



NCARB Joint Regional Meeting -Regions 1, 2 and 6



Providence, Rhode Island
March 14 – 16, 2013

AGENDA

Thursday, March 14 (Travel Day)

1:00 - 5:00
3:00

Registration Desk Open
Hotel Check-In
Renaissance Providence Downtown Hotel
Welcome Reception at Hotel
Dinner on Your Own

6:00 - 7:30

Friday, March 15

7:30 - 8:30
8:00 - Noon
8:30 - 8:45
8:45 - 12:00

Breakfast Buffet
Registration Desk Open
Welcome – Region 1 / RI Board
Regulatory Board Essentials
Dale Atkinson

12:00 - 1:00
12:00 - 5:00
5:30
5:45 - 9:00

Buffet Lunch Available
Regional Meetings
Board Trolleys for Travel to Dinner
Dinner at Providence Art Club

<http://www.providenceartclub.org/>

9:00

Return to Hotel

Saturday, March 16

7:30 - 8:30
8:30 - 10:30

Breakfast Buffet
NCARB Business

- President Remarks
- CEO Remarks
- First Vice President Remarks
- Resolutions-Review/Questions
- NCARB Service Certificates

10:45 – 12:00
12:00 - 1:30

Roundtable Breakout Discussions
Group Lunch

2:00 – 3:00

Guest Speaker
Morgan Grefe – Executive Director, RI Historical Society
Restoration/Renovation of the Renaissance Hotel
(former Masonic Temple)
David J. Odeh – Odeh Engineers

Evening

Regional Dinners or
Dinner on Your Own

Sunday, March 17 (Travel Day)

The 2013 WCARB Regional Meeting

Friday, March 14th – Afternoon Meeting

12:00 p.m.	Convene Meeting <i>Bob Calvani, Chair</i>	Haydn Room
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12:30 p.m.	<ol style="list-style-type: none">1. Quorum Roll Call2. Approval of Agenda3. Approval of Minutes4. Executive Committee Report <i>Bob Calvani, Region 6 Chair</i>5. Regional Director's Report <i>Greg Erny, Region 6 Director</i>6. Financial Report <i>Gina Spaulding</i>7. Nominations – from the floor<ol style="list-style-type: none">a. Regional Directorb. Executive Committeec. Executive Committee Chaird. Executive Committee Vice Chair8. Nominee Speeches<ol style="list-style-type: none">a. Regional Directorb. Executive Committeec. Executive Committee Chair	
2:30 p.m. - 2:45 p.m.	<ol style="list-style-type: none">9. Brief State Reports (reports are on web site)10. Break11. "Golden Nugget's" from Each Jurisdiction12. Resolution Discussion <i>Bob Calvani</i>13. Bylaws Amendment Discussion <i>Bob Calvani</i>14. 2014 Regional Meeting Discussion15. Elections <i>Election Committee Chair</i><ol style="list-style-type: none">a. Regional Directorb. Executive Committeec. Executive Officers<ol style="list-style-type: none">1. Chair2. Vice Chair	
5:00 p.m.	16. Adjourn	

Western Conference of Architectural Registration Boards

MINUTES

JUNE 22, 2012

12:45 PM

HILTON MINNEAPOLIS, MINNEAPOLIS

MEETING CONVENED BY	Chair Jeanne Jackson
TYPE OF MEETING	Regional Meeting Held at NCARB 2012 Annual Meeting
ATTENDEES TO ESTABLISH QUORUM (SEE APPENDIX FOR LIST OF ATTENDEES)	Alaska_x_ Arizona_x_ California_x_ Colorado_x_ Guam_x_ Hawaii_x_ Idaho_x_ Nevada_x_ New Mexico_x_ Oregon_x_ Utah_x_ Washington_x_ Quorum Established_x_ (See Appendix A for list of attendees)
INTRODUCTIONS	<p>Chair Jackson asked everyone in the meeting to introduce themselves and identify their jurisdiction. Introductions were made. There were several new members in attendance: Debra Ellis, Brian Pritchard and Christy Thomas from Colorado, Geoffrey Adams from New Mexico, and Terance White from Utah. The new WCARB members were warmly welcomed.</p> <p>Jackson announced that Susan Kliman, who is serving on the WCARB Executive Committee as the Vice-Chair, is vacating her position on the WCARB board as she has relocated from Arizona to Virginia. She was appointed to serve on the IDPAC and will remain active with NCARB. John Klai is also terming out on the WCARB board, but remains a Nevada board member and will continue to be active with WCARB.</p> <p>Harley Hightower, Board member from Alaska, has served his maximum allowed terms as a board member and will be terming off his board. He mentioned that this meeting may be his last, though he hopes to remain active with NCARB committee work.</p> <p>Finally, Jeanne Jackson, current Chair of WCARB and Utah board member, has also served her maximum allowed years as a Utah board member and will be terming off both her board and the WCARB Executive Committee. This meeting will be Jeanne's last meeting as a Utah board member, although Jeanne hopes to remain active with NCARB by continuing her committee work participation.</p> <p>The WCARB members gave a standing ovation for the board members terming off their boards for their dedication and service to their boards, NCARB and WCARB. They will be missed.</p>
APPROVAL OF THE AGENDA	Motion to approve the agenda made by Bob Calvani. Second: Susan Kliman Vote: Passed
APPROVAL OF MINUTES	Motion to approve the minutes from the March 9-10, 2012 regional meeting in Seattle, WA made by: Greg Erny Second: Bert Yumol Vote: Passed

Agenda topics

REGIONAL CHAIR'S REPORT

JEANNE JACKSON

DISCUSSION	Regional Chair Jeanne Jackson gave the following report:
	<ul style="list-style-type: none"> Jeanne told the membership that the Regional Director Report will be deferred to the end of the meeting. Jon Baker, our Director, is meeting with the other Regions regarding his campaign for NCARB Secretary. She said that the Executive Committee had planned and executed a very successful March regional meeting held this past March in Seattle, Washington. The meeting feedback was very positive from the participants. Bob Calvani was elected as the incoming Chair for WCARB and Mark McKechnie was elected as the incoming Vice-Chair. Richard Rearick from Alaska, Jim Oschwald from New Mexico and Peter Rockwell from Idaho were also elected to the WCARB Executive Committee.

- Next year's regional meeting will be hosted by Region 1 in Providence, Rhode Island on March 15-16, 2013. Region 1 will host Regions 2 and 6. Specific meeting information will be sent out once it has been received from Region 1.
- Jeanne noted that Margo Jones, Director from Region 1, is currently campaigning for NCARB Secretary and will address the membership for three minutes at the end of the meeting. Also, the NCARB Visiting Team will make a brief visit to see if there are any questions pertaining to the NCARB Resolutions or any other NCARB matters that need to be addressed.

NCARB IDP PROGRAM MODIFICATION DISCUSSION

DISCUSSION	As the membership is aware, NCARB is proposing some changes to the Intern Development Program (IDP). The WCARB Executive Committee wanted to include this item on the agenda so that the members could voice any questions, concerns or support of the proposed program changes.
	<ul style="list-style-type: none"> • The first proposed change to the IDP Program concerns Academic Internships. The change to the program seeks to lift the 930 hour cap on IDP hours that is currently in place for academic internships. The IDP committee making the recommendation felt strongly that academic internships provide the participants with valuable work experience. Experience obtained within the guidelines of the IDP should count for credit toward the program. Students at institutions where the work experience is well integrated should not be penalized for participating in such programs by having to work longer to complete the IDP than students in a traditional program, obtaining employment outside of an academic internship. Experience is experience, and should be treated as such with respect to credit toward completion of the IDP without limitation. • The second proposed change to the IDP Program pertains to Construction Work. The changes to the program would add "construction work" into the supplemental category of the IDP for a maximum of 930 hours. The intern's work can be paid or volunteer service, however if it is volunteer service, it only applies to nonprofit agencies such as Habitat for Humanity, Architecture for Humanity, etc. The work requirements are a minimum of 15 hours per week for a minimum of eight consecutive weeks. The recommending committee strongly felt that construction work will provide additional opportunities for interns to acquire valuable, real world experience. • There were no concerns expressed by the members. It was noted that NCARB had done a great job of explaining the proposed changes during the IDP workshops offered at the Annual Meeting.

STATE REPORTS

ANYTHING NEW SINCE MARCH

DISCUSSION	<p>The following information was shared with the group:</p> <ul style="list-style-type: none"> • Melissa Cornelius, Arizona MBE, told the membership that the alarm industry has been included into their already very diverse board. Also, Arizona investigators are not peace officers, as had previously been reported. • Jay Cone, Idaho MBM, said that their MBE, Maria Brown was now subject to travel restrictions, which was why she wasn't in attendance. He said their board was very unhappy about that decision and is working with Idaho state government to see if the travel restrictions can be relaxed or lifted. Jay also raised the issue of enforcement laws and rules as they pertain to Idaho. He said that the investigation process in Idaho is a complicated and cumbersome process; one which his board would like to change. He asked Region 6 (WCARB) for assistance in helping to come up with good ideas to try to solve and/or streamline these processes and raise awareness of enforcement issues for the entire region. • Greg Erny, Nevada MBM, announced that architect Jim Mickey had recently been appointed to the Nevada board. Jim will be attending future NCARB/WCARB meetings and will hopefully get involved in NCARB committees as his schedule permits. Also, Nevada is partnering with AIA Nevada to provide free continuing education seminars for Nevada registrants in Las Vegas and Reno starting in 2013. The continuing education seminars will focus on code related health, safety and welfare subjects. The seminars will provide enough structured continuing education units to meet the yearly required structured CEUs that Nevada registrants are required to obtain. • Mark McKechnie, Oregon MBM, said that Oregon has amended its continuing education requirements to align with NCARB Model Law. • Terance White, Utah MBM, said that Utah also has amended its continuing education requirements to mirror NCARB's Model Law. • Neitha Wilkey, Washington MBM, informed the membership that Chuck Ferrell has termed off the board. Washington is also under strict travel restrictions and the board is working with state government to see if anything can be done about that so that their board members and executive director can attend the meetings in order to remain involved in national and regional matters.
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FINANCIAL REPORT

GINA SPAULDING

DISCUSSION	<p>Gina Spaulding gave the current financial report.</p> <ul style="list-style-type: none">• WCARB operates on a revised calendar year of October 1 through September 30.• The Balance Sheet for the period ended May 31, 2012 was provided in the meeting material for the membership. As of May 31, 2012, total liabilities and equity for the region totaled \$149,135.57. This statement is appended to the end of this document as Appendix "B."• The itemized Profit and Loss statement for the period of January through May 2012 was provided in the meeting material. This statement is appended to the end of this document as Appendix "C."• The itemized Profit and Loss statement for the period July 1, 2011 through May 31, 2012 was provided in the meeting material. This statement provides a better picture of the Region's income and expenses for a full cycle of meetings: national, regional and executive committee meetings. This statement is appended to the end of this document as Appendix "D."• The Region's financial assets decreased by \$11,411 this year due to the scholarship option offered to members to enhance the March 2012 regional meeting attendance (\$4000), and also due to the Region entirely funding the March regional dinner for its members and guests out of reserves (\$7400). The costs for the March regional dinner were much higher this year due to the fact that WCARB was hosting the regional meeting and had a higher number of guests attending the dinner than usual.• The drawing down of the Region's reserves was intentional due to member concerns that the reserves had built up to a level that was much more than needed.• Regional dues notices will go out in October this year and hereafter in order to give member boards adequate time to requisition the dues money and pay the invoices prior to December 31 of each year.• Liza Provideo requested that the Executive Committee allow unused travel dues to be carried over from year to year. Spaulding said that the Executive Committee would have to consider that request at a future meeting.
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NCARB RESOLUTIONS DISCUSSION

JEANNE JACKSON

DISCUSSION	<p>Jackson led the resolutions discussions:</p> <ul style="list-style-type: none">• She informed the members that the first six resolutions are bylaws amendments and require a supermajority of 36 votes to pass.• The remaining proposed resolutions require a simple majority, or 28 votes to pass.• Resolutions 9 and 12 have been withdrawn from consideration and will not be moved forward. <p>It was mentioned that NCARB had spent considerable time at both the regional and national meetings explaining the intent of the proposed resolutions. The overwhelming majority of the proposed resolutions concerned cleaning up and further defining the bylaws, model laws and NCARB publications.</p> <ul style="list-style-type: none">• Resolution 2012-01: No comments• Resolution 2012-02: No comments• Resolution 2012-03: No comments• Resolution 2012-04: No comments• Resolution 2012-05: No comments• Resolution 2012-06: No comments• Resolution 2012-07: No comments• Resolution 2012-08: No comments• Resolution 2012-09: Withdrawn• Resolution 2012-10: No comments• Resolution 2012-11: No comments• Resolution 2012-12: Withdrawn
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**SEATTLE 2012 ROUNDTABLE DISCUSSION
RECAP AND NEW TOPIC SOLICITATION**

HOT TOPICS RECAP:

Chair Jackson told the membership that the Executive Committee had received a lot of good feedback on the Hot Topics Round Table discussions held at the Regional meeting in March in Seattle. The Executive Committee thought it would be a good idea to give a brief recap of the topics discussed for the benefit of those members that did not attend as well as for the new members.

