the board's chair in 2020. He began his service to NCARB in 2014 as a member of the Architect Registration Examination® (ARE®) 5.0 Item Development Subcommittee, helping create questions for the latest version of the national licensing exam. Calderón went on to serve on several other exam-related subcommittees before being appointed as the chair of NCARB's Ethics Work Group in 2021. As the work group's chair, Calderón led efforts to research professional ethics requirements and recommend best practices for NCARB's adoption.

2022 NCARB President's Medalists for Distinguished Service



Tian A. Feng, FAIA, FCSI

Tian A. Feng, FAIA, FCSI, of Walnut Creek, California, is recognized for his outstanding service to the Council, as well as his leadership of the California Architects Board and NCARB's Region 6.

Feng was first appointed to the California Board in 2014, going on to serve as the board's secretary and vice president before being elected the board's president in 2020-2022. He has also served on the Executive Committee of Region 6 since 2021, where he initiated the region's Continuing Education Program.

Feng began volunteering for NCARB in 2015 as a member of the Broadly Experienced Architect (BEA) and Broadly Experienced Foreign Architect (BEFA) committees, later serving as a member of NCARB's Certification Alternative Review Team; in these groups, he worked to evaluate architects looking to substitute additional work experience in lieu of a degree from a program accredited by the National Architectural Accrediting Board (NAAB) for NCARB certification. Since 2016, Feng has represented the Council in conducting NAAB visitations to architectural schools across country and overseas. He has also dedicated his time and expertise to NCARB's Education Committee and Futures Collaborative, among other committees.



Brett P. Foley, Ph.D.

Brett P. Foley, Ph.D., of Denton, Nebraska, is recognized for his outstanding service to the Council and his leadership of the Nebraska Board of Engineers and Architects.

As a senior psychometrician at Alpine Testing Solutions, Foley has offered his insight into the development of professional examinations to NCARB's Architect Registration Examination® (ARE®) related committees for over a decade. His subject matter expertise has enabled NCARB to continue delivering a national licensing exam that follows industry best practices and pioneers new exam technology.

Foley was appointed to the Nebraska Board in 2018 as a public member, later serving as the board's chair. In addition to his work as a psychometrician, Foley has also served as a dedicated member of NCARB's Incidental Practice Task Force and Policy Advisory Committee.



Leon Walker Lewis

Leon Walker Lewis, of Washington, DC, is recognized for his outstanding service to the Council and the District of Columbia Board of Architecture and Interior Design.

A dedicated public servant, Lewis began his work with the District of Columbia's licensing boards in 1987. He became the Executive Director of the District of Columbia Board of Architecture and Interior Design in 2005, helping facilitate the licensure of qualified applicants within the jurisdiction. Lewis has been an active participant in Council activities, ensuring that the voice of the Member Board Executive is represented within NCARB. In addition, he has offered his time and expertise as a member of NCARB's Member Board Executives Committee, and partnered with NCARB staff to conduct outreach to students, licensure candidates, and architects within the District of Columbia.

2022 NCARB President's Medalists for Distinguished Service



Wendy Ornelas, FAIA

Wendy Ornelas, FAIA, of Manhattan, Kansas, is recognized for her outstanding service to architectural education and the Council, as well as her leadership of the Kansas State Board of Technical Professions.

A dedicated educator, Ornelas has helped shape the next generation of architects as a professor at Kansas State University for more than three decades. She has also offered her time and expertise to several architecture organizations, serving as the NAAB president in 2009-2010, as well as a regional director for both the American Institute of Architects (AIA) and the Association of Collegiate Schools of Architecture (ACSA).

Ornelas was first appointed to the Kansas Board in 2006, later becoming the board's chair in 2021. She has served on several NCARB volunteer initiatives, including as a jury member for the NCARB Award, which provided funding to help architecture programs implement classes, seminars, and studios that would have a long-term impact on students. Ornelas was designated an NCARB Scholar in Professional Practice and served on NCARB's Credentials Committee and as chair of the Incidental Practice Task Force, which explored areas of overlap between the practices of architecture and related professions like engineering, landscape architecture, and interior design.



Robin Kelley

Robin Kelley, of Washington, DC, is recognized for her outstanding service to the Council and commitment to NCARB's financial health.

A dedicated member of NCARB's Administration department for over three decades, Kelley joined the Council in 1989 as a transmittal assistant, helping evaluate and transmit NCARB Records in support of initial and reciprocal licensure applications. She then transitioned to the Administration Department as a bookkeeper, before taking on her current role as an accountant. In her role, she works directly with NCARB's volunteer community, serving as a welcoming resource to ensure volunteers understand the Council's financial policies and ensuring expense reports, as well as hotel and credit card expenses, are processed accurately and promptly. Kelley has also been a valuable staff presence at many Annual Business Meetings, providing on-site support for NCARB's membership. During her tenure, Kelley has exemplified NCARB's culture of going further for NCARB's volunteers, members, and staff.

2022 Laudatories

NCARB wishes to express its sincere appreciation to the following individuals for their invaluable contributions to the Board of Directors, the Council and its mission. In addition, we would like to thank the Texas Board of Architectural Examiners for hosting the 2022 Annual Business Meeting in Austin, and Region 4 for hosting the 2022 Regional Summit.



Judy Belcher

Judy Belcher retired as the executive for Region 2 in 2022. Since becoming the region's executive in 2018, Belcher has served as a voice for her constituents, emphasizing the purpose and importance of NCARB's regions. When she joined Region 2, Belcher helped modernize the region's record-keeping and streamlined processes. In her role, Belcher has dedicated her time and expertise to the Regional Leadership Committee, which is responsible for the planning and delivery of the Regional Summit. Prior to her work with Region 2, Belcher served the profession as the Executive Director of the American Institute of Architects (AIA) West Virginia chapter.



Karen Bivins

Karen Bivins retired as the administrator of the Maine Board of Licensure of Architects, Landscape Architects, and Interior Designers in December 2021 after a longstanding career in state government. The board's administrator since 2014, Bivins served as a strong voice for the protection of the consumer and public. During her tenure, she also served as the administrator of several other Maine regulatory boards, including the boards for forestry, auctioneering, and real estate.



Robert M. Calvani, FAIA, NCARB

Robert M. Calvani, FAIA, NCARB, provided invaluable leadership as NCARB president in 2020-2021. During his presidency, Calvani guided the organization in adopting policies and processes that would allow it to adapt to the constant shifts brought on by the COVID-19 pandemic. He also oversaw the launch of the online proctoring option for the Architect Registration Examination® (ARE®) and the related changes to the exam. In addition, he initiated a deeper exploration of two key areas directly impacting both the day-to-day work of practicing architects and NCARB's member licensing boards: responsible charge and incidental practice. With nearly two decades of service to New Mexico Board of Examiners for Architects and the Council, Calvani has led and served on multiple committees, including chairing this year's Licensure Advisory Forum. He was first elected to the NCARB Board of Directors as the director of Region 6 in 2015 and later served as secretary, treasurer, second vice president, and first vice president.

2022 Laudatories



Philip M. Leinbach, NCARB, AIA, CSI, REFP

Philip M. Leinbach, NCARB, AIA, CSI, REFP, will depart the NCARB Board of Directors after two terms serving as the Region 2 director. First appointed to the Pennsylvania State Architects Licensure Board in 2012, Leinbach began volunteering with NCARB in 2014. Since then, he has offered his time and expertise on NCARB's Policy Advisory, Program Continuum, and Regional Leadership committees, as well as the organization's ARE 5.0 Forms Assembly and Case Study subcommittees. His peers in Region 2 elected him as one of their regional officers in 2014 before he became chair in 2017. Leinbach also represented NCARB on the board of directors for its for-profit subsidiary, Lineup®.



National Organization of Minority Architects (NOMA)

The National Organization of Minority Architects celebrated the 50th anniversary of its founding in 2021. Since its inception, NOMA has played an essential role in building community as it pursues greater diversity, equity, and inclusion in the architecture profession. NOMA's advocacy for full participation in the social, political, and economic benefits afforded the architecture community, and for removing the barriers that make full participation unattainable, is critical. NOMA's tireless efforts to advocate for and empower communities of color contributes to our shared commitment of providing the ongoing protection of the public's health, safety, and welfare within the built environment. A key partner organization, NOMA's collaboration and support have enabled NCARB to further its mission by facilitating licensure for individuals from diverse backgrounds.

In Memoriam

Over the past year, we have lost several friends and dedicated volunteers.



C. William (Bill) Bevins, FAIA

Past President C. William “Bill” Bevins, FAIA, of Pineville, North Carolina, passed away in September 2021. Bevins’s service with NCARB began when he was appointed to the West Virginia Board of Architects in 1989 by then-governor Gaston Caperton. He was also elected to the NCARB Board of Directors in 1995 as the director of NCARB’s Region 2 and went on to serve in several officer positions on the Board before being elected president in 2002. During his service as president, Bevins focused on streamlining the path to international reciprocity by negotiating agreements with Canada and Mexico as part of the North American Free Trade Agreement (NAFTA). Bevins was also instrumental in the development of NCARB’s Broadly Experienced Foreign Architect (BEFA) Program, which allowed architects licensed outside of North America to seek NCARB certification. In recognition of his service to the profession, Bevins was elevated to the American Institute of Architects’ (AIA) College of Fellows in 2002. In addition to his service with NCARB, Bevins was elected President of the National Architectural Accrediting Board in 2006, where he was instrumental in the development of the NAAB’s Substantial Equivalency process for international program recognition.



