



2023 ANNUAL BUSINESS MEETING

Tampa, FL | June 15-17

PRE-MEETING BRIEFING

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Introduction

Each June, NCARB holds its Annual Business Meeting, a celebration and review of the progress we've made during the current fiscal year and an opportunity to plan for the year ahead. This year, we'll gather in Tampa to discuss current issues, elect new leadership, and vote on resolutions—including a potential change to our national governance structure. This is an important, impactful discussion, and your jurisdiction's voice is essential to the conversation.

We hope you will join us in Tampa to reconnect with your Member Board colleagues from across the country, network, and share best practices. But if you're unable to travel to Florida, we're also offering virtual engagement opportunities to ensure the broadest participation possible in this year's event. It's not too late to [register to attend virtually](#)—please join us as we gather with licensing board members from across the country to shape the national conversation around the future of regulation and the Council.

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

- The Annual Business Meeting agenda
- Information on registering and participating
- An introduction to this year's keynote speaker
- An overview of this year's workshops
- Guidelines for voting
- Resolutions to be acted upon at the 2023 Annual Business Meeting
- Election and FY24 Board of Directors candidate information
- NCARB's unaudited financial statements

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

- The 2023 NCARB President's Medalists for Distinguished Service
- Retiring Member Board Executives and outgoing members of the NCARB Board of Directors
- Community members we have 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 "Bayliss Ward".

Bayliss Ward
NCARB, AIA
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 Florida Board

The Florida Board of Architecture and Interior Design is pleased to welcome you to Tampa, Florida, for NCARB's 2023 Annual Business Meeting. While you're here, we hope you'll take advantage of everything Florida's gulf coast has to offer, from engaging art museums and historic landmarks to wildlife adventures and delicious cuisine.

The third-largest city in Florida, Tampa and its surrounding area are home to over 3 million inhabitants. The city grew out of Fort Brooke, a military outpost located in what is now downtown Tampa—less than a minute away from our meeting hotel, the JW Marriott Water Street.

Tampa is rich and vibrant and filled with interesting history. Be sure to check out Ybor City, a historic landmark district, and while you're in the neighborhood, try a Cuban sandwich (first created in Tampa!) or devil crab, one of Tampa's most popular local street foods.

Don't miss the opportunity to explore Tampa's iconic architecture, starting with the Tampa Theatre. Considered one of the world's most elaborate theaters when it was constructed in 1926, the interior of the theater was built to look like a garden with flowering vines and gargoyles.

Whether you want to stroll along Hillsborough River State Park's seven miles of nature trails, explore the lush landscapes of the Olmsted Gardens, or tour the Tampa Museum of Art's collection of ancient, modern, and contemporary art, you'll find something in Tampa to capture your interest.

We look forward to welcoming you to the Sunshine State!



How to Participate in the Annual Business Meeting

Options for Attending

This year's Annual Business Meeting will be held June 15-17, in Tampa, Florida. We hope you will join us in person for this year's meeting. As we move away from the pandemic, we are minimizing virtual support for the meeting while still offering the option to attend virtually. We will not be offering hybrid in-person/virtual workshops but instead provide a dedicated track for virtual attendees to engage together via Zoom; plenary sessions will not be interactive but provided as a live stream. The Saturday business session involving elections and resolutions will have a contingency for remote voting delegates.

Why Attend?

Participation from each jurisdictional board is an essential part of the Annual Business Meeting, as mandated by *NCARB Bylaws*. Changes to programs, adjustments to NCARB's *Model Law and Regulations*, and the election of national officers to guide the implementation of NCARB services all require national consensus from the diverse voices of NCARB's 55 jurisdictional Member Boards. Your attendance ensures that your board's unique perspective, priorities, and concerns are a part of the national conversation.

As an attendee of the Annual Business Meeting, you will help shape NCARB's agenda for the coming years as you vote on resolutions and elect new members of the NCARB Board of Directors. In addition, you will receive important resources and training to better position yourself as an effective member of your licensing board. Peer-to-peer conversations across jurisdictional boundaries, deeper dives into the rationale and research supporting the regulatory framework, and feedback opportunities to incentivize new directions are all part of the fabric of NCARB Annual Business Meetings.

Your Role

All delegates attend each day's plenary session, where organizational business is carried out, as well as several break-out sessions comprised of topic-specific workshops and regional meetings which include town hall meetings with NCARB leaders. Your role is to represent your board not only in voting but more broadly as together we work to create the best possible national licensing standards and further our shared mission of protecting the public by facilitating licensure.

PLEASE NOTE: If you have been identified as your board's voting delegate, you are responsible for attending voting delegate training preceding the final business session, and for casting an official ballot in any votes for resolutions or elections of NCARB officers.

Register

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. NCARB will fund up to four members of each board, including two professional members, one public member and one Member Board Executive or staff member from each Member Board.

Registration for in-person attendees is closed. Please [register by June 2](#) to attend virtually.

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: NCARB2023 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 at 7:30am on Saturday, June 17, 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.

A handwritten signature in black ink, appearing to read 'John Patrick Rademacher', is written over the text area.

John Patrick Rademacher, NCARB, AIA, NOMA
NCARB Secretary

Order of Business

Please note: All agenda times are in Eastern Time (ET).

Thursday, June 15

- | | |
|-----------------|---|
| 9 a.m. – 1 p.m. | Board of Directors Meeting |
| 11 a.m. | Registration Opens |
| 1 – 2:30 p.m. | First-time Attendee Lunch |
| 4 – 6 p.m. | First Business Session <ul style="list-style-type: none">• Welcome from the Florida Board• Call to Order• Introductions• Memorials• FY23 President’s Medalists for Distinguished Service• FY23 President’s Address• Keynote: Vishaan Chakrabarti |
| 6:30 – 9 p.m. | Welcome Reception & Icebreaker
<i>Florida Aquarium</i> |

Friday, June 16

- | | |
|------------------|---|
| 9:30 a.m. – Noon | Second Business Session <ul style="list-style-type: none">• Treasurer Report• CEO Report• Election Procedures• Candidate Speeches• Town Hall |
| Noon – 1:20 p.m. | Lunch |
| 1:20 – 2:20 p.m. | Workshop Session #1
<i>In-person Attendee Sessions</i> <ul style="list-style-type: none">• Developing the Next Generation of NCARB Programs• Analyzing Practice: Key Findings From NCARB’s Ambitious Study• International Waters—Developing Reciprocity Agreements• The Roads Less Traveled By: Navigating Non-Traditional Licensure Paths |

Order of Business (cont.)

Please note: All agenda times are in Eastern Time (ET).

Virtual Attendee Session

- Advocacy Support, Now and in the Future

2:40 – 3:40 p.m.

Workshop Session #2

In-person Attendee Sessions

- Developing the Next Generation of NCARB Programs
- Analyzing Practice: Key Findings From NCARB's Ambitious Study
- DEI Data Update—Exploring Progress on the Licensure Path
- Advocacy Support, Now and in the Future
- Good, Better, Best: Strategic Board Practices (for Member Board Executives and Legal Counsels)

Virtual Attendee Sessions

- International Waters—Developing Reciprocity Agreements

4 – 5 p.m.

Workshop Session #3

In-person Attendee Sessions

- International Waters—Developing Reciprocity Agreements
- The Roads Less Traveled By: Navigating Non-Traditional Licensure Paths
- DEI Data Update—Exploring Progress on the Licensure Path
- Advocacy Support, Now and in the Future
- A Day in the Life of an Architect (for Public Members)

Virtual Attendee Sessions

- Developing the Next Generation of NCARB Programs

5:30 – 6:30 p.m.

Public Member Reception

Regional Dinners

- Region 1: Watervue Grille, 7 p.m.
- Region 2: TBD
- Region 3: Jackson's Bistro, 7 p.m.
- Region 4: Malio's Prime Steakhouse, buses will depart from the hotel at 6 p.m.
- Region 5: Reception at the hotel, 5:30 – 7:30 p.m.
- Region 6: No dinner or reception

Order of Business (cont.)

Please note: All agenda times are in Eastern Time (ET).

Saturday, June 17

7:30 – 8 a.m.

Voting Delegate Meeting

8 – 10 a.m.

Regional Meetings

10:30 a.m. – Until Done

Third Business Session

- Incoming President's Remarks
- Board of Director Elections
- FY23 Resolutions
- 2024 Annual Business Meeting Invitation

1 – 3 p.m.

**Regional Leadership Luncheon
Past Presidents Luncheon**

3 – 4 p.m.

Committee Chairs Kickoff

6 – 7 p.m.

President's Reception

7 – 11 p.m.

Annual Banquet

- FY23 NCARB President's Medalists for Distinguished Service Presentation
- Installation of FY24 NCARB President and Board of Directors

Sunday, June 18

10:30 a.m. – 1 p.m.

Board of Directors Meeting

Workshops

Choose from the following workshops designed to inform the work of your board and enable you to better understand NCARB's programs, meet the needs of your constituents, and prepare for the future of architectural regulation:

Developing the Next Generation of NCARB Programs

Join members of the Licensure Process Research & Development and Competency Task Forces for an interactive session exploring the work these volunteer groups are doing to move NCARB's core programs forward.

Panelists:

- Robert M. Calvani, FAIA, NCARB
Member, Competency Task Force | NCARB
- Tim A. Colley, AIA, NCARB, LEED AP, SCUP
Member, Competency Task Force | NCARB
- Julie Hildebrand
Chair, Licensure Process Research & Development Task Force | NCARB
- Michael Kolejka, NCARB, AIA, LEED AP
Member, Licensure Process Research & Development Task Force | NCARB
- Sian Roberts, FAIA, NCARB, DBIA, LEED AP
Chair, Competency Task Force | NCARB
- Kevin Singh, AIA, LEED AP BD+C
Member, Licensure Process Research & Development Task Force | NCARB

Moderators:

- Jeremy Fretts, AIA, NCARB
Assistant Vice President, Experience + Education | NCARB
- Jared Zurn, AIA, NCARB, CAE
Vice President, Examination | NCARB

International Waters—Developing Reciprocity Agreements

As NCARB expands its international presence, learn more about how we approach establishing a mutual recognition agreement, including the behind-the-scenes negotiations and licensure process evaluations led by volunteers and staff. Plus, find out where we might be headed next.

Speakers:

- Harry M. Falconer, Jr., FAIA, NCARB, HonD, Hon. FCARM
Vice President, Experience + Education | NCARB
- Patricia N. Ramallo, AIA, NCARB, CAE, LEED AP BD+C & Homes
Assistant Vice President, Innovation

Analyzing Practice: Key Findings From NCARB's Ambitious Study

Last year, thousands of practitioners shared their perspectives on where architecture is now and where it's going in the future. Explore findings from the study and see how your predictions line up with popular opinion.

Speaker:

- Andy McIntyre
Vice President, Marketing & Communications

The Roads Less Traveled By: Navigating Non-Traditional Licensure Paths

The path to architect licensure is not always a straight line and may have some unexpected turns along the way. Gaps in candidates' careers, moving to or from the U.S., and high education costs are common barriers that can cut the path to licensure short—but there are alternative paths available. Panelists in this session will discuss which NCARB programs can help when the path to licensure isn't straightforward.

Speakers:

- Emily Anderson, AIA, NOMA, NCARB
Outreach Manager, Experience + Education | NCARB
- Ellen S. Cathey, AIA, NCARB
Senior Manager, Experience & Education | NCARB

DEI Data Update—Exploring Progress on the Licensure Path

Encouraging greater diversity, equity, and inclusion in the architecture community is ongoing, “forever work.” Over the last year, NCARB has launched several initiatives aimed at ensuring the path to licensure is equitable and accessible for all candidates. Join NCARB staff to learn more about how the new English as a Second Language accommodations, free practice exams, and other efforts have impacted diversity on the licensure path.

Speakers:

- Jennifer Kaweck
Manager, Content Strategy | NCARB
- Katherine Matthews, CAE
Assistant Vice President, Data & Analytics | NCARB

Advocacy Support, Now and in the Future

Lawmakers continue to put forward bills that could affect your licensing board's ability to protect the public's health, safety, and welfare. Explore current legislative trends, as well as issues that we anticipate seeing in the years ahead. Plus, learn how NCARB can support your board as you face deregulatory attempts in your jurisdiction.

Speakers:

- Rob Anderson
Manager, External Engagement | NCARB
- Maurice Brown
Assistant Vice President, Advocacy & External Engagement | NCARB

Good, Better, Best: Strategic Board Practices

Explore how your board can take your current practices to the next level—engage with your colleagues from across the country to share best practices and hear how other boards approach similar challenges and opportunities. This workshop is for Board Legal Counsels and MBEs.

Speakers:

- Ronald M. Jacobs
NCARB Legal Counsel | Venable
- Caitlin Stromberg
Assistant Vice President, Member Relations & Volunteer Engagement | NCARB

A Day in the Life of an Architect

Public Members play a critical role on licensing boards. Join this session to learn about the practice of licensure—a “Day in the Life” with Past President Alfred Viduarri.

Speaker:

- Gary R. Ey, CDT
Public Director | NCARB
- Alfred Vidaurri Jr., NCARB, NOMA, FAIA
Past President | NCARB

Keynote: Vishaan Chakrabarti

With over thirty years of experience investigating, designing, and implementing urban architecture, Vishaan Chakrabarti is the founder and creative director of practice for Architecture and Urbanism | PAU, where he leads the firm's growing global portfolio of cultural, institutional, and public projects. Chakrabarti's past roles—including principal at architecture firms SHoP Architects and Skidmore, Owings & Merrill, president of the Moynihan Station Venture at the Related Companies, director of the Manhattan office for the New York Department of City Planning in the Bloomberg administration, and the William W. Wurster Dean of the College of Environmental Design at UC Berkeley—have given him a uniquely well-rounded perspective on how cities and their architecture function and what they need to flourish.



Don't miss Thursday's First Business Session, where Chakrabarti will explore how the practice of architecture can move to meet the challenges of tomorrow—including what role NCARB and its members can have as regulators. Learn more about how urban planning, emerging trends and technologies, and evolving public policy can come together to better serve the public's health, safety, and welfare.

NCARB Resolutions and Elections

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* addresses 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 the end of the first business session on June 15, 2023: 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 submitted their materials by February 10 will have their resumes included in Regional Summit materials. Candidates who submit their materials by April 14 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 17, 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 17: 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 Model Law and Regulations:** The *NCARB Model Law and 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 *NCARB Model Law and Regulations*.
- **Certification Requirements** (*Certification Guidelines*, pages 10-17): These are the requirements for NCARB certification for U.S., Canadian, and foreign architects. 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 15-17, 2023. 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 at the 2023 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 2023 Resolutions Overview](#)

Resolutions to be Acted Upon

2023 NCARB Annual Business Meeting

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FY23 RESOLUTION OVERVIEW

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 18, 2023, 3 p.m. ET | [Register](#)
- Thursday, June 1, 2023, 3 p.m. ET | [Register](#)

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

Resolution 2023-01: NCARB Model Law and Regulations Amendment – Responsible Control

The Mississippi State Board of Architecture is recommending that the definition of responsible control be updated to address concerns of the Mississippi Board regarding clarity and specificity of responsible control language as amended in June 2022. Opinions from NCARB's Board of Directors and Legal Counsel are available in Appendices A and B.

Strategic Plan Objective:  Future-Focused Research and Development

Resolution 2023-02: Omnibus Sunset of Education Policy Resolutions

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 education policies that were passed between 1960-1999. Appendix C includes the list of resolutions.

Strategic Plan Objectives:  Stakeholder Systems, Tools, and Resources

Resolution 2023-03: 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 finance, the NCARB Certificate, processes, experience, continuing education, and records policies that were passed between 1960-1979. Appendix D includes the list of resolutions.

Strategic Plan Objective:  Stakeholder Systems, Tools, and Resources

Resolution 2023-04: NCARB Model Rules of Conduct Amendment – Ethics Updates

The FY22 Ethics Work Group is recommending that the *NCARB Model Rules of Conduct* be updated to reflect modern practice and expectations regarding ethical conduct. The resolution proposes language be added to the *Model Rules of Conduct* to address acceptance of payments or gifts that may impact judgement, as well as fraudulent or illegal conduct.

Strategic Plan Objective:  Stakeholder Systems, Tools, and Resources

Resolution 2023-05: Amendment and Restatement of the NCARB Bylaws – Governance

The FY23 Governance Work Group is recommending that the *NCARB Bylaws* be updated to adopt a new governance structure for the Council to be reflective of modern governance best practices and incorporate diversity, equity, and inclusion in the Council's access to leadership roles and leadership structure.

Strategic Plan Objective:  Future-Focused Research and Development



Strategic Plan Objective:  Future-Focused Research and Development

RESOLUTION 2023-01

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

TITLE: NCARB *Model Law and Regulations* Amendment – Responsible Control

SUBMITTED BY: Mississippi State Board of Architecture

WHEREAS, the definition of “Responsible Control” in Section 103 Definitions of the *NCARB Model Law and Regulations* was amended in June 2022 upon recommendation of the Responsible Charge Task Force; and

WHEREAS, the Mississippi State Board of Architecture, upon research and review, has concerns that the current definition lacks clarity and specificity, which could hinder enforcement efforts and create confusion for licensees; 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 Regulation R401.1 Architect Seal of the *NCARB Model Law and Regulations* be amended to read as follows:

- "1. An Architect may seal and sign Technical Submissions only if the Technical Submissions were:
 - a. Prepared by the Architect;
 - b. Prepared by individuals under the Architect’s Responsible Control;^[Footnote]
 - c. Prepared by another Architect if the sealing and signing Architect has reviewed the other Architect’s work and either has coordinated the preparation of the work or has integrated the work into their own Technical Submissions; or
 - d. Prepared by another Architect licensed in any Jurisdiction and holding a current and valid NCARB Certificate if the sealing and signing Architect has reviewed the other Architect’s work and has integrated the work into their own Technical Submissions.
2. An Architect may include in Technical Submissions and may seal and sign Prototypical Building documents prepared by an Architect licensed in any Jurisdiction. The Architect shall modify the Prototypical Building documents to comply with the requirements of (Jurisdiction).
3. An Architect may also seal and sign drawings, specifications, or other work that is not required to be sealed by this Act.
4. An Architect who has sealed and signed Technical Submissions integrating the work of another Architect into the Architect’s own work shall maintain and make available to the Board adequate and complete records demonstrating the nature and extent of the Architect’s review of and integration of the other Architect’s work into their own Technical Submissions. Following such sealing and signing, these records shall comply with the provisions of Section 403 of Law.



^[Footnote]R401.1 For enforcement purposes some Jurisdictions may wish to add clarifying language noting that Responsible Control shall require:

- Direct contact between the client and the Architect or the Architect's employee so long as the Architect has the right to control and direct the employee in the material details of how the work is to be performed; and
- Involvement in the preparation of Technical Submissions prior to their completion; and
- Review, or review and correction, of final Technical Submissions. Mere review of work prepared by others outside of the Architect's employ does not constitute the exercise of Responsible Control.
- Jurisdictions including the additional criteria above may choose to modify or delete the other provisions of this regulation accordingly."

FURTHER RESOLVED, that following the approval of the resolution by an absolute majority of the Council Member Boards, such resolution will become effective July 1, 2023.

FINANCIAL IMPACT:

- No financial impact.

SPONSOR'S STATEMENT OF SUPPORT:

The Mississippi State Board of Architecture (hereinafter "Board") has carefully considered the revised definition of "Responsible Control" proposed by the Responsible Charge Task Force and adopted by the Council Member Boards in FY22. Although the Board greatly appreciates the work of the Responsible Charge Task Force and has no intention of proposing a change to the definition of "Responsible Control" in the *NCARB Model Law*, the Board feels that it is appropriate to propose additional criteria to further define "Responsible Control" in the *NCARB Model Regulations*.

The Board has concerns that the current definition lacks clarity and specificity, which could hinder enforcement efforts and render licensees uncertain as to whether they are practicing in compliance with the laws and regulations. Terms such as "oversee," "delegate," and "integrate" are ambiguous and subject to a variety of interpretations. For this reason, the Board proposes the addition of optional clarifying language to Regulation R401.1 Architect Seal by reference as a footnote to confirm that Responsible Control shall require:

- Direct contact between the client and the Architect or the Architect's employee so long as the Architect has the right to control and direct the employee in the material details of how the work is to be performed; and
- Involvement in the preparation of Technical Submissions prior to their completion; and
- Review, or review and correction, of final Technical Submissions. Mere review of work prepared by others outside of the Architect's employ does not constitute the exercise of Responsible Control.

Several NCARB jurisdictions, including Louisiana, Mississippi, Missouri, and Tennessee, include some or all of these criteria in their regulations, and they are found in the *Model Rules* of the National Council of Examiners for Engineering and Surveying (Rule 240.20 Seal on Documents).

The Board believes that inclusion of these criteria will result in a more robust definition of what constitutes Responsible Control that will lead to better protection of the health, safety, and welfare of the public.



ADVOCATES

Mississippi State Board of Architecture

STATEMENT OF OPPOSITION:

The Board of Directors has carefully reviewed Resolution 2023-01, gathered feedback from NCARB membership, and consulted with NCARB legal counsel. On the basis of these discussions, the Board of Directors unanimously opposes the proposed changes to the *NCARB Model Law and Regulations*' definition of "Responsible Control."

Based on a review from NCARB's legal counsel, the proposed footnote would create several problems for users of *NCARB's Model Law and Regulations* and should be rejected. These items are outlined in full in Appendices A and B of this packet. Below is a summary of the key concerns:

- The current definition of "responsible control" was approved by NCARB's membership just last year and was the culmination of several years of effort from NCARB's Model Law and Responsible Charge Task Forces. These groups conducted in-depth research and analysis to put forward a standardized recommendation for use by licensing boards. Adjusting the definition at this point would be a disservice to their work and reduce the flexibility of the document.
- Additionally, the proposal only updates one reference to responsible control in the document, thus creating multiple concepts of responsible control within the document and creating contradictions and imbalances between the language within the *Model Law* and the *Model Regulations*.
- The proposed changes do not align with the practices of the majority of NCARB's membership, contradicting efforts to standardize best practices in regulatory language. It would also signal approval of varying requirements by jurisdiction, which contradicts NCARB's overarching objective of unifying licensure standards.

To ensure the continuity of NCARB's efforts to create modern, flexible resources for licensing boards, as well as efforts to encourage universal adoption of regulatory best practices, the NCARB Board of Directors recommends rejecting Resolution 2023-01.

RESOURCES:

- [Appendix A: Mississippi Board's Proposed 2023 Resolution: Memorandum from the NCARB Board of Directors](#)
- [Appendix B: Legal Analysis: Memorandum from Venable Law Firm](#)
- [NCARB Model Law and Regulations](#)



Strategic Plan Objective:  Stakeholder Systems, Tools, and Resources

RESOLUTION 2023-02

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

TITLE: Omnibus Sunset of Education Policy Resolutions

SUBMITTED BY: Council 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 dating from 1960 to 1999 related to NCARB's education policies and recommended rescinding several of these because they either conflict with current policies or are unnecessary based on existing official documents; 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 the Council's education requirements that are not detailed in current official NCARB documents, including, without limitation, the *Education Guidelines* and *Certification Guidelines* hereby are rescinded and otherwise deemed inactive. Without limiting the generality of this resolution, this resolution expressly rescinds the following resolutions, the full texts of which are attached hereto as Appendix C:

- Resolution 1999-15: No Sunset for Broadly Experienced Architect Alternative
- Resolution 1996-07: Sunsetting Alternate Education Route
- Resolution 1994-02: Sunsetting EESA For All But Foreign-Educated and Broadly Experienced Applicants
- Resolution 1983-01: Certification For Applicants Without Degree Who Meet Existing Standards
- Resolution 1983-05: To Accept Alternate Education in Lieu of an Accredited Degree
- Resolution 1980-13: Preparation of State Versions of Appendices "A" and "B"
- Resolution 1980-14: Requirement of Bachelor's Degree for Certification
- Resolution 1979-03: All Conferences to Establish Meetings with their Educational Communities
- Resolution 1978-25: Task Force to Define the Areas of Study Fundamental to the Practice of Architecture
- Resolution 1969-7: Proposal to Grant the Title "Intern-Architect" or Other Title as May be Determined by the NCARB Board of Directors to Graduates of Accredited Architectural Schools and to Establish a Defined Internship Program and Record
- Resolution 1965: Foreign Education

FURTHERED RESOLVED, that upon the approval of the foregoing resolution by an absolute 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 education requirements, including requirements for certification and alternative paths.

NCARB currently has many active education-related policy resolutions, several of which are in conflict with each other. Additionally, NCARB's active education requirements as established by NCARB membership are detailed in the *Education Guidelines* and *Certification Guidelines*, and some of the above policy resolutions either conflict with NCARB's current active requirements or are redundant—putting NCARB at risk of being in conflict in the future if these policy resolutions remain active. 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 education are located in *Education Guidelines*, *Certification Guidelines*, and/or other currently applicable Board policies.

ADVOCATES:

- **Policy Advisory Committee**
 - Chair: Jennifer R. Arbuckle, NCARB, AIA, LEED AP
 - Linda Alfson Schemmel, AIA, NCARB
 - Emily Cronbaugh, Wyoming Member Board Executive
 - James Devine, NCARB, AIA, LEED AP, North Dakota Member Board Member
 - Leslie Hanska, Oklahoma Member Board Executive
 - Miguel A. Rodriguez, FAIA, NCARB, NOMA, Florida Member Board Member
 - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
 - Edward W. Tucker, FAIA, NCARB, West Virginia Member Board Member

RESOURCES:

- [Appendix C: NCARB Education Policy Resolutions to Sunset: 1960-1999](#)



Strategic Plan Objective:  Stakeholder Systems, Tools, and Resources

RESOLUTION 2023-03

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

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

SUBMITTED BY: Council 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 dating from 1960-1979 related to NCARB's financial, records/process, experience, certification, and continuing education policies; and recommended rescinding several of these because they either conflict with current policies or are unnecessary based on existing official documents; 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 D:

- Resolution 1979-01: Architect Development Verification Program (ADVP)
- Resolution 1979-04: Meeting Facilities Accessible to and Usable by the Handicapped
- Resolution 1978-07: IDP Resolution
- Resolution 1977-07: Continuing Professional Development
- Resolution 1977-08: Intern-Architect Development Program (IDP)
- Resolution 1976-09: Continuation of Inter-Architect Development Pilot Program
- Resolution 1975-06: Approval Procedures for NCARB Budget
- Resolution 1973-14: Continuing Education Program
- Resolution 1972-01: Blue Cover Certificate
- Resolution 1971-02: Board Resolution to Eliminate Issuance of Wallet Cards
- Resolution 1971-12: Resolution on Contents of Certificate Record
- Resolution 1971-16: Additional Registration and/or Certification Requirements
- Resolution 1970-01: Updating and Transmittal of Council Documents to Member Boards
- Resolution 1969-01: Continuing Improvements of NCARB Services
- Resolution 1969-04: Issuing Emeritus Certificates to Retired Past Presidents of NCARB
- Resolution 1967-02: Fee for Annual Review of Certificate Record
- Resolution 1964: Report and Recommendations of the Committee on U.S. Citizenship



- Resolution 1964: Review and Approval of Applications
- Resolution 1964: Report and Resolution to the Board of Directors of the NCARB
- Motion 1961: Violations in Council Records

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

FINANCIAL IMPACTS:

- While there is no financial impact to sunset these resolutions, there may be a *negative* financial impact should certain resolutions (such as Resolution 1973-14) not be sunset.