Ken Naylor, NCARB Past President, asked to address the membership. He said that while NCARB is developing the ability to track continuing education hours as a service to record holders, it has not yet filtered to the top as an urgent priority. He said that he appreciated that the national AIA aligned their CEH requirements with NCARB and worked in accord with NCARB to get the model regulation approved. He urged all the jurisdictions to consider adopting NCARB's model regulation for continuing education so that architects would have the same CEH requirements from jurisdiction to jurisdiction. Jackson thanked Naylor for the NCARB update.

Bob Calvani facilitated the Round Table that discussed Disciplinary Procedures/Enforcement. Prior to recapping the comments, he played a television clip from a sting operation in New Mexico on an unlicensed person posing as an architect and providing architectural services to the public. The sting operation resulted in the unlicensed person getting arrested and being sent to jail.

Disciplinary Procedures/Enforcement Comments

1. Board Structure

Most jurisdictions have an in-house board investigator.

Many jurisdictions share an investigator with other state boards.

California has staff architects as consultants to handle all investigations.

California has a statute that allows for undercover work.

New Mexico has 2 board members (Enforcement Sub-Committee) that work with investigator. They then recuse themselves if the board hears the case.

Washington has "Sting Operations" where their investigator can pose as client.

Washington uses their board members as case managers/investigators.

Hawaii has a state Regulated Industry Compliant (RIC) office which is under the A.G.'s office to handle complaints.

Most states have filing of complaints online with confidentiality.

Colorado uses professional consultants for investigations.

Most jurisdictions utilize the state Attorney General's office.

Alaska's investigations are handled by A.G.'s office.

Hawaii has one board member that is with A.G.'s office.

Nevada has in-house attorney on contract.

Some jurisdictions use former board members as investigators.

Some states pay the A.G.'s office for service.

2. Fines

Some jurisdictions can fine or require continuing education as a penalty. The C.E. can be violation specific. They also use a probation period or suspend license for a period (6 mo.)

Alaska and Utah have fine matrix or fine schedule (We all would like to see!)

Many states can recoup their investigative costs.

Oregon balances the cost of collecting into their settlement.

Arizona - \$1,000 per incident - \$2,000 max.

Nevada - \$10,000 per infraction for registrant. Investigating costs are \$100/hour.

Colorado can assign a monitor to monitor a registrant's projects.

California - \$250 to \$5,000 fine for unlicensed practice- possible jail.

Washington - \$1,000 per day of violation.

Nevada can go after real property through "confessions of judgment" and has the ability to fine up to \$10,000 per violation.

3. Licensing Issues

In Idaho you can obtain a "fishing license" quickly and inexpensively and obtain the full license after the "catch".

Nevada also has fishing license good for 90 days.

Oregon has issues with misrepresentation of prior experience and "freedom of speech".

Guam has permits come through board as a review agency to track the stamp.

Guam has 1 year temporary license.

DISCUSSION

4. Enforcement Issues:

Unlicensed Practice

Fishing w/o license

Violation of Code of Conduct

Violation of minimum standards for practice.

Falsifying C.E.

Plan Stamping

Some building departments provide leads on plan stamping.

5. Criminal Cases

Most always involves some form of fraud; forgery of seal, forgery of signature, etc.

Susan Kliman facilitated the Social Media/Internet Use in the Regulatory Arena. The recapped comments are:

How Boards are currently using social media:

- Reviewing firm and individual websites/ social media sites for registrants
- Examples include Facebook/LinkedIn/Yellow Pages
- Can review what projects are posted on sites and confirm registration in state
- Question about whether private pages “private” or do they constitute advertising?
- In some cases, the individual/firm may not be aware their data has been mined and used in “Yellow Pages” as Architect (architectural designers for example). This can be a complication for Boards when violation has been created by a third party
- Board Facebook Page
- Can be a good way to get info out
- Possibility of broadcasting Board meetings
- Live? Webcast
- Some Boards have had live broadcasts on the community channel of their meetings.
- Important to evaluate benefits and costs and manage expectations
- Possibility of a future NCARB presentation to MBE/MBM, since NCARB is successfully using social media right now – Facebook, Twitter, etc.: MBE/NCARB collaboration
- What about a mobile apps to check licensing data
- E-mail addresses on renewal form would help Boards communicate more quickly/easily with registrants
- Online renewal saves \$\$
- Ability to find violation information online is great
- Access to consent orders on Board website would be valuable
- Disseminate info through social media without ability to comment – when people can comment it makes managing difficult for the host
- Pinterest as a possibility?
- Electronic newsletter template which could be used by all Boards would be nice.

John Klai facilitated the table that discussed continuing education reporting requirements:

Continuing Education Reporting Comments:

Klai stated that the overwhelming sentiment around the table was that the continuing education reporting process needs to be as simple as possible. Architects don't mind doing it; they just don't want to spend a lot of valuable time documenting it.

All four groups suggested that NCARB move to create, promote and maintain a continuing education registry parallel with what architects are familiar with and that currently exists with the AIA clearinghouse for continuing education. If this service was available at no additional costs to those architects who annually maintain their NCARB certificate, NCARB would create even more value and should experience a positive increase of architects who choose to establish and maintain their certificate with NCARB. Table participants also agreed that the reporting period for every jurisdiction should be the same to simplify the process.

The group also suggested that the ultimate 'blue sky' reporting process of continuing education would be done just as many have become accustomed to with on-line registrations and the renewal process. That is, a registrant would be simply check-the-box indicating that that he/she is compliant with that jurisdiction's continuing education requirements - knowing that doing so is an affidavit acknowledging/attesting to the honor system and most rules of conduct common in the architectural profession. If the registrant is chosen for that jurisdiction's random audit, that statement would be slightly expanded asking the registrant to provide his/her account number for the recognized registry of choice (AIA, NCARB or other) which would effectively become the link allowing the respective board administrative staff on-line review of the transcript recording all such continuing education for that registrant.

Mark McKechnie facilitated the table that discussed unlicensed practice.

UNLICENSED PRACTICE COMMENTS

Some strategies that have worked well in dealing with unlicensed practice:

- Have your own attorney that the Board pays for and who answers to the Board – whether he/she is an employee of the State Attorney's Office or in private practice. And if you don't like the advice you are given, change attorneys.
- Have your own designated investigator – preferably on the Board payroll.
- The use of Cease and Desist Orders, which can move errant actions into the criminal arena.
- Clearly define what is exempt vs. non-exempt practice and regulate non-exempt practice regardless of who is performing the work.
- When state statute has small dollar fines, consider multiple infractions if your statute allows for fines per occurrence.
- Educate municipalities regarding your practice act – this means planning departments as well as building officials. This is especially important in rural areas.

The dollar amounts for violations for those from states participating in the workshop are as follows:

- Nevada - up to \$10,000 per occurrence
- Oregon - up to \$5,000 per occurrence
- Arizona - up to \$2,000 per occurrence
- Utah - up to \$800 per occurrence
- Idaho - up to \$500 per occurrence

There was a discussion about federal projects and how jurisdictions treat them. Most jurisdictions do not regulate practice on federally owned land or Indian reservations. There was some discussion about federally funded projects on non-federal land, but no conclusions were reached. It did sound like a grey area that might benefit from further discussion.

Three jurisdictions reported sections of their statutes that have proven to be very workable and could be a guide for other jurisdictions:

- Guam has no exempt structures – anything constructed must be designed by a licensed architect or engineer.
- California and Nevada have a written contract provision – no work is to be undertaken without a written contract in place. The statute has an exemption if the architect and the client have a continuing on-going relationship.
- Oregon has a requirement for construction observation by a licensed professional for any nonexempt structure.

FUTURE HOT TOPICS SOLICITATION

Possible subjects suggested by various jurisdictions were:

- Best Practices Regarding Enforcement Matters: statutory authority, consistency, and fine schedules
- What are the different exemptions to the licensing requirements in the Region 6 jurisdictions?
- Best Practices for Online Renewals
- Added value to the NCARB Certificate: continuing education tracking, fishing licenses, etc.

NCARB VISITING TEAM

DISCUSSION

The NCARB visiting team consisted of President Scott Veazey, 1st VP President Elect Ron Blitch and NCARB CEO Mike Armstrong.

President Veazey asked if anyone had any questions about any of the proposed resolutions. There were no questions.

Veazey thanked Jeanne Jackson for her service to NCARB and to WCARB and said that although she is going off her board, he is very glad that she will be continuing her committee work on the Procedures and Documents committee.

Blitch expressed his thanks on behalf of NCARB to Ken Naylor, former Utah board member and NCARB Past President, for his service to the Council. He told all the members that he and NCARB appreciated their dedication to the profession and their unselfish volunteer service to NCARB. Blitch announced that there are still a few committee appointments available and to see him if anyone is interested in serving

on a committee.

CANDIDATE VISITS – MARGO JONES

DISCUSSION	<p>Margo Jones, Region 1 Director and Candidate for NCARB Secretary, was invited to address Region 6 and share why she wishes to continue her service to NCARB as its Secretary.</p> <p>Jones thanked the membership for the opportunity to speak to them and to answer any questions. She stated that it is her desire to continue serving the profession. She has been involved with NCARB for the past six years serving on various committees and since 2009 on the NCARB Board of Directors as the Region 1 Director. She stated that she had gained some good momentum and wants to continue to serve the Council. She is very much interested in getting involved with the Practice Analysis.</p> <p>Bob Calvani asked what she thought the future of the ARE was headed. Jones replied that technology in general is going much faster than the ARE technology is evolving. John Klai asked why the ARE Desktop technology has been paused? Jones replied that there were a number of factors that caused the Board of Directors to wait. Additionally, Mike Armstrong hasn't completed vetting it and that needs to be done. Hans Hoffman asked Jones to name a "blue sky" topic out of the box that interests her. Jones replied that she thinks a national license would be great to add value to the NCARB certificate. Mark McKechnie asked Jones what she knew about the NCARB discussion pertaining to the Board of Directors having a more knowledge based board. Jones said that the Governance Task Force has talked about balancing regions as well as the concept of a knowledge based board. The Governance Task Force will continue to discuss these topics and report back to the Board of Directors.</p> <p>Jeanne Jackson thanked Margo for the information.</p>
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REGIONAL DIRECTOR REPORT – JON BAKER

DISCUSSION	<p>Jon Baker told the membership that there wasn't a lot of information he could add in addition to the numerous reports already heard over the past couple days from President Scott Veazey, the rest of the NCARB Board and Mike Armstrong, NCARB CEO. Past President Ken Naylor already talked about the upcoming Practice Analysis. Other topics currently underway on the BOD include financial stability and agility, and how to respond to changes in the organization. NCARB is also having conversations about allowing BOD members, other than the President and the CEO, to speak on behalf of NCARB. These conversations will continue and will be reported back to the membership.</p>
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CANDIDATE SPEECH – JON BAKER

DISCUSSION	<p>Jon Baker, current Region 6 Director is interested in continuing to serve NCARB as its next Secretary. Jeanne Jackson invited Baker to tell the membership why he wishes to continue his service to the Council as the next NCARB Secretary.</p> <p>Baker told the group that he has been in the profession of architecture for over 27 years. He is a believer in the integrated delivery of work. He wants to continue his service on the NCARB Board and asked Region 6 to vote for him as the next NCARB Secretary.</p> <p>Mark McKechnie asked him what he would bring to the table if he were elected to the position. Baker replied that he is a straight shooter and very collaborative. He believes dialogue is an important component to problem solving. Bob Calvani asked him if he thought health, safety and welfare is important. Baker replied that it is very important and that architects are problem solvers and know the importance and value of health, safety and welfare. Hans Hoffman asked Baker what off the wall Blue Sky topics interested him. Baker said that value is important. The delivery of the ARE is antiquated and fragmented in its current form, and suggested that it might not be a bad idea to go back to human scoring of the ARE because the computer scoring doesn't always work. Baker also said that he would like to advance education in a better way. Bert Yumol asked if he thought learning institutions should be integrated. Baker replied that he didn't see how the process could improve without having everyone at the same table. A lengthy discussion pertaining to integration ensued.</p> <p>Ken Baker stood and told the Region that his work with Jon has shown that he has a highly developed business acumen and stated that his contributions to the Board of Directors has been strong and that he has served as an outstanding representative for Region 6.</p> <p>Jeanne Jackson thanked Jon Baker for his service to WCARB and for the candidate information.</p>
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WCARB LAUDATORIES

Bob Calvani, incoming WCARB Chair, presented Jeanne Jackson with a gift from the Region and thanked her for her outstanding service to the profession, to NCARB and especially to WCARB. The membership gave her a standing ovation.