Richard “Dick” W. Quinn, FAIA

Past President Richard “Dick” W. Quinn, FAIA, of Middletown, Rhode Island, passed away in April 2022. Quinn was appointed to the Connecticut Architectural Licensing Board in 1985,

and began serving as the secretary of NCARB’s Region 1 (New England Conference) in 1988. He was first elected to the NCARB Board of Directors at the 1989 Annual Business Meeting as the director of Region 1, going on to serve in several officer positions before becoming the organization’s president in 1996. Throughout his time with NCARB, Quinn was deeply involved in the ongoing evolution of the Architect Registration Examination® (ARE®), volunteering as the chair of NCARB’s Examination Committee. As president, he oversaw preparation for the launch of the computerized ARE, including the selection of a vendor for exam delivery and operational testing of the exam. In addition to his service with NCARB, Quinn served as president of the American Institute of Architects (AIA) Connecticut chapter in 1984. For his exceptional contributions to the profession and the public, Quinn was elevated to the AIA College of Fellows in 1995.



William “Allen” Homra II

Former member of the Arkansas State Board of Architects, Landscape Architects, & Interior Designers William Allen Homra II, of Stuttgart, Arkansas, passed away in January 2021. Homra joined the board in 2018 as a public member, ensuring that the voice of the consumer was represented in the board’s important work. Homra was an active member of his local community, serving in leadership for his local church, rotary club, and community college. In 2004, he was named “Citizen of the Year” by his local chamber of commerce.

In Memoriam



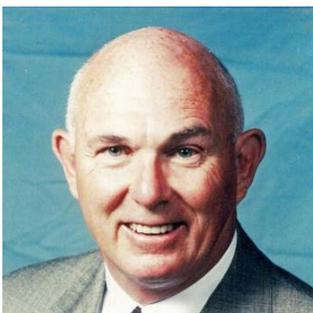
Michael L. LeJong, AIA, LEED AP BD+C

Former chair of the Arkansas State Board of Architects, Landscape Architects, & Interior Designers Michael L. LeJong, of Greenwood, Arkansas, passed away in July 2021. LeJong was appointed to the board in 2017 by then-governor Asa Hutchinson. LeJong was especially committed to architectural education and served as a member of the Fay Jones School of Architecture and Design Dean's Circle at the University of Arkansas, where he also graduated in 1996. In addition to his work with NCARB, LeJong served as the president of the American Institute of Architects (AIA) Arkansas chapter in 2012, and was awarded the Dick Savage Memorial Award by the chapter in recognition of his outstanding leadership and commitment to the architecture profession.



Michael F. LeMay, AIA, NCARB

Former Virginia Board for Architects, Professional Engineers, Land Surveyors, Certified Interior Designers, and Landscape Architects member Michael F. LeMay, of Reston, Virginia, passed away in June 2021. LeMay was appointed to the Virginia Board in 2009 and served until 2014. After earning both a bachelor's and master's from Catholic University's School of Architecture, LeMay continued teaching architecture at the school in the early 1960s. Dedicated to the architecture profession, LeMay started a course to assist licensure candidates preparing to take the Architect Registration Examination® (ARE®). He was a charter member of the Northern Virginia Chapter of the American Institute of Architects, as well as one of the chapter's first presidents in 1978.



Ronald L. Moline, NCARB

Former Region 4 Director Ronald Moline, of Loda, Illinois, passed away in September 2021. Moline was appointed to the Illinois Financial and Professional Regulation Board in 1983, and served on the Examination Preparation Committee and Administration/Methodologies Committee before he served as the Region 4 chair from 1990-1993. Moline was elected to NCARB's Board of Directors at the 1994 Annual Business Meeting. In addition to his service on NCARB's Board of Directors, Moline also helped write items for the national licensing exam. Moline served on the National Architectural Accrediting Boards (NAAB) board of directors, was conferred an AIA fellowship, and received a Gold Medal Distinguished Achievement Award from the Illinois Council AIA.



FY22 Leadership

FY22 Board of Directors



Alfred Vidaurri Jr.,
NCARB, NOMA, FAIA
President/Chair of the Board



Bayliss Ward, NCARB, AIA
First Vice President/President-elect



Jon Alan Baker, FAIA, NCARB, LEED AP
Second Vice President



Kenneth R. Van Tine,
AIA, NCARB, LEED AP
Treasurer



Edward T. Marley,
NCARB, AIA, LEED AP
Secretary



Robert M. Calvani, FAIA, NCARB
Past President



Janet L. Hansen, NCARB, LEED AP
Director, Region 1



Philip M. Leinbach,
NCARB, AIA, CSI, REFP
Director, Region 2



Richard H. McNeel,
AIA, NCARB, LEED AP
Director, Region 3

FY22 Board of Directors



John Patrick Rademacher,
AIA, NCARB
Director, Region 4



David W. Hornbeek, AIA, NCARB
Director, Region 5



Sylvia Kwan, FAIA, NCARB, LEED AP
Director, Region 6



Cathie M. Evans
Member Board Executive Director



Gary Ey, CDT
Public Director

FY22 Regional Officers

REGION 1 – NEW ENGLAND

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont



Jennifer R. Arbuckle, NCARB, AIA, LEED AP
Chair



Thomas D. Lonardo, RA, NCARB
Vice Chair



Sheldon K. Pennoyer, AIA, NCARB, LEED AP
Secretary/Treasurer



Dawne Broadfield
Regional Executive

REGION 2 – MIDDLE-ATLANTIC

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



George H. Miller, FAIA, NCARB
Chair



Edward W. Tucker, FAIA, NCARB
Vice Chair/Treasurer



Robert Cozzarelli, FAIA, NCARB, PP, CID
Secretary

REGION 3 – SOUTHERN

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



Miguel A. Rodriguez, FAIA, NCARB
Chair



Greg L. Durrell, AIA, NOMA, NCARB, CSI
Vice Chair



Catherine C. Morrison, NCARB, LEED AP BD+C
Secretary/Treasurer



Paula Pilgreen
MBE Director



Jenny Owen
Regional Executive

FY22 Regional Officers

REGION 4 – MID-CENTRAL

Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin



Margaret (Meg) S. Parsons, FAIA, NCARB, ALEP,
LEED AP BD+C
Chair



Linda J. Schemmel, AIA, NCARB
Vice Chair



Tandi S. Brannaman, AIA, NCARB
Secretary/Treasurer



Glenda Loving
Regional Executive

REGION 5 – CENTRAL STATES

Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming



Lenora A. Isom, NCARB
Chair



Elizabeth A. Glasgow, AIA, NCARB
Vice Chair



James Devine, NCARB, AIA, LEED AP
Secretary/Treasurer



Stacy Krumwiede
Regional Executive

REGION 6 – WESTERN

Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, New Mexico, the Northern Mariana Islands, Oregon, Utah, Washington



Tara Rothwell, AIA, NCARB, LEED AP
Chair/Member



Corey R. Solum, AIA, NCARB
Vice Chair



Catherine Fritz, AIA, NCARB
Secretary/Treasurer



Douglas W. Sams, AIA, CSI, CDT, LEED AP BD+C
Member at Large



Tian A. Feng, FAIA, FCSI
Member at Large



Melarie Gonzales, MBA
Regional Executive

NCARB Staff

NCARB MANAGEMENT TEAM

Michael J. Armstrong
Chief Executive Officer

Mary S. de Sousa
Chief Operating Officer

Guillermo Ortiz de Zárate
Chief Innovation & Information Officer

ADMINISTRATION DEPARTMENT

Douglas J. Morgan
Vice President, Administration

Robert Dickinson, CPA
Assistant Vice President, Finance

Margot Simmons, PHR, SHRM-CP
Assistant Vice President, Human Resources

COUNCIL RELATIONS DEPARTMENT

Joshua C. Batkin
Vice President, Council Relations

Maurice Brown
Assistant Vice President, Advocacy
and External Engagement

Caitlin Stromberg
Assistant Vice President, Member Board Relations
and Volunteer Engagement

CUSTOMER RELATIONS DEPARTMENT

Roxanne Alston
Vice President, Customer Relations

Katrina Humphrey
Assistant Vice President, Customer Relations

Cassandra Walker
Assistant Vice President, Customer Relations

EXAMINATION DEPARTMENT

Jared N. Zurn, AIA, NCARB, CAE
Vice President, Examination

Michelle Cohn, AIA, NCARB, LEED AP BD+C, PMP
Assistant Vice President, Examination

Joan Paros, MBA
Assistant Vice President, Examination

EXPERIENCE + EDUCATION DEPARTMENT

Harry M. Falconer Jr., FAIA, NCARB, HonD, Hon. FCARM
Vice President, Experience + Education

Jeremy Fretts, AIA, NCARB
Assistant Vice President, Experience + Education

Martin Smith, AIA, NCARB, LEED Green Assoc.
Assistant Vice President, Experience + Education

INFORMATION SYSTEMS DEPARTMENT

Rouel de Guzman
Vice President, Information Systems

Parisa Ilchi-Bradely
Assistant Vice President, Product Management

Kunle Olowoyeye
Assistant Vice President, Application Development

MARKETING & COMMUNICATIONS DEPARTMENT

Andrew McIntyre
Vice President, Marketing & Communications

Amanda Pica
Assistant Vice President, Marketing & Communications

OFFICE OF THE CHIEF INNOVATION & INFORMATION OFFICER

Katherine Matthews, CAE
Assistant Vice President, Data & Analytics

Patricia Ramallo, AIA, NCARB, CAE, LEED AP BD+C & Homes
Assistant Vice President, Innovation

OFFICE OF THE CHIEF OPERATING OFFICER

Vanessa Williamson, CAE
Assistant Vice President, Executive Office

ORGANIZATIONAL HEALTH DEPARTMENT

Heather Coles, PHR, SHRM-CP
Assistant Vice President, Organizational Health



Appendices



Acronyms

The following guide includes many of the acronyms and abbreviations associated with Council programs and initiatives, as well as related organizations.