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 from 1960 to 1979 that have been categorized as financial, records/process, experience, certification, or continuing education 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: Jennifer R. Arbuckle, NCARB, AIA, LEED AP
 - Linda Alfson Schemmel, AIA, NCARB
 - Emily Cronbaugh, Wyoming Member Board Executive
 - James Devine, NCARB, AIA, LEED AP, North Dakota Member Board Member
 - Leslie Hanska, Oklahoma Member Board Executive
 - Miguel A. Rodriguez, FAIA, NCARB, NOMA, Florida Member Board Member
 - Tara Rothwell, AIA, NCARB, LEED AP, New Mexico Member Board Member
 - Edward W. Tucker, FAIA, NCARB, West Virginia Member Board Member

RESOURCES:

- [Appendix D: NCARB Policy Resolutions to Sunset: 1960-1979, Part 1](#)



Strategic Plan Objective:  Stakeholder Systems, Tools, and Resources

RESOLUTION 2023-04

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

TITLE: NCARB *Model Rules of Conduct* Amendment – Ethics Updates

SUBMITTED BY: Council Board of Directors

WHEREAS, the Board of Directors charged the FY22 Ethics Work Group to compare NCARB’s ethics-related policies to best practices demonstrated by other organizations and professions; and

WHEREAS, the FY22 Ethics Work Group, upon such evaluation, has recommended that certain clarifications and updates be made to the *Model Rules of Conduct* are appropriate based on the importance of ethical behavior, as expressed by NCARB Member Boards and the Board of Directors; and

WHEREAS, the *NCARB Model Rules of Conduct* 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; and

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that Rule 2 of the *Model Rules of Conduct* be revised to insert the following language as a new subsection immediately following Rule 2.5:

“2.6 An architect serving in a public capacity, whether paid or voluntary, shall not accept payments or gifts that are intended to influence the architect’s professional judgment.”

FURTHER RESOLVED, that Rules 4.3, 4.4, and 4.5 of the *Model Rules of Conduct* be renumbered as Rules 4.4, 4.5, and 4.6, respectively;

FURTHER RESOLVED, that a new Rule 4.3 be added, which will provide the following:

“4.3 An architect shall not counsel or assist a client in conduct that the architect knows, or reasonably should know, is fraudulent or illegal.”

FURTHER RESOLVED, that a new Rule 6 comprising the following language be inserted into the *Model Rules of Conduct* immediately following Rule 5:

RULE 6 FURTHER OBLIGATIONS TO THE PROFESSION AND THE PUBLIC

6.1 An architect serving as an AXP Supervisor for a candidate for licensure shall reasonably assist the candidate in proper and timely documentation in accordance with that program.”

FURTHER RESOLVED, that upon the approval of the changes by an absolute majority vote of the Council Member Boards, such changes will become effective July 1, 2023.

FINANCIAL IMPACT:

- No financial impact.



SPONSORS' STATEMENT OF SUPPORT:

In FY22, President Alfred Vidaurri continued a multi-year emphasis on ethics in the profession of architecture and the Council's operations by assembling the Ethics Work Group. While the work group reviewed ethics in education, continuing education, and the practice of other professions, the changes recommended here are limited to the Council's *Model Rules of Conduct*.

Proposed Rule 2.6: "An architect serving in a public capacity, whether paid or voluntary, shall not accept payments or gifts that are intended to influence the architect's professional judgment."

While the existing sections of Rule 2 address a variety of situations that are conflicts of interest, they are primarily limited to relationships with the client or contractor. The existing rule does not explicitly address bribery, nor further interests of the public. The proposed addition of 2.6 clearly states that the architect will not accept payment to influence the architect's professional judgment. This provides an additional layer of protection to the public, for example when an architect is testifying in public hearings, serving on public boards, or in any role of advocacy regardless of client involvement.

Proposed Rule 4.3 "An architect shall not counsel or assist a client in conduct that the architect knows, or reasonably should know, is fraudulent or illegal."

The proposed addition of Rule 4.3 makes explicit the architect's moral obligation to the public and the rule of law. This aligns with the *AIA Code of Ethics and Professional Conduct* section 2.106. The Ethics Work Group found that this provision in the *AIA Code* was applicable to licensees broadly, and absent from the *Model Rules*.

The structure of the current rules is topical, and the proposed rules 6.1 did not fit within the existing headings, thus a new Rule 6 is proposed to include "Further Obligations to the Profession and the Public."

Proposed Rule 6.1: "An architect serving as an AXP Supervisor for a candidate for licensure shall reasonably assist the candidate in proper and timely documentation in accordance with that program."

While the guiding principles at the beginning of the *Model Rules* explicitly mention the inclusion of several rules for AXP supervisors to support AXP candidates, there is actually only one corresponding rule, which addresses only inappropriate relationships and the supervisor's objectivity (Rule 2.5). There are no rules related to the supervisor's active support of a licensure candidate in completing AXP or achieving licensure.

From the guiding principles, page 5:

"Architects who act as Architectural Experience Program (AXP) Supervisors of candidates for licensure play a critical role in the protection of the public and a central role in the training of future license holders. NCARB and the jurisdictional licensing boards rely on AXP Supervisors to both confirm that the expected experience has been gained and to serve as the primary "quality assurance" guarantor regarding the efficacy of the candidate's experience. Accordingly, these *Model Rules of Conduct* **include several provisions intended to protect the integrity of the experience verification process and other elements of the qualifications reporting system that jurisdictional licensing boards rely on when making licensure decisions.**" (emphasis added)

The text of proposed Rule 6.1 adds a corresponding Rule implied by this principle and mirrors the language of the *AIA Code* Rule 5.201.



These additions ensure the *Model Rules of Conduct* remain up-to-date and reflect many of the current ethical conflicts architects may face in their day-to-day work.

ADVOCATES:

- **FY22 Ethics Work Group**
 - Chair: Jorge Calderón López, AIA, Esq., Puerto Rico Member Board Member
 - Larry W. Bishop, NCARB, Mississippi Member Board Member
 - Ann M. Borys, Ph.D., AIA
 - Robert (Bob) A. Boynton, FAIA
 - Philip H. Cerrone III, AIA, NCARB, Connecticut Member Board Member
 - Paul D. Edmeades, RA, AIA, NCARB, Maryland Member Board Member
 - M. Bradley Gaskins, AIA, CASp, NCARB, Oklahoma Member Board Member
 - Elizabeth A. Glasgow, AIA, NCARB, Oklahoma Member Board Member
 - Mary McClenaghan, AIA, NCARB, Pennsylvania Member Board Member
 - Susan B. McClymonds, FAIA, CSI, CSS, SCIP, NCARB
 - David C. Schulz, AIA, PP, AUA, New Jersey Member Board Member
 - R. K. Stewart, FAIA, NCARB, Hon. FRAIC, Hon. JIA

RESOURCES:

- [NCARB Model Rules of Conduct](#)



Strategic Plan Objective:  Future-Focused Research and Development

RESOLUTION 2023-05

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

TITLE: Amendment and Restatement of the *NCARB Bylaws* – Governance

SUBMITTED BY: Council Board of Directors

WHEREAS, the Council Board of Directors has charged the Governance Work Group with assessing the current NCARB governance structure and identifying opportunities to evolve in alignment with best governance practices and with an eye to diversity, equity, and inclusion; and

WHEREAS, the Governance Work Group has recommended after careful consideration that it is advisable to amend and restate the *NCARB Bylaws* to adopt a new governance structure for the Council; and

WHEREAS, the *NCARB Bylaws* may only be changed by a two-thirds majority (37) vote of the Council Member Boards,

NOW, THEREFORE, IT IS HEREBY:

RESOLVED, that the *NCARB Bylaws* are hereby amended and restated in the form attached hereto in Appendix E; and

FURTHER RESOLVED, that the Council staff be authorized to correct article and section designations, punctuation, and cross-references and to make such other technical and conforming changes as may be necessary to reflect the intent of the delegates; and

FURTHER RESOLVED, that such amended and restated *Bylaws* will become effective as of the adjournment of the 2023 Annual Business Meeting.

FINANCIAL IMPACT:

- This resolution will have a minimal financial impact. An estimated \$80,000 over a two year period to account for an extra Board of Director member travel to Board, committee, and other major meetings of the Council.

SPONSORS' STATEMENT OF SUPPORT:

This year, the Board of Directors undertook a study to assess the current NCARB governance structure to identify opportunities to evolve in alignment with best governance practices and to encourage diversity, equity, and inclusion (DEI) on the Board and within the volunteer culture. The Board of Directors has taken all membership feedback under advisement to develop a final 2023 resolution proposal to amend and restate the *NCARB Bylaws*.

Resolution 2023-05: Amended and Restated Bylaws offers exciting opportunities to add new perspectives to the NCARB Board of Directors, reduce the timeline to Board leadership, and remove some of the qualification impediments from the current *Bylaws*. This resolution incorporates the original recommendations from the 2021 Diversity Collaborative (subsequently established as the DEI Committee) to reduce the number of officer positions from six to four and add two At-Large positions. The highlights from the resolution's proposed changes include:



- Opportunity to provide the Board with new perspectives by establishing At-Large Director positions.
- The addition of volunteer experience as a valid qualification for At-Large Director positions.
- The timeline to Board leadership is reduced by eliminating two officer positions.
- Removal of the requirement for Member Board service to have occurred within one year of nomination to the Board removes an impediment to individuals whose Member Boards mandate short tenures or to those who are no longer on their Member Boards, but aspire to serve on the Board.

Overview of Proposed Changes

All six Regional Director positions are retained with no adjustments to the regional map; two at-large director positions are added; two officer positions are eliminated (merge Secretary/Treasurer and eliminate Second Vice President). Member Board experience is required for all Board positions except At-Large Directors; At-Large Directors qualify either with experience as a Member Board Member or as an NCARB volunteer for at least two years. There will be no Nominating Committee; candidates will self-nominate for all positions, with volunteer leaders encouraged to recruit eligible individuals from various backgrounds. The Secretary/Treasurer candidate(s) must serve at least two years on the Board; and then the elected Secretary/Treasurer will automatically move up to Vice President, President, and Immediate Past President. A transition plan will calibrate moving to the new model over three years commencing with the 2024 Annual Business Meeting (ABM). These changes will increase the pool of qualified applicants, streamline the leadership timeline, and enable the opportunity for greater flexibility in paths to Board participation and greater diversity—from multiple perspectives—in Board composition.

Benefits:

- Increase the pool of qualified applicants by removing the one-year window for Member Board service and adding a path to the Board separate from regional nomination.
- Streamline the leadership timeline by removing two officer positions.
- Enable greater candidate flexibility and diversity.
- Timeline for Changes to Board Positions:
- Add two At-Large Director positions, elected at 2024 ABM.
- Merge Secretary and Treasurer positions, effective at the close of the 2024 ABM, with the incumbent Secretary to continue as new Secretary/Treasurer.
- Eliminate Second Vice President position, effective at the close of the 2026 ABM.
- All other existing positions would remain as-is (i.e., six Regional Directors, Public Director, MBE Director).
- You can review the complete transition plan in Appendix F.

At-Large Directors:

- Must have served two years on a Member Board or as an NCARB volunteer (at any time).
- Do not need to be architects.
- Would self-nominate.

Changes to Elections:

- Merged Secretary/Treasurer would automatically succeed to the Vice President position.
- Membership would elect two at-large directors from the available candidates.



- Election for at-large director positions will use plurality voting—meaning the person(s) with the most votes will win, even if they do not have 50 percent of the vote. This voting method will minimize the need for additional rounds of voting.
- All other elections remain as-is.

Other Changes:

- Clarification that all officers must have Member Board experience.
- Removal of requirement that Member Board service for Regional, MBE, and Public Directors must have been within one year of nomination. Now candidates must have at least two years of experience on a Member Board, but there is no time limit on when that service occurs.
- Secretary/Treasurer position will require two years of experience on the Board of Directors in the most recent five years, effective 2027.
- **NO** Nominating Committee—Credentials Committee will review qualifications for all available candidates; others within the organization will recruit multiple candidates for open At-Large Director positions; and all candidacies will self-declare.
- Changes would go into effect through a multi-year transition plan, detailed in the resolution appendices. The transition is expected to be completed at the 2026 Annual Business Meeting.

What's Staying the Same:

- Regional Directors
- Requirement for all architect Board members (Directors and Officers) to have an NCARB Certificate (will be reviewed in FY24)
- Regional (and At-Large) Directors will be eligible to serve a maximum of two consecutive one-year terms, with the option to return to the Board later.
- Candidates for Secretary/Treasurer, Public Director, and At-Large Directors will be able to declare at the Annual Business meeting by the deadline determined by the Credentials Committee (current practice is to file no later than the close of the first business session during ABM)

Based on feedback from the Board of Directors, First Vice President/President-elect Jon Baker indicated his commitment to continue discussion regarding the feasibility of more governance adjustments in the coming years.

Background

This resolution was informed by efforts begun in 2019 by the then-Diversity Collaborative (now DEI Committee), which identified member concerns about the Council's current governance model, including the structured regional governance path as the perceived only path to Board service, lengthy timelines from initial Board service through the Presidency/Past Presidency that disincentivized opportunities to serve, and under-representation by demographically diverse individuals in comparison to those diversities in communities served by NCARB.

The Diversity Collaborative submitted two resolutions for Board consideration in 2021. One resolution was passed by the membership reducing the timeline on the leadership path by one year by adjusting the maximum tenure of regional directors from three consecutive terms to two. The second resolution proposed eliminating the Second Vice President position, merging the Secretary and Treasurer positions, and adding two At-Large positions. The Board of Directors tabled this second proposed resolution, requesting time to engage consultants with expertise in governance and diversity/equity/inclusion and further engage the membership regarding possible new governance models.



NCARB consultants facilitated 10 listening sessions in summer 2021 with Member Board Members from underrepresented groups to seek additional insights regarding the path to NCARB leadership. These sessions identified perceived cultural and actual impediments to their interest in serving on the NCARB Board of Directors. Then-President Alfred Vidaurri Jr., NCARB, NOMA, FAIA, initiated Board and key volunteer training on pursuing a more diverse, equitable, and inclusive community of leaders and issued a mid-year status report titled [Discernment Regarding NCARB Culture, DEI, and Governance](#) in spring 2022.

In 2022, President Bayliss Ward, NCARB, AIA, appointed a Governance Work Group and a governance expert to develop and socialize with NCARB membership possible governance frameworks that would encourage DEI on the Board by eliminating unnecessary impediments or unconscious bias along the leadership path. Three frameworks were posited, and NCARB members provided feedback through numerous engagement sessions conducted from October 2022 through March 2023. Member feedback sessions included: six Zoom listening sessions; meetings with the Regional Leadership and DEI Committees; a breakout session with Member Board Chairs at the Member Board Chairs/Member Board Executives Leadership Summit; a Regional Summit plenary followed by visits from the Governance Work Group with each region; correspondence submitted by several Member Boards, Member Board Members, and regions; and robust participation by a large segment of Member Board Members in a governance survey in March 2023.

Resolution 2023-05 incorporates the original proposal from the DEI Collaborative and goes further by adding a new leadership path and removing some longstanding restrictions.

ADVOCATES:

- **FY23 Board of Directors**
 - Bayliss Ward, NCARB, AIA; President/Chair of the Board
 - Jon Alan Baker, FAIA, NCARB, LEED AP; First Vice President/President-elect
 - Kenneth R. Van Tine, AIA, NCARB, LEED AP; Second Vice President
 - Edward T. Marley, NCARB, AIA, LEED AP; Treasurer
 - John Patrick Rademacher, AIA, NCARB; Secretary
 - Alfred Vidaurri Jr., NCARB, NOMA, FAIA; Past President
 - Janet L. Hansen, NCARB, LEED AP; Director, Region 1
 - George H. Miller, FAIA; Director, Region 2
 - Richard H. McNeel, NCARB, AIA, LEED AP; Director, Region 3
 - Margaret (Meg) S. Parsons, FAIA, NCARB, LEED AP BD+C, ALEP; Director, Region 4
 - Lenora A. Isom, RA, NCARB; Director, Region 5
 - Sylvia Kwan, FAIA, LEED AP; Director, Region 6
 - Gary R. Ey, CDT; Public Director
 - Cathe M. Evans, Member Board Executive Director



- **FY23 Governance Work Group**
 - Jennifer R. Arbuckle, NCARB, AIA, LEED AP, Region 1 Chair, Former Chair – DEI Collaborative
 - Jon Alan Baker, FAIA, NCARB, LEED AP, NCARB First Vice President/President-elect
 - Cathy Morrison, AIA, LEED AP BD+C, NCARB, Region 3 Secretary/Treasurer
 - Coffee Polk, AIA, NCARB, FY23 Exam Committee Member, Former Re-Think Tank Member
 - Alfred Vidaurri Jr., NCARB, NOMA, FAIA, NCARB Immediate Past President

RESOURCES

- [Appendix E: Proposed NCARB Bylaws Updates](#)
- [Appendix F: Proposed Transition Model](#)



Appendix A:
Mississippi Board's Proposed 2023 Resolution:
Memorandum from the NCARB Board of Directors

MEMORANDUM

To: NCARB Membership

From: NCARB Board of Directors

Date: May 8, 2023

Re: Mississippi Board's Proposed Resolution

The Mississippi Board has proposed a resolution for the 2023 Annual Business Meeting to amend the *Model Regulations* to include a footnote recommending that jurisdictions consider, for enforcement purposes, additional criteria surrounding what it means for an architect to exercise "Responsible Control" over a project.

A comprehensive memorandum from our legal counsel, Venable LLP, is attached for your review. As explained below, the Venable opinion leads us to conclude that this proposed modification is misplaced within the Model Regulations and, if adopted, would cause confusion. Moreover, just last year, the Model Law Task Force suggested, and the membership adopted, the current definition of "Responsible Control" to replace the previous definition of "responsible charge." We are concerned that the current proposal is a disservice to those efforts and to NCARB's larger objectives of promoting standardization across our Member Boards' laws and regulations. Therefore, we request that the membership consider voting against the resolution.

Summary of the Resolution

The resolution would add a footnote to Regulation 401.1 suggesting that jurisdictions consider adopting certain additional criteria defining what it means to exercise "responsible control." The Mississippi Board believes this would improve oversight and enforcement when overseeing work under an architect's Responsible Control.

If technical submissions are prepared by non-architects or licensed architects, alike, then the amendment would suggest that jurisdictions consider work "prepared by individuals under the Architect's Responsible Control" to require all three of the following:

1. Direct contact between the client and the Architect or the Architect's employee so long as the Architect has the right to

control and direct the employee in the material details of how the work is to be performed; and

2. Involvement in the preparation of Technical Submissions prior to their completion; and
3. Review, or review and correction, of final Technical Submissions. Mere review of work prepared by others outside of the Architect's employ does not constitute control.

The *Model Law and Regulations* as adopted last year specified that an architect could sign and seal documents if the work was done under the Responsible Control of the signing architect. The proposal suggests significant limitations on the flexible concept of Responsible Control adopted last year with the inclusions of these the three new criteria.

Reasons to Recommend Against the Resolution

Based on the substantive changes, the Venable analysis along with the recent history of the Model Law Task Force work leads to five principal reasons why the resolution proposed by Mississippi should be rejected:

1. The Model Law Task Force spent several years updating the NCARB *Model Law and Regulations* to "modernize the document and provide a more relevant, useful tool for its members." As part of its review, the scope of the definition of "responsible control" (previously "responsible charge") was updated to provide greater flexibility to accommodate the continuously evolving practice of architecture. These changes would be a step backwards because they hamper, not embrace, flexibility.
2. The proposed changes appear to be out of step with what most jurisdictions do. Each jurisdiction makes its own rules, but the *Model Law and Regulations* are designed to provide legislators and regulators with what NCARB's membership believes to be best practices for regulation. The changes proposed would significantly alter what was approved just last year with no material benefits to show for the effort.
3. The proposal makes changes to the Architect Seal regulation without changing the statutory definition of responsible control. Dividing the concept of "responsible control" between NCARB's *Model Law* and its *Model Regulations* is unhelpful for users, be they fellow member boards, state legislatures, or policy makers.

4. Responsible control comes up in the *Model Law* both in the section on sealing and in the section on unauthorized practice. Specifically, if someone is under the responsible control of an architect they are not engaged in the practice of architecture (which would be unauthorized if done by a non-architect). By imposing these additional requirements in the signing section but not changing the definition of responsible control, there would be an imbalance in the statute that would allow non-architects to engage in certain activity if under the responsible control of an architect, but still produce work that could not be signed and sealed by an architect.
5. Because the additional language is framed as optional—to be adopted by jurisdictions at their choosing based on their own enforcement frameworks—its inclusion in NCARB’s model documents would amount to NCARB-sanctioned variation between jurisdictions. This directly conflicts with one of NCARB’s overarching objectives to promote unity and standardization of licensing frameworks among member boards.



Appendix B:
Legal Analysis: Memorandum from
Venable Law Firm

CONFIDENTIAL: SUBJECT TO ATTORNEY-CLIENT PRIVILEGE

memorandum

TO	<i>National Council of Architectural Registration Boards</i>	DATE	April 11, 2023
FROM	Ronald M. Jacobs Cristina I. Vessels Brian M. Melnyk	EMAIL	RMJacobs@Venable.com
		PHONE	202.344.8215
RE	Legal Analysis of the March 2023 Mississippi Member Board Resolution		

I. Introduction and Executive Summary

You asked for a legal analysis of the resolution the Mississippi Board of Architects plans to introduce at the 2023 Annual Business Meeting to further define “Responsible Control” in the NCARB *Model Law and Regulations* (the “Resolution”). The Resolution is the third iteration of the proposed amendment to this term and reverts to the Mississippi Board’s original proposal from December 2022.

In short, the Resolution proposes to add a footnote to Regulation 401.1 (Architect Seal) to specify additional criteria that member boards may *choose* to adopt regarding when an architect may sign and seal a document. The expanded explanation for the term would suggest that jurisdictions consider certain additional details “for enforcement purposes” when overseeing work under an Architect’s Responsible Control.

Although some jurisdictions may already have a similar augmented Responsible Control standard in their laws or rules, the amendment may result in several negative consequences. Specifically, the augmented Responsible Control standard would be contrary to the changes made to the *Model Law* in 2022 that broadened the scope of Responsible Control to add flexibility to how modern architects practice when working with others (both architects and non-architects). It would weaken the carefully thought-out definition of Responsible Control by placing material limitations on the scope of the term in the regulatory section related to sealing documents. In addition, the placement of the additional language in a regulatory footnote, as well as the vagueness of the “framing” language, may lead to unnecessary confusion among the member boards and harm NCARB’s efforts to standardize licensing requirements among all U.S. jurisdictions.

This memorandum provides background on the current Responsible Control definition, explains the scope and possible consequences of the Resolution if it is adopted, and presents suggestions to revise the Resolution to mitigate negative consequences.



II. Background on the Definition of Responsible Control

At NCARB's 2022 Annual Business Meeting, member boards voted 53 to 1 to replace the definition of "Responsible Charge" with a definition of Responsible Control in of the *Model Law and Regulations*.¹

Responsible Charge meant: "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 now means: "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."²

The *Model Law* uses the term Responsible Control (and previously used Responsible Charge) in two distinct, yet related areas. Article V, Section 401(2) requires Technical Submissions to be stamped by an architect who has Responsible Control for the project. The implementing regulations specify that an architect may seal documents if "[p]repared by individuals under the Architect's Responsible Control." Model Regulation 401.1(1)(b). In addition, Article I, Section 104(5) of the *Model Law* excludes from the practice of architecture work done by an unlicensed individual that would otherwise constitute the practice of architecture as long as it is done under the supervision of a licensed architect such that the licensed architect exercises Responsible Control for the project. Thus, an architect can seal documents prepared by others under the architect's Responsible Control and such individuals are not engaged in the unauthorized practice of architecture if they are under the architect's Responsible Control.

III. Summary of the Mississippi Member Board's Proposed Resolution

In its current form,³ the Resolution would add a footnote to R401.1 (Architect Seal) in the *Model Regulations* to recommend additional criteria regarding Responsible Control. Specifically, the footnote would state that jurisdictions may consider a stricter definition of Responsible Control that requires:

¹ NCARB, *Press Release: Summary Report of Vote on Resolutions at NCARB's 2022 Annual Business Meeting* (June 4, 2022), <https://www.ncarb.org/press/summary-report-of-vote-resolutions-ncarb-s-2022-annual-business-meeting>.

² NCARB *Model Law and Regulations* § 103(16) (June 2022), <https://www.ncarb.org/sites/default/files/LegislativeGuidelines.pdf>.

³ Attached hereto as Exhibit A.



1. Direct contact between the client and the Architect or the Architect's employee so long as the Architect has the right to control and direct the employee in the material details of how the work is to be performed; and
2. Involvement in the preparation of Technical Submissions prior to their completion; and
3. Review, or review and correction, of final Technical Submissions. Mere review of work prepared by others outside of the Architect's employ does not constitute the exercise of Responsible Control.

The Mississippi Board posits that some jurisdictions may choose to adopt the footnote, or otherwise incorporate the recommendations into those jurisdictions' existing regulations, based on the enforcement standards of each such jurisdiction. The Mississippi Board states the definition of Responsible Control "lacks clarity and specificity," which could hinder enforcement efforts and render licensees uncertain as to whether they are practicing in compliance with the laws and regulations. The Mississippi Board expresses concern that the "[t]erms such as 'oversee,' 'delegate,' and 'integrate' are ambiguous and subject to a variety of interpretations."

IV. Legal Analysis and Effects of Adopting the Resolution

The Resolution, if adopted, would suggest states impose stricter requirements for overseeing the work of those under the "Architect's Responsible Control" in the jurisdictions that chose to adopt them. The three additional criteria were not found in the older definition of Responsible Charge and are not in the current definition of Responsible Control. These changes may or may not be in line with current practice in various jurisdictions. Whether these requirements should be set forth as the aspirational goal of the *Model Law* is a policy judgment for the Members and should not be included in NCARB's model documents.

In addition, member boards should consider:

1. **The placement of the additional Responsible Control criteria in a footnote to R.401.1 complicates how regulated parties understand the term.** The additional criteria surrounding Responsible Control is currently placed in a footnote to Model Regulation 401.1, which governs the use of an Architect Seal and lists requirements for Technical Submissions. This placement unnecessarily divides the concept of Responsible Control since other references to this term appear in other sections.
2. **The additional Responsible Control criteria would be inappropriate to include in a regulatory footnote.** Furthermore, the footnote's attachment to the Architect Seal regulation is not germane; if its text were to be included as a footnote, it would be more appropriate to attach the footnote to the statutory definition of



Responsible Control. The *Model Law and Regulations* should be a simple resource for member boards and state legislatures, not a confusing map that forces policy makers to search for piecemeal provisions in a lengthy document. The more difficult the *Model Law and Regulations* are to interpret, the less likely state policy makers will look to these paired documents for guidance.