As both Jackson and Kliman have termed off their boards and this will be their last NCARB/WCARB meeting, Mark McKechnie read the following Laudatories into the record for Jeanne Jackson, current WCARB Chair and for Susan Kliman, current WCARB Vice Chair:

In the best tradition of Ben Neilson, who seemed to have a knack for this sort of thing, I want to offer the following laudatory resolutions: but let me first say that some of Ben's language on past resolutions seemed a bit stilted, flowery and, frankly, out of date. The Executive Committee asked that the "WHEREAS and BE IT RESOLVED" language be brought up to date. So in an effort to reflect a more current organization we thought we could update the language of the Laudatory resolutions.

Laudatory Resolution for Jeanne Jackson:

LET IT BE KNOWN THAT Jeanne Jackson will be completing her first and final year as Chair of the Region Six Executive Committee, and

She will be completing her fourth year on the WCARB Executive Committee, having termed out, and

She is also completing her eighth year on the Utah Board of Architects, having also served at some point as its chair, and

She was actively involved in the very successful joint regional meeting held this year in Seattle hosted by Region 6, and

Her bright personality lights up any room she enters, and

Most importantly, she is actually young enough to have another career after NCARB service,

NOW WE ALL AGREE THAT Jeanne Jackson should be recognized by this Assembly for her years of dedication and service with a standing ovation by this assembled body.

Entered into the record this 22nd day of June, 2012

Laudatory Resolution for Susan Kliman:

LET IT BE KNOWN THAT Susan Kliman will be completing her first and final year as Vice Chair of Region Six, and

She will be completing her final year on the Region Six Executive committee, having relocated her personal residence from the desert of the southwest to the suburbs of the Nation's Capitol, and

She is the first Member Board Member from Arizona to serve WCARB in any capacity given the state's six year maximum service limit, and

Somewhere she found the time to earn a Doctorate in a specialty none of us can possibly remember from an accredited degree program,

WE ALL AGREE THAT Susan Kliman should be recognized by this Assembly for her years of dedication and service with a standing ovation from this assembled body.

Entered into the record this 22nd day of June, 2012

DISCUSSION

OTHER

DISCUSSION	Jeanne Jackson thanked everyone for the support over the past year as she chaired the Executive Committee, and especially for the friendships she has made during her years on the Utah board attending NCARB Annual and Committee meetings and serving on the WCARB Executive Committee.
MEETING RECESSED AT 3:15 PM	Chair Jackson declared this meeting of WCARB adjourned.

Appendix A:

Attendees June 22, 2012

ALASKA

Harley Hightower
Richard Rearick
Vernon Jones

ARIZONA

Susan Schaefer Kliman
Doug Whitneybell
Melissa Cornelius

CALIFORNIA

Jon Baker

COLORADO

Debra Ellis
Christy Thomas
Brian Pritchard

GUAM

Liza Provido

HAWAII

Roberto Yumol
Marc Ventura
Jimmy Kobashigawa

IDAHO

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

NEVADA

John Klai
Greg Erny
Gina Spaulding (Region 6 Exec)

NEW MEXICO

Bob Calvani
Jim Oschwald
Geoffrey Adams
Wren Propp

OREGON

Norma Freitas
William Wilson
James Robertson
Mark McKechnie
Barbara Sestak
Patrick Bickler
James Denno

UTAH

Jeanne Jackson
Hans Hoffman
Bryan Turner
Terance White

WASHINGTON

Neitha Wilkey

OTHERS IN ATTENDANCE

Ken Naylor, NCARB Past President (UT)
Bob Campbell, NCARB Past President (NM)
Stan Bowman, AIA Washington State

1:58 PM
06/07/12
Cash Basis

WCARB
Balance Sheet
As of May 31, 2012

	<u>May 31, 12</u>	<u>May 31, 11</u>
ASSETS		
Current Assets		
Checking/Savings		
Cash - Checking	50,854.87	62,343.83
Savings	78,834.36	78,756.65
Total Checking/Savings	129,689.23	141,100.48
Other Current Assets		
Certificates of Deposit	19,446.34	19,446.34
Total Other Current Assets	19,446.34	19,446.34
Total Current Assets	149,135.57	160,546.82
TOTAL ASSETS	<u>149,135.57</u>	<u>160,546.82</u>
LIABILITIES & EQUITY		
Equity		
Retained Earnings	158,463.22	159,755.50
Net Income	-9,327.65	791.32
Total Equity	149,135.57	160,546.82
TOTAL LIABILITIES & EQUITY	<u>149,135.57</u>	<u>160,546.82</u>

2:13 PM
06/07/12
Cash Basis

WCARB
Profit & Loss
January through May 2012

	<u>Jan - May 12</u>
Income	
Meeting Reimbursement	9,000.00
Interest	34.70
Annual Dues	
Arizona	4,000.00
Guam	4,000.00
Washington	4,000.00
Total Annual Dues	12,000.00
Registration Fees	39,500.00
Total Income	<u>60,534.70</u>
Expense	
Meeting Planning	3,000.00
Bank Service Charges	50.00
Executive Committee Travel	9,227.51
Bd Member Meeting Reimbursement	6,532.87
Fax and Telephone	366.00
Postage and Mailing	593.71
Executive Director's Pay	6,250.00
Executive Director's Travel	2,574.20
Meeting Costs	40,538.21
Office Supplies	274.56
Internet	146.50
Total Expense	<u>69,553.56</u>
Net Income	<u><u>-9,018.86</u></u>

WCARB
Profit & Loss
July 2011 through May 2012

	<u>Jul '11 - May 12</u>
Income	
Meeting Reimbursement	10,500.00
Interest	82.17
Annual Dues	
Alaska	4,000.00
Arizona	4,000.00
California	4,000.00
Colorado	4,000.00
Guam	4,000.00
Hawaii	4,000.00
Idaho	4,000.00
Nevada	4,000.00
New Mexico	4,000.00
Oregon	4,000.00
Utah	4,000.00
Washington	4,000.00
Total Annual Dues	48,000.00
Registration Fees	39,500.00
Total Income	98,082.17
Expense	
Meeting Planning	3,000.00
Bank Service Charges	50.00
Executive Committee Travel	25,580.46
Bd Member Meeting Reimbursement	7,610.32
Fax and Telephone	786.00
Postage and Mailing	704.79
Executive Director's Pay	15,250.00
Executive Director's Travel	5,771.29
Meeting Costs	48,044.82
Office Supplies	312.34
Internet	299.80
Total Expense	107,409.82
Net Income	<u><u>-9,327.65</u></u>

Executive Committee/Chair's Report

Bob Calvani, WCARB Region 6 Chair

Regional Director's Report

Gregory Erny, WCARB Region 6 Director

Financial Report

Gina Spaulding, WCARB Region 6 Executive Director

**WESTERN CONFERENCE OF ARCHITECTURAL
REGISTRATION BOARDS**

**PROPOSED BUDGET OF REVENUE AND EXPENDITURES FOR
FISCAL YEAR October 1, 2012- September 30, 2013**

BUDGETED AMOUNT

REVENUE:

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

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

EXPENDITURES:

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

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

12:11 PM
03/04/13
Cash Basis

WCARB
Balance Sheet
As of March 4, 2013

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

12:08 PM
03/04/13
Cash Basis

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

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

WCARB
Profit & Loss
January through December 2012

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

WCARB Candidates Resumes/Emails

Gregory L. Erny NCARB, AIA

January 17, 2013

Good Evening All,

It was good seeing many of you attending the Com6 Meeting in Orlando Florida over the past weekend. Thank you for your valuable time, expertise, and service contributing to the work of NCARB.

Attached is a Brief of the Board of Directors meeting held at the conclusion of the weekend. This document is the equivalent of the minutes summarizing the discussions of our meeting. Much is going on in the Council that we can discuss further at the upcoming Regional meetings being held with Regions 1 and 2. I hope you have all made plans to attend our joint gathering in Providence, Rhode Island.

I'm happy to report that despite the tough economic times, the Council's financial position is very solid with income exceeding projections and expenses under budget for the first half of the fiscal year. As a result, we are in a position to further pay down the line of credit that we have been using to fund the next generation of the Architectural Registration Examination. Other noted items of discussion in our one day meeting were the NAAB Accreditation Review Conference Paper and initial review and discussions of the resolutions that will be presented at the Regional Meetings.

As part of the transition to the new ARE vendor, a blackout period for taking the exam is scheduled to take place starting July 1, 2013, while records are transferred, software is updated, and the system is trial tested with the new vendor. The blackout period is currently scheduled for eight weeks with the hope that it could possibly be shortened by a week or two if all goes as planned. Regardless, ARE candidates will receive a 12 week extension to the automatic rolling clock. Look for further outreach and information updating all concerned parties regarding progress on this matter.

Please note that the annual call for volunteers to serve on NCARB committees will be coming out from President-Elect Blake Dunn in the next few weeks. I will be happy to provide additional information and help to anyone who wishes to participate in the rewarding work that the committees perform for the Council.

Finally, you will note that the current slate of candidates for officers on the NCARB Board are included in the Brief. I have chosen not to run for Secretary of the Council this year. I will be asking for your support for another term on the Board of Directors with the intent to run for Secretary of the Council in 2014.

If there are any questions regarding the enclosed Brief or the matters that are being considered by the Board of Directors of the Council, please do not hesitate to contact me. I greatly appreciate the opportunity to represent the Western Council of Architectural Boards on the NCARB Board of Directors. Thank you for the valuable service that you provide to your Board and the Council. I look forward to seeing everyone in Providence at the Regional meetings.