<u>A</u>	
AACA	Architects Accreditation Council of Australia
ABET	Accreditation Board for Engineering and Technology
ABM	Annual Business Meeting
ACEC	American Council of Engineering Companies
ACSA	Association of Collegiate Schools of Architecture
ADA	Americans With Disabilities Act
AIA	American Institute of Architects
AIA	Australian Institute of Architects (AU)
AIAS	American Institute of Architecture Students
AICPA	American Institute of Certified Public Accountants
ALA	Association of Licensed Architects
AOP	Analysis of Practice
APEC	Asia-Pacific Economic Cooperation
ARE	Architect Registration Examination
ARPL	Alliance for Responsible Professional Licensing
ASCE	American Society of Civil Engineers
ASID	American Society of Interior Designers
ASINEA	Association of Institutes of Teaching and Architecture for the Republic of Mexico
ASLA	American Society of Landscape Architects
AXP	Architectural Experience Program
<u>B</u>	
B.Arch.	Bachelor of Architecture
BIM	Building Information Modeling
BOCA	Building Officials and Code Administrators International
BOD	Board of Directors
<u>C</u>	
CACE	Council of Architectural Component Executives
CALA	Canadian Architectural Licensing Authorities
CACB	Canadian Architectural Certification Board
CIDA	Council for Interior Design Accreditation
CIDQ	Council for Interior Design Qualification
CLARB	Council of Landscape Architectural Registration Boards
CLEAR	(International) Council on Licensure, Enforcement and Regulation
COMPIAR	Comite Mexicano para la Practica Internacional de la Arquitectura
CONARC	Consejo Nacional de Registro de la Certificación Profesional de Arquitectos
CSI	Construction Specifications Institute
<u>D</u>	
D.Arch.	Doctor of Architecture
<u>E</u>	
EESA	Education Evaluation Services for Architects
ESL	English as a second language
<u>F</u>	
FARB	Federation of Associations of Regulatory Boards
FBD	Freedom by Design
FCARM	Federación Nacional de Colegios de Arquitectos de la República Mexicana
<u>H</u>	
HBCU	Historically Black Colleges and Universities
<u>I</u>	
IBC	International Building Code
ICBO	International Conference of Building Officials
ICC	International Code Council
ICOR	Inter-organizational Council on Regulation
IgCC	International Green Construction Code
IPAL	Integrated Path to Architectural Licensure
<u>M</u>	
M.Arch.	Master of Architecture
MBC	Member Board Chair
MBE	Member Board Executive
MBM	Member Board Member

Acronyms

N

NAAB	National Architectural Accrediting Board
NAED	National Academy of Environmental Design
NASBA	National Association of State Boards of Accountancy
NBTN	NCARB by the Numbers
NCARB	National Council of Architectural Registration Boards
NCEES	National Council of Examiners for Engineering and Surveying
NOMA	National Organization of Minority Architects
NSPE	National Society of Professional Engineers
NZRAB	New Zealand Registered Architects Board

P

PAC	Policy Advisory Committee
PCC	Professional Conduct Committee

R

RIBA	Royal Institute of British Architects
------	---------------------------------------

S

SARA	Society of American Registered Architects
SDA	Society for Design Administration

U

UIA	International Union of Architects
USGBC	U.S. Green Building Council



NCARB Bylaws

National Council of Architectural Registration Boards

Customer Service: 202-879-0520 | Main: 202-783-6500

www.ncarb.org

© National Council of Architectural Registration Boards (NCARB)

This document was last updated in July 2021.

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; May 14, 2021, Special Vote; June 26, 2021, Los Angeles, CA.)

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. “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;
- 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 or having a comparable position as the primary administrator responsible for overseeing the activities of the Member Board;
- 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;
- 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. “Public Member” shall mean a member of a Member Board who does not hold or have a license in a discipline regulated by such Member Board or in a related design profession;
- P. “Regional Chair” shall mean the chairperson of a Region, as such term is described in Article VI of these Bylaws;
- Q. “Regional Director” shall mean a Director who was nominated to serve on the Board of Directors by a Region;
- R. “Registration” shall mean licensure as an architect by the body legally authorized by a Jurisdiction to grant such licensure such licensure;
- S. “Remote Meeting” shall mean any Annual Business Meeting or any Special Meeting held by telephone or video conference technology or other electronic communications technology that allows all participants to hear and participate in the proceedings and to vote, pose questions, and make comments.
- T. “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 Member Boards. Membership in the Council shall be attained through acceptance by the 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 shall have equal rights.

SECTION 2. Removal. If, after written notification from the Board of Directors, a Member Board shall:

- A. fail to pay its dues or other financial obligations to the Council or to its Region, or
- B. 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
- C. 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 Board of Directors may recommend to the Council that such Member Board be removed from membership in the Council. Following such recommendation, 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:

- A. following payment of all financial obligations of membership had the Jurisdiction not been removed (or such lesser amount approved, by a vote of two-thirds of all Member Boards),

- B. 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 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 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. Remote Meetings. The Annual Business Meeting and any Special Meetings may be held as a Remote Meeting. The Bylaws provisions which govern calling and providing notice for, and the procedures and conduct of business of, the Annual Business Meeting or special meetings, as applicable, shall apply to Remote Meetings. Holding a Remote Meeting does not preclude allowing participants to gather in a designated location during such meeting.

SECTION 4. 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.

Notwithstanding a Member Board's total number of Delegates, each Member Board shall be represented at each Annual Business Meeting and special meeting of the Council by one Voting Delegate, who 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 applicable Member Board. A Member Board may change its Voting Delegate from time to time by issuing a subsequent letter of credentials to the Council. Each Voting Delegate shall have an equal vote on all matters on which all Member Boards are entitled to vote.

SECTION 5. Quorum. A quorum for the transaction of business at the Annual Business Meeting of the Council shall be Voting Delegates representing a majority of the Member Boards.

SECTION 6. 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 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 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 Director.

SECTION 7. Voting. The affirmative vote of two-thirds of all Member Boards is required to pass any amendment to these Bylaws, to remove any Member Board from membership in the Council, or as provided in Article IV, Section 3. The affirmative vote of a majority of all Member Boards is required to pass any other resolution. Except as otherwise specified in 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 8. Order of Business. An agenda outlining the order of business shall be prepared for all Council meetings. The agenda shall be prepared under the direction of the Board of Directors and sent by the Secretary to all Member Boards at least 30 days before the date set for a particular meeting.

SECTION 9. 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 10. Advisory Votes by Letter or Electronic Ballot. The 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 11. Other Participants. Council 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 Directors, to initiate action.

SECTION 12. 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 BOARD OF DIRECTORS

SECTION 1. Membership. The Board of Directors shall be comprised of the Elected Officers of the Council, one Regional Director from each Region, the immediate Past President, one Member Board Executive Director, and one Public Director.

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 to any Director position shall, at the time such person is nominated:
 - (i) be a citizen of the United States;
 - (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; be a past member of a Member Board whose service as a member ended no more than one year before nomination; be an officer of a Region; be an incumbent Director; 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.

- 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.
- 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.
- D. A candidate for election as the Public Director shall be at the time of nomination a public or consumer member on a Member Board, 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.
- F. An individual shall qualify to serve as the Immediate Past President during the one-year period immediately following his or her term as President/Chair of the Board.

SECTION 3. Terms of Office and Election. The term of office of a Director shall be one year from the adjournment of 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 Annual Business Meeting or until 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. *

SECTION 4. Removal.

- A. A Director may be removed with 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 removal of the director.
- B. 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 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.
- 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.
- 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.