3. **Because the additional Responsible Control language is framed as optional, the Resolution, if adopted, may encourage variation among the NCARB jurisdictions, which is counter to NCARB's overarching goal of standardization.** The primary purpose of publishing the *Model Law and Regulations* is to encourage jurisdictions to adopt standardized licensing laws and regulations. Standardization has numerous benefits, including, for example, protecting the public's health, safety, and welfare by ensuring architects satisfy rigorous educational, experience, and examination requirements that demonstrate an architect's competence to practice. Standardization also encourages reciprocal licensure to allow architects to move more freely from jurisdiction to jurisdiction, thereby reducing barriers to an individual's ability to pursue the right to make a living in their desired location.

Offering a buffet of options to various jurisdictions through the *Model Law and Regulations* generally runs counter to these goals and would inevitably lead to, effectively, NCARB-sanctioned variation among jurisdictions. Of course, variation already exists, and universal adoption of the exact same statutes and regulations is impractical. Moreover, some jurisdictions already apply concepts like the Responsible Control standards proposed in the Resolution, either formally in statutes or regulations, informally through guidance and practices, or in case law. Thus, adoption of the proposed language may be consistent with some jurisdictions' current procedures. Even so, the overarching principle for uniformity would be undermined by NCARB's adoption of this change.

4. **The new recommendations for sealing technical submissions do not change the exemptions from the unauthorized practice of architecture.** The Responsible Control definition is used primarily to define when an Architect may seal a document. But, as noted above, it also is used to exempt non-licensed individuals acting under the Responsible Control of an Architect from unlawfully engaging in the unauthorized practice of architecture. The optional new requirements for sealing are more restrictive than the current definition of Responsible Control. As such, the exemption is now broader than the sealing requirements, meaning someone could engage in activities that would otherwise be regulated as the practice of architecture, and an Architect could still not be allowed to use their work in a document to be sealed.



V. Proposed Revisions to the Resolution and Related Recommendations

Should NCARB choose not to formally oppose the Resolution, NCARB should consider proposing certain edits to the Resolution to mitigate the negative consequences identified above.

Specifically, to address the placement concerns addressed above, NCARB may propose attaching the footnote to the statutory definition of Responsible Control in section 103 of the *Model Law*. This alternative has the benefit of consolidating the Responsible Control concept into a single place in the *Model Law and Regulations*. Member boards and state legislatures would not need to reference multiple areas of the *Model Law and Regulations* when determining whether the adoption of the supplemental language is consistent with their respective regulatory practices.

Furthermore, to clarify the purpose of the proposed footnote and resolve inconsistencies while still accommodating minor nuances existing among the NCARB jurisdictions, we recommend that the Resolution be clear that, if a jurisdiction decides to adopt the supplemental language, it should incorporate the new language in a new supplemental *regulatory* definition in R103. Although the footnote explaining the language should be attached to the statutory definition for ease of reference, the statutory definition itself should not be modified if a jurisdiction decides to take this approach. Also, the footnote should not encourage jurisdictions to further modify or delete other provisions of the regulatory definition, which would lead to more unpredictable variation among the jurisdictions.

This approach is preferable because the *Model Law* is the bedrock of NCARB's standardization efforts. Once codified, statutes are harder to amend than regulations, so it should be a priority to encourage adoption of NCARB's most preferred language in the statutes, with as little (to no) variation as possible. Regulations, on the other hand, are a better vehicle to incorporate jurisdictional nuances and evolving architecture practices because they are more easily amended.

With these recommendations in mind, should NCARB decide to move ahead with this proposal, it would be advisable to change the text of the Resolution as follows:

RESOLVED, that the following footnote be added to the definition for "Responsible Charge" in paragraph 16 of Section 103 of the *NCARB Model Law and Regulations*:

[Footnote] ~~For enforcement purposes some Jurisdictions may wish to add clarifying language noting that Responsible Control shall require:~~ To reflect jurisdictional-specific enforcement practices and standards governing the preparation of technical plans, project development and implementation, and



the use of the Architect Seal, a Jurisdiction may add the following supplemental definition to R103 of the *NCARB Model Law and Regulations*:

X) **Responsible Control** – The definition of Responsible Control in Section 103(16) requires:

- a. Direct contact between the client and the Architect or the Architect’s employee so long as the Architect has the right to control and direct the employee in the material details of how the work is to be performed; and
- b. Involvement in the preparation of Technical Submissions prior to their completion; and
- c. Review, or review and correction, of final Technical Submissions. Mere review of work prepared by others outside of the Architect’s employ does not constitute the exercise of Responsible Control.

~~Jurisdictions including the additional criteria above may choose to modify or delete the other provisions of this regulation accordingly.~~

* * * * *

If you have any questions or would like further information on any of the issues raised here, please do not hesitate to let us know.



Appendix C: NCARB Education Policy Resolutions to Sunset: 1960-1999

Appendix C

NCARB Education Policy Resolutions to Sunset: 1960-1999

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 conducted a holistic review of active education-related policy resolutions, including those from 1960-1999.

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 2023-02:

Resolution 1999-15: No Sunset for Broadly Experienced Architect Alternative

“RESOLVED, that, notwithstanding Resolution 96-7 which, among other things, ended, effective July 1, 2000, the broadly experienced architect alternative to the degree requirement, a broadly experienced architect, without an accredited degree, whose qualifications are described in *NCARB Education Standard*, shall continue to be eligible for Council certification.”

Rationale: This resolution continues the alternative paths for architects without a NAAB-accredited degree. It also was intended to maintain the two-year window around NAAB accreditation when evaluating degrees (established in 1996-07, below). Sunsetting this resolution has no impact on current requirements since those are embedded in the NCARB Certification Requirements, which also require a resolution to update. However, sunsetting this resolution ensures that NCARB will not be in conflict with past policy resolutions should membership ever desire to update the education requirements.

Resolution 1996-07: Sunsetting Alternate Education Route

“RESOLVED, that, effective July 1, 2000, all applicants for Council certification, except applicants with a degree in the field of architecture granted by an academic institution outside the United States and Canada, must hold a professional degree in architecture where the degree program has been accredited by the National Architectural Accrediting Board (NAAB) not later than two years after graduation.”

Rationale: This resolution was intended to sunset the education alternative routes, while also establishing a two-year window for NAAB accreditation. However, this resolution seems to be in conflict with Resolution 1999-15, although both are still active. NCARB does offer alternative programs for individuals with backgrounds not included in this resolution. Sunsetting this resolution has no impact on current requirements since those are embedded in the NCARB Certification Requirements, which also require a resolution to update. Sunsetting this resolution ensures that NCARB will not be in conflict with past policy resolutions should membership ever desire to update the education requirements.

Resolution 1994-02: Sunsetting EESA For All But Foreign-Educated and Broadly Experienced Applicants

“RESOLVED, that effective July 1, 2000, all applicants for Council certification, except broadly experienced architects and foreign-educated applicants, must hold a professional degree in architecture where the degree program has been accredited by the National Architectural Accrediting Board not later than two years after the degree was received. The foregoing requirement shall not apply to persons seeking reinstatement of a certificate or to foreign-educated applicants who may continue to satisfy the education requirements through the Education Evaluation Services for Architects (EESA) process. Foreign-educated applicants shall mean persons holding a professional degree in architecture from an institution in a country (other than in the United States or Canada) whose regulating authority recognizes the degree. Broadly experienced architects are those applicants whose qualifications are described in Section II, Sub-section 5 of the NCARB Circular of Information No. 3.”

Rationale: NCARB does offer the alternative paths mentioned in this resolution. However, NCARB does still allow the EESA option. Sunsetting this resolution has no impact on current requirements since those are embedded in the NCARB Certification Requirements, which also require a resolution to update. Sunsetting this resolution ensures that NCARB will not be in conflict with past policy resolutions should membership ever desire to update the education requirements.

Resolution 1983-01: Certification For Applicants Without Degree Who Meet Existing Standards

“RESOLVED, that, notwithstanding Resolution 14 of the 1980 Annual Meeting and Resolution 3 of the 1981 Annual Meeting, applicants for Council certification who, on or before July 1, 1984, have at least 5 years of education credits in accordance with Appendix “A” to Circular of Information No. 1, released July 1983, shall be deemed to have met the educational requirements for certification.”

Rationale: This resolution updated the Circular of Information, and would have been modified by following resolutions in 1984. However, this resolution is still listed in the active resolutions index document from 2002; sunseting it would clarify that it is no longer active.

Resolution 1983-05: To Accept Alternate Education in Lieu of an Accredited Degree

“RESOLVED, that, notwithstanding Resolution 14 of the 1980 Annual Meeting and Resolution 3 of the 1981 Annual Meeting, applicants for Council certification, after July 1, 1984, without an accredited degree but meeting all other Council criteria, whose education is deemed by the Education Evaluation Committee to meet the Education Criteria adopted by the Council, shall be granted certification.”

Rationale: NCARB’s current Education Alternative pathways fulfill this requirement. Sunseting this resolution has no impact on current requirements since those are embedded in the NCARB Certification Requirements, which also require a resolution to update. Sunseting this resolution ensures that NCARB will not be in conflict with past policy resolutions should membership ever desire to update the education requirements.

Resolution 1980-13: Preparation of State Versions of Appendices “A” and “B”

“RESOLVED, That the Council Board of Directors be directed to prepare a modified version of Appendix “A” and Appendix “B” appropriate for adoption by Member Boards as their regulations describing requirements for registration, and that all Member Boards be encouraged to adopt such regulations as soon as feasible.”

Rationale: This resolution has two parts: 1) Updates to Appendix A and B, which were completed at the time, and those appendices were later incorporated into programmatic guidelines and/or retired. These appendices included suggested education, experience, and examination requirements. 2) Encouraging adoption of NCARB’s national standards. Sunseting this resolution has no impact on current NCARB requirements, but does ensure that Member Boards may maintain their current individual requirements for regulation of the profession within their jurisdiction.

Resolution 1980-14: Requirement of Bachelor's Degree for Certification

“RESOLVED, That every applicant for Council Certification who has not been registered for the practice of architecture by a Member Board by July 1, 1984, must hold a professional degree in architecture from an NAAB accredited program and that Appendices “A” and “B” be adjusted accordingly.”

Rationale: Adjustments were made by later resolutions to allow for additional options, but this policy did go into effect as the preferred education requirement for certification in 1984. Sunsetting this resolution has no impact on current requirements since those are embedded in the NCARB Certification Requirements, which also require a resolution to update. Sunsetting this resolution ensures that NCARB will not be in conflict with past policy resolutions should membership ever desire to update the education requirements.

Resolution 1979-03: All Conferences to Establish Meetings with their Educational Communities

“WHEREAS, The acceptance of a degree from an accredited school of architecture is a major consideration by Member Boards in the registration process, and thereby affects the health, safety and welfare of the public, and

WHEREAS, Through a lack of communication and understanding, a loss of confidence in the grading process had developed among the Member Boards, the Southern Conference initiated a continuing dialogue with Board members, ACSA and NAAB, and

WHEREAS, These meetings have restored confidence in the accrediting process, understanding of mutual problems and established closer ties among the Member Boards and the schools of architecture in the Southern Conference; now, therefore, be it

RESOLVED, That all Regions of NCARB make every effort to initiate similar meetings to improve communications with their educational community, to better understand the accrediting process, and to produce thereby the best possible architectural graduates to better serve the public.”

Rationale: Currently, about half of NCARB’s regions are not in compliance with this resolution (Regions 3, 4, 5, and 6 regularly hold a similar conference). Forcing regions to hold a similar conference could have a significant financial and administrative impact on regions that are not currently choosing to do so. Sunsetting this resolution ensures that regions can continue to engage with educators in their region in the way that suits their needs best.

Resolution 1978-25: Task Force to Define the Areas of Study Fundamental to the Practice of Architecture

“WHEREAS, The functional necessities of state registration boards require continual assurance that the national accreditation process includes among its principle concerns that satisfactory exposure and proficiency are required in areas of study fundamental to the practice of architecture, and

WHEREAS, Current NAAB accreditation processes do not provide such continual assurances, and

WHEREAS, There is sufficient reason to believe that such areas of study can be defined and that reasonable measures of satisfactory exposure and proficiency in such areas can be determined; now, therefore, be it

RESOLVED, That a task force of Member Board Members, educators, and representatives of NAAB be created by NCARB and charged with the responsibility of seeking a method of providing the assurance indicated above.”

Rationale: This resolution created a task force that no longer exists; the task force completed its work at the time and a recommendation was made that the 1979 Annual Meeting, resulting in future work. Now, NCARB is included in the accreditation process in a variety of ways, including with members on NAAB visiting teams. Sunsetting this resolution provides clarity that the work of the task force was completed at the time.

RESOLUTION 1969-7: Proposal to Grant the Title "Intern-Architect" or Other Title as May be Determined by the NCARB Board of Directors to Graduates of Accredited Architectural Schools and to Establish a Defined Internship Program and Record

This proposal includes:

- A. The granting (award) of a first-level professional recognition to the graduate of an accredited architectural school at the time of his receipt of his first professional degree. This recognition shall be called "Intern-Architect" and shall be awarded by the state registration board of his residency through the use of NCARB guidelines, the details of which are to be developed this coming year and presented at next year's Annual Convention for approval and implementation. It is not anticipated that this recognition will cause a statutory change in registration laws but can be accomplished by a change in each Member Board's rules and regulations. The procedures for award of this recognition should be according to a uniform NCARB procedure stated in its Circular of Information. This recognition in no way grants any degree of state registration but rather is a professional recognition of achievement in the ladder leading to professional registration.

- B. The establishment of an Internship Program of three years' duration that permits the flexibility of different kinds of experience for two years and requires one year of experience in a registered architect's office who is in private practice. This Internship Program would include the issuing, by the state registration board of his residency at the beginning of his internship and through the offices of NCARB, of an "Internship Architect Record" for the recording and verification of his experience by each of his employers. The details and structure of this procedure for implementation are to be studied this coming year by NCARB, the Member Boards and in cooperation with ALA. and reported to the next Annual Convention.

Rationale: This resolution has two parts: 1) Establishing the title "intern-architect" for graduates of NAAB-accredited programs (which NCARB is not in compliance with), and 2) Creating the experience program (which NCARB is in compliance with). Current jurisdictional requirements would not allow many of NCARB's members to enact part 1; NCARB's current policy is to encourage jurisdictions to determine their own titling per their laws and rules. Sunsetting this resolution has no impact on current requirements since those are embedded in official NCARB documents, which also require a resolution to update. Sunsetting this resolution ensures that NCARB will not be in conflict with past policy resolutions should membership ever desire to update the education requirements.

Resolution 1965: Foreign Education

"Proposal 1. That the Admissions Office of Accredited Schools of Architecture be requested to evaluate each applicant with a foreign school education in relation to its own standards.

- a. U. S. schools do this now for such candidates that want to continue or complete their education. A system of measurement is now in operation.
- b. The work to provide this evaluation would entail a cost to the school that should be borne by the applicant.
- c. A report direct from the Admissions Department to NCARB indicating full equality or partial credit in years of accomplishment will establish the individual applicants that will fit into the educational measurements in Circular of Information, No. 3-62.
- d. It is further recommended that one school in each of the same U. S. regions be enlisted to perform this service.

Proposal 2. That foreign practical training be recorded in the same manner required for applicants as indicated in Circular of Information, No. 3-62, including interpretations of 1964. That costs of translation of all records, references, etc., be borne by the applicant."

Rationale: Much of the purpose of this resolution is still in place through the EESA program. Sunsetting this resolution has no impact on current requirements since those are embedded in the NCARB Certification Requirements, which also require a resolution to update. Sunsetting this resolution ensures that NCARB will not be in conflict with past policy resolutions should membership ever desire to update the education requirements.



Appendix D:
NCARB Policy Resolutions to Sunset:
1960-1979, Part 1

Appendix D

NCARB Policy Resolutions to Sunset: 1960-1979, Part 1

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 1960-1979 in the following areas:

- Financial
- Records/Processes
- Experience
- Certification
- Continuing Education

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 2023-03:

Resolution 1979-01: Architect Development Verification Program (ADVP)

“RESOLVED, That the ADVP Committee be charged to continue the study and development of an appropriate on-line system to be made available to Member Boards on their request. It is to be clearly understood that the ADVP is being developed in order to be prepared for those jurisdictions who adopt continuing education legislation and not as a mandatory license maintenance or NCARB maintenance program.”

Rationale: The ADVP Committee continued by this resolution has since evolved into the Continuing Education Subcommittee, which fulfills the role established by this resolution. The online system for continuing education was developed and still exists to this day. The Policy Advisory Committee

recommends revoking this policy resolution not to change NCARB's stance, but to give the organization freedom to update its services should the need arise in the future.

Resolution 1979-04: Meeting Facilities Accessible to and Usable by the Handicapped

“WHEREAS, The practice and profession of architecture is rapidly changing in today's society, and
WHEREAS, The dynamics of social relationships directly impact on the personal, social and vocational independence of all citizens, and

WHEREAS, The policies of such professional organizations as NCARB can have an impact on these relationships; now, therefore, be it

RESOLVED, That it be the policy of NCARB to hold future meetings and conferences wherever practicable only at those meeting facilities that are accessible and usable by all persons.”

Rationale: This resolution was passed prior to the Americans with Disabilities Act. While NCARB still supports accessibility in our choice of meeting locations, modern legislation and buildings codes mean this resolution can be retired. Additionally, NCARB's meeting planning staff's internal policy ensures that NCARB confirms hotel accessibility when establishing new contracts.

Resolution 1978-07: IDP Resolution

“WHEREAS, The 1977 Annual Meeting approved the development of the Intern-Architect Development Program (IDP) and instructed the Council Board to make IDP available to Member Boards requesting the same, and

WHEREAS, By Resolution Number 6, this meeting has adopted Appendix 'B' covering the specific training requirements of IDP, and NCARB has prepared model Member Board regulations based on Appendix 'B'; now, therefore, be it

RESOLVED, That all Member Boards are encouraged to adopt the IDP criteria for training by enacting the model IDP regulations recommended by NCARB, in forms appropriate to the Member Board's rules and regulations, and are further encouraged to begin the implementation of IDP as quickly as possible.”

Rationale: This resolution is a companion to Resolution 1978-06 (a resolution that updated NCARB's official documents), which laid out the requirements for the IDP. While Resolution 1978-06 was replaced by later resolutions that updated the requirements of the experience program, Resolution 1978-07 remained an active policy resolution. This resolution encourages all Member Boards to adopt NCARB's experience program. Today, most boards require, and all accept, NCARB's experience program to satisfy at least some part of their experience requirement. While the language “in forms appropriate to the Member Board's rules and regulations” leaves room for boards to maintain their own requirements, the general mandate regarding Member Board requirements is not in line with NCARB's current approach.

The Policy Advisory Committee recommends sunsetting this resolution to ensure that Member Boards remain in full control of the regulation of the profession within their jurisdiction.

Resolution 1977-07: Continuing Professional Development

“RESOLVED, That the concept of the Architect Development Verification Program be approved and that the NCARB Board of Directors be authorized to continue development of this program.”

Rationale: This resolution enabled NCARB to continue considering the development of a continuing education program, and was later modified by resolutions 1978-26 and 1979-01. While this resolution aligns with NCARB’s current stance regarding continuing education services, recommendations regarding continuing education are made by the Education Committee and Continuing Education Subcommittee, and sunsetting this resolution ensures that more modern policies and recommendations from those committees take precedence.

Resolution 1977-08: Intern-Architect Development Program (IDP)

“WHEREAS, The Intern-Architect Development Program will provide the Intern-Architect with a level of advice, guidance and resources that, heretofore, have been unavailable at any level; now, therefore, be it

RESOLVED, That the report of the IDP Committee including the Circular of Information No. XI, be approved; and be it further

RESOLVED, That this Annual Meeting recommend the adoption of the “Training Experience Requirements” by all NCARB Member Boards and that the NCARB Board of Directors be instructed to make available the Intern-Architect Development Program in the States of California, Iowa, New Jersey, Texas and Virginia as of January 1, 1978, and in other States when so requested.”

Rationale: Similar to Resolution 1978-07, this resolution encourages the adoption of a national experience program. It also requires NCARB to launch the Intern-Architect Development Program in four states and to make the program available to all Member Boards upon request. While NCARB has completed the action items listed in this resolution, which would typically indicate the resolution is completed, Resolution 1977-08 was included on the 2002 list of active resolutions. The Policy Advisory Committee recommends sunsetting the resolution for clarity.

Resolution 1976-09: Continuation of Inter-Architect Development Pilot Program

“RESOLVED, That the IDP Pilot Program be continued through May, 1977 for the purposes of studying all aspects of an internship program, to report the findings, and to evaluate the implications of implementing the IDP Program in all jurisdictions.”

Rationale: Similar to Resolution 1977-08, the items in this resolution have been carried out in the time frame specified, so the resolution could be considered completed. The IDP Pilot Program was continued through May 1977, and was formalized by Resolution 1977-08 at the 1977 Annual Business Meeting. However, this resolution was included on the 2002 list of active resolutions, so the most straightforward action is to sunset it for clarity.

Resolution 1975-06: Approval Procedures for NCARB Budget

“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.”

Rationale: NCARB’s current Treasurer’s report provides information on all examination costs, and the organization’s financial statements are included in the Pre-Annual Business Briefing and Annual Report every year. Additionally, the Treasurer is required by the *NCARB Bylaws* to provide a financial report to membership at the Annual Business Meeting. Together, these current requirements and operating procedures make this resolution unnecessary and redundant.

Resolution 1973-14: Continuing Education Program

“WHEREAS, an increasing number of States are requiring professional licensing boards to require proof of continuing professional development and,

WHEREAS, the most reasonable solution to this requirement appears to be through the vehicle of continuing education and,

WHEREAS, the problems of evaluating and coordinating all the various continuing education programs are nationwide,

THEREFORE, BE IT RESOLVED, that NCARB setup the necessary organization to study and evaluate continuing educational programs and make this information available to Member Boards.”

Rationale: The purpose of this resolution was for NCARB to work with AIA to create an organization to verify the quality of continuing education courses, an action NCARB never followed through on. Creating such an organization would require significant funds and bandwidth, and might impact NCARB’s other ongoing work. The Policy Advisory Committee recommends sunsetting this resolution to ensure that NCARB does not need to establish such an organization.

Resolution 1972-01: Blue Cover Certificate

“WHEREAS, The Blue Cover Certificate should be a basis for reciprocity between States,

BE IT RESOLVED, that the name of any Member Board which does not accept the Blue Cover Certificate for reciprocity shall be circulated to the Chairman of each NCARB Region.”

Rationale: All Member Boards accept the NCARB Certificate for reciprocity, although some do have additional requirements. NCARB shares reciprocal licensure requirements for all states through the Licensing Requirements Tool on the NCARB website. While NCARB is in compliance, this resolution is unnecessary and uses out-of-date language.

Note: NCARB still uses the “Blue Cover” terminology internally, but does not use this language externally. Some boards may have “Blue Cover” language embedded in their laws and/or rules.

Resolution 1971-02: Board Resolution to Eliminate Issuance of Wallet Cards

“WHEREAS, the current trend among professional societies, fraternal groups and other similar organizations, is to eliminate the issuance of a wallet card, and,

WHEREAS, the continued issuance of a wallet card will become more time-consuming and costly to furnish, and,

WHEREAS, the issuance of a renewal or wallet card was established at the 1961 Annual Meeting, and reference to same has been deleted in all subsequent editions of the Council By-laws, and,

WHEREAS, The Council office will have the facility to issue a wallet card to any individual member upon his specific request,

Now **THEREFORE, BE IT RESOLVED**, that the general annual issuance of a renewal, or wallet card be discontinued.”

Rationale: Per the resolution, NCARB stopped offering Certificate holders “wallet cards” with each annual renewal. While highly unlikely, if NCARB ever wanted to resume doing wallet cards, the organization would need to pass a resolution to allow it due to this policy. Sunsetting this resolution enables NCARB to make that decision without a resolution vote.

Resolution 1971-12: Resolution on Contents of Certificate Record

“WHEREAS, NCARB transmittal of Council Certifications is a major activity requiring considerable administrative effort and financial expense, and

WHEREAS, these transmittals consists of many pages of letters and other material, requiring reproduction, assembly, mailing expenses, review by the receiving boards and filing space,

THEREFORE, BE IT RESOLVED, that the Mid-Central States Conference recommends to the Board of the National Council of Architectural Registration Boards that it immediately review the contents of Council Certificate transmittals for the purpose of eliminating all unnecessary letters or reference material, said information being available to Member Boards on request, thereby effecting the saving of sizeable financial costs and administrative effort.”

Rationale: The main purpose of this resolution was to save on printing and paper costs when sharing transmittals with licensing boards, a process that is now completed electronically. NCARB does work to streamline the information that is included in transmittals for the ease of our Member Boards, while still providing additional information upon request as necessary. Recommendations for improving the transmittal process are made by the Member Board Executives Committee, and any documentation not included in a Record transmittal can be requested by the Member Board; sunseting this resolution ensures that their recommended policies are not in conflict with any past policies.

Resolution 1971-16: 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.”

Rationale: This resolution is not on the list of active resolutions published in 2002; however, no resolution explicitly replaced or retired it. The content is similar to Resolution 1974-01 regarding Member Board Requirements, which was retired by Resolution 1984-15. NCARB does, to the best of its ability, record jurisdictional licensure requirements, including those beyond NCARB’s recommended standard. However, those requirements are not submitted to the Board, and NCARB does not consider changes to its national requirements based on changes at the jurisdictional level. The policy outlined in this resolution is out of date and should be sunset.

Resolution 1970-01: Updating and Transmittal of Council Documents to Member Boards

“**WHEREAS**, the several State Boards take seriously their charge from the people to protect the public health, safety, and welfare; and

WHEREAS, these Boards vary slightly and properly attach a great deal of importance to Blue Cover transmittals; and

WHEREAS, the actual value of the Blue Cover as a useful tool for the Boards would be greatly increased if the record were truly current;

THEREFORE BE IT RESOLVED, that an annual report form be completed by each certificate holder and filed with the Council office every year; and further, that the Council office be instructed not to forward Blue Covers until the certificate holders have brought them up to date and the information contained in the current report form has been verified, and too, that the NCARB be instructed to develop the necessary implementation procedures within the coming year.”

Rationale: NCARB’s current renewal procedure meets the requirements of this resolution—architect Record holders complete an annual renewal form with the required information. However, if NCARB ever wanted to adjust our renewal process, the organization would require a resolution to do so because of this policy. Sunsetting this policy enables NCARB to update renewal processes as necessary in the future.

Resolution 1969-01: Continuing Improvements of NCARB Services

“**WHEREAS**, we recognize the continuing and ever-expanding need for interstate mobility by and for architects and realize that the founders of NCARB were advanced thinkers, who planned well and have created a well-functioning system to attain this mobility, and

WHEREAS, the success of this system is founded on voluntary cooperation between the states,

THEREFORE, BE IT RESOLVED that this convention does commend to its leadership and its Board of Directors that the energies of NCARB be directed toward the continuing improvement of our services to the end that they will become so desirable as to be universally accepted voluntarily by the several states.”

Rationale: This resolution does not establish any standards to measure success, making it difficult to tell if the organization is in compliance or not. However, NCARB continuously works to improve its programs and services, and works with its Member Boards to encourage universal adoption of national standards. The policy outlined in this resolution is unnecessary, and should be sunset.