Gregory L. Erny AIA, NCARB

Director

Western Council of Architectural Registration Boards – Region 6

Gina Spaulding

From: Gina Spaulding [wcarb@msn.com]
Sent: Monday, March 04, 2013 8:14 AM
To: Gina Spaulding (home)
Subject: FW: Message from Bob Calvani - Region 6 Chair
Importance: High
Attachments: Calvani NCARB Service.pdf

From: wcarb@msn.com

To: paul@jhsarchitects.com; prockwell@grboise.com; shelli@mccelvey.com; terance@nwlarchitects.com; bh@gci.net; jmickey@worthgroup.com; villegasfermin@yahoo.com; pam@snowdonhopkins.com; mruth@traguam.com; stanner@cagleyandtanner.com; kim@spaces-design.com; ray@va-architects.com; gcadams@unm.edu; jensenga@byui.edu; rrearick@gci.net; emarley@swaimaia.com; axel.johnson@coors.com; rick.benner@wwu.edu; mark@oregonarchitecture.biz; douglas@whitneybellperry.com; susan@bomaoregon.org; larry@ltrdcorp.com; george@kgaarchitecture.com; chip@spsplusarchitects.com; sheranv@verizon.net; bturner@dsdmail.net; marilyn@sbesc.com; bweber@weberthompson.com; banielsen@aol.com; ron@theabogroup.com; nfreitas@willamette.edu; hraztan@gmail.com; chuckfarrell@comcast.net; hhh@gci.net; mrmerino@aol.com; jim@crsa-us.com; jcone@jayconearchitecture.com; jrobertson@robertsonsherwood.com; myrguidi@pacbell.net; jbaker@bndesignstudio.com; irisochlan@ebmc.com; bodelson@lanl.gov; pasqual.gutierrez@hmcarchitects.com; wwilson@wwarchitects.com; cjones@nacarchitecture.com; marc@marcventura.com; rbyarchdes@aol.com; neitha@jgarch.net; rcalvani@nca-architects.com; sestakb@pdx.edu; archpb@questoffice.net; bsnyder@tatesnyderkimsey.com; shelly@wwomer.com; tmendez@las-cruces.org; pedro@magellanarchitects.com; ernygregory@gmail.com; jeffreyh@hellermanus.com; ptarchitects@teleguam.net; nhong@group70int.com; olson@fentressarchitects.com; hans@hhoffman.com; johnklai@klaijuba.com; jea_aia@hotmail.com; jim.oschwald@gmail.com; adryden@dol.wa.gov; mharrison@nsbaidrd.nv.gov; joyce.young@state.co.us; sylvia@guam-peals.org; jim@orbae.com; jvincent@dol.wa.gov; doug.mccauley@dca.ca.gov; melissa.cornelius@azbtr.gov; maria.brown@ibol.idaho.gov; james.k.kobashigawa@dcca.hawaii.gov; richard.jones@alaska.gov; e.wren.propp@state.nm.us; btrrd@yahoo.com; roborn@utah.gov
Subject: Message from Bob Calvani - Region 6 Chair
Date: Sat, 19 Jan 2013 13:03:07 -0700

Hello WCARB Members! The email below is being sent on behalf of Bob Calvani, WCARB Region 6 Executive Committee Chair. If you have any questions for Bob, please direct them to him at his email address or his cell number, which have been provided for you at the end of his message. The attachment is a description of his extensive and varied NCARB committee service.

Thanks -

Gina

Greetings from Bob Calvani- Region 6 Chair,

I hope all of you are finding this New Year productive and encouraging. I look forward to seeing you in Providence in March. I think the meeting will be interesting and valuable to you as a board member of your jurisdiction. This year Region 6 is holding a "Golden Nugget" exercise which I think will be beneficial and educational

to all jurisdictions. Gina will be sending information in the regional meeting agenda to describe.

It appears that I will not be reappointed to the New Mexico Board and thus my ideas and goals for my future with NCARB and WCARB have changed. I am asking for your support for one more term on the WCARB Executive Committee and one more year as the Chair of WCARB - Region 6.

I had felt I had time to ponder my future direction but with the non-appointment to my state board, I now need to secure my place with NCARB. I want to remain as chair and follow after Greg Erny to the Board of Directors when he moves up or terms out.

I feel I have much to offer NCARB with our educational formats at meetings and my knowledge of the many committees relating to our challenges. I wish to continue to represent our western jurisdiction as chair. Each of us brings diverse views on the practice and regulation of architecture. I commit to you a receptive and responsive voice to your ideas in our unique region.

I would appreciate your support and would welcome your input on any thoughts you might have on Region 6, NCARB or my decision to run. I look forward to seeing you all at our upcoming regional meeting in Providence, Rhode Island on March 15-16, 2013.

Cordially,

Robert M. Calvani, AIA

Principal

NCA Architects

1306 Rio Grande Blvd. NW ~ Albuquerque, NM 87104

☎ 505.255.6400 | ☎ 505.268.6954 | ☎ 505.280.3901

rcalvani@nca-architects.com

www.nca-architects.com

Gina Spaulding, Executive Director

WCARB, Region 6

2657 Windmill Parkway, Ste. 601

Henderson, NV 89704

Message Phone: (702) 202-2617 Cell phone: (702) 461-9986

Email: wcarb@msn.com Web: www.wcarb.com

NCARB Certificate Holder	1981-Present
NM Board of Examiners for Architects	2003-Present
NM Board of Examiners for Architects- Chair	2011-Present
ARE Subcommittee- Building Systems	2004-2008
ARE Subcommittee- Building Systems-Coordinator	2007-2010
ARE Multiple Choice Subcommittee- Assist Chair	FY11
ARE Multiple Choice Subcommittee- Chair	FY12-Y13
Examination Committee (COE)	FY10-Y13
ARE Specification Task Force	2007-2008
Practice Analysis Task Force	2011-2012
Practice Analysis Task Force- Team Leader	FY12
Practice Analysis Task Force- Steering Committee	2011-2013
Test Specification Steering Committee	FY12
Test Specification Task Force	FY12-FY13
Regional Leadership Committee	FY13
WCARB Executive Committee	2011-2013
WCARB Region 6- Chair	2012-2013
NAAB Visiting Team Nomination	2010



(541) 772-4372

221 WEST 10TH ST • MEDFORD, OR 97501 • FAX: (541) 499-6329 • WWW.OREGONARCHITECTURE.BIZ

January 21, 2012

Fellow Member Board Members in Region 6,

I am writing to you today to ask for your vote as I seek reelection to the WCARB Executive Committee and the Vice-Chair position.

I am completing the second year of my first term on the Executive Committee and a year as Vice Chairman. I believe I still have plenty to offer Region 6 in the way of personal and professional experience and expertise. As the pressure on our respective state governments to work stronger, faster, more efficiently increases, and it is important we be able to share our collective wisdom regionally. Someone who understands the big picture will be an important part of that process.



One main purpose of the Executive Committee is to plan a Regional Meeting where attendees can come away saying “I learned something here today”, something that will help them do their job better. That happened in Seattle, and I think you will see that happening in Providence with the Golden Nugget event. Clearly I can’t take credit for events, but I can take credit for being part of the team that made it happen. I ask for your support to continue my efforts to keep this organization useful for all its members.

I also believe I understand the broader issues that affect the profession on the national and international levels. For three years I was Director of Professional Development at NCARB. Daily I dealt with issues of ARE test development and administration, Continuing Education, and international licensure. While at NCARB I brought sense to the exam pricing structure, systematized the process for accessible accommodations, developed a schedule for the delivery of monograms, and separated test delivery from test administration within the organization. I was intimately involved in new item type research projects and the Practice Analysis and Test Spec that led to ARE 4.0.

I am available by either e-mail (mark@oregonarchitecture.biz) or phone (541.772.4372) for questions or comments.

Warmest Regards,

Mark McKechnie, AIA



Jay Cone Architecture PC AIA
651 El Dorado Ln. Hailey Idaho 83333
Tel / Fax 208. 578. 5226
jccone@jayconearchitecture.com

February 15, 2013

Dear Members and Executives of NCARB Region 6:

I hope everyone is having a good winter. I am looking forward to the 2013 NCARB Regional Conference in Providence and the opportunity to see all of you.

This will be my third Regional Conference as I begin my fourth year on the Idaho Board. I was appointed to the Board in February of 2010. After serving for a year I sought appointment to the ARE Multiple Choice Subcommittee for Programming, Planning and Practice. After two years I sought appointment to the newly formed Test Specification Task Force and I continue to serve on both of those committees. It has been incredibly gratifying and rewarding to serve and to work with Member Board Members from all Regions.

I continue to be impressed by the dedication and willingness of all of you as volunteers. This is the only organization I have ever been a part of where the enthusiasm of the volunteers outpaces available positions. I am one of those who are eager to continue to serve and eager to expand my involvement.

I would like to announce my intentions to run for one of the vacant positions on the WCARB Executive Committee at the forthcoming Regional Conference. Unquestionably Architects will face unprecedented challenges in the coming years. It would be my honor to have a role in shaping the future of our profession.

Happy and safe travels to Providence!

Sincerely,
Jay Cone

NCARB Candidate Resumes



February 13, 2012

To: NCARB Board of Directors
Member Board Members
Member Board Executives

RE: Candidacy for NCARB 1st Vice President – President Elect

Dear Friends:

I am announcing my candidacy for First Vice President/President Elect. My service and commitment as a director and officer has been educational, creating the tools needed for the upcoming years as First Vice President in 2013 and President in 2014.

The strength of the National Council of Architectural Registration Boards is built on the knowledge, vision and volunteer time of the men and women who serve on the numerous boards and committees. Without this commitment, NCARB could not fulfill its mission. I am honored to be a part of this group.

The 2012 Practice Analysis on Architecture has provided us a wealth of information. Committees have sliced and diced and formulated a plan to effectively use the data. Thank you to all that participated in the survey.

NCARB convened the first ever Intern Think Tank in December. Almost 200 young professionals submitted their thoughts and credentials to be selected to serve on the 12-person panel. We intend to maintain contact with these interns as a resource and to populate future committee assignments.

The Board of Directors and staff are researching and reviewing options to determine future directions of the ARE. Decisions will be made using the ongoing research of the R & D Committee and the 2012 Practice Analysis of Architecture.

It is my intent to build upon the initiatives that are in place or in process. Together we can build a more agile, responsive and transparent NCARB.

Respectfully,


Dale McKinney, FAIA, NCARB
2nd Vice President

Riverview Professional Building
117 Pierce St. Suite 110
Sioux City, IA 51101
712.252.4014
www.mplusarch.com





Candidate for 1st Vice President - President Elect

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

NCARB Service

NCARB Board of Directors

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

NCARB Committees

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

Professional Service

Iowa Board of Architectural Examiners Board Member

Chair	2001 - 2010
	2003 - 2004 & 2009 - 2010

AIA National Director Central States

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

AIA Iowa

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

Dale McKinney, FAIA, NCARB

Candidate for 1st Vice President - President Elect

Page 2

Honors and Awards

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

Community Service

City of Sioux City

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

Other

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





FW ARCHITECTS, INC. AIA
ARCHITECTURE ■ PLANNING ■ INTERIORS

February 15, 2013

To: Officers,
Member Board Members,
Member Board Executives,

Re: Candidacy for NCARB Treasurer



Dear friends,

For the past year it has been my honor to serve as Treasurer of the NCARB Board of Directors. I thank you for the opportunity to represent each of you and insure that the interests of all of our members have been heard and understood by the Board.

As I begin the second half of my term as Treasurer I am proud of our accomplishments to date but realize that this is just the beginning of a process that will continue to refine and define NCARB for years to come. As Treasurer, my responsibilities are to immerse myself in the finances of the organization, understand their impact, work closely with the accounting staff and our financial advisors, and report to the President and the Board of Directors the status of our finances. I also chair the new Audit Committee which was established last year and serve as a member of the Executive Committee of the Board. I am proud to say that we have worked hard to insure the financial stability of the council, not just for this fiscal year, but for years to come.

All parties share in the successes of this year but our staff should particularly be recognized for their creativity and willingness to buy into the concept that we will make every effort to increase income and reduce expenses. Our Certificate "Welcome Back" program and our "Cyber-Monday" monograph sale were highly successful. Our intern applications, transmittals and record renewals all our higher than expected which reinforces the fact that our message of the value of the certificate is being heard. Staff has worked diligently to review each budget line item and identify ways to reduce expenses. Maintaining a positive financial balance allows the council to fund new services, upgrade infrastructure, pay down our line of credit, and explore new programs and possibilities.

This is truly an exciting time to be a part of NCARB. Yet, I feel that my work for the Council and for you is not complete. **Therefore, after careful thought and consideration, it is with great excitement that I announce my candidacy for Second Vice-President of NCARB.**

I hope that I can count on your support as I seek this office. **It is only with your support and guidance that I will have the honor to continue to represent you and serve the Council.**

With kindest personal regards,

Dennis S. Ward, AIA, NCARB
NCARB Treasurer

DENNIS S. WARD, NCARB, AIA



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

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

REGISTRATION South Carolina, North Carolina, Georgia
 NCARB Certificate

MEMBER BOARD SERVICE South Carolina State Board of Architectural Examiners

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

NCARB (National Council of Architectural Registration Boards) SERVICE

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

NAAB (National Architectural Accrediting Board) SERVICE

NCARB Representative - School of Architecture Accreditation Team 2003-Present

Texas A&M – Prairie View (2006 Visiting Team)

Yale University (2007 Visiting Team)

University of South Florida - (2008 Focused Evaluation)

University of Kentucky – (2010 Focused Evaluation)

Rochester Institute of Technology – (2011 Visiting Team)

North Dakota State University – (2012 Visiting Team - Chair)

PROFESSIONAL SERVICE

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

COMMUNITY

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

MARGO JONES
Architects

INCORPORATED

28 February 2013

To: Officers,
Member Board Members, and
Member Board executives



Dear Colleague,

I am pleased to announce my candidacy for Treasurer of NCARB.