* Effective July 1, 2022, Article VII, Section 3, will be updated as follows: "SECTION 3. Terms of Office and Election. The term of office of a Director shall be one year from the adjournment of 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 Annual Business Meeting or until his or her successor is duly elected and succeeds to office. No person shall serve more than ~~three~~two terms in succession as a ~~Regional~~ Director ~~or three terms in succession as a Member Board Executive Director or Public Director~~; provided, however, that service as an Elected Officer and Immediate Past President shall not count against such limits. 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 re-election 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."

SECTION 6. Vacancies.

- A. Vacancies in the office of any Regional Director or Member Board Executive Director shall be filled by an appointee nominated by the Region or the Member Board Executive community respectively and appointed by the Board of Directors to hold office from the time of such appointment until the adjournment of the next Annual Business Meeting. Vacancies in the office of the 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 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.
- 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 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.
- E. Any Regional Director who moves his or her principal residence to a place outside the Region from which he or she was nominated shall be deemed to have vacated the office of Regional Director, and any Director who ceases to be eligible as provided in this Article VII, Section 2 shall be deemed to have vacated his or her directorship.

SECTION 7. Duties. The affairs of the Council shall be managed under the authority and direction of the 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.

SECTION 8. Meetings of the Board. The 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 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 Board of Directors. All 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 Director. A majority of the membership of the Board of Directors shall constitute a quorum for the transaction of business.

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.

SECTION 2. President/Chair of the Board. The President/Chair of the Board shall be the senior Elected Officer of the Council and shall:

- A. preside at all meetings of the Board of Directors, the Executive Committee of the Board of Directors, and the Annual Business Meeting;
- B. present to the Council at the Annual Business Meeting a report of activities during the President/Chair of the Board's term of office;
- C. 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 Board of Directors, oversee the work of all Committees;
- D. 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;
- E. 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;
- F. represent the Board of Directors and its policies to all external and internal constituents including to the Chief Executive Officer; and
- G. perform such other duties and powers as the Board of Directors may from time to time decide.

SECTION 3. First Vice President/President-Elect and Second Vice President. The 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:

- A. develop the Committee charges to be completed during his or her term of office as President/Chair of the Board, subject to the approval of the Board of Directors;
- B. 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
- C. 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 4. Treasurer. The Treasurer shall:

- A. oversee the financial affairs of the Council and be the primary liaison of the Board of Directors with the person designated by the Chief Executive Officer as the chief financial officer of the Council;
- B. report to the Board of Directors and at the Annual Business Meeting on financial matters of the Council; and
- C. perform such duties and have such powers additional to the foregoing as the Board of Directors may designate.

SECTION 5. Secretary. The Secretary shall:

- A. 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
- B. 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 6. 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 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 Board of Directors and such other duties and powers as the Board of Directors may from time to time determine, subject always to the ultimate authority of the Board of Directors under applicable law and these Bylaws.

SECTION 7. 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. 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 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 to 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 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 Board of Directors may establish from time to time.

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

- A. 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
- B. 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:

- C. 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

- D. 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
- E. 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
- F. 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 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 Examination for use by Member Boards. The 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 Board of Directors deems appropriate. Every Member Board using the Examination shall comply strictly with the rules issued by the Board of Directors, unless the 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 Examination or, after so agreeing, fails to comply with such rules, the 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 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 Board of Directors may, with sufficient cause, waive the denial of the use of the Examinations.

SECTION 2. Architectural Experience Program. The Council shall prepare a structured experience program for use by Member Boards. The Board of Directors shall issue, from time to time, updates to program rules and opportunities to remain relevant with experiences and competencies necessary for the current practice of architecture.

SECTION 3. Additional Services. Additional services may be offered as determined by the Board of Directors from time to time.

SECTION 4. 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 5. Research. The Council, through work of committees, shall engage in research pertinent to all matters relating to legal Registration of architects.

SECTION 6. 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, by resolution adopted at an Annual Business Meeting with implementation of any increase to take place not less than three years after such resolution is adopted.
- B. 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 Board of Directors present and voting.

SECTION 2. Operating Fund.

- A. 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. As soon as feasible following the Annual Business Meeting, the Board of Directors shall adopt a general budget which shall show the anticipated income and expenditures for the current year.
- C. 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 Board of Directors has made an appropriation to pay the same.
- D. 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 Board of Directors' policies and 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 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 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:

- A. information barred from disclosure by an applicable statute;
- B. trade secrets;
- C. information disclosed to the Council in reliance upon its continued non-disclosure;
- D. 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;
- E. personnel information, the disclosure of which would constitute an unwarranted invasion of personal privacy;
- F. attorney-client communications and attorney work-product materials;
- G. transcripts and personal information respecting Certificate applicants or holders without the permission of such applicant or holder;
- H. 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
- I. 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 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. 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:

- A. authorize distributions;
- B. approve or recommend to members dissolution, merger, or the sale, pledge, or transfer of all or substantially all of the Council's assets;
- C. elect, appoint, or remove Directors or fill vacancies on the Board of Directors or on any Board Committees; or
- D. 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. 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:

- A. act for the Board of Directors between meetings only as directed by the Board of Directors;
- B. 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
- C. 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 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.

SECTION 5. 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 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 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 those established by these Bylaws (which may only be discontinued by amendment of these Bylaws), and make any changes in a Committee's membership without regard to the terms of appointment of the Committee members.

SECTION 6. Reports of Committees. Each Committee shall report in writing annually to the Board of Directors, at least 60 days prior to the date of the Annual Business Meeting and shall make interim reports to the Board of Directors as directed.

SECTION 7. General Procedure of Committees. Every Committee shall perform in accordance with these Bylaws and with the directions of the 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 8. Advisory Committees. The following Advisory Committees are hereby established and may from time to time make recommendations to the 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 Board of Directors with respect to the Council's education and continuing education policies for use by Member Boards and the Council's relationship with the National Architectural Accrediting Board.

- B. Experience Committee: The Experience Committee shall assess and recommend updates to the 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 Board of Directors with respect to the Examination for use by Member Boards.
- D. Policy Advisory Committee: The Policy Advisory Committee shall review proposed resolutions and special publications, as directed by the Board of Directors, for their impact on and consistency with Council policies and programs and make recommendations on such matters to the 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.
- 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 Voting Delegate credentials, report to the membership regarding quorum at the Annual Business Meeting, 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 Board of Directors.

SECTION 9. 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 5 of Article XII, 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,

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 Board of Directors in accordance with Section 6 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 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 or employee determined by Board of Directors to be an executive employee, or member of a 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 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 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 Board of Directors. Expenses incurred of the character described above may, with the approval of the 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—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.

NCARB Strategic Plan

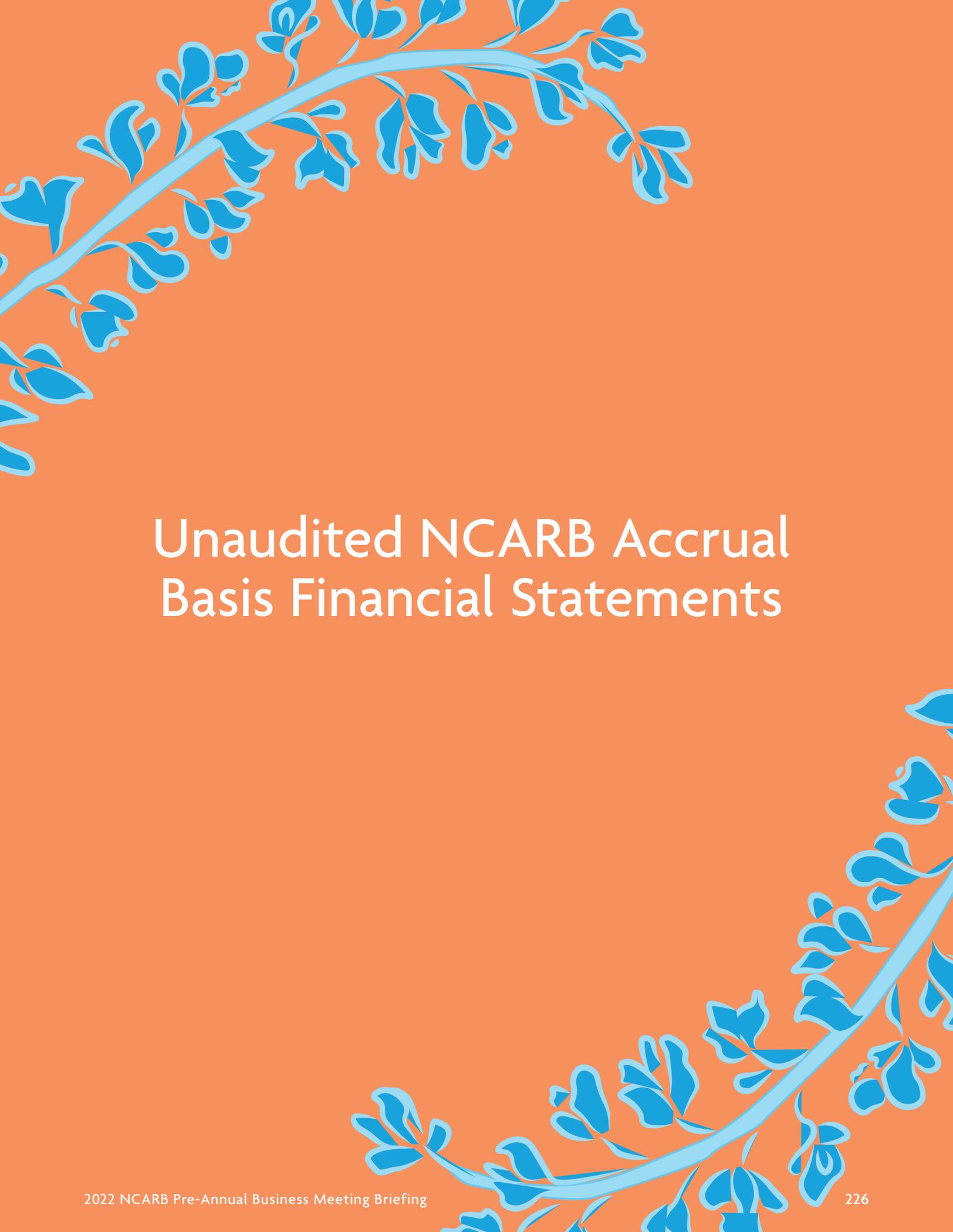


MISSION
 NCARB, in collaboration with licensing boards, facilitates the licensure and credentialing of architects to protect the health, safety, and welfare of the public.