Resolution 1969-04: Issuing Emeritus Certificates to Retired Past Presidents of NCARB

“**WHEREAS**, this convention recognizes the services rendered by the 30 past presidents of the National Council of Architectural Registration Boards; and

WHEREAS, several of these past presidents have reached the age of 70 years and have retired from active practice of architecture;

NOW, THEREFORE, BE IT RESOLVED that all living National past presidents identified as retired and having reached the age of 70 years shall be titled and recognized this date as National Council of Architectural Registration Boards Certificate Holders Emeritus. New Emeritus Certificates shall be presented to each of the living past presidents meeting the recited qualifications by the respective regional conference in which area the individual resides. Such presentation shall be made with appropriate ceremony. Names and Emeritus Certificate numbers of these past presidents shall be published in all future annual convention reports as long as each shall live.”

Rationale: NCARB doesn’t issue emeritus Certificates anymore. NCARB also does not publish the names and Certificate numbers of all its past presidents in the Annual Report. However, most of our living past presidents do hold the NCARB Certificate, and past presidents are not charged a renewal fee. It is unclear if this resolution only applies to past presidents existing at the time of the resolution and going back, or if it also applies to future past presidents. Regardless, the Policy Advisory Committee recommends sunsetting this resolution in compliance with current Council policies.

Resolution 1967-02: Fee for Annual Review of Certificate Record

"**WHEREAS**, the NCARB now conducts an annual review of each certificate holder’s professional practice for which an annual fee of \$10 is charged, and

WHEREAS, this fee represents an expense to the certificate holder which is not commensurate with the service received and in fact constitutes a subsidy, and

WHEREAS, the expanding service of the NCARB does not presently justify this subsidy,

THEREFORE, BE IT RESOLVED that the Western Conference of Architectural Registration Boards recommends to the National Council that studies be instituted to break the charges more into line with the services rendered."

Rationale: This study was conducted, and the results were voted on as part of Resolution 1969-05B. This resolution seems complete; however, it was included on a 2002 list of active resolutions. The Policy Advisory Committee recommends sunsetting it for clarity.

Resolution 1964: Report and Recommendations of the Committee on U.S. Citizenship

“This committee recommends to the Council that the citizenship pre-requisite clause be stricken from the NCARB regulations and urges its resolution at this meeting and if approved, that the decision become effective immediately.

In addition, this committee also recommends that NCARB institute the mechanics for evaluating records of both citizen- and noncitizen-applicants with training and education abroad in order to add another dimension to the ways NCARB can be of service to the profession.”

Rationale: Citizenship is not a requirement for NCARB certification at present, and NCARB offers alternative paths to certification for foreign architects. The requirements for NCARB certification are outlined in the *NCARB Certification Guidelines*. Active policies outside of the *Guidelines* could cause future confusion and difficulty, which is why the Policy Advisory Committee recommend sunsetting this resolution.

Resolution 1964: Review and Approval of Applications

“WHEREAS, it is of utmost importance that the processing of applications for NCARB certificates be brought to a current status as rapidly as possible, and

WHEREAS, the number of applications to be procured is increasing and will continue to grow,

NOW THEREFORE, it is the consensus of this Convention that the processing of all applications must be accelerated in every reasonable manner. To achieve this end, the National Council and its administrative staff is requested to further simplify and streamline the mechanics of review and approval of all such applications wherever possible.”

Rationale: This resolution is vague in terms of how to document compliance. NCARB staff make every effort to review Record and Certificate applications as quickly as possible, while streamlining and expediting transmittals as much as is appropriate. While the Policy Advisory Committee supports the end goal of this resolution, its existence is unnecessary.

Resolution 1964: REPORT AND RESOLUTION TO THE BOARD OF DIRECTORS OF THE NCARB

“WHEREAS, The National Council of Architectural Registration Boards was established to facilitate the interstate registration of qualified professionals and;

WHEREAS, The varied and exacting laws and procedures of the several States, established by their Legislatures and their Boards for the regulation and registration of architects, have led the National Council to adopt policies which have proven themselves in recent years to be too cumbersome to accomplish expeditiously the intended objective and;

WHEREAS, The National Council Board of Directors has recognized a conflict of interest between maintaining high standards and expediting procedures, and its President has appointed a special committee to study this problem,

WHEREAS, This committee on Policies and Procedures has studied, corresponded and met in Washington, D. C. on 7 February, 1964, to consider solutions for these problems and;

WHEREAS, This committee concentrated on the policies which have created most delays, and on the question, "To whom NCARB Certificates are to be issued and continued in force";

NOW THEREFORE, The following recommendations are herewith respectfully submitted for the Council Board's consideration.

1. That all Member Boards be urged to avoid, and to eliminate, if now in effect, the practice of requiring a National Council Certificate, for registration from all out-of-State candidates, as the only basis of reciprocal registration.

NOTE: Such a requirement is probably illegal in most jurisdictions, and violates the voluntary character of NCARB. A Council Record may well be required as a presentation of fact, but a Certificate includes a Recommendation based on standards which may be higher than the State's and hence discriminatory.

2. That an Accelerated Procedure for Certification may be used by the Council Office if the applicant can establish the following qualifications:
 - a. Thirty-five (35) years of age or more
 - b. Citizenship in the United States.
 - c. Current registration in good standing
 - d. Ten or more consecutive years of registration and bona fide active practice, as a principal, prior to application; or four or more consecutive years of bona fide active practice as a principal, and registration based on the NCARB written examination. A principal is defined as an architect who, in fact, is legally, morally, and financially responsible, i.e. a general partner, an officer (of a corporation), or a sole proprietor of an organization concerned primarily with the practice of architecture.
 - e. Favorable recommendations for certification and verification of these facts from three or more architects, two of whom are (and we are leaving out "NCARB certified architects") currently serving as members of Member Boards, provided that no such sponsor is associated with the applicant in the practice of architecture.
3. That reciprocal application transmittal forms for this accelerated procedure be signaled by an appropriate label or other suitable device, conspicuously displayed on the front cover.
4. That qualified applicants for this Accelerated Procedure be guaranteed priority in processing and immediate attention by the Council Office and by Member Boards and;

5. That qualified applicants now in process be automatically processed under the Accelerated Procedure for Certification without additional fee.
6.
 - a. That required notarization of forms be deleted from Council procedures and;
 - b. That States requiring notarization be encouraged to conform to this policy.
7. That the Council Office in its Periodic Review of Council Certificates, henceforth, accept:
 - a. Statements from the Architect, covering the entire period subject to review, without further verification.
 - b. Confirmation of current registration, in good standing, from the Member Board, in the applicant's state of original registration and, where different, from the state in which applicant's main office is located. Nothing herein contained is intended to require an applicant to maintain registration, in his state of original certification provided the applicant can establish:
 - i. Positive residence in state where applicant's main office is located.
 - ii. An UNQUESTIONED record in the state of original registration.
8. That no reciprocal application be delayed by the Council Office because of an incomplete Periodic Review of a Council Certificate.

NOTE: The committee felt recommendations 7 & 8 were so important that it directed the Council Staff to implement this action immediately.

9. That a policy statement be adopted and added to future issues of the Circular of Information to read as follows: Pursuant to Article II of the Constitution, the object of the Council shall be:
 1. To promote high standards of architectural practice;
 2. To foster the enactment of Uniform laws pertaining to the practice of architecture;
 3. To equalize and improve the standards for examination of applicants for state registration;
 4. To compile, maintain and transmit professional records to Member Boards for registered architects desiring this service and;
 5. To certify records and recommend registration, for architects who meet the standards of this Council for interstate registration.
10. That the Council Office not duplicate the compilation of Information as to the education, training, and experience of an applicant, when this required Documentation for a Council Record is available, by facsimile copy, from the files of a Member Board.
11. That the Council Board, through appropriate and the most expeditious means, encourage all Member Boards to use forms with the same format and requesting the same basic information as the Council Record.

12. That the Council Board urge Member Boards to avoid inquires for confirmation of information already available to them in a Council Record.
13. That, henceforth, the signature of only one Council Secretary be required for Form No. 107-61 whether or not the previously involved Secretaries are still living and available for actual signatures.

NOTE: The Committee felt that this recommendation could have immediate effect to expedite transmittals of reciprocal applications that are presently, or would in the future be, delayed by requiring the actual signature of all living secretaries who had opined the various stages of certification of Periodic Reviews. The Committee, therefore, authorized the Council Offices to put this recommended change into effect immediately.

14.
 - a. That certificate holders who retire from active practice and request that their certificate be placed in an inactive status, be subsequently allowed to reinstate said certificates by paying a reinstatement fee, but without paying the annual renewal fees in arrears at the time of re-instatement and that such certificates be termed "Inactive."
 - b. That the certificates of those architects who do not complete the required renewals and who have not requested an inactive status shall be termed "Lapsed" and shall pay fees in arrears plus a reinstatement fee.

WHEREAS, These recommendations have been influenced and shaped by the recommendations of all members of this committee and by other members of the Board who made helpful and constructive suggestions and;

WHEREAS, It is this committee's desire to express its gratitude for these valued services and to implement these recommendations;

NOW THEREFORE BE IT RESOLVED; (a) That this report and resolution be accepted and adopted as a basis for policy; (b) That the Committee on Documents be instructed as to its purpose and timing for formal adoption and publication; and (c) That the Committee on Documents re-study and revise all Council Documents affected by this resolution."

Rationale: There are a lot of different policies set out in this resolution; NCARB is not in compliance with the majority of them. Many of these policies would have been updated by later resolutions or be changes to NCARB's official documents, such as the *Certification Guidelines*. While this resolution is not included on the list of active NCARB Resolutions from 2002, sunseting it would be the clearest course of action.

Motion 1961: Violations in Council Records

“I would like to propose a motion on this subject, that the Council offices be directed to furnish the fullest information on such cases* to the State Board where the application is being submitted. Then it would be up to that Board as to whether they want to receive this man who has either misrepresented himself or has violated the law in other states.”

* Per prior discussion, “such cases” refers to NCARB Records where the applicant has a noted violation/disciplinary action

Rationale: NCARB’s current procedures for documenting disciplinary actions and reciprocal licensure applications meet the requirements of this resolution. While it is unlikely that NCARB would ever stop providing this information, a resolution would be required in order to update these processes. Sunsetting this resolution ensures that modern processes and policies take precedence.

Appendix E: Resolution 2023-05: Amended and Restated *NCARB Bylaws*

Note: Changes are noted in red, language to be struck is noted with a strike out, language to be inserted is underlined. The rationale for the proposed amendments are provided in the Supporting Statements column.

(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; June 17, 2023, Tampa, FL.)

NCARB BYLAWS

Consideration of amendments based on discussions to date.

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
ARTICLE I— NAME	The name of this organization shall be the National Council of Architectural Registration Boards.	<i>(no changes to Article I)</i>
ARTICLE II— DEFINITIONS	<p>The following terms shall have the following meanings when used in these Bylaws:</p> <p>A. “Advisory Committee” shall mean any committee not having and exercising the authority of the Board of Directors;</p> <p><u>B.</u> <u>“At-Large Director” shall mean a Director who meets the qualifications of an At-Large Director and is not an Elected Officer, Regional Director, Member Board Executive Director, or Public Director;</u></p> <p>BC. “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;</p> <p>CD. “Board of Directors” shall mean the Board of Directors of the National Council of Architectural Registration Boards;</p> <p>DE. “Committee” shall mean a Board Committee or an Advisory Committee;</p> <p>EE. “Council” shall mean the National Council of Architectural Registration Boards;</p>	<p>Article II, (New B): Adding a definition for the proposed position of “At-Large Director” for the Board of Directors.</p> <p>2023 Governance Survey:</p> <ul style="list-style-type: none"> 65.9% voted to retain Regional Director positions on the Board of Directors and add two At-Large positions.

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p>FG. “Council Record” shall mean a record of the education, training, examination, practice, and character of an individual member of the architectural profession;</p> <p>GH. “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;</p> <p>HJ. “Director” shall mean a member of the Board of Directors;</p> <p>IJ. “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 <u>those Elected Officers set forth in Article VIII, Section 1 of these Bylaws;</u></p> <p>JK. “Examination” shall mean the Architect Registration Examination® prepared by the Council;</p> <p>KL. “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;</p> <p>LM. “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;</p> <p>MN. “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;</p> <p>O. “Member Board Executive Director” shall mean the individual serving as the Member Board Executive Director (as that term is described in Article VII of these Bylaws) on the Board of Directors;</p> <p>P. <u>“NCARB Volunteer” shall mean an individual serving in a voluntary capacity on an Advisory Committee or other group established and appointed by the Board as outlined in Article XII;</u></p>	<p>Article II, (New J, formerly I): The current version of the “Elected Officer” definition is duplicative to language that exists in Article VIII, Section 1. This proposed edit eliminates the duplicative reference, by substituting the definition with a cross-reference.</p> <p>Article II, (New O): The current version of the Bylaws is missing a definition for the Member Board Executive Director position on the Board of Directors. This edit corrects that oversight.</p> <p>Article II, (New P): Adds a definition of an NCARB Volunteer to make clear what type of volunteer service qualifies to be an At-Large Director.</p>

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p>NQ. “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;</p> <p>OR. “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> <p>PS. “Regional Chair” shall mean the chairperson of a Region, as such term is described in Article VI of these Bylaws;</p> <p>QT. “Regional Director” shall mean a Director who was nominated to serve on the Board of Directors by a Region;</p> <p>RU. “Registration” shall mean licensure as an architect by the body legally authorized by a Jurisdiction to grant such licensure;</p> <p>SV. “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;</p> <p>FW. “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.</p>	
ARTICLE III - PURPOSE	<p>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.</p>	<i>(no changes to Article III)</i>

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
<p>ARTICLE IV – MEMBERSHIP</p>	<p>SECTION 1. <u>Members</u>. 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.</p> <p>SECTION 2. <u>Removal</u>. If, after written notification from the Board of Directors, a Member Board shall:</p> <ul style="list-style-type: none"> 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. <p>SECTION 3. <u>Reinstatement</u>. 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:</p> <ul style="list-style-type: none"> 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), 	<p><i>(no changes to Article IV)</i></p>

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p>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.</p>	
<p>ARTICLE V - MEETINGS</p>	<p>SECTION 1. <u>Annual Business Meeting</u>. 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.</p> <p>SECTION 2. <u>Special Meetings</u>. 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.</p> <p>SECTION 3. <u>Remote Meetings</u>. 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.</p> <p>SECTION 4. <u>Delegates and Credentials</u>. Each Member Board shall be entitled to be represented at Annual Business Meetings and special meetings of the Council by one or more official dDelegates who shall be members of that Member Board.</p> <p>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</p>	<p>Article V, Section 2: Simplifying existing position titles.</p> <p>Article V, Section 4: Correcting capitalization.</p>

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	<p>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.</p> <p>SECTION 5. <u>Quorum</u>. 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.</p> <p>SECTION 6. <u>Resolutions and Other Motions</u>. 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.</p> <p>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.</p>	

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<p>ARTICLE VI— REGIONS</p>	<p>SECTION 1. <u>Purpose</u>. 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.</p> <p>SECTION 2. <u>Membership</u>. The membership of the Regions is established as follows:</p> <p>REGION 1—New England Conference: Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont.</p> <p>REGION 2—Middle-Atlantic Conference: Delaware, District of Columbia, Maryland, New Jersey, New York, Pennsylvania, Virginia, West Virginia.</p> <p>REGION 3—Southern Conference: Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Texas, Virgin Islands.</p> <p>REGION 4—Mid-Central Conference: Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin.</p> <p>REGION 5—Central States Conference: Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming.</p> <p>REGION 6—Western Conference: Alaska, Arizona, California, Colorado, Guam, Hawaii, Idaho, Nevada, New Mexico, Northern Mariana Islands, Oregon, Utah, Washington.</p>	<p>(no changes to Article VI)</p>

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<p>ARTICLE VII — THE BOARD OF DIRECTORS</p>	<p>SECTION 1. <u>Membership</u>. The Board of Directors shall be comprised of the Elected Officers of the Council, one Regional Director from each Region, <u>two At-Large Directors</u>, the immediate Past President, one Member Board Executive Director, and one Public Director.</p> <p>SECTION 2. <u>Qualifications and Limitations</u>. 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.</p> <p>A. A candidate for election to any Director position shall, at the time such person is nominated:</p> <ul style="list-style-type: none"> (i) be a citizen of the United States; (ii) have served at least two (2) years as a member of a Member Board <u>(and in the case of a candidate for Public Director, this service must have been as a consumer or public member)</u>; 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; <u>or, in the case of a candidate for an At-Large Director position, have served at least two (2) years as a member of a Member Board or as an NCARB Volunteer; and</u> 	<p>Article VII, Section 1: The recommended governance structure is four Elected Officers (which includes the immediate Past President), six Regional Directors, a Member Board Executive Director, a Public Director, and two At-Large Directors. This structure recognizes best governance practices, is responsive to member concerns by eliminating impediments and reducing timelines to service on the Board of Directors and leaves existing regional governance intact.</p> <p>Article VII, Section 2(A)(ii): Relocated language from former item “D”, below, to this item A, part (ii).</p> <p>Retains Member Board experience requirement for officers, Regional, Public and MBE Directors.</p> <p>Proposed: At-Large Directors may have two-years of experience on a Member Board or as an NCARB volunteer.</p> <p>Allowing service on an NCARB Committee or other Board-appointed group, as a pathway for At-Large directors, broadens the candidate pool and opens opportunities for new perspectives.</p> <p>Note: The highest member survey results, below, support Member Board experience requirement for officers only.</p> <p>Governance Survey:</p> <ul style="list-style-type: none"> • 78.6% supported the survey option requiring every officer to have Member Board Experience. • 75% supported status quo—that all members must have Member Board experience.

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	<p>(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,</p> <p>(iviii) in the case of candidates who are architects, hold an active NCARB Certificate.</p> <p>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.</p> <p>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 is or was an architect-member or a public member of the architect section of the Member Board.</p> <p>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.</p> <p><u>D. A candidate for election as the Secretary/Treasurer shall have served at least two years on the Board of Directors during the five years prior to election as Secretary/Treasurer.</u></p>	<p>Article VII, Section 2(A)(former iii): Eliminating this provision removes current restrictions for service by members whose terms on a jurisdictional board or other qualifying service may have expired beyond this period. This also eliminates the need to list these other pathways to leadership.</p> <p>Article VII, Section 2(A)(iii): The Board of Directors would like to further study the impact the NCARB Certificate requirement before recommending a change to this sub-section. The governance survey did not suggest a clear consensus on this topic.</p> <p>2023 Governance Survey:</p> <ul style="list-style-type: none"> • 72.3% vote for no change—every architect Board member must hold a Certificate. • 71% voted for every officer, who is an architect, holds an NCARB Certificate. • 65.7% supported every officer holding a Certificate. <p>Article VII, Section 2(former D): First part of (former D) moved language pertaining to “public or consumer member” to Section 2(A)(ii), above. The final part of (former D) is also being deleted to remove reference to “no more than one year before nomination” as also deleted in Section 2(A) (former iii), above.</p> <p>Article VII, Section 2, (new D): Secretary/Treasurer required to serve on the Board of Directors for two of the past five years to be relatively current on issues.</p>

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	<p><u>E.</u> An individual shall qualify to serve as the Vice President during the one-year period immediately following their term as Secretary/Treasurer.</p> <p><u>F.E.</u> An individual shall qualify to serve as the President/Chair of the Board during the one-year period immediately following their term as First Vice President/President-Elect.</p> <p><u>G.F.</u> An individual shall qualify to serve as the Immediate Past President during the one-year period immediately following their term as President/Chair of the Board.</p> <p>SECTION 3. <u>Terms of Office and Election</u>. 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 <u>or succeed to office</u> 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 and until their successor is duly elected and <u>/or</u> succeeds to office). No person shall serve more than two terms in succession as a Regional Director or <u>At-Large Director</u> 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 <u>or service filling a mid-term vacancy</u> shall not count against such limits.</p> <p>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 <u>for reelection to serve</u> for the full term of office if, during the <u>period term</u> immediately prior thereto, such Elected Officer had succeeded to or been elected to the such office to fill a vacancy.</p>	<p>Article VII, Section 2, (new E): Proposed automatic ascension from the Secretary/Treasurer position ensures a four-year period of leadership continuity. This supports the Council’s multi-year initiatives.</p> <p>Governance Survey:</p> <ul style="list-style-type: none"> • 59.8% support automatic advancement from the Secretary/Treasurer (elected) position to the Vice President, President, and Past President positions. <p>Article VII, Section 2 (new F) & (new G): Simplifying existing position titles.</p> <p>Article VII, Section 3: This section has been updated to account for the addition of At-Large Directors, to conform to new terminology for the Elected Officers, and to make other clean-up edits.</p>

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	<p>SECTION 4. <u>Removal.</u></p> <p>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.</p> <p>B. <u>A</u> Director may be removed with cause by the affirmative vote of two-thirds (2/3) of the Board of Directors.</p> <p>SECTION 5. <u>Nomination and Election of Directors.</u></p> <p>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; <u>except for (1) the At-Large Directors, who may be elected by a plurality vote, and (2) the Vice President, President, and Immediate Past President, who shall succeed to such roles as a result of qualifying for the applicable position in accordance with Article VII, Sections 2(E), (F), or (G).</u></p> <p>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.</p> <p>C. Any person qualified to serve as an Elected Officer/Secretary/Treasurer or, in the event of an election for Vice President resulting from a qualifying vacancy, the Vice President (other than President/Chair of the Board) may be nominated by declaring their candidacy at the Annual Business Meeting by the time determined by the Credentials Committee.</p> <p>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.</p>	<p>Article VII, Section 5(A): These edits conform with changes made to Article VII, Section 2(new E), (new F) & (new G). Additionally, these edits clarify that a plurality vote will be used for the election of At-Large Directors. In other words, if there are more than two candidates for a single seat, the candidate with the most votes will win, even if it's not a majority of the votes. This model minimizes the risk that multiple rounds of voting will be needed.</p> <p>Governance Survey:</p> <ul style="list-style-type: none"> • 79.4% support having a pool of candidates for member vote for open At-Large seats. <p>Article VII, Section 5(C): This language recognizes the proposed merged role of Secretary/Treasurer and that this is the only officer position that is to be elected on a regular basis. There may be situations where a Vice President must also be elected, and in such cases the same procedure would apply.</p>

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	<p>E. Any person qualified to serve as the Public Director may be nominated by declaring their candidacy at the Annual Business Meeting by the time determined by the Credentials Committee.</p> <p>F. <u>Any person qualified to serve as an At-Large Director may be nominated by declaring their candidacy at the Annual Business Meeting by the time determined by the Credentials Committee.</u></p> <p>SECTION 6. <u>Vacancies.</u></p> <p>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.</p> <p>B. <u>Vacancies in the office of the Public Director, and Elected Officers other than First Vice President/President-Elect and President/Chair of the Board the Secretary/Treasurer, or an At-Large Director</u> 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.</p> <p>C. Any such appointee <u>under Sections 6(A) or 6(B) of this Article VII</u> shall meet all qualifications applicable to the vacant Director position, as determined by the Credentials Committee.</p> <p>BD. A vacancy in the office of President/Chair of the Board shall be filled by the First-Vice President/President-Elect, who shall serve <u>as President for</u> the remainder of the term as President/Chair of the Board and the following term during which they would have succeeded to the office if not for the vacancy.</p>	<p>Article VII, Section 5(new F): Defines nominating and election processes for At-Large positions. Aligns to the process for Secretary/Treasurer and Public Director.</p> <p>Article VII, Section 6, (new B, formerly part of 6(A)): As previously written, this section pertained to the Public Director, Secretary, Treasurer, and the Second Vice President. (<i>“Elected Officers other than the First Vice President...and... President”</i> – now deleted.) New language adds the At-Large Director position and merges the Secretary/Treasurer positions for this section.</p> <p>Article VII, Section 6, (new C, formerly part of (A)): Referencing above sections due to splitting former Section 6 (A) into Sections 6 (A), (B), and (C).</p> <p>Article VII, Section 6, (new D, formerly (B)): Changes in this section simplify the existing position titles in addition to the following:</p>

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	<p>CE. A vacancy in the office of First-Vice President/President-Elect shall be filled by the Second-Vice President, Secretary/Treasurer. <u>If the vacancy was the result of the Vice President's departure from the Board, then the Secretary/Treasurer who shall hold such the 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 Secretary/Treasurer/President/Chair of the Board, each of whom shall be subject to the qualifications applicable to candidates for Secretary/Treasurer/First-Vice President/President-Elect. If the vacancy in the office of Vice President is due to the departure of the President and the Vice President becoming President, then the Secretary/Treasurer shall serve as Vice President for the remainder of the term and the following term during which they would have succeeded to the office if not for the vacancy.</u></p> <p>DE. A vacancy in the office of Immediate Past President shall remain vacant.</p> <p>EG. Any Regional Director who moves their principal residence to a place outside the Region from which they 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 directorship.</p> <p>SECTION 7. <u>Duties.</u> 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</p>	<p>Article VII, Section 6, (new E, formerly (C)): If the Vice President position becomes vacant because of the Vice President's death, resignation, or removal, then the Secretary/Treasurer becomes Vice President for the remainder of the term and then ascends to the presidency at the start of the next term. As a result, there would be openings in both the Vice President and the Secretary/Treasurer positions at the start of the next term, causing those positions to need to be filled.</p> <p>If the Vice President role becomes vacant because the Presidency has become vacant and the Vice President steps in to fill that vacancy and the Secretary/Treasurer fills the now vacated Vice President position, then the Secretary/Treasurer and Vice President will hold their new roles for the remainder of that term plus the full next term in which they would have ascended had there not been a vacancy in the Presidency.</p> <p>Article VII, Section 7: Simplifying existing position titles.</p>

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	<p>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.</p> <p>SECTION 8. <u>Meetings of the Board</u>. 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.</p>	<p>Article VII, Section 8: Simplifying existing position titles.</p>
<p>ARTICLE VIII— OFFICERS</p>	<p>SECTION 1. <u>Elected Officers</u>. The Elected Officers of the Council shall be the President/Chair of the Board, the First Vice President/President-Elect, the Immediate Past President, the Second Vice President, the Treasurer, and the Secretary/<u>Treasurer</u>.</p> <p>SECTION 2. <u>President/Chair of the Board</u>. The President/Chair of the Board shall be the senior Elected Officer of the Council and shall:</p> <p>A. preside at all meetings of the Board of Directors, the Executive Committee of the Board of Directors, and the Annual Business Meeting;</p>	<p>Article VIII, Section 1: Simplifying position titles, eliminating the Second Vice President position, merging the Secretary and Treasurer positions, adding the Immediate Past President position within the list of Elected Officers.</p> <p>2023 Governance Survey:</p> <ul style="list-style-type: none"> • 78.6% voted in favor of reducing officer positions from six to four, eliminating the second vice president position and combining the secretary/treasurer positions. <p>Article VIII, Section 2 (B through E): Simplifying existing position titles.</p>