It has been gratifying to serve this year as Secretary of the Council. This year the Board minutes have been succinct yet informative, and promptly posted to the Member Board side of the NCARB website. And with the help of talented and diligent NCARB staff, the monthly CEO Updates, Board Briefs, and other communiqués further tell the story of the Council, and its wide range of activities.

NCARB has made enormous strides this year! Under the leadership of President Ron Blich and Chief Executive Officer Mike Armstrong, we are making bold changes that will serve our constituencies—the 54 jurisdictions, the current and future profession, and the safety of the public—very well in the years to come. We hope you will join us this spring at a joint regional meeting to learn about the concise strategic road map, new ARE directions, and improvements suggested by the 2012 Practice Analysis in our many programs.

The direction I promised to follow last year—greater transparency and increased engagement—is seen throughout the Council. In addition there is a new level of interdepartmental, cross-jurisdictional collaboration that is *unprecedented*. It has been an honor to be part of the team evaluating examination, experience, and licensure requirements in a manner that is highly informed and newly invigorated. Truly we are simply the forward players, with an enormous and talented roster of committee members, MBEs, MBMs, and NCARB staff playing the full field expertly.

Please find attached my qualifications for Treasurer. I look forward to talking with you at the spring regional meeting in Providence or at the Annual Meeting in San Diego about my serving as Treasurer for the Council. I pledge to carry out the responsibilities of that office with a steady hand and firm commitment to fiscal discipline, with an eye on the sustainable wellbeing of NCARB.

I respectfully request your endorsement for the office of Treasurer, and I look forward to further conversations about our shared responsibilities this June.

Respectfully~~

A handwritten signature in blue ink that reads "Margo Jones". The signature is fluid and cursive, with a long horizontal line extending to the right.

Margo Jones, AIA, NCARB, LEED AP
Secretary, NCARB

308 Main Street
Greenfield, MA 01301
Tel: 413 / 773-5551
Fax: 413 / 773-5552
office@margojones.com

MARGO P. JONES, NCARB, AIA

Education

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

Practice

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



Registration

Massachusetts, Vermont, New Hampshire, Connecticut
NCARB Certification

Member Board Service

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

NCARB Service

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

Professional Service

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

Awards:

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

February 22, 2013

Member Board Members
National Council of Architecture Registration Boards

Re: Candidacy for Secretary of the Council



Dear Regions 1, 2 and 6 Member Boards:

As you prepare for your regional meeting in Providence, I wanted to share with each of you that on January 14th at our Board of Director's meeting in Orlando, I made my formal announcement of candidacy for the Office of Secretary of the Council. With this announcement, I will be vacating the Regional Director's office in June at our Annual Meeting. I do not plan to attend your meeting, however, I hope to speak to each of you either before the Annual Meeting via phone or at the meeting once we arrive.

I am beginning my third 4 year term as a board member of the Alabama Board of Architects. Over the past nine years I have seen a lot of changes in NCARB. The changes are exciting and continue to improve customer service, bring financial stability to the council, improve the IDP and ARE and push us forward to consider Blue Sky discussions. I want to continue the work we have been doing and be a part of the successful future.

I ask for your support in my quest for Secretary of the Council and will be talking to you about what you feel are issues facing NCARB and what we can improve. In addition, I feel that NCARB can better support each of your jurisdictions and I welcome any input on what those jurisdictional issues are for each of you.

I thank you for your continued support and I look forward to continuing to serve you and NCARB in the coming years!

Respectfully,

A handwritten signature in blue ink that reads 'Kristine A. Harding'.

Kristine A. Harding, AIA, NCARB
Director of Region 3



Kristine A. Harding, AIA, NCARB, LEED GA

Education

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

Practice

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

Registration

Alabama, Tennessee
NCARB Certification

AIA Service

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

NCARB Service

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

Region 3 SCNCARB	Vice Chair	2010
Region 3 SCNCARB	Chair	2011
Region 3 SCNCARB	Director	2012
Region 3 SCNCARB	Director	2013
Credentials Committee	Member	2009

Community Service

Cummings Research Park Design Control Committee, Member		
Huntsville Sports Commission	Past President/Past Member	
Huntsville Madison County Leadership		Class 14
Project Chair/RAD Equipment to the HSV Police Dept.		
Leadership Alabama		Class 16
Project Committee for Alabama Heart & Soul		
Leadership Alabama Board of Directors		2007
Huntsville Madison County Marina & Port Authority		Board

Awards

Congressional Medal for Antarctic Service		1983
Alabama Council AIA Accolade Award		2011

2013 State Reports – WCARB REGION 6

Alaska

Board Composition - 11

2 Architects
2 Land Surveyors
5 Engineers
1 Landscape Architect
1 Public Member

Architects: 2
Non-Architects: 9
Other Licensed Professionals:

Licensing Statistics

In State Registrants: 224 (architects)
Out of State Registrants: 284 (architects)

Brief Overview of Current Issues

Specialty contractor exemptions
Site adaptation and field alteration of sealed documents
Incidental practice

Current Legislation Related to Architecture

None

Miscellaneous

None

Arizona

Board Composition

Architects:	2
Non-Architects:	7
Other Licensed Professionals:	6

Licensing Statistics

In State Registrants:	19,773
Out of State Registrants:	17,904

Brief Overview of Current Issues

The Arizona Board is currently working on incorporating the Alarm Industry into its licensed population (with legislation, rules and agency policies/procedures.)

Rules making IDP the only “work experience” Arizona will accept toward architect registration have finally passed and will become effective March 8, 2013.

Current Legislation Related to Architecture

None

Miscellaneous

Ronald Dalrymple, the Board’s Executive Director for the past 30 years, will retire on June 13, 2013, but, that won’t be the end for Ron; he’s coming back to the Board after a short, two week vacation, to assume responsibility for the Board’s Enforcement Unit.

The “Plan” is that Melissa Cornelius, currently serving as Deputy Director, will become the Board’s Executive Director when Ron retires at the end of June 2013.

California

Board Composition

Architects: 5

Non-Architects: 5 (public members)

Other Licensed Professionals: 0

Licensing Statistics

In State Registrants: 16,010

Out of State Registrants: 3,756

Brief Overview of Current Issues

The Board is commencing the process to conduct a new Occupational Analysis for the California Supplemental Examination. It will build from the work done by NCARB on its Practice Analysis.

The Board is adopting regulations to create a regulatory pathway to licensure for candidates holding the NCARB's Broadly Experienced Foreign Architect Certificate.

Implementing a new Department-wide business system called "Breeze", which is an integrated software solution that utilizes current technologies to facilitate increased efficiencies in the DCA boards' and bureaus' licensing and enforcement programs.

The Board will be adopting its 2013 Strategic Plan at its March meeting, which will establish new objectives for the year.

Current Legislation Related to Architecture

Sunset review regarding interior designers

Miscellaneous

None

Colorado

Board Composition

13 Members:

3 Architects

4 Professional Engineers

3 Professional Land Surveyors

3 Public Members who have not practiced architecture, engineering, or land surveying.

Licensing Statistics

In State Registrants: 2,944

Out of State Registrants: 3,786

Brief Overview of Current Issues

We will continue to disseminate information regarding the black-out period. We will need to address those candidates who have not completed the entire examination series but have exam scores obtained for before the rolling clock starter in January 2006, as they were told these scores would be retained indefinitely and it does not appear the scores will be retained.

Current Legislation Related to Architecture

The board is currently going through sunset at the legislature. Some of the recommendations from the Department's Office of Policy Research and Regulatory Reform (NOT the Board) that are relevant to the Architects is to clarify the definition of 'offering to practice', include further title protections (architecture, architectural), repealing company ownership requirements as the board has no authority over companies, require ARCs to report civil settlements as courts do not typically know or make license law violation determinations, and modernizing ARCs ability to seal documents.

Miscellaneous

The New Program Director for the Colorado board is Joyce J. Young. Joyce worked for the board about 5 years ago under Angie Kinnaird-Linn's direction and was with the board for about five years at that time. She is focusing on issues 'close to home' this year so will not be attending Zone meetings her first year back with the board. She will be attending the national meeting.

Guam

Board Composition

Architects: 2

Non-Architects: 2

Other Licensed Professionals: 3

Licensing Statistics

Architects: 121

Landscape Architects: 5

Land Surveyors: 23

Engineers: 590

In-State Registrants: 23

Out-of-State Registrants: 98

Brief Overview of Current Issues

The following policies have been adopted:

- 1) Require architect interns with comparable foreign degrees qualifying under (eight year) work experience requirements to participate in IDP under IDP Eligibility Date #3.
- 2) Allow the use of the term “architect” or “engineer” in advertisements by businesses or individuals seeking to hire/recruit A/E professionals which was regarded as a violation under a previously held stricter interpretation of the licensing laws.
- 3) Registry of disciplinary actions to include first-time offenders in violation of licensing laws that have been issued citations. Develop uniform standards for fines, penalties to ensure consistency in enforcement.

Current Legislation Related to Architecture

Proposed legislation for the Guam Energy Code in final draft stage developed by the Guam Building Code Council and sponsored by Senator Tom Ada, Committee Chair on Public Safety, Infrastructure and Maritime Transportation.

Miscellaneous

The Board welcomes recent hires, Executive Board Administrator Ray Borja, former Board Investigator and Administrative Assistant Maria Villanueva as well as Legal Counsel, Atty. David Highsmith retained from Office of Attorney General.

Hawaii

Board Composition

Architects: 3

Non-Architects: 11

Other Licensed Professionals: Engineers, Surveyors, Landscape Architects

Licensing Statistics

In State Registrants: 998

Out of State Registrants: 1,280

Brief Overview of Current Issues

Amending rules to allow for concurrent IDP and ARE with a NAAB accredited degree, update the IDP requirements, implement the rolling clock requirement, and implement the NCARB continuing education requirement.

Current Legislation Related to Architecture

Addressing military licensure bills

Miscellaneous

None

Idaho

Board Composition

Architects: 6

Non-Architects: N/A

Other Licensed Professionals: N/A

Licensing Statistics

In-State Registrants: 487

Out-of-State Registrants: 1170

Brief Overview of Current Issues

The Bureau has investigated 14 complaints for the Board during fiscal year 2012. There are 2 complaints still under investigation for fiscal year 2012.