STRATEGIC PLAN



LET'S GO FURTHER



Unaudited NCARB Accrual Basis Financial Statements

Unaudited NCARB Accrual Basis Financial Statements



UNAUDITED

NCARB

ACCRUAL BASIS FINANCIAL STATEMENTS

FOR THE MONTH ENDING MARCH 31, 2022

Distribution: Board of Directors Website (Monthly)

CEO, COO, CIO, VPs

Members Only Website (Quarterly)

**UNAUDITED
NCARB
ACCRUAL BASIS FINANCIAL STATEMENTS**
For the Month Ending March 31, 2022

TABLE OF CONTENTS

Statement of Financial Position	1
Statement of Cash Flows	2
Statement of Activities	3
Budget vs. Actual	4
Budget vs. Actual - Committee/Meeting Expense Summary Report	7
Footnotes to Financial Statements	8

	A	B	C	D
1	UNAUDITED			
2	NCARB			
3	Statement of Financial Position			
4	<i>As of March 31, 2022</i>			
5				
6		FY22	FY21	FY21
7		3/31/2022	3/31/2021	AUDIT
8	ASSETS			
9				
10	Operating Fund (Note 1)	\$1,258,519	\$2,397,608	\$2,022,428
11	Short-term Reserve Fund (Note 2)	3,428,001	3,984,930	3,986,587
12	Business Development Fund (Note 3)	927,982	1,135,274	1,011,304
13	Strategic Reserve Fund (Note 4)	23,351,924	28,993,023	24,666,840
14	Strategic Growth Fund (Note 5)	6,522,814	0	6,118,448
15	457 Plan Assets (Note 6)	626,583	571,400	597,621
16	Accounts Receivable, Net (Note 7)	3,200	14,615	33,681
17	Investment in Lineup Mgt Svcs (Note 8)	2,348,528	1,307,066	1,491,764
18	Prepaid Expenses/Deposits (Note 9)	1,195,341	402,201	763,176
19	Security Deposit 1401H	116,933	233,866	116,933
20	Property, Equipment & Capitalized Software (Note 10)	6,883,487	6,724,595	6,874,688
21				
22	TOTAL ASSETS	\$46,663,313	\$45,764,578	\$47,683,472
23				
24	LIABILITIES			
25				
26	Accounts Payable & Accrued Expenses	664,940	654,265	1,478,059
27	Accrued Payroll & Tax Liabilities	1,009,460	764,245	1,619,419
28	457 Plan Liability	628,156	572,896	597,618
29	Accrued Rent Expense (Note 11)	3,080,238	3,104,353	3,078,107
30	Deferred Lease Incentive (Note 12)	2,188,036	2,370,373	2,324,789
31	Deferred Income (Note 13)	5,011,385	4,474,722	4,963,980
32				
33	TOTAL LIABILITIES	\$12,582,216	\$11,940,854	\$14,061,972
34				
35	NET ASSETS			
36				
37	Undesignated Net Assets	33,153,114	32,688,450	32,610,196
38	Board Designated - Business Development (Note 3)	927,982	1,135,274	1,011,304
39				
40	TOTAL NET ASSETS	\$34,081,097	\$33,823,724	\$33,621,500
41				
42	TOTAL LIABILITIES & NET ASSETS	\$46,663,313	\$45,764,578	\$47,683,472
43				
44				
45				
46	FS01			4/21/2022
47				4:33 PM

	A	B	C
1	UNAUDITED		
2	NCARB		
3	Statement of Cash Flows		
4	<i>For the Nine Months Ending March 31, 2022</i>		
5			
6		Year to date	
7		FY22	FY21
8			
9	SECTION 1: CASH FLOWS FROM OPERATING ACTIVITY		
10			
11	Cash received from:		
17	Record income	17,530,203	16,749,235
22	Examination Income	7,361,460	5,994,325
27	Monographs Shipping Fees	25,090	54,127
29	Tri-National/BEA/BEFA Process	2,500	400
33	Dues income (Note 7)	55,000	357,500
35	Registration Fee income	39,111	0
37	Other income	32,450	69,775
39	Total Cash Received:	25,045,814	23,225,362
40			
41	Cash paid for:		
51	Employment/Human resource expenses	(12,602,416)	(10,529,481)
72	Operating expenses	(5,117,477)	(4,114,087)
75	Contributions expenses	(405,465)	(316,581)
81	Consulting expenses	(4,957,796)	(4,199,502)
88	Meeting Expenses	(2,261,573)	(163,031)
89	Total Cash Paid:	(25,344,726)	(19,322,682)
90			
91	Net cash provided by operating activities:	(298,912)	3,902,680
92			
93	SECTION 2: CASH FLOWS FROM INVESTING ACTIVITY		
94			
95	Cash received from / (paid for):		
96	Operating Fund Interest Income	283	265
97	Transfer from/(to) Short-term Reserves	500,000	(100,000)
98	Transfer from/(to) Strategic Reserves	751,000	(1,650,000)
99	Investments	1,251,283	(1,749,735)
100	Software Development	(1,298,042)	(1,297,429)
101	ARE Vendor Transition	(354,147)	(59,966)
102	(Purchases) of Inventory, Furniture, Equipment		
103	& Leasehold Improvements (Notes 9)	(64,091)	0
104			
105	Net cash provided by investing activities:	(464,997)	(3,107,130)
106			
107	SECTION 3: CASH FLOWS FROM FINANCING ACTIVITY		
108			
109	Cash received from / (paid for):		
111	Net change in Operating Funds, year-to-date	(763,909)	795,550
112	Operating Funds, 7/1/21	2,022,428	1,602,058
113	Operating Funds per Page 1	1,258,519	2,397,608
114			
115	FS03		4/21/2022
116			4:33 AM

	A	B	C	D	E	F	G	H	I	J	K	L
1	UNADITED											
2	NCARB											
3	Statement of Activities (Accrual Basis)											
4	For the Nine Months Ending March 31, 2022											
5												
6												
7												
8												
9												
10												
11												
12												
13												
14												
15												
16												
17												
18												
19												
20												
21												
22												
23												
24												
25												
26												
27												
28												
29												
30												
31												
32												
33												
34												
35												
36												
37												
38												
39												
40												
41												
42												