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	<p>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;</p> <p>C. develop charges for all committees that will serve during their term as President/Chair of the Board and, following approval of the charges by the Board of Directors, oversee the work of all Committees;</p> <p>D. select all members <u>and chairs</u> of Committees to serve during their term of office as President/Chair of the Board subject to the terms of Article XII, Section 5;</p> <p>E. have the power to make appointments to any unfilled or vacant Committee membership during their term as President/Chair of the Board, subject to the approval of the Board of Directors, <u>subject to the terms of Article XII</u>;</p> <p>F. represent the Board of Directors and its policies to all external and internal constituents including to the Chief Executive Officer; and</p> <p>G. perform such other duties and powers as the Board of Directors may from time to time decide.</p> <p>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:</p> <p>A. develop the Committee charges to be completed during their term of office as President/Chair of the Board, subject to the approval of the Board of Directors;</p> <p>B. select the Cchair of all Committees to serve during their term as President/Chair of the Board, subject to the approval of the Board of Directors, <u>subject to the terms of Article XII</u>; and</p> <p>C. select all members of Committees to serve during their term of office as President/Chair of the Board, subject to the approval of the Board of Directors, <u>subject to the terms of Article XII</u>.</p>	<p>“and chairs” added for consistency with Article XII</p> <p>Adds cross-reference.</p> <p>Article VIII, Section 3: Simplifying existing position titles and eliminating the Second Vice President position.</p> <p>Adds carveout for those Committee chairs who are designated in the Bylaws.</p> <p>Adds carveout for those Committee chairs who are designated in the Bylaws.</p>

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	<p>SECTION 4. <u>Secretary/Treasurer</u>. The <u>Secretary/Treasurer</u> shall:</p> <ul style="list-style-type: none"> 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 B. report to the Board of Directors and at the Annual Business Meeting on financial matters of the Council; and <p>C. perform such duties and have such powers additional to the foregoing as the Board of Directors may designate.</p> <p>SECTION 5. <u>Secretary</u>. The <u>Secretary</u> shall:</p> <ul style="list-style-type: none"> AC. 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 BD. perform such duties <u>and have such powers</u> as the Board of Directors may designate. <p>Records of the Council meetings shall be open at all reasonable times to the inspection of any Member Board.</p> <p>In the absence of the <u>Secretary/Treasurer</u> from any meeting of the Council or from any meeting of the Board of Directors, a temporary <u>Secretary/Treasurer</u> designated by the person presiding at the meeting shall perform the <u>secretarial</u> duties of the <u>Secretary/Treasurer</u>.</p> <p>SECTION 6<u>5</u>. <u>Chief Executive Officer</u>. 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</p>	<p>Article VIII, Section 4: Merging the Secretary and Treasurer positions necessitates a merger of Sections 4 and 5 in this Article VIII.</p> <p>Article VIII, Section 4(former C): Eliminate duplicate language caused by the merger of Sections 4 and 5. Language now exists only in (new D), below.</p> <p>Article VIII, former Section 5: Merging the Secretary and Treasurer positions eliminates Section 5 heading.</p> <p>Article VIII, (former Section 5(B), now (new Section 4(D)): Edits to match the language from the original C in Section 4, above (now deleted.)</p> <p>Insertion of the word “secretarial” clarifies that the stand-in would fill the secretarial role at a meeting but would not take over treasurer duties.</p> <p>Article VIII, former Section 6, now Sections 5: Renumbered due to the merger of Sections 4 and 5, above.</p>

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	<p>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.</p> <p>SECTION 76. <u>Bonding</u>. 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.</p>	<p>Article VIII, former Section 7, now Section 6: Renumbered due to the merger of Sections 4 and 5, above.</p>
<p>ARTICLE IX— COUNCIL SERVICES TO MEMBERS OF THE ARCHITECTURAL PROFESSION</p>	<p>SECTION 1. <u>Council Record</u>. 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.</p> <p>SECTION 2. <u>Council Certification</u>. 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.</p> <p>SECTION 3. <u>Annual Renewal</u>. 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.</p>	<p><i>(no changes to Article IX)</i></p>

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p>SECTION 4. <u>Revocation of Certification</u>. The Council shall revoke an Architect's Council Certification if:</p> <ul style="list-style-type: none"> 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. <p>In addition, the Council may revoke an Architect's Council Certification if:</p> <ul style="list-style-type: none"> C. a Member Board or a court makes a finding, not reversed on appeal, that the Architect has, in the conduct of their 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 their Registration to lapse 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. <p>The Council may reinstate a Certification previously revoked, if the cause of the revocation has been removed, corrected, or otherwise remedied.</p> <p>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 Council Certification, as described herein.</p>	

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
<p>ARTICLE X— COUNCIL SERVICES TO MEMBER BOARDS</p>	<p>SECTION 1. <u>Architect Registration Examination</u>. 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.</p> <p>SECTION 2. <u>Architectural Experience Program</u>. 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.</p> <p>SECTION 3. <u>Additional Services</u>. Additional services may be offered as determined by the Board of Directors from time to time.</p> <p>SECTION 4. <u>Forms and Documents</u>. 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</p>	<p><i>(no changes to Article X)</i></p>

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p>and prepare forms, documents, and/or systems appropriate for use by both the Council and Member Boards.</p> <p>SECTION 5. <u>Research</u>. The Council, through work of committees, shall engage in research pertinent to all matters relating to legal Registration of architects.</p> <p>SECTION 6. <u>International Relations</u>. 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.</p>	
<p>ARTICLE XI— FINANCES, FUNDS, ACCOUNTING, INVESTMENTS AND RECORDS OF THE COUNCIL</p>	<p>SECTION 1. <u>Dues and Fees</u>.</p> <ul style="list-style-type: none"> 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. <p>SECTION 2. <u>Operating Fund</u>.</p> <ul style="list-style-type: none"> 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. 	<p><i>(no changes to Article XI)</i></p>

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p>SECTION 3. <u>Securities and Investments</u>. 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.</p> <p>SECTION 4. <u>Liabilities of Officers, Directors, and Employees</u>. 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 acts performed in good faith and within the scope of their authority.</p> <p>SECTION 5. <u>Disclosure of Records</u>. 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:</p> <ul style="list-style-type: none"> 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; 	

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p>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</p> <p>I. information arising from investigatory cases.</p> <p>Any of the excluded records that the Council has already distributed publicly shall, notwithstanding the preceding sentence, be available to any Member Board.</p> <p>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.</p>	
<p>ARTICLE XII— COMMITTEES</p>	<p>SECTION 1. <u>Board Committees</u>. 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:</p> <ul style="list-style-type: none"> 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. <p>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.</p>	

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p>SECTION 2. <u>Executive Committee of the Board of Directors</u>. 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 <u>Secretary</u>/Treasurer, the Secretary, and the Immediate Past President. The Executive Committee shall:</p> <ul style="list-style-type: none"> 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. <p>SECTION 3. <u>Audit Committee</u>. 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 <u>Secretary</u>/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.</p> <p>SECTION 4. <u>Advisory Committees</u>. 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.</p>	<p>Article XII, Section 2: Simplifying existing position titles, eliminating the role of the Second Vice President, and merging the roles of Secretary and Treasurer.</p> <p>Article XII, Section 3: Merges the roles of Secretary and Treasurer.</p> <p>Article XII, Section 4: The Immediate Past President was incorporated into the definition of Elected Officers in Article VIII, Section 1, above.</p>

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p>SECTION 5. <u>Committee Membership</u>. In accordance with Article VIII, Section 2, the President/Chair of the Board shall select the members <u>and the chair</u> of all Committees subject to approval by the Board of Directors, <u>except as otherwise set forth in these Bylaws</u>. 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 <u>or as set forth in these Bylaws</u>. 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, <u>other than with respect to those Committees established by these Bylaws (which may only be discontinued or have its membership structure changed by amendment of these Bylaws)</u>.</p>	<p>Article XII, Section 5: Simplifying existing position titles. Also adds carveout for committees with special chair designations or membership structures and combines two sentences for clarity.</p> <p>Clarifying language</p> <p>Language moved below for clarity.</p>

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p>SECTION 6. <u>Reports of Committees</u>. 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.</p> <p>SECTION 7. <u>General Procedure of Committees</u>. 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.</p> <p>SECTION 8. <u>Advisory Committees</u>. 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:</p> <ul style="list-style-type: none"> 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. 	

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p>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.</p> <p>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.</p> <p>F. Member Board Executives Committee: The Member Board Executives Committee shall consider issues of concern to the jurisdictions and Member Board Executives.</p> <p>G. Regional Leadership Committee: The Regional Leadership Committee shall discharge its responsibilities as described in Article V, Section 56, and consider issues of concern to the Regions. The membership of the Committee shall be the Regional 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.</p> <p>H. Credentials Committee: The Credentials Committee shall oversee <u>be responsible for</u> 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.</p>	<p>Article XII, Section 8(G): Correcting erroneous reference and conforming terminology to defined term.</p> <p>Simplifying existing position titles.</p> <p>Article XII, Section 8(H): Clarifies the role of the Credentials Committee to be responsible for the application process in addition to the election process and verification of qualifications. Nominations occur as specified in Article VII, Section 5.</p> <p>Simplifying existing position titles.</p>

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p>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.</p> <p>J. 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.</p> <p>SECTION 9. <u>Select Committees</u>. 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.</p>	<p>Article XII, Section 8(J): Simplifying existing position titles.</p>

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
<p>ARTICLE XIII— INDEMNIFICATION</p>	<p>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 thereasonable 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 status as such, whether or not the Council would have the power to indemnify or advance expenses to such persons.</p>	<p><i>(no changes to Article XIII)</i></p>

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
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.	<i>(no changes to Article XIV)</i>
<u>ARTICLE XV— TRANSITION</u>	<p><u>SECTION 1. Transition Plan. The following governance provisions shall apply for the respective time periods set forth below. Except as modified below, these Bylaws shall be in full effect during the transition periods identified below. For purposes of this Article XV, “ABM” shall refer to the Annual Business Meeting of the Council taking place in the corresponding year.</u></p> <p><u>SECTION 2. 2023-2024 Term.</u></p> <p><u>A. Elected Officers.</u></p> <p><u>(i) The Elected Officers shall include the following positions: Secretary; Treasurer; Second Vice President; First Vice President/President-Elect (to be known as Vice President); President/Chair of the Board (to be known as President); and Immediate Past President.</u></p> <p><u>(ii) The Elected Officers shall be those persons elected or succeeding to office as set forth in those Bylaws in effect during the 2023 ABM. The Second Vice President, Treasurer, and Secretary shall, respectively, exercise such duties and have such authority and responsibility as set forth in those Bylaws in effect during the 2023 ABM.</u></p> <p><u>B. Elected Officer Vacancies. In the event of a vacancy in:</u></p> <p><u>(i) The office of President, the Vice President shall fill such vacancy for the remainder of the term and the following term.</u></p> <p><u>(ii) The office of Vice President, the Second Vice President shall fill such vacancy for the remainder of the term and the following term.</u></p> <p><u>(iii) The office of Second Vice President, the Treasurer shall fill such vacancy for the remainder of the term and the following term.</u></p>	<p>Article XV: This section is the transition plan for shifting to the new proposed governance structure. The plan covers the period 2023 through 2027.</p> <p>No changes will apply to the 2023 elections process.</p>

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p><u>(iv) The office of Treasurer, the Secretary shall fill such vacancy for the remainder of the term (without vacating the office of Secretary). Such person shall be considered the Treasurer for purposes of Elected Officer succession for the following term.</u></p> <p><u>(v) The office of Secretary, the Board shall appoint an individual to fill such vacancy for the remainder of the term.</u></p> <p><u>(vi) The office of Immediate Past President, such office shall remain vacant for the remainder of the term.</u></p> <p><u>C. At-Large Directors. There will be no At-Large Directors.</u></p> <p><u>SECTION 3. 2024 ABM Election / 2024 – 2025 Term.</u></p> <p><u>A. Elected Officers.</u></p> <p><u>(i) The Elected Officers shall include the following positions: Secretary/Treasurer; Second Vice President; Vice President; President; and Immediate Past President.</u></p> <p><u>(ii) The Elected Officers shall be the following persons, except as may be modified by any vacancies arising during the previous term:</u></p> <ul style="list-style-type: none"> <u>• Secretary/Treasurer: That person who served as Secretary during the previous term (except in the event of a vacancy in the office of Secretary or Treasurer during the 2023-2024 term, in which case the Secretary/Treasurer shall be elected as set forth in Article VII, Section 5, of these Bylaws).</u> <u>• Second Vice President: That person who served as Treasurer during the previous term.</u> <u>• Vice President: That person who served as Second Vice President during the previous term.</u> <u>• President: That person who served as Vice President during the previous term.</u> <u>• Immediate Past President: That person who served as President during the previous term.</u> 	

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p><u>(iii) The Second Vice President shall, in the absence of the President and Vice President, exercise the duties of and possess all the powers of the President.</u></p> <p><u>B. Elected Officer Vacancies. In the event of a vacancy in:</u></p> <p><u>(i) The office of President, the Vice President shall fill such vacancy for the remainder of the term and the following term.</u></p> <p><u>(ii) The office of Vice President, the Second Vice President shall fill such vacancy for the remainder of the term and the following term.</u></p> <p><u>(iii) The office of Second Vice President, the Secretary/Treasurer shall fill such vacancy for the remainder of the term and the following term.</u></p> <p><u>(iv) The office of Secretary/Treasurer, the Board shall appoint an individual to fill such vacancy for the remainder of the term.</u></p> <p><u>(v) The office of Immediate Past President, such office shall remain vacant for the remainder of the term.</u></p> <p><u>C. At-Large Directors. There shall be two At-Large Directors. The At-Large Directors shall be elected as set forth in Article VII, Section 5, of these Bylaws.</u></p> <p><u>SECTION 4. 2025 ABM Election / 2025-2026 Term.</u></p> <p><u>A. Elected Officers.</u></p> <p><u>(i) The Elected Officers shall include the following positions: Secretary/Treasurer; Second Vice President; Vice President; President; and Immediate Past President.</u></p>	

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p>(ii) <u>In the event that a Secretary/Treasurer was elected for the 2024-2025 term due to a prior vacancy in the position of Secretary or Treasurer, then such person shall remain Secretary/Treasurer during this 2025-2026 term and there shall be no Second Vice President. Such person shall then become Vice President during the 2026-2027 term, and a new Secretary/Treasurer will be elected at the 2026 ABM in accordance with these Bylaws¹.</u></p> <p>(iii) <u>The Elected Officers shall be the following persons, except as may be modified by any vacancies arising during the previous term:</u></p> <ul style="list-style-type: none"> • <u>Secretary/Treasurer: That person elected as set forth in Article VII, Section 5, of these Bylaws.</u> • <u>Second Vice President: That person who served as Secretary/Treasurer during the previous term.</u> • <u>Vice President: That person who served as Second Vice President during the previous term.</u> • <u>President: That person who served as Vice President during the previous term.</u> • <u>Immediate Past President: That person who served as President during the previous term.</u> <p>(iv) <u>The Second Vice President shall, in the absence of the President and Vice President, exercise the duties of and possess all the powers of the President.</u></p>	

¹ A new Secretary/Treasurer is supposed to be elected at the 2025 ABM and serve two terms. However, if there is a vacancy in the Secretary or Treasurer position during the 2023-2024 term and a new Secretary/Treasurer is elected in 2024 for the 2024-2025 term, then that person could remain as Secretary/Treasurer during 2025-2026 and the Second Vice President position could disappear a year earlier than planned.

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<p><u>B. Elected Officer Vacancies. In the event of a vacancy in:</u></p> <ul style="list-style-type: none"> <u>(i) The office of President, the Vice President shall fill such vacancy for the remainder of the term and the following term.</u> <u>(ii) The office of Vice President, the Second Vice President (or if there is no Second Vice President, then the Secretary/Treasurer) shall fill such vacancy for the remainder of the term and the following term.</u> <u>(iii) The office of Second Vice President, such office shall remain vacant for the remainder of the term.</u> <u>(iv) The office of Secretary/Treasurer, the Board shall appoint an individual to fill such vacancy for the remainder of the term.</u> <u>(v) The office of Immediate Past President, such office shall remain vacant for the remainder of the term.</u> <p><u>SECTION 5. 2026 ABM Election / 2026-2027 Term.</u></p> <p><u>A. Elected Officers.</u></p> <ul style="list-style-type: none"> <u>(i) The Elected Officers shall include those positions as set forth in Article VIII, Section 1, of these Bylaws.</u> <u>(ii) The Elected Officers shall be the following persons, except as may be modified by any vacancies arising during the previous term:</u> <ul style="list-style-type: none"> <u>• Secretary/Treasurer: That person who served as Secretary/Treasurer during the 2025-2026 term; except if there were (a) no election for Secretary/Treasurer at the 2025 ABM or (b) a vacancy in the position of Secretary/Treasurer during the 2025-2026 term, then the Secretary/Treasurer shall be elected as set forth in Article VII, Section 5, of these Bylaws.</u> <u>• Vice President: That person who served as Second Vice President during the previous term.</u> 	

BYLAWS SECTION	BYLAWS LANGUAGE	SUPPORTING STATEMENT
	<ul style="list-style-type: none"> • <u>President: That person who served as Vice President during the previous term.</u> • <u>Immediate Past President: That person who served as President during the previous term.</u> <p><u>B. Elected Officer Vacancies. In the event of a vacancy, the vacancy shall be filled as set forth in Article VII, Section 6, of these Bylaws.</u></p> <p><u>Section 6. 2027 ABM Election / 2027-2028 Term. The Elected Officer and all other Director positions shall be as set forth in Article VIII, Section 1, and Article VII, Section 1, respectively, of these Bylaws and shall be filled as set forth in Article VII, Section 5, of these Bylaws. All vacancies shall be filled as set forth in Article VII, Section 6, of these Bylaws.</u></p> <p><u>Section 7. Transition Termination. This Article XV shall be automatically removed from these Bylaws upon the adjournment of the 2027 ABM.</u></p>	



Appendix F: Proposed Transition Model

2023-2024 BOARD OF DIRECTORS

(ELECTED AT THE 2023 NCARB ANNUAL BUSINESS MEETING)

There will be no changes for the Board of Directors for FY24. The elections at the 2023 Annual Business Meeting will proceed as normal. The current Board includes:

- 14 positions
- Six officers, six regional directors, MBE director, public director.
- Elections Notes:
 - First Vice President, Second Vice President, Treasurer, and Secretary will all be elected.
 - New regional directors will be elected to a first term in 2023 for Regions 1, 3, and 6 as Janet Hansen, Richard McNeel, and Sylvia Kwan complete their final terms as regional directors.
 - Directors for Regions 2, 4 and 5 (George Miller, Meg Parsons, and Lenora Isom) are eligible for election to a second term.
 - A new public director will be elected as current Public Director Gary Ey is completing his third and final term in FY23.
 - Cathe Evans is eligible for election to a third term as MBE director.

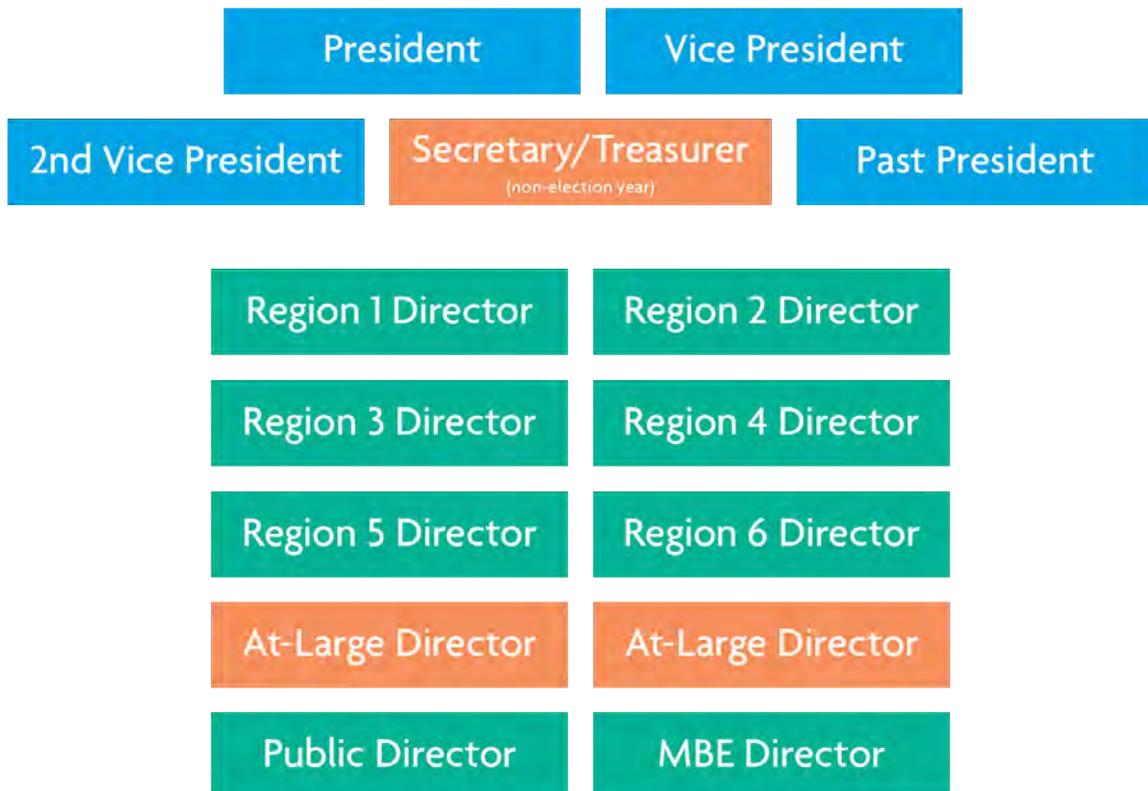


KEY: ■ Officer ■ Director Positions
■ New Bylaws ■ Position Removed

2024-2025 BOARD OF DIRECTORS

(ELECTED AT THE 2024 NCARB ANNUAL BUSINESS MEETING)

- The FY25 Board of Directors will be the first to reflect some of the changes in the resolution. To implement these, changes to the election process will start at the 2024 Annual Business Meeting.
- What's different?
 - One less officer position—the secretary/treasurer position merges in this year.
 - Two at-large director positions begin (the Board size increases temporarily to 15 people).
- 15 positions
 - Five officers, six regional directors, two at-large directors, MBE director, public director.
- Elections
 - There will be no officer elections in 2024.
 - ◇ The secretary elected in 2023 will serve in the newly merged secretary/treasurer role.
 - ◇ All other officer positions will automatically advance to the next role in 2024.
 - 2023 treasurer to second vice president.
 - 2023 second vice president to newly titled vice president position.
 - 2023 vice president to newly title president position.
 - 2023 president to immediate past president.
 - Two at-large directors will be elected to the first of two potential one-year terms.
 - ◇ The Credentials Committee will release a call for applications for these new positions.
 - A new MBE director will be elected as Cathe Evans completes her third term.



KEY: ■ Officer ■ Director Positions
■ New Bylaws ■ Position Removed

2025-2026 BOARD OF DIRECTORS

(ELECTED AT THE 2025 NCARB ANNUAL BUSINESS MEETING)

- What's different?
 - Election for the first secretary/treasurer in the merged role.
- 15 positions
 - Five officers, six regional directors, two at-large directors, MBE director, public director.
- Elections
 - An election for secretary/treasurer will be held.
 - Eligible regional, at-large, MBE, and public director positions will be elected to serve additional one-year terms, and new directors will be elected for any positions not eligible for re-election.



KEY:

■ Officer

■ Director Positions

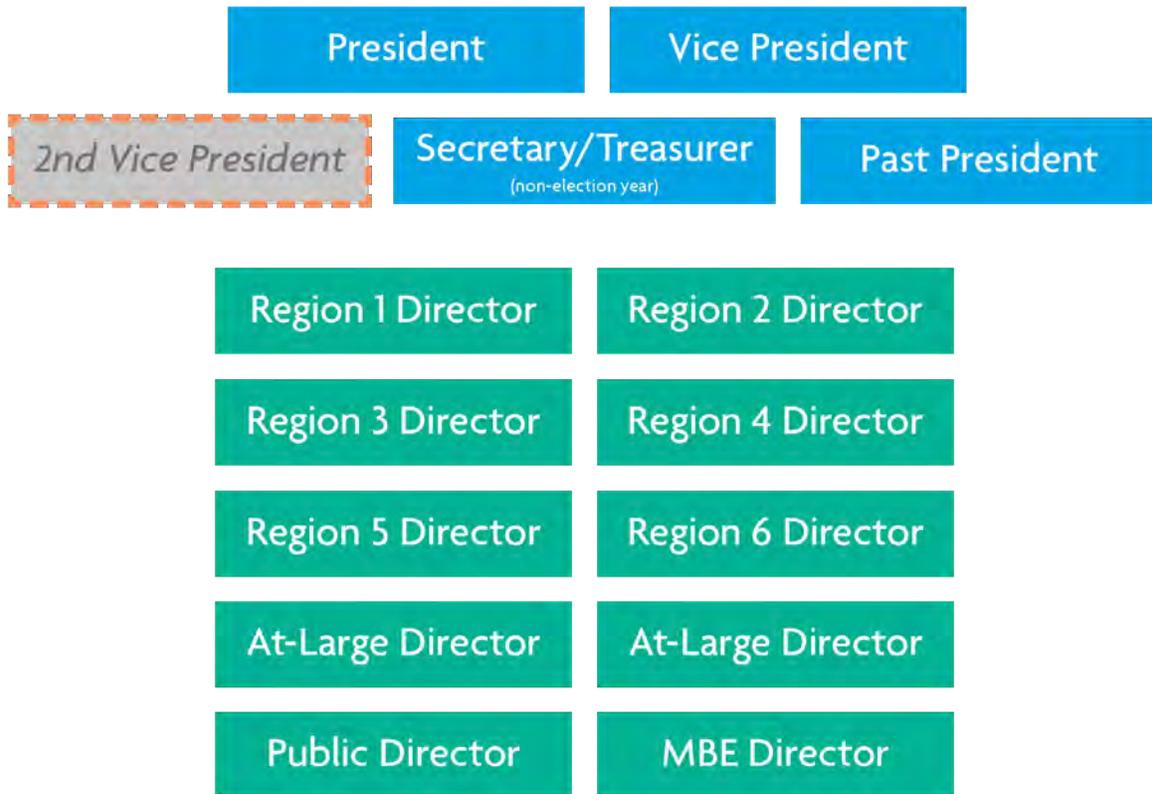
■ New Bylaws

■ Position Removed

2026-2027 BOARD OF DIRECTORS

(ELECTED AT THE 2026 NCARB ANNUAL BUSINESS MEETING)

- What's different?
 - The Board of Directors returns to 14 positions.
 - The second vice president position is eliminated.
 - No election for secretary/treasurer in this year.
 - ◇ The secretary/treasurer elected in 2025 will hold for one year rather than advancing to the eliminated second vice president position.
- 14 positions
 - Four officers, six regional directors, two at-large directors, MBE director, public director.
- Elections
 - Eligible regional, at-large, MBE, and public director positions will be elected to serve additional one-year terms, and new directors will be elected for any positions not eligible for re-election.



KEY:

■ Officer

■ Director Positions

■ New Bylaws

■ Position Removed

2027-2028 BOARD OF DIRECTORS

(ELECTED AT THE 2027 NCARB ANNUAL BUSINESS MEETING)

- What's different?
 - Full implementation of the new governance structure this year.
- 14 positions
 - Four officers, six regional directors, two at-large directors, MBE director, public director.
- Elections
 - An election for Secretary/Treasurer will be held.
 - Eligible regional, at-large, MBE, and public director positions will be elected to serve additional one-year terms, and new directors will be elected for any positions not eligible for re-election.
 - Transition is complete and Article XV of the *Bylaws* is sunset.