Current Legislation Related to Architecture

BUREAU OF OCCUPATIONAL LICENSES Docket No. 24-0101-1201

Rules of the Board of Architectural Examiners Proposed Rulemaking

THE FOLLOWING IS THE PROPOSED TEXT OF DOCKET NO. 24-0101-1201

010. DEFINITIONS (RULE 10).

01. Board. The Board of Architectural Examiners as prescribed in Section 54-312, Idaho Code. (7-1-93)

02. Bureau. The Bureau of Occupational Licenses as prescribed in Sections 54-605 and 67-2602, Idaho Code. (3-15-02)

03. Direct Supervision. Direct supervision of an unlicensed individual in the practice of architecture means the exercise of management, control, authority, responsibility, oversight and guidance over the unlicensed individuals work, activities and conduct. ()

04. Responsible Control. Responsible control means that amount of control over and detailed knowledge of the content of technical submissions during their preparation as is ordinarily exercised by registered architects applying the required professional standard of care. Reviewing, or reviewing and correcting, technical submissions after they have been prepared by others does not constitute the exercise of responsible control because the reviewer has neither

control over nor detailed knowledge of the content of such submissions throughout their preparation. ()

350. REGISTRATION EXAMINATION (RULE 350).

The Board, having found that the content and methodology of the ARE prepared by NCARB is the most practicable and effective examination to test an applicant's qualifications for registration, adopts the ARE as the single, written and/or electronic examination for registration of architects in this state, and further adopts the following rules with respect thereto: (7-1-97)

01. When Taken. The Board will cause the ARE, prepared by NCARB, to be administered to all applicants eligible, in accordance with the requirements of the Board, by their training and education to be examined for registration on dates scheduled by the NCARB. The Board shall cause repeat divisions of the ARE to be administered to qualified candidates on such dates as are scheduled by the NCARB. The ARE examination is a multiple part examination prepared by NCARB. Content of the examination in all of its sections is available from the Board or NCARB. (4-11-06)

02. Grading. The ARE shall be graded in accordance with the methods and procedures recommended by the NCARB. To achieve a passing grade on the ARE, an applicant must receive a passing grade in each division. Grades from the individual division may not be averaged. Applicants will have unlimited opportunities to retake division which they fail except as set forth in these rules. The Board shall accept passing grades of computer administered divisions of the ARE as satisfying the requirements for said division(s) when such examinations are administered as prescribed by the NCARB. (4-11-06)

03. Passing (ARE). To pass the ARE, an applicant must achieve a passing grade on each division. Effective July 1, 2006, and subject to certain conditions, a passing grade for any division of the ARE shall be valid for five (5) years, after which time the division must be retaken unless all divisions have been passed. The Board may allow a reasonable extension of such period in circumstances where completion of all divisions is prevented by a medical condition, active duty in military service, or other like causes. (4-11-06)

04. Transition. The transitional rules are as follows: (4-11-06)

a. For applicants who have passed all divisions of the ARE by July, 2006 regardless of the time taken, will have passed the ARE. (4-11-06)

b. For applicants who have passed one (1) or more but not all divisions of the ARE by July 1, 2006, such applicants will have five (5) years to pass all remaining divisions. A passing grade for any remaining division shall be valid for five (5) years, after which time the division must be retaken if the remaining divisions have not been passed. The five (5) year period shall commence after July 1, 2006, on the date when the first passed division is administered. Any

division passed prior to January 1, 2006, shall no longer remain valid if all remaining divisions have not been passed by July 1, 2014. (4-11-06)()

c. For applicants who have passed no divisions of the ARE by July 1, 2006, such applicants shall be governed by the **above** five (5) year requirement outlined in Subsection 350.04.b of these rules. The five (5) year period shall commence on the date when the first passed division is administered. (4-11-06)()

d. After July 1, 2014, approval to take the ARE shall terminate unless the applicant have passed or failed a division of the ARE within a period of five (5) years. Any applicant whose approval has so terminated must reapply for approval to take the ARE. ()

375. ARCHITECTURAL INTERN (RULE 375).

An individual may represent themselves as an architectural intern only under the following conditions: (3-15-02)

01. Supervision. Each architectural intern shall be employed by and work under the direct supervision of an Idaho licensed architect. (3-15-02)

02. IDP Enrollment. Each architectural intern shall be enrolled in the National Council of Architectural Registration Board's (NCARB) Intern Development Program (IDP) and shall maintain a record in good standing. (3-15-02)

03. Record. Each architectural intern shall possess either: (3-15-02)

a. A record with the NCARB establishing that IDP training units are being earned in any of the IDP training settings A, B, C, D or E; or (3-15-02)

b. A record establishing completion of all IDP training regulations as specified by NCARB.(3-15-02)

04. Prohibitions. An architectural intern shall not sign or seal any architectural plan, specification, or other document. An architectural intern shall not engage in the practice of architecture except under the direct supervision of an Idaho licensed architect. (3-15-02)

05. Registration. Each architectural intern shall register with the Board on forms provided by the Bureau of Occupational Licenses that shall include the names and addresses of their employer, IDP supervisor, and IDP mentor. (3-15-02)

376. -- 399. (RESERVED)

400. MISCELLANEOUS REQUIREMENTS (RULE 400).

01. Practice of Architecture. Idaho Law prohibits the practice of architecture by any unlicensed

person or firm for any reason. (7-1-93)

02. Corporations. Corporations organized to do general business in the state of Idaho may not practice architecture in the state of Idaho. (7-1-93)

03. Firm Names. Firm names incorporating the use of names of unlicensed individuals are considered in violation of Section 54-310, Idaho Code. A firm may continue to utilize the name of a retired or deceased formerly licensed architect so long as their unlicensed status is clearly disclosed. (7-1-93)()

410. USE OF AN ARCHITECT'S SEAL (RULE 410).

An architect's seal shall may be placed on all technical submissions prepared personally by the architect or prepared by his staff under the architect's direction and personal supervision responsible control or as otherwise allowed under the provisions of Section 54-308, Idaho Code. An architect shall only seal those documents prepared by another licensed professional where the architect has both control over and detailed professional knowledge of the work or matters contained in said document. Nothing in this rule shall limit an architect's responsibility to the owner for the work of other licensed professionals to the extent established by contract between the owner and architect.

(4-5-00)()

550. INTERPRETATIONS (RULE 550).

The following interpretation of laws relating to architecture in Idaho Code are hereby made by the Board. (7-1-93)

01. Reference to Building. Under Section 54-309, reference to any building wherein the safeguarding of life, health, and property is concerned means any building which public or private sector of population may use or any building into which the public or private sector of the population is invited either as spectators, visitor, student, guest, or employee, or any building where the private or public sector of the population conducts business. (7-1-93)

02. Administration of Construction Contracts. Under Section 54-309, paragraph 1-c, "Practice of Architecture," Section 54-305, paragraph 1-f, Grounds for Discipline, the words "Administration of Construction Contracts," in accordance with current knowledge and usage in the profession means "Administration of the Contract" as defined in the relevant Contract for Construction or Owner-Architect Agreement as published by the American Institute of Architects. (4-5-00)

032. Professional Standards. Under Section 54-305, an architect shall be completely objective and truthful in all professional reports, statements, or testimony and shall include therein all relevant and pertinent information known to him. (7-1-93)

043. Direct Supervision Contracts. Direct supervision is that degree of supervision by a licensed

architect overseeing the work of another whereby the architect has both control over, and detailed professional knowledge of, the work prepared under his or her supervision. The primary contract or agreement involving the practice of architecture for the project must be between the an architect of record and the entity for which architectural services are provided, not between the person being supervised and the entity for which the services are provided. (7-1-98)()

Miscellaneous

None

Nevada

Board Composition

Architects: 5
Registered Interior Designers: 2
Residential Designers: 1
Public Member: 1

Licensing Statistics

In-State Registrants: 706
Out-of-State Registrants: 2,193

Brief Overview of Current Issues

The Nevada State Board of Architecture, Interior Design and Residential Design has experienced a significant decrease in registration applications and renewals since 2009 due to the slowdown in the economy. We are continuing to see a small uptick in registration applications in 2013 – showing a little bit of life in an otherwise sluggish Nevada economy.

This year, the Board will be publishing a new edition of its ***Nevada Blue Book***, which is a reference guide for the Nevada construction industry and was developed for building officials, design professionals, contractors and the general public. This manual is a wonderful collaboration of the boards of Architecture, Interior Design and Residential Design, Engineers and Land Surveyors, Landscape Architects and Contractors; the State Fire Marshal, Public Works Board and a majority of the building departments in Nevada. The last edition of the ***Nevada Blue Book*** was published in 2009.

Current Legislation Related to Architecture

The 77th session of the Nevada legislature is currently underway. The board is watching over a 100 bills, several of which could potentially affect the autonomy of the board. Additionally, we are watching several industry driven bills that could provide a design preference for local design professionals which will hopefully provide some much needed fixes to the well intended though fatally flawed similar design preference bill that was passed by the Legislature in 2011.

Miscellaneous

None

New Mexico

Board Composition

Architects: Six architects, all having ten years or more of experience in the profession, five years of which shall have been in responsible charge of architectural projects, and shall have been registered as architects in New Mexico for at least five years. One of these six architects shall be in architectural education in an accredited college of architecture.

Non-Architects: One public member of the board who shall not have been licensed as an architect, nor shall such public member have any significant financial interest, whether direct or indirect, in the occupation regulated.

Other Licensed Professionals: N/A

Licensing Statistics

In-State Registrants:	708
Out-of-State Registrants:	1,449

Brief Overview of Current Issues

The Board began discussions this year on modifying the New Mexico Architectural Act. Changes under discussion include:

- Amending part of statute that allows non-registrants to operate companies offering architectural services. Changes discussed include requiring two-thirds of the company to be owned by architects;
- Removing from exempt project status “multiple dwellings not more than two stories in height...”
- Increasing the Board’s administrative penalties up to \$10,000.00.

Members of AIA New Mexico have asked the Board to consider avenues for reciprocity for non-NCARB certificate holders who also lack the BEA or BEFA certification from NCARB.

Lastly, the Board recently adopted amendments to its Continuing Education Requirement Rules and Regulations requiring registrants to acquire 12 HSW continuing education credits each year.

Current Legislation Related to Architecture

The New Mexico Legislature is considering special professional licensure avenues for military service members, spouses or domestic partners. The Legislature is also considering a bill requiring home-rule entities in New Mexico to adopt qualifications-based service selection for design services.

Miscellaneous

None

Oregon

Board Composition

Architects: 5

Non-Architects: 2

Other Licensed Professionals: 0

Licensing Statistics

In-State Registrants: 1637 (and 391 firms)

Out-of-State Registrants: 1313 (and 271 firms)

Brief Overview of Current Issues

We are converting to online renewals for individuals (firms already renew online). This conversion will be completed in the next few months. We are also transitioning from fiscal to calendar year renewals.

Current Legislation Related to Architecture

We have a statutory housekeeping bill before the legislature which will 1) Update the definitions section. 2) Clarify language relating to architectural firms. 3) Clarify language relating to construction documents, such as drawings, specifications, and plans. 4) Remove dates, licensing cycles, deadlines, and stamp requirements from statute, allowing these to be established by administrative rule. 5) Clean up miscellaneous language, such as usage of the words must, shall, license, and registration.

Miscellaneous

None

Utah

Board Composition

The Utah Architects Licensing Board consists of 4 architects and one public member. Utah board members hold terms of 4 years, and are limited to serving 2 terms. Member Board Executive Rich Oborn is in his third year as MBE and is assisted by Lee Avery. New architect board member Greta Anderson AIA has been appointed to fill the vacancy created when Jeanne Jackson was termed out.

Licensing Statistics

The current total number of registrants in Utah is 2,124 as of February 2013. This includes 827 in-state registrants and 1,697 out-of-state registrants.

Brief Overview of Current Issues

Utah is a direct registration member of the NCARB in which registrants are currently required to complete 16 hours of health, safety and welfare (HSW) qualified Continuing Education over the course of each two year registration cycle. Architectural interns with a NAAB accredited degree who have enrolled in the IDP are encouraged to begin taking the ARE as soon as they wish. Licenses are issued when interns complete the IDP and are successful in passing the ARE. Continuing Education requirements for Architects legislation was passed in 2012 and signed by the governor. The board has modified the required Continuing Education requirements to be consistent with NCARB's new model law language.

The Utah board recommended funding for 33 architecture student's initial NCARB registration. Since 2005, the board has recommended funding student initial registration for graduate students at the University of Utah School of Architecture + Planning, Utah's only school offering a NAAB accredited professional degree in architecture. The State of Utah places a portion of each registrant's licensure or renewal fee into an "education and enforcement fund", which is utilized at the recommendation of the Board to provide funding for programs, speakers or initiatives that further the education of Utah architects. The Board also recommended the funding of a number of opportunities this year, including funding to bring notable speakers to the AIA Utah Annual Conference.

The Utah board is continually working to improve the clarity and accuracy of the Architect Licensing Act Rule, as well as identifying changes that may be beneficial to our profession. This year changes included:

- Incidental practice as been further defined.
- The use of electronic seals and signature.

Current Legislation Related to Architecture

There is currently one architect serving in the State of Utah House of Representatives, down from three the previous year. As of February 2013, Legislation currently under consideration includes the following:

- HB 202 – Energy Code Conservation Amendments. Adopts a modified version of the 2012 International Residential Code, Chapter 11 for energy efficiency. The code currently in use is Chapter 11 of the 2006 International Residential Code and Chapter 4 of the 2006 International Energy Conservation Code.