Unaudited NCARB Accrual Basis Financial Statements (cont.)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	UNAUDITED													
2	NCARB													
3	Budget vs Actual Report (Accrual Basis)													
4	For the Nine Months Ending March 31, 2022													
5														
6														
7														
8		Current Month				Prior YTD	YTD				Annual	Annual Budget	Budget % To	FY21
9		Actual	Budget	Variance	% to Budget	Actual	Actual	Budget	Variance	% to Budget	Budget	Remaining	Earn/Spnd	AUDIT
10														
11	INCOME													
12														
13	RECORDS INCOME													
14	Application Fees:													
15	Licensure Candidate Applications	\$58,300	\$40,897	\$17,403	142.55%	\$403,131	\$616,085	\$496,909	\$119,176	123.98%	\$650,000	\$33,915	5.22%	\$597,331
16	Registered Architect Applications	60,835	82,163	(21,328)	74.04%	564,340	485,410	573,034	(87,624)	84.71%	750,000	264,590	35.28%	734,705
17														
18	Transmittal Fees:													
19	Reciprocity Transmittals	457,380	471,188	(13,808)	97.07%	3,139,290	3,639,405	3,197,460	441,945	113.82%	4,428,000	788,595	17.81%	4,345,110
20														
21	Renewal Fees:													
22	Annual Licensure Candidate Record Renewals	383,330	432,310	(48,980)	88.67%	3,767,150	3,699,705	3,886,490	(186,785)	95.19%	5,185,000	1,485,295	28.65%	5,027,507
23	Annual Architect Renewals	1,235,843	1,201,152	34,691	102.89%	8,615,064	8,899,298	8,607,142	292,156	103.39%	11,517,000	2,617,703	22.73%	11,549,744
24	Reactivations/Reinstatements	37,500	34,414	3,086	108.97%	246,425	273,250	276,028	(2,778)	98.99%	375,000	101,750	27.13%	336,925
25														
26	TOTAL RECORDS INCOME	2,233,188	2,262,124	(28,937)	98.72%	16,735,400	17,613,153	17,037,063	576,089	103.38%	22,905,000	5,291,848	23.10%	22,591,322
27														
28	EXAMINATION INCOME													
29	ARE Income	1,004,555	1,124,488	(119,933)	89.33%	5,886,695	7,225,145	7,578,250	(353,105)	95.34%	10,638,000	3,412,855	32.08%	7,951,155
30														
31	TOTAL EXAMINATION INCOME	1,004,555	1,124,488	(119,933)	89.33%	5,886,695	7,225,145	7,578,250	(353,105)	95.34%	10,638,000	3,412,855	32.08%	7,951,155
32														
33	EDUCATION INCOME													
34	Tri-National/BEA/BEFA Income	2,500	0	2,500	0.00%	400	2,500	0	2,500	0.00%	0	(2,500)	0.00%	400
35	Monograph Shipping Fees	1,725	1,667	58	103.50%	18,575	17,090	15,000	2,090	113.93%	20,000	2,910	14.55%	23,225
36														
37	TOTAL EDUCATION INCOME	4,225	1,667	2,558	253.50%	18,975	19,590	15,000	4,590	130.60%	20,000	410	2.05%	23,625
38														
39	MEMBER INCOME													
40	Conference Registration Fees Income	10	0	10	0.00%	0	39,111	25,000	14,111	156.44%	90,000	50,889	56.54%	5,270
41	Member Board Dues (Note 7)	0	0	0	0.00%	357,500	55,000	55,000	0	100.00%	55,000	0	0.00%	357,500
42														
43	TOTAL MEMBER INCOME	10	0	0	0.00%	357,500	94,111	80,000	14,111	117.64%	145,000	50,889	35.10%	362,770
44														
45	OTHER INCOME													
46	Interest & Dividend Income	63,588	46,851	16,737	135.72%	417,057	408,965	357,050	51,915	114.54%	527,000	118,035	22.40%	616,068
47	Miscellaneous	0	0	0	0.00%	45,275	(6,050)	0	(6,050)	0.00%	43,000	49,050	114.07%	64,275
48	State License Software	0	0	0	0.00%	24,500	38,500	0	38,500	0.00%	60,000	21,500	35.83%	26,167
49														
50	TOTAL OTHER INCOME	63,588	46,851	16,737	135.72%	486,832	441,415	357,050	84,365	123.63%	630,000	188,585	29.93%	706,510
51														
52	TOTAL INCOME	3,305,565	3,435,129	(129,564)	96.23%	23,485,402	25,393,413	25,067,363	326,050	101.30%	34,338,000	8,944,587	26.05%	31,635,382
53														
54	EXPENSES													
55														
56	EMPLOYMENT/HUMAN RESOURCE EXPENSES													
57	Staff Compensation	1,286,633	1,549,500	(262,867)	83.04%	8,205,205	9,322,400	10,330,000	(1,007,600)	90.25%	13,514,000	4,191,600	31.02%	11,609,317
58	Employer's Payroll Taxes/Fringe Benefits	121,441	108,000	13,441	112.45%	647,138	749,468	720,000	29,468	104.09%	1,010,000	260,532	25.80%	915,387
59	Retirement Plan	25,771	32,750	(6,979)	78.69%	222,527	236,038	294,750	(58,712)	80.08%	393,000	156,962	39.94%	597,641
60	Health/Life/Worker's Comp Insurance	87,893	80,333	7,559	109.41%	703,841	763,600	723,000	40,600	105.62%	964,000	200,400	20.79%	978,935
61	Personnel Employment Fees	6	50	(44)	12.00%	2,108	35,329	17,700	17,629	199.60%	81,000	45,671	56.38%	6,898
62	Personnel Development	1,716	1,850	(134)	92.77%	21,542	30,436	26,160	4,276	116.34%	205,000	174,565	85.15%	63,496
63	TOTAL EMPLOYMENT &													

Unaudited NCARB Accrual Basis Financial Statements (cont.)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	UNAUDITED													
2	NCARB													
3	Budget vs Actual Report (Accrual Basis)													
4	For the Nine Months Ending March 31, 2022													
5														
6														
7														
8		Current Month				Prior YTD	YTD				Annual	Annual Budget	Budget % To	FY21
9		Actual	Budget	Variance	% to Budget	Actual	Actual	Budget	Variance	% to Budget	Budget	Remaining	Earn/Spend	AUDIT
10														
64	HUMAN RESOURCE EXPENSES	1,523,460	1,772,483	(249,024)	85.95%	9,802,361	11,137,270	12,111,610	(974,339)	91.96%	16,167,000	5,029,730	31.11%	14,171,674
65														
66	OPERATING EXPENSES													
67	Liability Insurance	6,137	6,333	(196)	96.91%	55,802	55,391	57,000	(1,609)	97.18%	76,000	20,609	27.12%	72,734
68	Postage	9,283	11,348	(2,065)	81.81%	54,238	74,461	77,761	(3,300)	95.76%	141,800	67,339	47.49%	85,495
69	Banking Fees	75,854	68,000	7,854	111.55%	551,045	603,341	612,000	(8,659)	98.59%	816,000	212,659	26.06%	756,328
70	Technology Costs	80,888	221,083	(140,196)	36.59%	1,753,375	1,804,806	1,989,750	(184,944)	90.71%	2,654,600	849,794	32.01%	2,309,331
71	Printing & Production Services	11,185	12,083	(898)	92.57%	22,801	61,052	94,719	(33,666)	64.46%	206,000	144,948	70.36%	107,260
72	Advertising Expense	0	11,667	(11,667)	0.00%	0	42,852	105,000	(62,148)	40.81%	140,000	97,148	69.39%	0
73	Fulfillment Services	40,258	45,083	(4,825)	89.30%	307,007	255,904	405,750	(149,846)	63.07%	541,000	285,096	52.70%	314,261
74	Office Rent/Storage	111,341	131,167	(19,826)	84.89%	1,822,044	992,926	1,180,500	(187,574)	84.11%	1,574,000	581,074	36.92%	2,127,710
75	Depreciation/Amortization	194,036	182,833	11,203	106.13%	1,649,709	1,688,329	1,645,500	42,829	102.60%	2,194,000	505,671	23.05%	2,217,919
76	Org Dues/Books/Subscriptions	16,698	10,883	5,814	153.42%	160,266	220,205	182,342	37,863	120.76%	312,000	91,795	29.42%	221,514
77	Office Maintenance/Supplies	3,745	4,025	(280)	93.04%	52,485	105,663	69,407	36,256	152.24%	124,000	18,337	14.79%	66,844
78														
79	TOTAL OPERATING EXPENSES	549,425	704,506	(155,081)	77.99%	6,428,772	5,904,931	6,419,729	(514,798)	91.98%	8,779,400	2,874,469	32.74%	8,279,396
80														
81	CONTRIBUTION EXPENSES													
82	NAAB	35,534	34,833	701	102.01%	306,306	311,215	313,500	(2,285)	99.27%	418,000	106,785	25.55%	408,612
83	Other Contributions	7,037	2,000	5,037	351.87%	21,172	129,130	100,667	28,463	128.27%	142,000	12,870	9.06%	56,805
84														
85	TOTAL CONTRIBUTION EXPENSES	42,572	36,833	5,738	115.58%	327,478	440,345	414,167	26,178	106.32%	560,000	119,655	21.37%	465,417
86														
87	CONSULTING EXPENSES													
88	Attorney and Legal	44,611	25,267	19,344	176.56%	207,162	257,757	219,072	38,686	117.66%	342,000	84,243	24.63%	285,138
89	Annual Audit	15,865	20,800	(4,935)	76.27%	63,996	105,595	110,530	(4,935)	95.54%	120,000	14,405	12.00%	69,476
90	Communications Consulting:													
91	Communications Consultant	24,896	25,000	(105)	99.58%	78,074	41,733	34,650	7,083	120.44%	100,000	58,267	58.27%	100,196
92	Graphics Designer Consultant	7,160	7,200	(40)	0.00%	0	9,223	9,200	23	100.25%	20,000	10,777	53.89%	0
93	Computer/Website Consulting	118,995	103,645	15,350	114.81%	54,000	146,551	128,705	17,846	113.87%	172,000	25,450	14.80%	72,000
94	Customer Service Consultant	0	0	0	0.00%	0	0	0	0	0.00%	35,000	35,000	100.00%	0
95	Examination Consulting:													
96	Practice Analysis	46,235	3,375	42,860	1369.93%	0	412,875	463,090	(50,215)	89.16%	416,000	3,125	0.75%	86,260
97	ARE R&D	0	0	0	0.00%	5,500	0	0	0	0.00%	25,000	25,000	100.00%	5,500
98	ARE Development Fee	43,150	25,833	17,317	167.03%	619,069	310,850	232,500	78,350	133.70%	310,000	(850)	(0.27%)	812,269
99	ARE Operations Fee	466,903	413,917	52,986	112.80%	3,453,309	3,494,698	3,725,250	(230,552)	93.81%	4,967,000	1,472,302	29.64%	4,759,238
100	Field Test	0	0	0	0.00%	0	0	0	0	0.00%	10,000	10,000	100.00%	0
101	Practice Program Development	0	0	0	0.00%	0	0	0	0	0.00%	10,000	10,000	100.00%	0
102	Core Competencies Consultg	0	0	0	0.00%	0	0	0	0	0.00%	0	0	0.00%	4,800
103	Investment Consultants	0	0	0	0.00%	75,898	87,260	82,500	4,760	105.77%	110,000	22,740	20.67%	102,311
104	Special BOD Consultants	50,725	50,725	0	100.00%	4,500	194,675	194,675	0	100.00%	313,000	118,325	37.80%	18,660
105	Business Consulting	19,096	19,100	(4)	99.98%	38,907	164,681	135,300	29,381	121.72%	755,000	590,319	78.19%	167,666
106	Committee Consulting	0	0	0	0.00%	0	13,363	15,365	(2,003)	86.97%	94,000	80,638	85.78%	15,000
107														
108	TOTAL CONSULTING EXPENSES	837,635	694,862	142,773	120.55%	4,600,415	5,239,261	5,350,837	(111,576)	97.91%	7,799,000	2,559,739	32.82%	6,498,514
109														
110	OTHER BOD/OFFICE EXPENSES													
111	Pres/1st VP Allowance	12,863	13,250	(387)	97.08%	77,575	115,771	119,250	(3,479)	97.08%	159,000	43,229	27.19%	117,240
112														
113	TOTAL OTHER BOD/OFFICE EXPENSES	12,863	13,250	(387)	97.08%	77,575	115,771	119,250	(3,479)	97.08%	159,000	43,229	27.19%	117,240
114														
115	TRAVEL & MEETING EXPENSES													
116	Hotel (Room & Tax)	39,719	94,950	(55,231)	41.83%	11,360	329,942	789,056	(459,114)	41.81%	1,527,911	1,197,969	78.41%	162,530