KEY:

■ Officer

■ Director Positions

■ New Bylaws

■ Position Removed

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 **June 9, 2023**.

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.

FY24 NCARB Board of Directors Candidates and Resumes

NCARB Elections: Credentials Committee Memo

MEMORANDUM

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

FROM: Cathy C. Morrison, AIA, NCARB, LEED AP BD+C, NOMA
FY23 Credentials Chair

DATE: May 18, 2023

SUBJECT: FY24 Board of Directors Elections

I am pleased to present a roster of candidates seeking office on the NCARB Board of Directors for FY24 (July 1, 2023 – June 30, 2024). These candidates have announced their interest and submitted information for your consideration.

Voting delegates will vote for candidates on Saturday, June 17, 2023. Instructions on how to vote will be shared at the Voting Delegates Procedures Meeting on Saturday, June 17. If you plan to declare your candidacy, you must submit documentation of qualification to the Credentials Committee Chair no later than the end of the first business session on Thursday, June 15, 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

NCARB Elections: Letter of Credentials

2023 NCARB Annual Business Meeting
Memorandum

NCARB

To: Catherine C. Morrison, NCARB, AIA, LEED AP BD+C
FY23 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 2023 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 April 28, 2023.

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 **April 28, 2023**, to:
credentials-committee@ncarb.org

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

FY24 Board of Directors Elections

The FY23 NCARB Board of Directors will be elected at the 2023 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

FY24 Board of Directors Candidates



FIRST VICE PRESIDENT/PRESIDENT-ELECT

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

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



SECOND VICE PRESIDENT

Edward T. Marley, NCARB, AIA, LEED AP

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



TREASURER

Richard H. McNeel, NCARB, AIA, LEED AP

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



TREASURER

John Patrick Rademacher, AIA, NCARB

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

FY23 Board of Directors Candidates



SECRETARY

Lenora A. Isom, RA, NCARB
[Candidate Video](#) | [Resume](#)



SECRETARY

Sylvia Kwan, FAIA, NCARB, LEED AP, NOMA
[Candidate Video](#) | [Resume](#)



DIRECTOR, REGION 1

Jennifer R. Arbuckle, AIA, NCARB, LEED AP
[Candidate Video](#) | [Resume](#)



DIRECTOR, REGION 2

George H. Miller, FAIA
[Candidate Video](#) | [Resume](#)

FY23 Board of Directors Candidates



DIRECTOR, REGION 3

Miguel A. Rodriguez, FAIA, NCARB, NOMA

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



DIRECTOR, REGION 4

Margaret (Meg) S. Parsons, FAIA, NCARB, LEED AP BD+C, ALEP

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



DIRECTOR, REGION 5

Lenora A. Isom, RA, NCARB

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



DIRECTOR, REGION 6

Scott E. Harm, AIA, NCARB

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

FY23 Board of Directors Candidates



MEMBER BOARD EXECUTIVE DIRECTOR

Cathe M. Evans

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



PUBLIC DIRECTOR

Stephanie Hopkins

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

FY24 BOD Candidate Resumes



February 7, 2023
NCARB Members

RE: Candidate for First Vice President/ President Elect of the NCARB Board of Directors

Dear Friends and Colleagues,

I am pleased to announce my candidacy for the position of First Vice President/ President Elect of the NCARB Board of Directors and I ask for your support. As the current Second Vice President of the NCARB Board, it has been an honor and privilege to serve the Council and the entire membership as a board member these past five 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 34 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 35 people, with 34 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; therefore, we must encourage a more diverse pipeline into the profession. This starts in our local communities, K-12 schools, in our firms and at the higher education 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 also excited about our exploration of alternative paths to licensure, whether it be through education and experience, experience only or other possibilities while maintaining the rigor of the process. As a product of the community college path, I know the cost of education can be a deterrent to entering the profession for many, especially those from underrepresented groups and I'm open to alternative pathways.

I'm excited about our future as a regulatory organization and profession. As First Vice-President/ President Elect 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 First Vice-President/ President Elect. 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



FY24 BOD Candidate Resumes

February 7, 2023
NCARB Members

RE: Candidate for First Vice President/ President Elect 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), Lansing Community College (1977-1979).

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 – 2nd Vice President	2022 –present
MBE Committee – Board Liasson	2022 - present
NCARB Board of Directors – Treasurer	2021 –2022
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
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, 2022

235 E. Main Street, Northville MI, 41687
P 248 449-3564 / www.in-formstudio.com

INFORM

FY24 BOD Candidate Resumes

NAAB Accreditation Visits	2014, 2015, 2016, 2018
NCARB Region 4 Treasurer	2012 – 2013
Lineup Board Member	2019 – 2021

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.

FY24 BOD Candidate Resumes

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 7, 2023

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 Second Vice President of the NCARB Board of Directors, and I respectfully ask for your support.

I am a partner in one of the largest architectural practices in Southern Arizona, with 7 partners and a diverse staff of 20, comprised of 45 percent women and/or minorities. I am committed to mentoring the next generation of architects. My firm has consistently employed 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 and job shadowing 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 building industry education programs including the local College of Architecture.

Our work to create increased diversity, equity and inclusion in the profession must include efforts to facilitate access to education, licensure and the certificate. I will work to ensure that these goals are reached through the following commitments:

- Continuing the Board's work on the exploration and development of diverse paths to Education, Licensure and the Certificate with an assurance of maintaining the rigor of the process.
- Expand our outreach into K-12 schools – it is in this setting where we can begin to inspire the next generation of architects.
- Continue to develop our relationships with Community Colleges to ensure a more cost-effective means to education.
- Provide structured leadership training for those aspiring to serve NCARB at many levels. As you may recall, during my candidacy for Treasurer, I announced an initiative to create the NCARB Leadership Development Institute. I am pleased to say that work on that initiative has begun. I am currently working with staff on the details of this institute that will equip volunteers to more effectively serve in their communities, on their member boards, on NCARB committees as well as at the Regional and Board of Directors' levels.

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. Please feel free to contact me with any questions or thoughts you may have.

Sincerely,



Edward T. Marley, NCARB, AIA, LEEDap
Email: emarley@swaimaia.com

7350 E SPEEDWAY 210
TUCSON, ARIZONA 85710
(520) 328-3700 FAX 328-1148

FY24 BOD Candidate Resumes

swaim
ASSOCIATES LTD
ARCHITECTS AIA



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):

- 2022-2023 NCARB Board of Directors Treasurer
- 2022-2023 NCARB Audit Committee Chair
- 2022-2023 NCARB Education Committee Liaison
- 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. NCARB representative to the Tri-National program with the US, Mexico, and Canada. Chaired interview team for two interviews in 2018.

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.
- 2023 Board Member Father's Day Council of Tucson

FY24 BOD Candidate Resumes

Education:

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

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, 20- person firm. If our firm used fancy titles, I would be the CFO.
- Registered Architect: Arizona, 1986
Also registered in OR, NM, KS, MN, MT, VA, HI, and SC.
- NCARB Certificate Holder

Personal:

- Married to Janice for 37 years.
- Two grown children, a son who produces fantastic WCARB videos and a daughter who plays the ukulele.

FY24 BOD Candidate Resumes



JBHM Architects, P.A.
308 East Pearl Street Suite 300
Jackson, Mississippi 39201

601 352 2699
JBHM.com

February 12, 2023

ARCHITECTURE
PLANNING
LANDSCAPE ARCHITECTURE
INTERIOR DESIGN
GRAPHIC DESIGN
PROGRAM MANAGEMENT

Dear Friends, and Colleagues,

I am writing you to express my interest in running for the position of Treasurer for the NCARB Board of Directors. As a dedicated and highly organized professional, with 19 years of member board service, I believe I would make a valuable addition to the executive board and bring a fresh perspective to the financial operations of NCARB.

I have extensive experience in financial management, having worked in various roles in the architectural and education industry for over 40 years. In these roles, I have gained a deep understanding of financial regulations, budgeting, and accounting, as well as experience in developing financial strategies and managing budgets. I am confident that I can bring these skills and experiences to the NCARB Board of Directors and help ensure that the organization's financial operations run smoothly and effectively.

In addition to my financial background, I am a strong communicator and team player. I understand that the role of treasurer is not just about managing numbers, but also about working closely with other board members to ensure the overall success of NCARB. I am committed to collaborating with the entire board to ensure that the organization's finances are managed effectively, while also being transparent and accountable to the membership.

In addition, you can see from the attached resume of NCARB service that I have a critical understanding of our mission, our history, our member boards, our certificate holders, and what we do to make a difference in the protection of the public.

I would be honored to serve as the Treasurer for the NCARB Board of Directors and contribute to the continued success and growth of the organization. I would be happy to discuss my qualifications in more detail and answer any questions you may have. I would appreciate your vote for me as your next Treasurer. I look forward to the opportunity to serve you and NCARB in this capacity.

OFFICES
Columbus
Jackson
Tupelo

Thank you so much for giving me this consideration,

Richard McNeel, NCARB, AIA, LEED AP
Director, Region 3

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

PS: You to contact me at 601-927-1129 or rmcneel@jbhm.com anytime.



FY24 BOD Candidate Resumes

RICHARD H. MCNEEL, AIA, NCARB, LEED AP

Education Bachelor of Architecture 1979
Mississippi State University
NAAB Accredited

Practice JBHM Architects, PA – Jackson, MS
Chairman (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 honored McNeel with Senate Resolution No.14 in 2020

NCARB SERVICE

McNeel was awarded the NCARB Presidential Medal for Service at the 100th NCARB meeting in 2019 by President Dave Hoffman, NCARB, AIA

NCARB National Board of Directors R-3	Board	2021, 2022
NCARB Audit Committee	Member	2021, 2022
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, 22

FY24 BOD Candidate Resumes

REGIONAL SERVICE

SCNCARB Region 3 Meetings		2005,06,07,08, 09,10,11,12,13, 14,15,16,17,18, 19,20,21,22
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, 2022
	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.

FY24 BOD Candidate Resumes



Dear NCARB Colleagues and Friends,

My service to NCARB has provided me a platform, a voice that has enabled me to advocate for the protection of those that will inhabit the built environment we as architects create, enhancing the legacy of the communities we serve. It has also provided me the opportunity to lend my voice to the forever work of the Council. This is an exciting time to be part of NCARB. With NCARB's unprecedented strength, there has never been a better time to build on that success by effectuating change within NCARB and our position in the regulatory environment. These continued efforts will only make NCARB better.

This is why I am asking for the privilege to continue to represent you, as your voice, your advocate as Treasurer on the NCARB Board of Directors.

Our work has only begun as we together strive to create a profession focused on establishing the legacy for those that will come after us, assuring the public of unquestioned professionalism, supporting our peers in their drive to continually excel beyond even their own imaginations, and continuing to support a rich and diverse profession, striving to reflect the public we serve.

NCARB is the only organization that touches directly or indirectly all aspects of an architect's education, training, and professional life. We must use that position to influence and help all educational, professional, and regulatory organizations better reflect, represent, and protect the public we serve.

We must continue development of our future leadership. Through volunteer opportunities, appointments, and leadership development, we need to find those individuals who represent the diversity of our professional community and provide opportunities for their success on the path they choose to pursue. We must engage and cultivate our future leaders, understand the barriers to service our volunteers face, and implement effective development and recruitment practices. Our future leadership is you. We must help you find and establish your place in NCARB's legacy.

We must continue our focus on advocacy, defining the narrative that what we do as regulators enhances and protects the lives of every community. Along with our peers and partners in the regulatory and professional environments, we must foster collaboration and speak to the common mission that there is a trust that what we as design professionals offer to the public, that what we do will enhance their lives and not jeopardize any aspect of their wellbeing.

We must remain bold in these efforts, continually asking the difficult questions and by committing to face the uncomfortable, the challenging. This is what leads to the opportunities for us to be better.

This remains my commitment to you - to be your voice, 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 and discuss how NCARB can support you and your role in the regulatory environment and as part of the NCARB legacy.

Thank you for your dedication and service in support of NCARB. What you do has meaning. What you do makes a difference. What you do touches everyone who inhabits our built environment. I am humbled, excited and look forward to the privilege of representing you as Treasurer on the NCARB Board of Directors.

A blue ink handwritten signature, appearing to read 'John Patrick Rademacher', with a long horizontal line extending to the right.

John Patrick Rademacher, NCARB, AIA, NOMA
513.503.6845
jrademacher@elevar.com

FY24 BOD Candidate Resumes



John Patrick Rademacher, NCARB, AIA, NOMA

John Patrick Rademacher has worked in Architecture, development, and construction for almost 40 years. Currently, he is a Senior Vice President at Elevate Design Group in Cincinnati, Ohio, where he is in his 23rd 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 term as Secretary on the National Council of Architectural Registration Boards' (NCARB) Board of Directors, serving as the NCARB Board liaison to the Policy Advisory Committee (PAC). He has recently finished his second term on the Ohio Architects Board, leaving the Board after serving for 9 years. Previously, Mr. Rademacher has served as the NCARB Board liaison to the Incidental Practice Task Force and the Examination Committee. He has served as the Chair of NCARB's Experience and Experience Advisory Committees, and as a member of the US/UK Competencies Review Team, the NCARB's ARE 5.0 Item Development Project Management Subcommittee, Continuing Education Committee, Policy Advisory and Regional Leadership Committees, and the Diversity Collaborative. Mr. Rademacher has also represented NCARB's Region 4 serving as Treasurer, Vice Chair, Chair, and Regional Director.

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 is currently a member of the Miami Township Zoning Commission and 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, beyond self, to the improvement of the community and human condition.



Education:
1986/Bachelor of Architecture
University of Cincinnati

Service / Affiliations:
Ohio Architects Board, Past President
NCARB Secretary
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

FY24 BOD Candidate Resumes



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 30 additional jurisdictions, as an Interior Designer in Florida and North Carolina 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 56 years and currently resides in Loveland, Ohio 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 NM NY NC OR
PA RI SC TN TX UT WA WV WI
Interior Design | FL NC
NCARB Certification

FY24 BOD Candidate Resumes

February 10, 2023
To: NCARB Member Board Members & Executives
From: Lenora Isom
Re: Candidacy for FY 24 NCARB Secretary

Dear Colleagues and Friends,

It has been an honor to serve on the FY 23 Board of Directors as Region 5 Director, and I am writing today to ask that you allow me to continue my service to you in the role of **FY 24 NCARB Secretary**.

During the past six years as a Member Board Member of the Nebraska Board of Engineers and Architects, I have enjoyed interacting with the NCARB team and getting to know this wonderful group of people. I've had the pleasure of serving on a very diverse collection of committees, including the Cut Score Task Force, Examination Committee, Diversity Collaborative, AXP Portfolio Audit Team, and Continuing Education Subcommittee. I am also scheduled to participate in my first NAAB Accreditation Team assignment in March.

As an NCARB-certified architect with twenty-five years of experience in the industry, I continue to share the value of our certificate with others in the profession. As a member of the NCARB Board of Directors, one of my goals is looking for additional ways to **continue to add value** for my fellow certificate holders. I would like to have the opportunity to continue those conversations and work toward the implementation of these ideas:

- Building opportunities within the K-12 and Community College educational systems to facilitate a greater understanding of architecture and the built environment, while continuing to diversify the path towards the profession.
- Assisting our Member Board Members and Executives with the daily challenges regarding compliance, enforcement, and public outreach, as well as educating elected officials on the need for reasonable regulation to protect the health, safety, and wellbeing of the public.
- Supporting ICOR as they investigate the overlap regarding the scope of practice of our professional peers, including engineers and interior designers, and how the rapid technological change of project documentation and construction methods continues to challenge these ideas.

Most importantly, **I want to know what issues are important to you!** I value the one-on-one conversations I have had with so many of you, and I mean it when I say please feel free to call me or send an email my way with your thoughts, questions, and ideas. We are truly better together, and I feel so incredibly blessed to be a part of this group. I look forward to the opportunity to help shape the continued success of NCARB and the safeguarding of our profession and all whom we serve.

Sincerely,



Lenora Isom
FY 23 NCARB Region 5 Director
lenora_isom@hotmail.com
402.880.2333

FY24 BOD Candidate Resumes

Lenora Isom

RA, NCARB

402.880.2333

lenora_isom@hotmail.com

Throughout my 25 years of architectural experience, I have had the opportunity to participate in the design and construction of a wide variety of project types including residential, K-12, commercial, and institutional facilities. My responsibilities have grown from project team member up to project manager, and I now serve in a code enforcement & regulatory setting.

Education and Certifications

Registered Architect, Nebraska and Maryland
State of Nebraska Leadership Certification (2022)
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)

Housing & RV Program Director: Overseeing modular and manufactured housing programs for the State of Nebraska. Working directly with manufacturers and HUD to ensure compliance with state and federal regulations. Monitoring legislative activity and advising Commissioners accordingly.

UNL College of Architecture – Lincoln NE (January 2019 – May 2020)

Lecturer: Building Systems Integration ARCH 430

City of Ashland – Ashland NE (February 2015 – December 2019)

Building Official, Floodplain and Zoning Administrator: Reviewed permit applications, performed field inspections, and enforced local zoning and floodplain ordinances. Worked to update zoning code and attended FEMA floodplain regulation training. Also led Historic Preservation and Planning Commission meetings, prepared public notices and meeting minutes.

Metropolitan Community College – Elkhorn NE (September 2014 – February 2017)

Adjunct Instructor: Teaching Revit and AutoCAD 2D/3D architectural drafting software.

Leo A Daly – Omaha NE (July 2013 – June 2014)

Project Architect: Prepared drawings for thirty-story high-rise gambling and hospitality project.

URS Corporation – Omaha NE and Hunt Valley MD (February 2007 – November 2012)

Project Architect/Manager, Business Support Manager: Prepared feasibility studies, design and construction documents, specifications, cost estimates, permit applications, code reviews, construction administration, and LEED certification. Managed in-house architectural, structural, electrical, mechanical, and marketing/production support staff.

K. Lechleiter Architect – Baltimore MD (May 2006 – January 2007)

Project Manager: Prepared drawings, specifications, and code reviews.

Hord Coplan Macht – Baltimore MD (May 2002 – May 2006)

Intern Architect: Prepared drawings and specs for multi-family residential, commercial, and educational facilities, cost estimating, permit applications, code reviews, and construction administration.

Bahr Vermeer Haecker – Lincoln NE (November 2000 – January 2002)

Architectural Intern: K-12 and commercial projects.

Nebraska Department of Roads – Lincoln NE (September 1998 – November 2000)

Architectural Intern: Roadway transportation, maintenance, and state patrol support facilities.

FY24 BOD Candidate Resumes

Facilities Scope/Scale Example

MDTA East Operations Facility – Prince George's County MD (2009 design;2011 construction) Served as Deputy PM for Construction Administration and LEED Gold Certification for the 30,000 s.f. police/maintenance building for the MDTA. Responsibilities included LEED/USGBC facilitation, construction administration, client meetings and communication, interdisciplinary coordination with internal staff and external consultants.

Government and Military Scope/Scale Example

USPS Orlando L&DC Interior Renovation – Orlando FL (2008 construction) Served as Deputy Project Manager and led the Construction Administration phase for the renovation of an existing facility with new work totaling 188,000 s.f. The scope included a full service construction documents package as well as construction administration responsibilities including pre-bid and pre-construction meetings and RFI responses. Responsibilities included field measurement, design and documentation, client communication, interdisciplinary coordination, construction administration, permit filing and meetings with Orlando permit officials.

Residential Scope/Scale Example

Waverly Gardens Independent Living Apartments, Howard County MD (2006 construction) As the first project in Maryland to receive State Green Building Tax Credits, this \$9.7M collection of 102 one- and two-bedroom units provided an upscale atmosphere for the area's active senior adult community. Responsibilities included schematic design and documentation, client meetings and communication, interdisciplinary coordination with internal staff, and LEED/sustainability facilitation.

Educational Scope/Scale Example

Limited Renovation of Catonsville High School, Baltimore County MD (2010 construction) Led the Feasibility Study, Design, and Construction Administration efforts as Deputy Project Manager for this \$15M project and was responsible for integrating the interior renovation design from feasibility study phase through construction documents. Responsibilities included field measurement, design and documentation, client meetings and communication, interdisciplinary coordination with internal staff and external consultants, construction administration, cost estimating, permit filing, and initial feasibility study.

Marketing Experience

Managed a Business Support Team responsible for all phases of proposals, project set-up, accounting, deliverables, and close-out. Assisted with the composition and editing of multiple proposals, project profiles, short-list presentations, and other marketing documents, with a focus on State and local agencies, as well as Federal government and SF330 format.

Volunteer Experience

Currently serving my second term as a member of the State of Nebraska Board of Engineers and Architects, as well as National Director 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.

Municipal & Regulatory Experience

Spending the past 8 years as a regulator at both the city and state level, I have developed a broad understanding of the processes and nuances of working with elected officials, collateral code agencies, and the public. Building relationships with key stakeholders on all sides of the issue is critical to ensuring a positive outcome for the municipality and its constituents.

References

Available upon request.

FY24 BOD Candidate Resumes



February 10, 2023

RE: CANDIDACY FOR NCARB SECRETARY

Dear Fellow NCARB Members:

With enthusiasm for the organization's achievements of the past and anticipation of our accomplishments into the future, I am pleased to announce my candidacy for Secretary on the Board of Directors of the National Council of Architectural Registration Boards.

NCARB has assumed a major leadership role within the architecture profession in advancing diversity, equity, and inclusion, and particularly in expanding access into practice. I have found it rewarding to be part of this seismic change we seek to reflect a greater variety of voices across our profession, with the goal of elevating the number of traditionally underrepresented individuals who become licensed architects. My work in this area includes:

- Our research found that the ARE had been unintentionally biased, which caused differing results based on gender and/or race. A free practice exam, extra time allotment, and foreign language dictionaries are improvements we offered to make the exam fair for all candidates. As an early example, those who took the free practice exam experienced a 13-16% increase in licensure rates!
- I was part of the original Diversity Task Force that sponsored two resolutions in 2021, one of which passed. For the second resolution, I provided guidance in the robust discussion that resulted in the formation of the Governance Task Force; its upcoming recommendations will streamline and diversify the NCARB Board of Directors.
- Having sat on the Experience and Examination Committees, I joined in the hard work of other passionate volunteers in their charge to create opportunities to expand paths to licensure while maintaining rigor, and encouraging young students to study architecture and become licensed.
- Into the future, I would like for NCARB to explore ways of opening licensing opportunities to practitioners who having devoted their careers to our field but due to differing circumstances, were unable to complete their licensing process.

More broadly, I have held leadership positions for my state licensing board and NCARB's Region 6, serving as President for both the California Architects Board as well as WCARB. As the Region 6 representative on the national board for the past two years, I have participated in truly transformative work to make NCARB even more effective. I am excited about and challenged by the innovations to our board structure and to expanding licensure for those who earn it. I would like to advance to an officer position so I can participate more fully in sculpting the path toward a future that reflects a diverse, just, and equitable profession in service to the public.

We have much to undertake as we all move toward an even stronger NCARB. I seek your vote for this crucial position and I look forward to serving as your board Secretary for the 2023-24 year!

Warmly,

A handwritten signature in black ink, appearing to read "Sylvia Kwan", with a horizontal line underneath it.

Sylvia Kwan, NCARB, FAIA, LEEP AP, NOMA
Consulting Principal

FY24 BOD Candidate Resumes

SYLVIA P. KWAN, NCARB, FAIA, LEED AP, NOMA

CANDIDATE FOR BOARD SECRETARY--EXPERIENCE AND EXPERTISE



Sylvia founded the architectural firm Kwan Henmi Architecture/Planning in 1980. She was CEO of the company until 2008, when she became Chairman of the company. The firm has worked on large, complex public and private projects ranging up to \$2.6 billion dollars. After her firm merged with the multi-national firm DLR Group, she continued her role as Consulting Principal.

Based in her belief that the future is constantly being improved through innovation and adaptation, Sylvia is a transformational thinker. Never one to stand still, she has creatively explored areas such as sustainability, design excellence, community building, and alternative energy resources. She has been a sought-after speaker on the issue of women in leadership, especially in the area of architecture and design.

National Council of Architectural Registration Boards (NCARB):

- 2021-2023 NCARB Region 6 Director
- 2022-2023 NCARB Board Liaison to Experience Committee
- 2021-2022 NCARB Board Liaison to Examination Committee
- 2020-2021 NCARB Diversity Collaborative
- 2019-2022 NCARB Architects Licensing Advisors
- 2019-2020 WCARB Chair
- 2018-2019 WCARB Vice-Chair
- 2017-2018 WCARB Executive Committee

California Architects Board

- 2012-2024 Board Member
- 2017-2019 President
- 2016-2017 Vice President
- 2016 Chair, Examinations and Professional Qualifications Committee
- 2015 Chair, Communications Committee
- 2014 Member, Examination Committee

FY24 BOD Candidate Resumes

Professional and Community Service

2015-2022 Bay Area Council | Board Member
2015-2022 Lambda Alpha International | Board Member
2012- 2018 National Association of Corporate Directors
2014-Present Ascend Pinnacle | Association of Asian Corporate Directors
2015-2019 Women Corporate Directors
2008-2020 Wells Fargo Community Advisory Board
2002-2018 Recology Board Member
2001 San Francisco Chamber of Commerce | Board Chair
1997-2015 San Francisco Chamber of Commerce | Board Member
1995-1998 American Institute of Architects | National Board Member
1993-1995 AIA California Council | Board Member
1995 Chair | AIA National Convention
1991-1992 AIA San Francisco | Board Member

Education and Licensure

Registered Architect: California 1981
NCARB Certificate Holder
University of California at Berkeley | Master of Architecture 1978
University of California at Berkeley | Bachelor of Arts with Major in Architecture 1976

Honors and Awards

Fellow, American Institute of Architects 1998
San Francisco Business Times – “75 Most Influential Women in Business”
San Francisco Business Times – Listed as one of the Largest Architectural firms in the Bay Area
2008-2017
San Francisco Business Times—Listed as one of Top 100 Women-Owned Business 2002-2017
Lambda Alpha International (Real Estate Honor Society) – Member of the Year 2018
Bisnow Bay Area “Power Woman In Real Estate” 2016

Personal

Married to Denis Henmi, NCARB, FAIA since 1980
Two sons: Drew, 34 and Derek, 31

FY24 BOD Candidate Resumes

Region 1 Candidate Statement of Jennifer R. Arbuckle

December 19, 2022

Dear Region 1 colleagues:

Hello everyone – as most of you know, I am the current NECARB (Region 1) Chair. My (final) term as chair will end at the Annual Business Meeting in June 2023. I would like to continue to remain involved with the work of the Region and the larger NCARB entity, and so I've decided to ask for your continued support as I put myself forward to be your Region 1 Director on the NCARB Board of Directors for the FY23 year.

I've attached an updated resume – but briefly: I was a VT Board member from 2008-2018 and was Chair from 2014-2018. I have been a practicing licensed architect since 1995 and an NCARB certificate holder since 2003. I am actively registered in 5 states. I am a partner in a large firm (700+ people) that practices across the country and beyond, and continues to grow and expand every year. One of my roles in the firm is to work with our younger employees to encourage their professional growth and development as they begin their careers in architecture, act as advisor to our ALA program, and to oversee the firm-wide mentoring programs that I helped to create.