Disciplinary Actions

Utah employs an investigator to explore complaints of possible violations. In 2012, a number of complaints were investigated, but none received administrative sanctions or criminal filings. There were no disciplinary actions taken in 2012.

Washington

BOARD COMPOSITION:

Washington's Board for Architects is in its 94th year of serving architects. The Governor-appointed board consists of seven members: six architect members and one public member.

LICENSING STATISTICS:

Licensees:

Individuals	2010	2011	2012
Active	6283	6259	6259
Delinquent	1074	1254	1343
Inactive	881	906	932
Retired	398	445	485

Businesses	2010	2011	2012
Active	271	684	812

Complaints

2010		2011		2012	
Opened	Closed	Opened	Closed	Opened	Closed
19	15	19	15	14	21

LEGISLATION:

On July 1, 2011 the board implemented a temporary fee suspension. Staff expects to request an extension of the fee suspension through the 2013-2015 biennium.

BRIEF OVERVIEW OF CURRENT ISSUES:

The Board for Architects continues to look at ways to bring clarity to the overlap in scope of practice among design professions. The board is currently working with staff and other design boards (engineers, landscape architects, and geologists) on an updated website for use by building officials.

THE BOARD'S COMMITMENT:

The board remains committed to providing exam candidates and licensees friendly and efficient procedures and services, communicating with licensees (via our web site, listserv, and news bulletins) and listening to concerns, pursuing disciplinary cases, and supporting laws which protect the health, safety, and welfare of Washington citizens.

Golden Nuggets

Best Practices from each Jurisdiction in Region 6





NCARB

Draft of the Resolutions
to be Acted Upon at the
2013 Annual Meeting

MARCH 2013

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

RESOLUTION 2013-A

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

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

SUBMITTED BY: Council Board of Directors

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

“2.2 Alternatives to the Education Requirement

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

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

SPONSORS’ STATEMENT OF SUPPORT:

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

RESOLUTION 2013-B

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

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

SUBMITTED BY: Council Board of Directors

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

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

SPONSORS' STATEMENT OF SUPPORT:

The Broadly Experienced Architect (BEA) Committee recommends that any architect with a degree from a non-accredited program, wherever educated, have the opportunity to show that he or she has obtained education that meets the NCARB *Education Standard* as verified by an Education Evaluation Services for Architects (EESA)-NCARB evaluation conducted by the National Architectural Accrediting Board (NAAB). At present, only holders of degrees from academic institutions outside the United States and Canada may do this.

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

RESOLUTION 2013-C

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

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

SUBMITTED BY: Council Board of Directors

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

“5.4 Experience Requirement

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

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

SPONSORS’ STATEMENT OF SUPPORT:

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

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

RESOLUTION 2013-D

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

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

SUBMITTED BY: Council Board of Directors

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

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

SPONSORS’ STATEMENT OF SUPPORT:

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

RESOLUTION 2013-E

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

TITLE: *Model Regulations* Amendment – Continuing Education Requirements for License Reinstatement

SUBMITTED BY: Council Board of Directors

RESOLVED, that Section 100.703 of the *Model Regulations* be amended by adding new sub-section (D) and that old sub-section (D) be renumbered as (E) as follows:

“100.703 Renewal

[Describe terms, including fee with cross-reference to 100.107, citing applicable statute.]

[The Board may require that each registered architect demonstrate continuing education by including the following provisions.]

Continuing Education Requirements. In addition to all other requirements for registration renewal, an architect must complete a minimum of 12 Continuing Education Hours each calendar year or be exempt from these continuing education requirements as provided below. Failure to comply with these requirements may result in non-renewal of the architect’s registration.

- (A) Continuing Education Hours. Twelve (12) Continuing Education Hours must be completed in Health, Safety, and Welfare Subjects acquired in Structured Educational Activities. Continuing Education Hours may be acquired at any location. Excess Continuing Education Hours may not be credited to a future calendar year.
- (B) Reporting and Record keeping. An architect shall complete and submit forms as required by the Board certifying that the architect has completed the required Continuing Education Hours. Forms may be audited by the Board for verification of compliance with these requirements. Documentation of reported Continuing Education Hours shall be maintained by the architect for six years from the date of award. If the Board disallows any Continuing Education Hours the architect shall have 60 days from notice of such disallowance either to provide further evidence of having completed the Continuing Education Hours disallowed or to remedy the disallowance by completing the required number of Continuing Education Hours (but such Continuing Education Hours shall not again be used for the next calendar year). If the Board finds, after proper notice and hearing, that the architect willfully disregarded these requirements or falsified documentation of required Continuing Education Hours, the architect may be subject to disciplinary action in accordance with the Board regulations.
- (C) Exemptions. An architect shall not be subject to these requirements if:
 - 1. The architect has been granted emeritus or other similar honorific but inactive status by the Board; or

2. The architect otherwise meets all renewal requirements and is called to active military service, has a serious medical condition, or can demonstrate to the Board other like hardship, then upon the Board's so finding, the architect may be excused from some or all of these requirements.
- (D) Reinstatement. To reinstate a registration an applicant shall submit proof of completion of 12 Continuing Education Hours. Said hours may be earned either in the calendar year of reinstatement or in the immediately prior calendar year. Such hours may be applied to satisfy a continuing education requirement applicable to the first registration renewal following reinstatement but shall not be used to satisfy any continuing education requirement applicable to the second registration renewal following reinstatement.
- (E) The Board adopts the forms [at the end of the Model Regulations] as the forms to be used for reporting compliance with these requirements.

SPONSORS' STATEMENT OF SUPPORT:

In 2011, NCARB Member Boards revised the continuing education requirements in the Council's *Model Law and Regulations* to recommend 12 CEHs in health, safety, and welfare subjects each calendar year. Since 45 jurisdictions now require continuing education hours (CEHs) for registration renewal, the Continuing Education, Member Board Executive, and Procedures and Document Committees reviewed how continuing education might be applied toward reinstatement.

This resolution provides a standard for requiring continuing education for reinstatement of a license. The committees all agreed that requiring 12 CEHs is the fair and appropriate standard for reinstatement regardless of the length of time the registration has lapsed. If a registrant has earned 12 CEHs in the current or previous calendar year, he or she may apply those hours to reinstatement. If a registrant has not earned 12 CEHs, they must earn 12 hours before their license is reinstated.

The resolution also allows the hours earned for reinstatement to be used to satisfy the first renewal if they are earned in the appropriate calendar year. For example, if a registrant earns 12 CEHs in 2013 to reinstate their license, they do not need to earn an additional 12 CEHs in 2013 to renew their license in 2014. This is the most appropriate and simple standard for Member Board Executives to administer for all registrants since a registrant may reinstate at time, but renewals occur on a regular timeframe.

Resolution 2013-F

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

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

Submitted By: Council Board of Directors

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

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

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

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

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

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

SPONSORS’ STATEMENT OF SUPPORT:

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

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

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

DRAFT

RESOLUTION 2013-G

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

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

SUBMITTED BY: Council Board of Directors

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

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

SPONSORS' STATEMENT OF SUPPORT:

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

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

Comparing and contrasting the current programs found:

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

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

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

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

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

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

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

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

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

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

AND

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

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

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

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

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

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

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

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

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

ELIGIBILITY

1. Architects who are able to benefit from the provisions of this agreement must be citizens respectively of the United States or Canada or have lawful permanent residency status in that country as their home country in order to seek licensure/registration in the other country as the host country under this Agreement. Architects shall not be required to establish citizenship or permanent residency status in the host country in which they seek licensure/registration under this Agreement.
2. Architects must also be licensed/registered in a jurisdiction of their home country without having been registered by means of a foreign reciprocal registration procedure such as the Broadly Experienced Foreign Architect programs of the two countries or other international mutual recognition agreement, and must have completed at least 2,000 hours of post-licensure/registration experience practicing as an architect in such jurisdiction.

CONDITIONS

U.S. Architect to Canadian Jurisdiction

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

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

Canadian Architect to U.S. Jurisdiction

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

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

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

DEFINITIONS

Demonstration of Required Experience

2,000 cumulative hours of post-licensure experience shall be demonstrated by individual applicants through the provision of proof of licensure in good standing without disciplinary action and a signed affidavit attesting to the experience.

LIMITATIONS

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

AMENDMENT

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

SIGNING AND WITHDRAWING

Any NCARB Member Board or CALA jurisdiction may become a party to the applicable provisions of this Agreement upon submitting a written affirmation of its intent to become a signatory in the case of NCARB Member Boards to NCARB and in the case of CALA

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

TERMINATION

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

ENTRY INTO FORCE

This Agreement shall come into force at such time as one-half of all NCARB Member Boards have become parties to this Agreement and one-half of all CALA jurisdictions have become parties to this Agreement all as described above so long as such condition is met on or before January 1, 2014.

Signatures

NCARB

CALA

DATE

NAME
ADDRESS
ADDRESS
ADDRESS
ADDRESS

Dear Sir or Madam:

This is to confirm that [*NAME OF INDIVIDUAL*] was licensed/registered on [*MONTH / DAY / YEAR*] with the [*NAME OF LICENSING AUTHORITY*] and was not licensed by means of a foreign reciprocal registration procedure such as the Broadly Experienced Foreign Architect program or other international mutual recognition agreement.

[*NAME OF INDIVIDUAL*] is currently a licensee/registrant in good standing with the [*NAME OF LICENSING AUTHORITY*] and is not currently the subject of disciplinary action by this licensing authority nor has a record of unresolved disciplinary action on file with this licensing authority.

Sincerely,

NAME
Registrar

DECLARATION AND UNDERTAKING
For The
MUTUAL RECOGNITION AGREEMENT
Between The
NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)
And The
CANADIAN ARCHITECTURAL LICENSING AUTHORITIES (CALA)

I, [*NAME*], declare and affirm that:

I am a citizen or hold permanent residency status in [*UNITED STATES or CANADA*];

I am a licensed/registered architect, and currently a licensee/registrant in good standing with the [*NAME OF LICENSING AUTHORITY*] which is my principal place of practice;

I was licensed on [*MONTH / DAY / YEAR*] with the [*NAME OF LICENSING AUTHORITY*] who will separately be confirming that I am in good standing with that Authority, and I did not obtain licensure in that jurisdiction by means of a foreign reciprocal registration procedure such as the Broadly Experienced Foreign Architect program or other international mutual recognition agreement;

I have completed a minimum of 2,000 hours of post-licensure experience as an architect engaged in the lawful practice of architecture; and

I meet all of the eligibility requirements of the Mutual Recognition Agreement for reciprocal licensing between NCARB and CALA.

I affirm that the above statements are accurate and true to the best of my knowledge and belief.

Signature

Date

Name (print)

2012-2013

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).

ARTICLE I—NAME

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

ARTICLE II—DEFINITIONS

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

- A. "Council" shall mean the National Council of Architectural Registration Boards;
- B. "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;
- C. "Member Board" is a member of the Council and shall mean the body legally authorized by a Jurisdiction to certify that an applicant for registration as an architect is qualified.

ARTICLE III—PURPOSE

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

ARTICLE IV—MEMBERSHIP

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

SECTION 2. Removal. If, after written notification from the Council Board of Directors, a Member Board shall (i) fail to pay its dues or other financial obligations to the Council or to its Region, or (ii) shall persistently refuse registration to architects holding the Council Certificate for the reason that such architects are not the residents of the Member Board's jurisdiction, or (iii) shall fail to administer the Architect Registration Examination prepared by the Council to all its applicants (other than applicants of whom it does not require a written examination) for registration, then the Council Board of Directors may recommend to the Council that such Member Board be removed from membership in the Council. Upon such recommendation, such Member Board may be removed from membership in the Council by the affirmative vote of not less than two-thirds of all Member Boards.

SECTION 3. Reinstatement. A jurisdiction shall be reinstated as a member in the Council by a vote of two-thirds of all Member Boards following payment of all financial obligations of membership had the jurisdiction not been removed unless, by such vote, such financial obligations shall be modified or waived, and being in compliance with all other requirements of Article IV, Sections 1 and 2.