Unaudited NCARB Accrual Basis Financial Statements (cont.)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	UNAUDITED													
2	NCARB													
3	Budget vs Actual Report (Accrual Basis)													
4	<i>For the Nine Months Ending March 31, 2022</i>													
5														
6														
7														
8		Current Month					YTD							
9		Actual	Budget	Variance	% to Budget	Prior YTD	Actual	Budget	Variance	% to Budget	Annual	Annual Budget	Budget % To	FY21
10						Actual					Budget	Remaining	Earn/Spend	AUDIT
117	Travel	120,173	180,400	(60,227)	66.61%	10,072	424,569	877,970	(453,401)	48.36%	1,799,115	1,374,546	76.40%	190,601
118	Food & Facilities	39,582	58,230	(18,648)	67.97%	2,153	722,145	775,872	(53,727)	93.08%	2,200,492	1,478,347	67.18%	913,671
119														
120	TOTAL TRAVEL & MEETING EXPENSES	199,473	333,580	(134,107)	59.80%	23,585	1,476,656	2,442,898	(966,242)	60.45%	5,527,518	4,050,862	73.29%	1,266,802
121														
122	TOTAL EXPENSES	\$3,165,428	\$3,555,514	(\$390,087)	89.03%	\$21,260,186	\$24,314,234	\$26,858,491	(2,544,257)	90.53%	\$38,991,918	\$14,677,684	37.64%	\$30,799,043
123														
124	CHANGE IN NET ASSETS													
125	DUE TO OPERATIONS													
126														
127	Realized Gain/Loss on Sale of Investments	(48,315)	0	(48,315)	0.00%	68,703	665,509	0	665,509	0.00%	0	(665,509)	0.00%	1,596,858
128	Unrealized Gain/Loss on Investments	144,109	0	144,109	0.00%	3,812,739	(1,288,389)	0	(1,288,389)	0.00%	0	1,288,389	0.00%	3,471,266
129														
130	TOTAL CHANGE IN NET ASSETS	\$235,932	(\$120,385)	\$356,317	(195.98%)	\$6,106,658	\$456,299	(\$1,791,128)	2,247,427	(25.48%)	(\$4,653,918)	(\$5,110,217)	109.80%	\$5,904,463
131														
132	FY22 FS04													4/21/2022
133														6:36 PM

Unaudited NCARB Accrual Basis Financial Statements (cont.)

	A	B	C	D	E	F	G	H	I	J	K	L	M	N
1	UNAUDITED													
2	NCARB													
3	Budget vs Actual Report (Accrual Basis)													
4	For the Nine Months Ending March 31, 2022													
5														
6														
7		Current Month				YTD								
8		Actual	Budget	Variance	% to Budget	Prior YTD Actual	Actual	Budget	Variance	% to Budget	Annual Budget	Annual Budget Remaining	Budget % To Earn/Spend	FY21 AUDIT
9	E + E Committees:													
10	Certificate Alternative Review Team	\$0	\$0	\$0	0.00%	\$0	\$6,764	\$7,000	\$237	96.62%	\$33,530	26,767	79.83%	\$0
11	Education Committee	0	0	0	0.00%	0	38,527	39,000	473	98.79%	62,405	23,878	38.26%	696
12	Continuing Education Committee	0	0	0	0.00%	0	1,210	0	(1,210)	0.00%	0	(1,210)	0.00%	0
13	Scholars in Professional Practice	7,368	0	(7,368)	0.00%	0	55,391	21,775	(33,616)	254.38%	21,775	(33,616)	(154.38%)	0
14	Experience Advisory Committee	0	0	0	0.00%	0	0	0	0	0.00%	0	0	0.00%	22
15	Experience Committee	0	0	0	0.00%	0	0	47,175	47,175	0.00%	47,175	47,175	100.00%	0
16	Licensing Advisors Summit	0	0	0	0.00%	0	425,786	547,823	122,037	77.72%	547,823	122,037	22.28%	0
17	Licensure Forum	10,674	11,000	326	97.04%	1,966	55,554	49,270	(6,284)	112.75%	49,270	(6,284)	(12.75%)	1,966
18	Licensure Programs R&D Committee	0	0	0	0.00%	0	0	0	0	0.00%	40,590	40,590	100.00%	0
19	Think Tank	0	0	0	0.00%	1,966	38,556	39,000	444	98.86%	47,515	8,959	18.86%	1,966
20	Recently Licensed Architects	0	0	0	0.00%	1,966	36,104	36,000	(104)	100.29%	49,395	13,291	26.91%	1,797
21	Program Continuum Advisory Council	0	0	0	0.00%	1,966	407	0	(407)	0.00%	0	(407)	0.00%	1,966
22	Programs Outreach/Conventions (NCARB Booth)	7,272	7,300	28	99.62%	1,000	43,865	44,000	135	99.69%	440,860	396,995	90.05%	11,618
23														
24	Examination Committees:													
25	Examination Committee	3,825	3,800	(25)	100.66%	0	47,863	48,000	137	99.72%	85,895	38,032	44.28%	0
26	Approve Test Prep Providers	0	0	0	0.00%	0	0	50	50	0.00%	14,140	14,140	100.00%	0
27	ARE 5.0 Case Study Subcommittee	0	0	0	0.00%	0	1,650	1,700	50	97.06%	107,840	106,190	98.47%	1,083
28	ARE5.0 Forms Assembly TF	0	0	0	0.00%	0	3,080	3,100	20	99.35%	45,875	42,795	93.29%	0
29	ARE 5.0 Item Development	31,830	31,830	(0)	100.00%	117	38,135	38,000	(135)	100.35%	454,365	416,230	91.61%	1,305
30	Practice Analysis Engagement Sessions	45,313	37,527	(7,786)	120.75%	0	423,786	416,000	(7,786)	101.87%	416,000	(7,786)	(1.87%)	86,260
31														
32	Executive Office Committees													
33	Annual Meeting	3,580	3,580	(0)	100.01%	1,099	31,244	31,000	(244)	100.79%	1,468,120	1,436,876	97.87%	1,095,583
34	Board of Directors/Executive Committee	63,934	63,934	(0)	100.00%	49,345	568,042	568,000	(42)	100.01%	840,475	272,433	32.41%	260,580
35	Committee on Professional Conduct	5,053	5,053	0	0.00%	28,107	26,366	27,000	634	97.65%	42,480	16,114	37.93%	50,223
36	International Relations Meetings	0	0	0	0.00%	0	5,304	5,350	46	99.15%	61,515	56,211	91.38%	0
37	Interprofessional Meetings	3,814	3,814	(0)	100.00%	150	72,895	73,000	105	99.86%	75,440	2,545	3.37%	463
38	Ethics TF	0	0	0	0.00%	0	1,430	1,400	(30)	102.14%	25,420	23,990	94.37%	0
39	Model Law TF	0	0	0	0.00%	87	0	0	0	0.00%	0	0	0.00%	87
40	Futures TF	0	0	0	0.00%	1,966	38,842	39,000	158	99.59%	60,180	21,338	35.46%	1,966
41	Incidental Practice TF	0	0	0	0.00%	21,590	1,430	1,400	(30)	102.14%	76,140	74,710	98.12%	21,590
42	Interior TF	0	0	0	0.00%	1,966	0	0	0	0.00%	0	0	0.00%	1,966
43	Member Board Executives Committee	0	0	0	0.00%	0	0	0	0	0.00%	17,250	17,250	100.00%	0
44	MBC/MBE Conference	0	0	0	0.00%	24,093	0	0	0	0.00%	0	0	0.00%	24,093
45	MBE Workshop	0	0	0	0.00%	3,396	0	0	0	0.00%	0	0	0.00%	3,426
46	Policy Advisory Committee	1,617	1,650	33	98.02%	0	1,617	1,650	33	98.02%	20,510	18,893	92.11%	0
47	Regional Leadership Committee	0	0	0	0.00%	0	13,911	14,000	89	99.37%	22,715	8,804	38.76%	0
48	Regional Summit/Meeting	100,574	101,000	426	99.58%	46,455	107,333	107,000	(333)	100.31%	499,945	392,612	78.53%	47,787
49	Responsible Charge TF	37,761	32,452	(5,309)	116.36%	1,966	84,679	78,245	(6,434)	108.22%	78,245	(6,434)	(8.22%)	1,966
50	Diversity Collaborative	0	0	0	0.00%	0	39,443	0	(39,443)	0.00%	0	(39,443)	0.00%	0
51	Senior Staff Retreat	0	0	0	0.00%	0	1,942	2,000	58	97.10%	22,700	20,758	91.44%	8,457
52	Site Inspections	0	0	0	0.00%	0	2,387	0	(2,387)	0.00%	0	(2,387)	0.00%	1,070
53	Miscellaneous Meetings	132	132	0	100.00%	1,766	12,261	12,300	39	99.68%	118,400	106,139	89.64%	19,277
54														
55	Total Committee/Meeting Expenses	322,750	303,072	(19,678)	68.26%	190,967	2,225,805	2,299,238	73,433	73.45%	5,893,988	3,668,183	62.24%	1,647,213
56														
57	FY22 FS05													
58														4/22/2022 9:50 AM