As many of you know, I instigated the formation of the “Diversity Collaborative” in 2019, which became a formal NCARB taskforce in 2020. That group was elevated to regular committee status at the 2022 Annual Business meeting. I am also currently part of both the Regional Leadership and Policy Advisory Committees (serving as Chair of the PAC this year), and I served on the NCARB Education Committee for two years prior to that. In addition, I have been serving on the Governance Work Group this year.

I'm excited that we've been able to meet in person more often this year, although we still get a lot done by hosting the meetings on-line. As an active participant in regional and national meetings, I feel that I have a good understanding of the requirements of the position and think that I can bring a balanced professional perspective to the national Board of Directors. As a leader in a firm with many employees and multiple locations, I bring an ability to work well with a variety of people to the position. Like all of you, I understand the needs of the profession from a practical perspective and can make sure that your viewpoints are heard. I enjoy the (sometimes) spirited discussions that occur with peers around the region (and the country), and welcome the opportunities to hear other perspectives.

I am excited about the opportunity to continue serving the region as an officer and would welcome your support. I'm happy to talk further with any of you on any NCARB topic, you can reach me at (802) 878-8841 or at jarbuckle@e4harchitecture.com.

Sincerely,



Jennifer R. Arbuckle, AIA, NCARB, LEED AP

FY24 BOD Candidate Resumes



JENNIFER R. ARBUCKLE, AIA, NCARB, LEED AP

EDUCATION	Syracuse University, School of Architecture Bachelor of Architecture (B. Arch) 1990
PRACTICE	E4H ARCHITECTURE 1996-present Partner Healthcare Architecture, Planning, and Interior Design Firm Founded in 1990, based in Burlington VT office. Freeman French Freeman , Burlington VT 1992-1996 Omega Design , Syracuse, NY 1990-1992
CERTIFICATES	National Council of Architectural Registration Boards (NCARB) - <i>Certificate Holder since 2003</i> LEED Accredited Professional - LEED AP 2008-present American Institute of Architects 1995-present
REGISTRATIONS	Vermont (base) 1995-present New York 2009-present Massachusetts 2013-present New Hampshire 2015-present Rhode Island 2021-present
REGISTRATION BOARD SERVICE	Vermont Board of Architects 2008-2018 <i>Chair</i> 2014-2018
NCARB SERVICE	NECARB (Region 1) – Chair 2020-2023 NECARB (Region 1) – Vice Chair 2017-2020 NCARB Education Committee 2017-2019 Diversity Collaborative 2019-present <i>Chair of Taskforce</i> 2020-2021 Regional Leadership Committee 2020-present Policy Advisory Committee 2020-present <i>Committee Chair</i> 2022-present Governance Work Group 2022-present
PROFESSIONAL/CIVIC SERVICE & MEMBERSHIPS	The Healthcare Advisory Board The Center for Health Design

FY24 BOD Candidate Resumes

GEORGE H. MILLER, FAIA

Mr. Albert Zaccone

January 25, 2023

Mr. Edward Tucker

Ms. Kathy Hillegas

Dear Al, Ed, and Judy,

I am pleased to submit my qualifications for consideration to serve another year as Region 2's representative on the NCARB Board of Directors. I have greatly enjoyed serving in 2022 and I bring to the Board a great deal of passion for the responsibility of helping lead NCARB. We face many challenges, and I am dedicated to maintaining the highest standards to ensure that our licensed architects embrace and fulfill all appropriate guidelines. I am committed to ensuring that the voice of our region and our jurisdictions are heard on a national level.

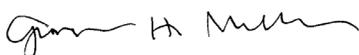
As we emerge from the pandemic period that has impacted all of us, we are able to advance our work more effectively as regulators. The Board, based on the input of our members, has several initiatives defined for the next year including addressing the governance of our institution. We have the desire to make the Board of Directors and the leadership of the organization more effectively reflect the public that we serve.

Additionally, while maintaining the stringent requirements of the architectural licensing process, we are focusing on roadblocks to licensure. We are addressing the rolling clock guidelines that have placed limitations on many of our underprivileged candidates. NCARB has issued free test exams for all sections of the ARE to assist candidates in becoming licensed. This assistance is leading to positive results with increased passing rates of the ARE.

In addition to maintaining existing standards, my goal is to advance the profession. I will continue to focus on the education, experience and examination of architects that are the pillars of our Boards. Through my experience on various NCARB committees beginning in 2007, I have come to appreciate the importance and value of the organization and I am wholeheartedly committed to its mission.

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

FY24 BOD Candidate Resumes

GEORGE H. MILLER, FAIA

George H. Miller, FAIA, is a partner and the chief operating officer of Meier Partners Architects LLP. He previously served as the managing partner of Pei Cobb Freed & Partners from 1989-2018. He served as chair of the New York State Board for architecture. He has also served as secretary, vice-chair, and chair of NCARB's Region 2. He currently serves as a Regional Director on the National NCARB Board of Directors.

He is an internationally recognized leader and advocate on behalf of the profession. Among his many leadership positions within the profession, Miller served as president of the New York Chapter of the American Institute of Architects (AIA) in 2003, as AIA National president in 2010, and as chair of the AIA Architectural Foundation from 2011-2017.

Drawing on his extensive experience organizing large design teams to deliver complex projects, Miller has played a central role in the development of an effective framework for collaboration among architects, consultants, and other specialists. Through these and a variety of other initiatives, he continues to promote architecture, mentor emerging architects, and promote diversity and inclusion in the profession, as well as protecting the public's health, safety, and welfare.

His involvement with the National Council of Architectural Registration Boards includes service on the Intern Development Advisory Committee as co-chair from 2007–2009; the Blue-Sky Task Force from 2004–2008; the Procedures & Documents Committee in 2009; the Integrated Path to Licensure Task Force from 2014–2015; the Ethics Task Force from 2016 - 2018; and the Futures Collaborative Group from 2019–2020. He has served on NCARB's Regional Leadership Committee and the Diversity Collaborative, promoting issues of DEI along all platforms of NCARB. Currently he is the board liaison to the Futures Collaborative. He also serves as the chair of the former presidents of the AIA, an advisory group to Senior AIA leadership.

FY24 BOD Candidate Resumes



January 23, 2023

MEMBERSHIP

Alabama
Arkansas
Florida
Georgia
Louisiana
Mississippi
North Carolina
Puerto Rico
South Carolina
Tennessee
Texas
Virgin Islands

Richard H. McNeel, NCARB, AIA
Regional Director

Miguel A. Rodriguez, NCARB, FAIA
Chair

Greg L. Durrell, NCARB, AIA
Vice-Chair

Catherine C. Morrison, NCARB, AIA
Secretary / Treasurer

Paula Pilgreen
MBE Representative

Jenny Owen
Executive Director

Post Office Box 1394
Ridgeland, MS 39158
601-259-0881
exec@scncarb.org
www.scncarb.org

To: Region 3 Member Board Members and Member Board Executives

Re: Miguel A Rodriguez, FAIA, NCARB, NOMA
Candidacy for Election as Regional Director of the Southern Conference, NCARB

Dear Friends and Colleagues:

Its that time of the year again and this time, I am reaching out to you to announce my candidacy for Regional Director, to the NCARB Board. I am humbled by the opportunity you've given me to help lead our region and look forward to your support at this next level.

During my years of service, I have had the opportunity to work with and help lead several organizations that educate, build, support and regulate our profession. That experience and tenure is all detailed in the accompanying resume, but the most important take away from that service, are the chances it has provided for me to meet, get to know, and work with colleagues and other professionals from around the world. The wealth of knowledge and diversity of perspectives that comes from that service has made me a better architect, an understanding leader and, most importantly, a better person. You are all part of that journey, one that I hope will continue.

We have worked together to make and keep Region 3 the exemplar, providing additional programming, educational opportunities and using the regional structure to help our members be more effective regulators, be more successful and achieve their goals within our organization. In years to come, I know that our regional work and the experiences we've shared, will inform my service as our Regional Director as well as on other leadership opportunities within the Council.

My continued engagement is fueled by these experiences, and the understanding that there will always be more to do. I remain as committed to the goals of fair and effective professional regulation as ever, and it is with full resolve and energy that I continue to offer my time, expertise and knowledge to that effort, with full commitment to the duties that are entrusted to me.

Today I once again ask you to allow me to continue that path, working with you and colleagues around the country to make our profession better, to increase access to all that seek it, and to maintain the professional integrity that is the hallmark of our profession. I hope for and look forward to your support. Thank you for your kind consideration.

Sincerely,

Miguel A. (Mike) Rodriguez, FAIA, NCARB, NOMA
miker@rodriguezarchitects.com
M. (305) 491-1800

FY24 BOD Candidate Resumes

MIGUEL A. RODRIGUEZ, FAIA, NCARB, NOMA



Miguel Rodriguez, FAIA is an experienced architect with 38 years in the profession and is founding principal of Rodriguez Architects, Inc. located in downtown Coral Gables, FL. Established in 1990, serving clients regionally specializing in office, retail, hospitality, educational and industrial facilities.

Miguel received his professional degree from the University of Miami in 1981, holds licenses in several states and is an NCARB Certificate Holder. He teaches practice related topics at the University of Miami School of Architecture and delivers continuing education courses on the AIA documents, Professional Ethics, Practice issues, the Florida Building Code, the ADA and the Fair Housing Act to fellow professionals, nationally.

As a member and leader of accreditation teams, Miguel has contributed to the accreditation review of various universities and served as a Director on the Board of the National Architectural Accrediting Board (2010-2013). He has been involved with or a member of the Florida Board of Architecture and Interior Design since 2002 and served as its Chair in 2014 and 2015.

His professional and civic service includes leadership at all levels of the American Institute of Architects (AIA), serving as Component and State President as well as Regional Director and as Vice President of the Institute. He has served in various roles within Region 3 of the National Council of Architectural Registration Boards (NCARB) and held leadership positions with the State of Florida's Capitol Center Planning Commission and several local and municipal review boards.

Mr. Rodriguez is recognized by colleagues for his contributions to the profession and is a Fellow of the American Institute of Architects.

Professional Credentials:

Registered Architect - State of Florida, No. AR10099; 1984
 Registered Interior Designer - State of Florida, ID6666; 2021
 Registered Architect - State of South Carolina, No. 05071; 1995
 Registered Architect - State of Alabama, No. 5984; 2005
 Registered Architect - State of Georgia No. RA011485; 2005
 National Council of Architectural Registration Boards Certificate - No. 46548, 1995

Education:

Bachelor of Architecture, 1981 -- University of Miami; Coral Gables, Florida
 Associate of Arts / Architecture, 1978 -- Miami-Dade Community College; Miami, Florida

Member Board Service:

State of Florida, Board of Architecture & Interior Design

Member	2002-2006 / 2011-Present
Chair	2014-2015
Probable Cause Panel Chair	2002-2011, 2017-present
Continuing Education Task Force	1995-2001

NCARB Service:

Presidential Medal		2018
Regional Leadership Committee		2022-Present
Policy Advisory Committee		2022-Present
Examination Committee		2019-2021
Diversity Collaborative		2019-2023
Diversity and Inclusion Task Force		2020-2021
Certification Alternatives Review Team (CART)		2018-2019
NCARB Education Committee	Chair	2016-2018
ARE 5.0 Cut Score Task Force		2013-2015
NCARB Licensure Task Force		2017
NCARB Reciprocity Impediments Task Force		2003-2004
SCNCARB (R3)	Chair	2022-2023
	Vice-Chair	2020-2022
	Treasurer	2018-2020
		2004-2005
	Secretary	2003-2004
		2017-2018



FY24 BOD Candidate Resumes

NAAB (National Architectural Accrediting Board) Service:

Director (NAAB Board):		2010-2013
Accreditation Visits:		2003-2017
Polytechnic Univ. of Puerto Rico	Member	2003
Univ. of Texas – San Antonio	Member	2004
Philadelphia University	Member	2006
University of Arizona	Member	2009
Cooper Union	Team Chair	2010
University of Puerto Rico	Team Chair	2014
Penn State University	Team Chair	2015
University of Nebraska	Member	2015
Universidad del Turabo – Puerto Rico	Member	2016
New York Institute of Technology	Team Chair	2017
Ohio State University	Team Chair	2017
Pontificia Universidad Católica de Puerto Rico	Team Chair	2018
Universidad Peruana de Ciencias Aplicadas – Perú	Team Chair	2019
(virtual) Ball State University – Indiana	Team Chair	2020
(virtual) Ferris State University – Michigan	Member	2021
(virtual) American University of Ras Al-Khaimah	Team Chair	2022
(virtual) University of Virginia	Team Chair	2023
(virtual) Arizona State University	Team Chair	2023
Eligibility Visits		
South Dakota State Univ.	Team Chair	2011
University of Maine-Augusta	Team Chair	2012
Ferris State University-Kendall College of Art & Design	Team Chair	2013
Substantial Equivalency Visits		
San Pablo CEU Univ. – Madrid	Team Chair	2012
European Univ. of Madrid	Team Chair	2012
Polytechnical Univ. of Madrid	Team Chair	2013
Pontificia Universidad Católica de Chile	Team Chair	2016
University of Dammam – Saudi Arabia	Member	2016
(virtual) Yildiz Technical University – Turkey	Team Chair	2019
(virtual) Al-Yamamah University – Saudi Arabia	Team Chair	2021
(virtual) Hashemite University – Jordan	Team Chair	2021
(virtual) Jordan University of Science & Tech.-Jordan	Team Chair	2022

Professional Service:

American Institute of Architects	Vice-President	2007-2008	
	Regional Director	2004-2006	
	Board Knowledge Committee	Chair	2008
	AIA Rep. to Pan-American Federation of Architectural Associations	Delegate	2014-2017
	Long Range Planning Advisory Group	Member	2004
	Continuing Education Strategy Work Group	Member	2005
	EVP/CEO Selection Committee	Member	2005
	Small Firm Task Group	Member	2005-2006
	Continuing Education Quality Assurance Panel	Chair	2006-2007
	Convention Cont. Ed. Advisory Committee	Member	2006-2008
	Tri-National Committee on Architecture & NAFTA	Delegate	1998-2002
	Continuing Education Committee	Member / Chair	2001-2002/2003
	Credentials Committee	Member	1997
	Pan-American Federation of Architectural Associations	Reg. 3 Vice-Pres.	2014-2017
President's Advisor on Professional Practice		2018-2021	
AIA Florida	President	2001	
	Vice-President	1998-2000	
	Budget Committee	Member	2000
	Communications Commission	Chair	1998-1999
	Continuing Education Committee	Chair	2003
		Member	2001-2002
AIA Miami	EVP Search Committee	Member	2004
		President	1997

FY24 BOD Candidate Resumes

Cunningham

January 24, 2023

Region 4 NCARB Members

Re: Candidate for the NCARB Director Region 4

Dear Region 4 Colleagues,

I am asking for your continued support as I submit my candidacy for election to the Board of Directors for Region 4 in FY24. 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 285-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 FY24.

Yours sincerely,



Margaret (Meg) S. Parsons, FAIA, NCARB, LEED® BD+C, ALEP
Principal | Board Chair
Cunningham Group Architecture, Inc.

Cunningham

201 SE Main Street
Suite 325
Minneapolis
Minnesota 55414

Tel 612 379 3400

cunningham.com

FY24 BOD Candidate Resumes

Cunningham

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.



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:

- FY 2023: NCARB Region 4 Director
- FY 2021, 2022: NCARB Chair Region 4, Diversity Collaborative Task Force, NCARB Policy Advisory Committee
- FY 2020: NCARB Vice Chair Region 4, NCARB Diversity Collaborative, NCARB AXP Review Audit Team, NCARB Interiors Taskforce
- FY 2018, FY2019: NCARB Interior Architecture Workgroup
- FY 2017: NCARB Think Tank Juror, ARE 5.0 Test Prep Advisory Group
- FY 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.

FY24 BOD Candidate Resumes

February 10, 2023

To: Region 5 Member Board Members and Member Board Executives

Re: Candidacy for FY 24 Region 5 Director

Dear Colleagues and Friends,

It has been an honor to serve Region 5 as Secretary/Treasurer, Vice Chair, Chair, and Regional Director, and I am writing today to ask that you allow me to continue my service for another year in the role of Region 5 Director.

During the past six years as a Member Board Member of the Nebraska Board of Engineers and Architects, I have enjoyed interacting with the NCARB team and getting to know this wonderful group of people. I've had the pleasure of serving on a very diverse collection of teams, including:

- Cut Score Task Force
- Examination Committee
- Diversity Collaborative
- AXP Portfolio Audit Team
- Continuing Education Subcommittee

As an NCARB-certified architect with twenty-five years of experience in the industry, I continue to share the value of our certificate with others in the profession. As a member of the NCARB Board of Directors, one of my goals is looking for additional ways to **continue to add value** for my fellow certificate holders. I would like to have the opportunity to continue those conversations and work toward the implementation of these ideas.

Please note that I will also be running for Secretary of the NCARB Board of Directors this year. Since term limits for my current position have been reduced from three years to two, I'm making the leap this first year but would like to continue to serve you as Director if my run for the Executive Committee of the Board is unsuccessful in June.

I look forward to the opportunity to help shape the continued success of NCARB and the safeguarding of our profession and all whom we serve. Please reach out to me directly with your questions or ideas - I truly value the individual relationships I've made with you all!

Sincerely,



Lenora Isom
NCARB Region 5 Director
lenora_isom@hotmail.com
402.880.2333

FY24 BOD Candidate Resumes

Lenora Isom

RA, NCARB

402.880.2333

lenora_isom@hotmail.com

Throughout my 25 years of architectural experience, I have had the opportunity to participate in the design and construction of a wide variety of project types including residential, K-12, commercial, and institutional facilities. My responsibilities have grown from project team member up to project manager, and I now serve in a code enforcement & regulatory setting.

Education and Certifications

Registered Architect, Nebraska and Maryland
State of Nebraska Leadership Certification (2022)
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)

Housing & RV Program Director: Overseeing modular and manufactured housing programs for the State of Nebraska. Working directly with manufacturers and HUD to ensure compliance with state and federal regulations. Monitoring legislative activity and advising Commissioners accordingly.

UNL College of Architecture – Lincoln NE (January 2019 – May 2020)

Lecturer: Building Systems Integration ARCH 430

City of Ashland – Ashland NE (February 2015 – December 2019)

Building Official, Floodplain and Zoning Administrator: Reviewed permit applications, performed field inspections, and enforced local zoning and floodplain ordinances. Worked to update zoning code and attended FEMA floodplain regulation training. Also led Historic Preservation and Planning Commission meetings, prepared public notices and meeting minutes.

Metropolitan Community College – Elkhorn NE (September 2014 – February 2017)

Adjunct Instructor: Teaching Revit and AutoCAD 2D/3D architectural drafting software.

Leo A Daly – Omaha NE (July 2013 – June 2014)

Project Architect: Prepared drawings for thirty-story high-rise gambling and hospitality project.

URS Corporation – Omaha NE and Hunt Valley MD (February 2007 – November 2012)

Project Architect/Manager, Business Support Manager: Prepared feasibility studies, design and construction documents, specifications, cost estimates, permit applications, code reviews, construction administration, and LEED certification. Managed in-house architectural, structural, electrical, mechanical, and marketing/production support staff.

K. Lechleiter Architect – Baltimore MD (May 2006 – January 2007)

Project Manager: Prepared drawings, specifications, and code reviews.

Hord Coplan Macht – Baltimore MD (May 2002 – May 2006)

Intern Architect: Prepared drawings and specs for multi-family residential, commercial, and educational facilities, cost estimating, permit applications, code reviews, and construction administration.

Bahr Vermeer Haecker – Lincoln NE (November 2000 – January 2002)

Architectural Intern: K-12 and commercial projects.

Nebraska Department of Roads – Lincoln NE (September 1998 – November 2000)

Architectural Intern: Roadway transportation, maintenance, and state patrol support facilities.

FY24 BOD Candidate Resumes

Facilities Scope/Scale Example

MDTA East Operations Facility – Prince George's County MD (2009 design;2011 construction) Served as Deputy PM for Construction Administration and LEED Gold Certification for the 30,000 s.f. police/maintenance building for the MDTA. Responsibilities included LEED/USGBC facilitation, construction administration, client meetings and communication, interdisciplinary coordination with internal staff and external consultants.

Government and Military Scope/Scale Example

USPS Orlando L&DC Interior Renovation – Orlando FL (2008 construction) Served as Deputy Project Manager and led the Construction Administration phase for the renovation of an existing facility with new work totaling 188,000 s.f. The scope included a full service construction documents package as well as construction administration responsibilities including pre-bid and pre-construction meetings and RFI responses. Responsibilities included field measurement, design and documentation, client communication, interdisciplinary coordination, construction administration, permit filing and meetings with Orlando permit officials.

Residential Scope/Scale Example

Waverly Gardens Independent Living Apartments, Howard County MD (2006 construction) As the first project in Maryland to receive State Green Building Tax Credits, this \$9.7M collection of 102 one- and two-bedroom units provided an upscale atmosphere for the area's active senior adult community. Responsibilities included schematic design and documentation, client meetings and communication, interdisciplinary coordination with internal staff, and LEED/sustainability facilitation.

Educational Scope/Scale Example

Limited Renovation of Catonsville High School, Baltimore County MD (2010 construction) Led the Feasibility Study, Design, and Construction Administration efforts as Deputy Project Manager for this \$15M project and was responsible for integrating the interior renovation design from feasibility study phase through construction documents. Responsibilities included field measurement, design and documentation, client meetings and communication, interdisciplinary coordination with internal staff and external consultants, construction administration, cost estimating, permit filing, and initial feasibility study.

Marketing Experience

Managed a Business Support Team responsible for all phases of proposals, project set-up, accounting, deliverables, and close-out. Assisted with the composition and editing of multiple proposals, project profiles, short-list presentations, and other marketing documents, with a focus on State and local agencies, as well as Federal government and SF330 format.

Volunteer Experience

Currently serving my second term as a member of the State of Nebraska Board of Engineers and Architects, as well as National Director 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.

Municipal & Regulatory Experience

Spending the past 8 years as a regulator at both the city and state level, I have developed a broad understanding of the processes and nuances of working with elected officials, collateral code agencies, and the public. Building relationships with key stakeholders on all sides of the issue is critical to ensuring a positive outcome for the municipality and its constituents.

References

Available upon request.

FY24 BOD Candidate Resumes

SCOTT E. HARM, AIA, NCARB

PROGRAM MANAGER, CRITICAL BUILDINGS & INFRASTRUCTURE



YEARS OF EXPERIENCE – 39

Education

- MArch, University of Houston
- B.A., Forestry, Pennsylvania State University

Licensing

- Architect: Maryland
- Architect: Idaho
- Architect: California
- Architect: North Carolina
- Architect: Pennsylvania
- Architect: Texas
- Architect: Arkansas
- Architect: New Jersey
- Architect: Massachusetts
- Architect: Virginia
- Architect: Indiana
- Architect: Ohio
- Architect: Washington, DC
- Architect: Hawaii
- Architect: Washington
- Architect: Minnesota
- Architect: Illinois
- Architect: New York

WCARB CANDIDACY STATEMENT:

Fellow WCARB; Region 6 Members.

I am both delighted and humbled to submit my name for consideration for the **WCARB Regional Directors** position. Since being appointed by the Governor to the Washington State Board of Architectural Registration in 2013 with each passing year I am more and more excited to be working with all the outstanding professionals with whom I am now associated.

We are all now coming out of what is arguable the most “unique” years many of us have had in our professional and personal lives dealing with all the COVID implications and the accompanying breaks to our routines inclusive of where and when we now work, and our children are educated. We are now positioning ourselves to “learn from the recent past and move forward”. Due in large part to our organization’s movement to virtual meetings many of you may have no idea who I am and what I hope I bring to our Regional Leadership/Partnership and our involvement and interactions with the larger NCARB community.

It seems like just yesterday, until I realize I am just fooling myself, and it was almost a decade ago that I was first nominated from the floor, without warning, by a Member Board Executive (MBE). In the now infamous “bite me” speech I spoke extemporaneously (thank you spell check and Seri) about my deep-seated commitment to this organization and my role in protecting the health, safety, and welfare of those individuals who work, live, and play in the buildings our agencies safeguard through our licensure processes. Back then I ascended to the role of WCARB Regional Chair for a one-year term in 2019. The following year I termed out of the Ex-Comm and decided not to make a run for the next step up as I had also changed jobs and felt I could not give it my all. Now years settled into my professional role and the other volunteer commitments I have I am fully prepared and committed to giving it my all if I am fortunate enough to gain your support in this election cycle.

FY24 BOD Candidate Resumes

Scott E. Harm, AIA, NCARB | 2

Tetra Tech, Inc.

Areas of Expertise

- Design-Build Project Delivery (Progressive)
- Department of Defense Standards
- Municipal Projects
- Federal Projects
- Facility Analysis
- Historic Preservation and Adaptive Reuse
- General Construction/Construction Management (GC/CM)
- Feasibility Studies
- Constructability Evaluations
- Healthcare Design
- Multi-family Housing

Affiliations (past & current)

- NCARB Western Region Council Member: Region 6 – WCARB – Since 2014
- Washington State Architectural Board of Registration, Incoming Chair
- Society of American Military Engineers (SAME), Architectural Practice Committee Member
- Society of American Military Engineers (SAME), Seattle Post First Vice President
- City of Seattle, Mayor's Energy Conservation Commission
- City of Issaquah, WA, Design Review Commission, Chair
- City of Puyallup, WA, Historical preservation and Design Review Commission, Chair
- City of Puyallup, WA, Planning Commission, Vice-Chair
- WCARB
- AIA
- NCARB
- Design Build Institute of America (DBIA)
- American Institute of Certified Planners (AICP)

I have made it a mission, both personally and professionally, of making those around me as successful as possible by removing obstacles that might impede their own efforts and recognizing and addressing impediments to our mutual success as early as possible and attacking them with unbridled enthusiasm, and candor.

Simply put, I really love what I am doing and hope all of you can see that in my eyes and the way in which I conduct myself.

I do, however live by the mantra of "we should expect more" and while I am excited about the activities of both WCARB and NCARB I believe there is so much more we can and should be doing and/or expecting from our organizations.

My primary concern is the belief that at both levels we should be seeking "added value" from both organizations which should pay an increased dividend to our individual state boards. Some of you may remember a while ago a very energetic and sometime heated (internal) debate regarding the value of the WCARB organization and questioning if it was an organization that should continue in the way it currently does. I believe this is still a valuable/timely undertaking and conversation and am convinced that both NCARB and WCARB can and should do more to provide value to our State Boards.

Lastly, I have truly loved all of my experiences within NCARB and more importantly WCARB and hope with your continued support and vote of confidence you can and should all "expect more from me" in being one of your representatives and pushing forward those items that are important within our regional organization. I am excited about our future and am looking forward to being an active (and sometimes vocal) proponent for increasing the value of WCARB.

Thank you all for your time and consideration,



Scott E. Harm, AIA, NCARB

FY24 BOD Candidate Resumes



**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,

A handwritten signature in cursive script that reads "Cathe M. Evans".

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
Hesha 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

FY24 BOD Candidate Resumes

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

FY24 BOD Candidate Resumes

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

FY24 BOD Candidate Resumes

Stephanie V. Hopkins
Region 2, Public Member
Maryland State Board of Architects
Email: svhopkin@yahoo.com
410-325-2109



Candidate Statement in Support of Public Director Position

My name is Stephanie Hopkins, I serve as a public member on the Maryland Board of Architects. I have served in this capacity for a little over seven years, and also serve on the Continuing Education Committee for my Board.

I am seeking the position of Public Director on the NCARB Board for the upcoming election process. I have served on the NCARB Ethics Workgroup; worked with Region 2 on Review and Revision of the Rules and Bylaws; participated in several Town Hall discussions; attended regular Regional and Annual meetings, and currently serve with the Future's Collaborative Group.

Watching and interacting with Darryl Hamm during his tenure as Public Director had a great impact on me. I saw his tenacity and passion for the role of the public members and how they can impact and share their views, thoughts, and plain common sense with their Boards when it comes to decision-making and collaboration.

Being a public member is not only beneficial, but it is also crucial to the interest of the public. We are their voice, their eyes, their ears, and their ambassadors to ensure that those gifted with the talent and task of creating, designing and constructing buildings keep the public in mind, remembering that Health, Safety and Welfare are always at the forefront of all that they do.

If tasked with the position of Public Director, it is my goal to get more public members involved in the various Committees, Workgroups, and overall participation in the virtual meetings of NCARB and it's Board, as well as being more vocal on their own Boards. We, public members have to keep our eyes on the health, safety and welfare aspect of architecture for the public and not be afraid to speak up and out if we feel that something is amiss.

We speak for the Public.

FY23 Recognitions

2023 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..



Tiffany D. Brown, MBA, NOMA, Assoc. AIA

Tiffany D. Brown, MBA, NOMA, Assoc. AIA, of Detroit, Michigan, is recognized for her outstanding leadership of the National Organization of Minority Architects (NOMA) and her contributions to advancing diversity, equity, and inclusion in the architecture profession.

As executive director of NOMA, Brown has led the organization through a period of growth and transformation. Brown has been an expert advocate for improving representation in the design industry, raising awareness of NOMA's efforts to draw minority students into the architecture profession. Through her advocacy, Brown has built strong partnerships, not only with NCARB but also the rest of the architecture community. Her ongoing collaboration with NCARB on the joint Baseline on Belonging study has highlighted opportunities to support underrepresented licensure candidates and architects by removing barriers in early career stages.

She recently had the honor of being named among Architizer's "100 Women to Watch in Architecture" and has received several recognitions and awards from industry leaders, including the American Institute of Architects. Prior to accepting the role as executive director of NOMA, Brown worked as a project manager at SmithGroup in Detroit.



Robert M. Calvani, FAIA, NCARB

Robert M. Calvani, FAIA, NCARB, of Albuquerque, New Mexico, is recognized for his outstanding service to and leadership of the Council, the New Mexico Board of Examiners for Architects, and NCARB's Region 6.

Calvani served NCARB as president during the 2020-2021 fiscal year. During his tenure, Calvani guided the organization as it responded to the COVID-19 pandemic, ensuring that NCARB adopted policies and processes that would allow it to adapt to the pandemic and address ongoing challenges. As part of these efforts, Calvani oversaw the launch of the online proctoring option for the Architect Registration Examination® (ARE®). Calvani also initiated efforts to better support practicing architects and licensing boards in navigating areas of overlap between design professionals, leading to 2022 updates to NCARB's Model Law and Regulations to refine language around responsible charge, as well as an ongoing cross-organizational task force exploring incidental practice.

First appointed to the New Mexico Board in 2005, Calvani has dedicated nearly two decades to serving the public through the regulation of architecture. He has led and served on many NCARB committees, including this year's Competency Task Force. In addition, Calvani represents NCARB on a multi-organizational Practice Overlap Steering Committee, which is exploring overlap between the architecture, engineering, and interior design professions. He was first elected to the NCARB Board of Directors as the director of Region 6 in 2015 and later served in each of the Board's officer positions.

2023 NCARB President's Medalists for Distinguished Service



Paul D. Edmeades, RA, AIA, NCARB

Paul D. Edmeades, RA, AIA, NCARB, of Bel Air, Maryland, is recognized for his outstanding services to the Council, his leadership of the Maryland Board of Architects and NCARB's Region 2, and his service on the Council's Board of Directors.

Following his appointment to the Maryland Board in 2006, Edmeades became the board's chair in 2017. He was elected by his peers to Region 2's leadership in 2014, serving terms as both chair and vice chair. Edmeades has been a valuable member of several of NCARB's committees, including the Audit, Education, Examination, Experience, Practice Education, Procedures and Documents, and Regional Leadership committees. He has also dedicated his time and effort to several task forces and work groups, including the FY22 Ethics Work Group, which proposed changes to NCARB's *Model Rules of Conduct* to ensure that this resource continues to address the ethical challenges of modern practice.



Gary R. Ey, CDT

Gary R. Ey, CDT, of Abingdon, Maryland, is recognized for his outstanding service to the Council, the Maryland Board of Architects, and the public member community.

First appointed to the Maryland Board of Architects in 2003, Ey began volunteering for NCARB in 2016. Throughout his time with the organization, Ey has contributed his insight and expertise to NCARB's Audit, Credentials, Education, and Experience committees, as well as the Interiors Task Force. As public director, Ey has led efforts to increase engagement from public members in NCARB service, encouraging opportunities for public members to connect and raising awareness of their important role on Member Boards. As a construction professional, Ey has also offered unique insight as both a collaborator and consumer of architectural services to NCARB's Board of Directors.



Stacy Krumwiede

Stacy Krumwiede of Bismarck, North Dakota, is recognized for her outstanding service to the Council, the North Dakota State Board of Architecture and Landscape Architecture, and NCARB's Region 5.

Krumwiede began serving as the co-executive director of the North Dakota Board in 2006, helping facilitate the licensure of qualified applicants within the jurisdiction. In 2014, she also began serving as the regional executive of Region 5. Krumwiede has been a dedicated and engaged public servant, ensuring that the voice of the board executive is heard through her efforts on the Regional Leadership Committee. In addition, she has partnered with NCARB staff to conduct outreach, share feedback, and advocate for reasonable regulation within her state and region. Krumwiede has also encouraged the adoption of modern licensing system software in her state, working to enhance the licensure process for both architects and landscape architects.

2023 NCARB President's Medalists for Distinguished Service



Catherine C. Morrison, AIA, NCARB, LEED AP BD+C, NOMA

Catherine C. Morrison, AIA, NCARB, LEED AP BD+C, of Charlotte, North Carolina, is recognized for her outstanding service to the Council, the North Carolina Board of Architecture and Registered Interior Designers, and NCARB's Region 3.

Morrison was first appointed to the North Carolina Board in 2018 and has served as the board's vice secretary, vice chair, and chair. She was elected as the secretary of Region 3 in 2020 and will become the region's chair in 2023. Morrison began volunteering for NCARB in 2017, joining the Council's Strategic Focus Group before going on to serve on the Experience Committee and lead the Credentials Committee, where she led a thorough refresh of the committee's procedures. As a member of NCARB's Governance Work Group, Morrison has led efforts to explore potential changes to the Council's national leadership structure. Through regular listening sessions with members, engagement with governance experts, and collaboration with the Board of Directors, Morrison has laid the foundation for a strategic, diverse, and flexible future for the organization.



Tara Rothwell, AIA, NCARB, LEED AP

Tara Rothwell, AIA, NCARB, LEED AP, of Las Cruces, New Mexico, is recognized for her outstanding service to the Council, as well as her leadership of the New Mexico Board of Examiners for Architects and NCARB's Region 6.

Rothwell was first appointed to the New Mexico Board in 2014 and served as the board's chair in 2018-2019. She was elected as the secretary/treasurer of Region 6 in 2019 and became the region's chair in 2021. Since becoming involved with her board, Rothwell has also dedicated her time and expertise to several of NCARB's volunteer efforts, including the Diversity, Equity, and Inclusion (DEI); Policy Advisory; and Regional Leadership committees, as well as the Diversity Collaborative and several subcommittees related to the national licensing exam. In addition, Rothwell led the Credentials Committee, where she initiated a review of the committee's role and procedures. Through her efforts, Rothwell has been a passionate advocate for positive change in the regulation of the profession.



Maurice Brown

Maurice Brown of Washington, DC, is recognized for his outstanding service to the Council and his leadership of NCARB's advocacy efforts.

Brown first joined NCARB in 2015 as a manager of Member Board relations on the Council Relations team, before transitioning to focus on advocacy-related work in 2018. He was elevated to assistant vice president of advocacy and external engagement in 2021. In that role, Brown has provided expert support to licensing boards facing deregulatory attempts, successfully advocating for the reasonable regulation of architecture in the United States. His efforts have ensured that NCARB and its Member Boards can continue to carry out their missions to protect the health, safety, and welfare of the public. Brown has also been a dedicated staff liaison to several NCARB committees, including the Credentials and DEI committees, as well as the Model Law Task Force, Incidental Practice Task Force, and Licensure Advisory Forum.

2023 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 Florida Board of Architecture and Interior Design for hosting the 2023 Annual Business Meeting in Tampa, and Region 6 for hosting the 2023 Regional Summit.



Gary R. Ey, CDT

Gary R. Ey, CDT, will depart the NCARB Board of Directors after serving three terms as the public director. Ey was first appointed to the Maryland Board of Architects in 2003 and began volunteering for NCARB in 2016. Since then, he has been a valuable member of NCARB's Audit, Credentials, Education, and Experience committees, as well as the Interiors Task Force. As public director, Ey provided the Board of Directors with a valuable outside perspective; his role working in an industry adjacent to the architecture profession gave him unique insight as both a collaborator and consumer of architectural services. This year, Ey is also being recognized by President Ward as one of this year's recipients of the President's Medal of Distinguished Service.



Janet L. Hansen, NCARB, LEED AP

Janet L. Hansen, NCARB, LEED AP, will depart the NCARB Board of Directors after serving three terms as the Region 1 director. First appointed to the Maine State Board of Licensure for Architects, Landscape Architects and Interior Designers in 1998, Hansen began volunteering for NCARB in 2000 as a member of an Architect Registration Examination® (ARE®) subcommittee. Since then, she has offered her time and expertise to further NCARB's volunteer efforts, including the Education, Policy Advisory, and Regional Leadership committees, as well as several exam-related committees. Hansen was elected to serve on the NCARB Board of Directors in 2020, after serving several years as the vice chair and chair of Region 1. She has also participated in eight National Architectural Accrediting Board (NAAB) accreditation visits, including two for international universities, and is a 2023 nominee for service on the NAAB Board of Directors.

2023 Laudatories



Sandra Matsushima

Sandra Matsushima retired as the executive of the Hawaii Board of Professional Engineers, Architects, Surveyors & Landscape Architects in 2022. Matsushima began serving the board as a staff member in 2008 and became the board's executive in 2017. Throughout her longstanding career in state government, Matsushima served as a dedicated voice for the consumer through the regulation of the profession. She also worked diligently to protect the public through the regulation of several other professions, including dentistry and dental hygiene.



Alfred Vidaurri Jr., NCARB, NOMA, FAIA

Alfred Vidaurri Jr., NCARB, NOMA, FAIA, provided invaluable leadership as NCARB president in 2021-2022. As president, Vidaurri led the organization in exploring the future of licensure, taking a blue-sky approach that positioned NCARB to adapt to the opportunities and needs of the years ahead. Vidaurri also initiated several efforts to further the Council's ongoing diversity, equity, and inclusion (DEI) work, establishing greater collaboration between the Board of Directors and the Diversity Collaborative and holding listening sessions with NCARB's membership to identify opportunities to go further. First appointed to the Texas Board of Architectural Examiners in 2004, Vidaurri has dedicated nearly two decades to serving the public through the regulation of architecture. During that time, he has served on many NCARB committees, including this year's Governance Work Group. Vidaurri was first elected to the NCARB Board of Directors in 2015 as the director of Region 3 and went on to serve in each officer position before being inaugurated as president.

In Memoriam

Over the past year, we have lost several friends and dedicated volunteers.



Judy Belcher

Former Region 2 executive Judy Belcher, of Charleston, West Virginia, passed away in July 2022. Belcher served as the executive of NCARB's Region 2 from 2018-2022, providing a voice for her constituents and 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. Belcher was a dedicated member of NCARB's Regional Leadership Committee, helping plan and deliver several successful Regional Summits. 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.



George H. Collignon

Former Kentucky Board of Architects Chair George H. Collignon, of Owensboro, Kentucky, passed away in April 2022. Collignon was a long-time member of the Kentucky Board of Architects, first joining the Board in 1998 and serving until 2014. During his time on the board, Collignon was a dedicated member of NCARB's Broadly Experienced Architect Committee, helping develop the certification process for architects without a degree from a National Architectural Accrediting Board (NAAB) accredited program. A graduate of the University of Kentucky, Collignon provided architectural services to the Daviess County area, with projects including several schools and community buildings.



Patrick B. Davis, FAIA

Former Alabama Board for Registration of Architects Member Patrick B. Davis, FAIA, of Sylacauga, Alabama, passed away in September 2022. Davis was appointed to the Alabama Board in 2012 by Governor Robert Bentley; he served on the board until 2017. A citizen architect, Davis was dedicated to serving the public and the architecture community. He offered his time and expertise to NCARB's Professional Conduct Committee and was also a past president of the American Institute of Architects (AIA) Birmingham chapter, as well as the Alabama Architectural Foundation. Davis received a number of awards throughout his career, including being inducted into the AIA's College of Fellows and the Alabama Construction Hall of Fame.



Edward Healey, FAIA

Former Region 4 Director and Iowa Architectural Examining Board Chair Edward Healey, FAIA, of Cedar Rapids, Iowa, passed away in January 2023. Healey joined the Iowa Board in 1968 and became the board's president in 1970. He was elected to serve as the director of Region 4 on the NCARB Board of Directors in 1975, serving two terms. During his time on the Board, Healey served as chair of NCARB's Professional Conduct Committee, leading the development of NCARB's first *Model Rules of Conduct*. In addition to his service to NCARB, Healey was a past president of AIA Iowa and served on the Iowa State Library Commission. Healey was awarded the AIA Iowa Medal of Honor in 1996 in recognition of his professional achievements.

In Memoriam



Andrew T. Lagaña, FAIA, NCARB

Former Guam Board of Registration for Professional Engineers, Architects and Surveyors Andrew T. Lagaña, FAIA, NCARB of Barrigada, Guam, passed away in July 2022. Lagaña served on the Guam Board from 2003-2011 and again in 2021 until his death. During his time on the Guam Board, Lagaña was also actively involved with Region 6, serving as the region's chair in 2010-2011. The first person of native Mariana Islands (Chamoru) descent to be elevated to the AIA's College of Fellows, Lagaña was instrumental in updating Guam's building codes and dedicated his time and expertise to restoring many of Guam's historic structures.



Norman Gerald (Gerry) Rolfsen

Former Chair of the NCARB's Canadian counterpart, the Committee of Canadian Architectural Councils (CCAC) Norman Gerald (Gerry) Rolfsen, of Lunenburg, Nova Scotia, passed away in August 2022. A key Canadian representative in negotiating the 1988 Canada-U.S. free trade agreement, Rolfsen was instrumental in the 1994 signing of a mutual recognition agreement between NCARB and the CCAC. Rolfsen was also a dedicated NCARB volunteer, serving on several exam-related committees. Past NCARB President Robert A. Fielden, FAIA, awarded Rolfsen with one of the first President's Medals for Distinguished Service in recognition of his advancement of international standards.



Robert C. Utzinger

Former Chair of the Montana Board of Architects Robert C. Utzinger, of Bozeman, Montana, passed away in May 2022. Utzinger was appointed to the Montana Board in 1983 and served until 1992. During his time on the board, Utzinger volunteered as a member of NCARB's ARE Preparation Committee, helping develop items for the exam. A dedicated educator, Utzinger taught architecture at several universities, including the University of Colorado and Montana State University.

FY23 Leadership

FY23 Board of Directors



Bayliss Ward,
NCARB, AIA
President/Chair of the Board
Montana



Jon Alan Baker,
FAIA, NCARB, LEED AP
First Vice President/President-elect
California



Kenneth R. Van Tine,
AIA, NCARB, LEED AP
Second Vice President
Michigan



Edward T. Marley,
NCARB, AIA, LEED AP
Treasurer
Arizona



John Patrick Rademacher,
NCARB, AIA, NOMA
Secretary
Ohio



Alfred Vidaurri Jr.,
NCARB, NOMA, FAIA
Past President
Texas



Janet L. Hansen,
AIA, NCARB, LEED AP
Director, Region 1
Maine



George H. Miller,
FAIA
Director, Region 2
New York



Richard H. McNeel,
AIA, NCARB, LEED AP
Director, Region 3
Mississippi

FY23 Board of Directors



Margaret (Meg) S. Parsons,
FAIA, NCARB, LEED AP BD+C, ALEP
Director, Region 4
Minnesota



Lenora A. Isom,
RA, NCARB
Director, Region 5
Nebraska



Sylvia Kwan,
FAIA, LEED AP
Director, Region 6
California



Cathe M. Evans
Member Board Executive Director
North Carolina



Gary Ey,
CDT
Public Director
Maryland

FY23 Regional Officers

REGION 1 – NEW ENGLAND

Connecticut, Maine, Massachusetts, New Hampshire, Rhode Island, Vermont



Jennifer R. Arbuckle, NCARB, AIA, LEED AP
Chair | Vermont



Thomas D. Lonardo, RA, NCARB
Vice Chair | Rhode Island



Keith N. Robinson
Secretary/Treasurer | Vermont



Dawne Broadfield
Regional Executive | Rhode Island

REGION 2 – MIDDLE-ATLANTIC

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



Edward W. Tucker, FAIA, NCARB
Chair | West Virginia



Robert Cozzarelli, FAIA, NCARB, PP, CID
Vice Chair/Treasurer | New Jersey



Mary McClenaghan, AIA, NCARB
Secretary | Pennsylvania



Katherine E. Hillegas
Regional Executive

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 | Florida



Greg L. Durrell, AIA, NOMA, NCARB, CSI
Vice Chair | Mississippi



Catherine C. Morrison, NCARB, LEED AP BD+C
Secretary/Treasurer | North Carolina



Paula Pilgreen
MBE Director | Alabama



Jenny Owen
Regional Executive

FY23 Regional Officers

REGION 4 – MID-CENTRAL

Illinois, Indiana, Iowa, Kentucky, Michigan, Minnesota, Missouri, Ohio, Wisconsin



Linda Alfson Schemmel, AIA, NCARB
Chair | Iowa



Tandi S. Brannaman, AIA, NCARB
Vice Chair | Iowa



Anne St-Aignan Muller
Secretary/Treasurer | Kentucky



Glenda Loving
Regional Executive

REGION 5 – CENTRAL STATES

Kansas, Montana, Nebraska, North Dakota, Oklahoma, South Dakota, Wyoming



James Devine, NCARB, AIA, LEED AP
Chair | North Dakota



Nathan Baker, AIA, NCARB
Vice Chair | Oklahoma



Bobbi Jo Hepper Olson, AIA, NCARB
Secretary/Treasurer | North Dakota



Stacy Krumwiede
Regional Executive | North Dakota

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 | New Mexico



Corey R. Solum, AIA, NCARB
Vice Chair | Utah



Catherine Fritz, AIA, NCARB
Secretary/Treasurer | Alaska



Tian A. Feng, FAIA, FCSI
Member at Large | California



Michael Kolejka, AIA, NCARB, LEED AP
Member at Large | Arizona



Melarie Gonzales, MBA
Regional Executive | New Mexico

NCARB Staff

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Mary S. de Sousa
Chief Operating Officer

Guillermo Ortiz de Zárate
Chief Innovation & Information Officer

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Vice President, Administration

Robert Dickinson, CPA
Assistant Vice President, Finance

Margot Simmons, PHR, SHRM-CP
Assistant Vice President, Human Resources

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Vice President, Council Relations

Maurice Brown
Assistant Vice President, Advocacy
and External Engagement

Caitlin Stromberg
Assistant Vice President, Member Board Relations
and Volunteer Engagement

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Assistant Vice President, Customer Relations

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Michelle Cohn, AIA, NCARB, LEED AP BD+C, PMP
Assistant Vice President, Examination

Joan Paros, MBA
Assistant Vice President, Examination

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Amanda Pica
Assistant Vice President, Marketing & Communications

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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

Nathan Grabowski
Assistant Vice President, Continuous Improvement

Vanessa Williamson, CAE
Assistant Vice President, Executive Office

ORGANIZATIONAL HEALTH DEPARTMENT

Heather Coles, PHR, SHRM-CP
Co-Director, 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.

A

ABM	Annual Business Meeting
ACSA	Association of Collegiate Schools of Architecture
AIA	American Institute of Architects
AIAS	American Institute of Architecture Students
ARE	Architect Registration Examination
AXP	Architectural Experience Program

B

B.Arch.	Bachelor of Architecture
BEA	Broadly Experienced Architect
BEFA	Broadly Experienced Foreign Architect
BOD	Board of Directors

C

CACE	Council of Architectural Component Executives
CART	Certification Alternatives Review Team
CIDA	Council for Interior Design Accreditation
CIDQ	Council for Interior Design Qualification
CLARB	Council of Landscape Architectural Registration Boards

E

EAC	Experience Advisory Committee
EDU	Education Committee
EESA	Education Evaluation Services for Architects
EXCOM	Executive Committee

F

FARB	Federation of Associations of Regulatory Boards
FCARM	La Federación Nacional de Colegios de Arquitectos de la República Mexicana

I

IBC	International Building Code
ICC	International Code Council
ICOR	Interprofessional Council on Regulation
IDP	Intern Development Program
IPAL	Integrated Path to Architectural Licensure

M

M.Arch.	Master of Architecture
MBC	Member Board Chair
MBE	Member Board Executives
MBM	Member Board Members

N

NAAB	National Architectural Accrediting Board
NBTN	NCARB by the Numbers
NCEES	NCARB National Council of Architectural Registration Boards
NOMA	National Council of Examiners for Engineering and Surveying
	National Organization of Minority Architects

P

PCC	Professional Conduct Committee
P&D	Procedures and Documents Committee (Now the Policy Advisory Committee)

S

SDA	Society of Design Administrators
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U

UBC	Uniform Building Code
UIA	International Union of Architects



NCARB Bylaws

National Council of Architectural Registration Boards

Customer Service: 202-879-0520 | Main: 202-783-6500

www.ncarb.org

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This document was last updated in July 2022.

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; June 4, 2022, Austin, TX.)

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
- 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.

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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

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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, 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

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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 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 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 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 candidacy 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 candidacy 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

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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 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 their principal residence to a place outside the Region from which they 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 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 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 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 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 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 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 term of office as President/Chair of the Board, subject to the approval of the Board of Directors.

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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 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 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 their Registration to lapse 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

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- 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 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.

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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 acts performed in good faith and within the scope of their 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.

NCARB BYLAWS

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. 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.
- J. 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

NCARB BYLAWS

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 their 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



STRATEGIC PLAN

ENHANCE	GROW	TRANSFORM
continuous quality improvements that drive the success of core operations, programs, and services	targeted opportunities, typically prioritized from ongoing areas of focus, designed to expand reach and impact	meaningful investments in new areas that will yield significant return on investment or mission and position the organization for future success



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, 2023

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

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Statement of Financial Position	1
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Budget vs. Actual	4
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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											
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NCARB Resolutions and Elections (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														
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 &													

	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

	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				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														
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

	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			Prior YTD	YTD				Annual	Annual Budget	Budget % To	FY21	
8		Actual	Budget	Variance	% to Budget	Actual	Actual	Budget	Variance	% to Budget	Budget	Remaining	Earn/Spend	AUDIT
9	E + E Committees:													
10		\$0	\$0	\$0	0.00%	\$0	\$6,764	\$7,000	\$237	96.62%	\$33,530	26,767	79.83%	\$0
11		0	0	0	0.00%	0	38,527	39,000	473	98.79%	62,405	23,878	38.26%	696
12		0	0	0	0.00%	0	1,210	0	(1,210)	0.00%	0	(1,210)	0.00%	0
13		7,368	0	(7,368)	0.00%	0	55,391	21,775	(33,616)	254.38%	21,775	(33,616)	(154.38%)	0
14		0	0	0	0.00%	0	0	0	0	0.00%	0	0	0.00%	22
15		0	0	0	0.00%	0	0	47,175	47,175	0.00%	47,175	47,175	100.00%	0
16		0	0	0	0.00%	0	425,786	547,823	122,037	77.72%	547,823	122,037	22.28%	0
17		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		0	0	0	0.00%	0	0	0	0	0.00%	40,590	40,590	100.00%	0
19		0	0	0	0.00%	1,966	38,556	39,000	444	98.86%	47,515	8,959	18.86%	1,966
20		0	0	0	0.00%	1,966	36,104	36,000	(104)	100.29%	49,395	13,291	26.91%	1,797
21		0	0	0	0.00%	1,966	407	0	(407)	0.00%	0	(407)	0.00%	1,966
22		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		3,825	3,800	(25)	100.66%	0	47,863	48,000	137	99.72%	85,895	38,032	44.28%	0
26		0	0	0	0.00%	0	0	50	50	0.00%	14,140	14,140	100.00%	0
27		0	0	0	0.00%	0	1,650	1,700	50	97.06%	107,840	106,190	98.47%	1,083
28		0	0	0	0.00%	0	3,080	3,100	20	99.35%	45,875	42,795	93.29%	0
29		31,830	31,830	(0)	100.00%	117	38,135	38,000	(135)	100.35%	454,365	416,230	91.61%	1,305
30		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		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		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		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		0	0	0	0.00%	0	5,304	5,350	46	99.15%	61,515	56,211	91.38%	0
37		3,814	3,814	(0)	100.00%	150	72,895	73,000	105	99.86%	75,440	2,545	3.37%	463
38		0	0	0	0.00%	0	1,430	1,400	(30)	102.14%	25,420	23,990	94.37%	0
39		0	0	0	0.00%	87	0	0	0	0.00%	0	0	0.00%	87
40		0	0	0	0.00%	1,966	38,842	39,000	158	99.59%	60,180	21,338	35.46%	1,966
41		0	0	0	0.00%	21,590	1,430	1,400	(30)	102.14%	76,140	74,710	98.12%	21,590
42		0	0	0	0.00%	1,966	0	0	0	0.00%	0	0	0.00%	1,966
43		0	0	0	0.00%	0	0	0	0	0.00%	17,250	17,250	100.00%	0
44		0	0	0	0.00%	24,093	0	0	0	0.00%	0	0	0.00%	24,093
45		0	0	0	0.00%	3,396	0	0	0	0.00%	0	0	0.00%	3,426
46		1,617	1,650	33	98.02%	0	1,617	1,650	33	98.02%	20,510	18,893	92.11%	0
47		0	0	0	0.00%	0	13,911	14,000	89	99.37%	22,715	8,804	38.76%	0
48		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		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		0	0	0	0.00%	0	39,443	0	(39,443)	0.00%	0	(39,443)	0.00%	0
51		0	0	0	0.00%	0	1,942	2,000	58	97.10%	22,700	20,758	91.44%	8,457
52		0	0	0	0.00%	0	2,387	0	(2,387)	0.00%	0	(2,387)	0.00%	1,070
53		132	132	0	100.00%	1,766	12,261	12,300	39	99.68%	118,400	106,139	89.64%	19,277
54														
55		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												4/22/2022
58														9:50 AM

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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

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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