**UNAUDITED
NCARB
Footnotes to Financial Statements
For the Month Ending March 31, 2022**

Note 1: **Operating Fund:** This fund represents the checking and sweep accounts held at Bank of America. All monies are deposited daily into the checking account. Each evening, after all checks are paid, Bank of America deposits excess funds into a money market fund. At the opening of the next banking day, Bank of America redeposits funds plus interest back into the checking account. This money market fund is considered a deposit, is insured or guaranteed by the Federal Deposit Insurance Corporation and involves investment risks, including the possible loss of principal of assets above the FDIC maximum (\$250K).

Note 2: **Short-Term Reserve Fund:** This fund, established April 2000, is managed by Raymond James. The Board-defined target balance for this fund is to have between \$1M and \$4M. This level provides approximately 4 to 6 weeks of expenses in reserves.

SHORT-TERM RESERVE FUND	
Cash & Certificates of Deposit	\$ 922
Mutual Funds	3,427,079
	\$ 3,428,001

The funds are invested in cash, certificates of deposit and mutual funds. The maturities are from one to three years. The balances in the above box reflect the market values as of the period ending date of these statements.

Note 3: **Business Development Fund:** This fund has been created to support development and sale of proprietary software products to third parties. Board approved up to \$2M available in \$500K installments, which require specific authorization. At its January 2020 meeting, the Board approved an additional \$2M available in two installments of \$750K and one installment of \$500K.

BUSINESS DEVELOPMENT FUND			
	Original Designation	Spent to Date	Remaining Designation
Authorization #1	\$ 500,000	\$ 500,000	\$ -
Authorization #2	500,000	500,000	-
Authorization #3	500,000	500,000	-
Authorization #4	500,000	500,000	-
Authorization #5	750,000	750,000	-
Authorization #6	750,000	322,018	427,982
Authorization #7	500,000	-	500,000
Total	\$ 4,000,000	\$ 3,072,018	\$ 927,982

Note 4: **Strategic Reserve Fund:** This fund was established in October 1995. The Board-defined target balance for this fund is \$25.4M.

Raymond James serves as the investment advisor. The funds with the advisor are invested in accordance with the Council's investment policy, as shown in the target asset allocation in the box on the right.

STRATEGIC RESERVE ASSET ALLOCATION & EXP RATIO		
	Allocation	Exp Ratio
Equities	60%	0.56%
Fixed Income	25%	0.56%
Alternative Investments	15%	1.04%
Total	100%	0.62%

Note 5: **Strategic Growth Fund:** This fund was established in May 2021. The Board authorized an initial investment of \$6M. These funds came from market gains on the Strategic Reserve Fund. The purpose of the fund is to generate additional returns for future initiatives and growth. Investments in this fund are in higher yield assets and carry slightly more than risk than those in the Strategic Reserve Fund.

Note 6: **Invested Assets of Deferred Compensation:** The Council provides a salary deferral plan (457(b)) for eligible employees. The balance of monies deferred into this plan are treated as an asset, with a corresponding liability, on the Statement of Financial Position. The IRS rules for a 457(b) plan are that the deferred funds remain assets of the Council - subject to the Council's creditors - until such time as the employee terminates employment. The offsetting liability exists because the funds are expected to be paid to the employee in the future.

Note 7: **Accounts Receivable:** Consists of returned checks and tax refunds receivable. In the accrual basis statements (Statement of Financial Position, Statement of Activities and Budget vs. Actual Report), member board dues are recorded as income on the first day of the new fiscal year. The amounts actually collected, as of the period-ending date of these financial statements (March 31, 2022) can be seen on the Statement of Cash Flows. As of the date of preparation of these statements (April 21, 2022) all dues have been collected.

Note 8: **Investment in Lineup Management Services:** Consists of expenses paid by NCARB on behalf of its for-profit subsidiary, Lineup Management Services LLC. Expenses include payroll, related taxes and benefits, allocated operating expenses, consulting and travel.

Note 9: **Prepaid Expenses/Deposits:**

1. Prepaid Meeting Expenses: deposits on future meeting sites, travel advances and prepaid airline tickets.
2. Prepaid Office Expenses: insurance, maintenance contracts, postage deposits.
3. Other miscellaneous prepaid items.

	FY22	FY21
	750,189	83,989
	163,871	46,123
	281,280	272,089
	\$ 1,195,341	\$ 402,201

Note 10: **Property & Equipment:** Are reported on the Statement of Financial Position net of depreciation. The FY21 budget for capital expenditures is:

1. Leasehold Improvements & Equipment
2. Website Upgrade
3. Custom Software Design
4. ARE 5.0 Development
5. Mini Monograph

	Yr-to-Date Actual	Budget	Budget Remaining
	64,091	225,000	160,909
	71,955	100,000	28,045
	1,122,382	2,285,000	1,162,618
	354,147	425,000	70,853
	103,705	330,000	226,295
	\$ 1,716,280	\$ 3,365,000	\$ 1,648,720

**UNAUDITED
NCARB
Footnotes to Financial Statements
For the Month Ending March 31, 2022**

Property, Equipment and Capitalized Software per Statement of Financial Position:

1. Leasehold Improvements & Equipment
2. Computer Software
3. ARE Vendor Transition
4. ARE 5.0 Development
5. Mini Monograph

<i>Cost</i>	<i>Accum Depr</i>	<i>Net</i>
3,828,478	938,254	2,890,224
5,416,377	3,415,082	2,001,295
4,209,583	3,243,109	966,474
1,331,916	733,988	597,928
726,009	298,441	427,568
\$ 15,512,363	\$ 8,628,876	\$ 6,883,487

These fixed assets are not expensed immediately, but depreciated over their useful lives. Depending on the asset class the depreciation period can vary from 3 to 10 years.

Note 11: Accrued Rent Expense:

In March 2019 the Council entered into a 15 year lease for office space on the 5th floor of 1401 H Street. The Council was granted certain incentives from the lessor, including a rent abatement and construction allowance. The accrued rent expense results from recording the variance between rent expense on a straight-line basis and cash flow basis over the term of the lease on accordance with Generally Accepted Accounting Principles. This account balance will increase over the first portion of the lease and will decrease to \$0 over the remainder of the lease term. The lease expires in 2034.

Note 12: Deferred Lease Incentive:

In March 2019 the Council entered into a 15 year lease for office space on the 5th floor of 1401 H Street. The Council was granted certain incentives from the lessor, including a construction allowance. This incentive will be decreased through equal monthly reductions of rent expense over the life of the lease.

Note 13: Deferred Income:

These funds are for income that has been received but not yet earned.

1. Deferred Exam Income: Divisions purchased, but not yet delivered
2. Deferred Transmittal Income: Payment received for reciprocity transmittals not yet sent to member boards

<i>FY22</i>	<i>FY21</i>
4,944,885	4,329,170
66,500	145,552
\$ 5,011,385	\$ 4,474,722