ARTICLE V—MEETINGS

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

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

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

A delegate attending the Annual Meeting or any Special Meeting of the Council who is entitled to cast the vote of its Member Board shall be identified by a letter of credentials from the delegate's Member Board, which voting delegate the Member Board may change by a subsequent letter of credentials. A Member Board may be represented by as many delegates as attend, but only one vote may be cast for each Member Board by its delegates.

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

SECTION 5. Resolutions and Other Motions. Resolutions are the substantive matters placed on the agenda for a meeting of the Council in accordance with this Section. All resolutions to be considered at any meeting of the Council, except those submitted by the Council Board of Directors, those submitted by Select Committees and those of the laudatory type, shall be submitted to the Regional Chairs Committee not later than 75 days prior to the meeting at which the resolution is to be considered. The Regional Chairs 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 Chairs Committee, include a brief summary of the argument in support of the resolution, which summary shall be published with the publication of the resolution. The Council shall distribute all resolutions, except laudatory resolutions, to the Member Boards not less than 30 days prior to the meeting at which the resolution is to be considered. If the Board of Directors discloses its position to the Council, the vote of the Board of Directors shall be disclosed at the same time.

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

SECTION 6. Voting. The affirmative vote of two-thirds of all Member Boards is required to pass any amendment to these Bylaws or to remove any Member Board from membership in the Council. The affirmative vote of a majority of all Member Boards is required to pass any other resolution. Except as specified in Article VIII, Section 4, with regard to the election of Officers, voting upon all other issues shall

require the quantum of vote set forth in Robert's Rules of Order Newly Revised. There shall be no voting by proxy.

SECTION 7. 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 Council Board of Directors and printed and sent by the Secretary to all Member Boards at least 30 days before the date set for a particular meeting.

SECTION 8. Rules of Order. The Council shall be governed by Robert's Rules of Order Newly Revised when not in conflict with the Bylaws of the Council.

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

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

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

ARTICLE VI—REGIONS

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

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

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

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

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

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

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

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

ARTICLE VII —THE COUNCIL BOARD OF DIRECTORS

SECTION 1. Membership. The Council Board of Directors shall comprise the Officers of the Council as designated in Section 1 of Article VIII, one Director elected from each Region, the immediate Past President, one Member Board Executive Director, and one Public Director elected as provided in this Article VII.

SECTION 2. Qualifications and Limitations. A candidate for election as a Regional Director shall be (i) a citizen of the United States, and (ii) a member of a Member Board within the Region, or the Chair of the Region, or the incumbent Regional Director, at the time he or she is nominated by the Region. In the case of a Member Board regulating professions in addition to the profession of architecture, and which is divided into professional sections, the candidate will qualify as a member of a Member Board only if he or she is a member of the architectural section of the Member Board. All Directors shall serve without compensation.

A candidate for election as the Member Board Executive Director shall be (i) a citizen of the United States, (ii) either an executive director or hold a comparable position as the primary administrator responsible for overseeing the activities of a Member Board at the time of election, (iii) nominated by vote of a majority of the members of the Member Board Executives Committee, and (iv) such person so nominated shall be elected at the Annual Meeting. A Member Board Executive Director shall serve the same term and with the same limit on succeeding terms as apply to Regional Directors in this Article VII, Section 3, and any vacancy in the office of Member Board Executive Director shall be filled by vote of a majority of the members of the Member Board Executives Committee.

A candidate for election as the Public Director shall be (i) a citizen of the United States, (ii) shall not be a person engaged in or licensed to engage in the design of any portion of buildings or structures or a person participating in the regulation of design of any portion of buildings or structures, (iii) nominated by the Council Board of Directors, and (iv) such person so nominated shall be elected at the Annual Meeting. A Public Director shall serve the same term and with the same

limit on succeeding terms as apply to Regional Directors in this Article VII, Section 3, and any vacancy in the office of Public Director shall be filled by the Council Board of Directors.

SECTION 3. Terms of Office. The terms of office of Officers and Directors shall be as provided in Section 5 of Article VIII. Regional Directors shall be nominated as provided in Section 4 of this Article and persons so nominated shall be elected at the Annual Meeting of the Council to serve from the adjournment of said Annual Meeting until the adjournment of the next following Annual Meeting or until their successors are duly elected. No person shall serve more than three terms in succession as a Director.

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

SECTION 5. Nomination of Regional Directors. Each Region shall select its nominee for Director at a Region meeting. The nominations will be announced by the several Regions at the Annual Meeting of the Council.

SECTION 6. Vacancies. Vacancies in the offices of Officer and Directors shall be filled as provided in Section 6 of Article VIII. A vacancy in the office of a Regional Director shall be filled by an appointee designated by and from the Region originally represented. Any Regional Director who moves his or her principal residence to a place outside the region which he or she represents shall be deemed to have vacated the office of Regional Director, and any Member Board Executive Director and/or Public Director who ceases to be eligible as provided in this Article VII, Section 2, clause (ii) shall be deemed to have vacated the office of Member Board Executive Director or Public Director, respectively.

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

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

SECTION 9. Executive Committee of the Council Board of Directors. The Executive Committee of the Council Board of Directors shall comprise the President/Chair of the Board, the First Vice President/President Elect, the Second Vice President, the Treasurer, the Secretary, and the immediate Past President. The Executive Committee shall:

- A. act for the Council Board of Directors between meetings only as directed by the Board;
- B. develop short-range and long-range goals, consistent with the mission of the Council, as the basis for planning and implementation by the Board; and
- C. assist the President/Chair of the Board with the development of issues to be presented at the spring Regional Meetings.
- D. prior to the start of the new fiscal year of the Council, review the budget for the next fiscal year for presentation to the Council Board of Directors; periodically review the budget, investments, financial policies, and financial positions of the Council and make recommendations concerning the same to the Council Board of Directors for appropriate action.

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

controls. The Audit Committee shall annually select and engage an independent auditor of the Council's financial records.

ARTICLE VIII—OFFICERS

SECTION 1. Officers. The 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. Qualifications and Limitations. To be eligible for elective office in the Council a person shall be:

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

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

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

SECTION 5. Terms of Office.

- A. The Second Vice President shall serve from the adjournment of the Annual Meeting at which such person is elected, until the adjournment of the next following Annual Meeting or until a successor is duly elected.
- B. The First Vice President/President Elect shall serve as such from the adjournment of the Annual Meeting at which such person is so elected, until the adjournment of the next following Annual Meeting at which time such person shall assume the office of President/Chair of the Board and shall serve as such until the adjournment of the next following Annual Meeting.

- C. The Treasurer and the Secretary shall serve from the adjournment of the Annual Meeting at which they are elected until the adjournment of the next following Annual Meeting or until their successors are elected.
- D. No incumbent shall serve for more than one term in succession as President/Chair of the Board, First Vice President/President Elect, or Second Vice President; provided, however, that an Officer shall be eligible for reelection for the full term of office if during the period immediately prior thereto such Officer had succeeded to or been elected to the office to fill a vacancy.
- D. develop charges for all committees that will serve during his or her term as President/Chair of the Board. Following approval of the charges by the Council Board of Directors, oversee the work of all committees in discharging their responsibilities;
- E. represent the Council Board of Directors and its policies to all external and internal constituents including to the Chief Executive Officer; and
- F. perform such other duties and powers as the Council Board of Directors may from time to time decide.

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

SECTION 7. Vacancies. A vacancy in the office of the President/Chair of the Board shall be filled by the First Vice President/President Elect assuming the office. A vacancy in the office of the First Vice President/President Elect shall be filled by the Second Vice President assuming the office. A vacancy in the office of Second Vice President, Secretary, or Treasurer shall be filled by an appointee designated by the Council Board of Directors to hold office until the adjournment of the next Annual Meeting; but the balance of the unexpired term, if any, shall be filled at the Annual Meeting by nomination and election as provided in Sections 3 and 4.

SECTION 8. 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 Council Board of Directors, the Executive Committee of the Council Board of Directors, and the Annual Meeting;
- B. present to the Council at the Annual Meeting a report of activities during the President/Chair of the Board's term of office;
- C. identify individuals to serve on all committees while serving as First Vice President/President Elect and when serving as either President/Chair of the Board or First Vice President/President Elect may appoint all members of committees to serve during his or her own term of office as President/Chair of the Board subject to the approval of the Council Board of Directors;

SECTION 9. Vice President. The Vice Presidents, 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.

SECTION 10. Treasurer. The Treasurer shall generally oversee the financial affairs of the Council and be the primary liaison of the Council Board of Directors with the person designated by the Chief Executive Officer as the chief financial officer of the Council. The Treasurer shall report to the Council Board of Directors and Annual Meeting on financial matters of the Council. The Treasurer shall perform such duties and have such powers additional to the foregoing as the Council Board of Directors may designate.

SECTION 11. Secretary. The Secretary shall record or cause to be recorded all votes, consents, and the proceedings of all meetings of the Council and of the Board of Directors. The Secretary shall 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 12. Chief Executive Officer. The Chief Executive Officer shall be the senior appointed officer of the Council. Such person shall be appointed by, shall serve at the pleasure of and shall have such compensation and benefits as shall be established from time to time by the Council Board of Directors. The Chief Executive Officer shall have general charge of the management and administration of the Council's affairs, the implementation of policies established from time to time by the Council Board of Directors and such other duties and powers as the Council Board of Directors may from time to time determine, subject always to the ultimate authority of the Council Board of Directors under applicable law and these Bylaws.

SECTION 13. 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. Upon request of the applicant, this Record will be forwarded to any Member Board or to any foreign registration authority with whom NCARB has an agreement for mutual reciprocity.

SECTION 2. Council Certification. Certification shall be given 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 Certification shall be predicated upon the submission of an annual fee and an annual report containing such information as the Council deems appropriate. The Certification shall lapse if the annual fee and report are not received by the Council within such grace period as the Council Board of Directors may establish. A lapsed Certification may be reactivated by paying delinquent renewal fees, furnishing delinquent annual reports, and paying such fee for reinstatement as the Council Board may establish.

SECTION 4. Revocation of Certification. The Council shall revoke an Architect's 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 Certification at the time of Certification.

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

- C. a Member Board or a court makes a finding, not reversed on appeal, that the Architect has, in the conduct of his or her architectural practice, violated the law or has engaged in conduct involving wanton disregard for the rights of others; or
- D. the Architect has surrendered or allowed to lapse his or her registration in connection with disciplinary action pending or threatened; or
- E. a Member Board has denied the Architect registration for a cause other than the failure to comply with the educational, experience, age, citizenship, or other technical qualifications for registration in such jurisdiction; or
- F. the Architect has willfully misstated a material fact in a formal submission to the Council.

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

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

ARTICLE X—COUNCIL SERVICES TO MEMBER BOARDS

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

shall be denied the use of the examinations until such policy of refusing registration is revoked; but the Council Board may, with sufficient cause, waive the denial of the use of the examinations.

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

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

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

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

SECTION 1. Dues and Fees.

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

SECTION 2. Operating Fund.

- A. Receipts: All membership dues and all fees and other revenues received from any of the activities of the Council shall be placed in the operating fund of the Council. The operating fund shall be administered by the Council's chief financial officer.
- B. General Budget: As soon as feasible following the Annual Meeting, the Council Board of Directors shall adopt a general budget which shall show the anticipated income and expenditures for the current year.
- C. Authority to Expend and Disburse Money: No Officer, Director, Committee, or employee of the Council shall have the right, authority, or power to expend any money of the Council, to incur any liability for and in its behalf, or to make any commitment which will or may be deemed to bind the Council in any expense or financial liability, unless such expenditure, liability,

or commitment has been properly incorporated into the budget, and the Council Board of Directors has made an appropriation to pay the same.

- D. Fiscal Year: The Fiscal Year of the Council shall be from July 1 of one year to June 30 of the next succeeding year.

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

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

SECTION 5. Disclosure of Records. Upon written request made with reasonable specificity, a Member Board shall have the right to receive from the Council with reasonable promptness copies of any Council record it may reasonably request, but excluding (i) information barred from disclosure by an applicable statute; (ii) trade secrets; (iii) information disclosed to the Council in reliance upon its continued non-disclosure; (iv) information that, if released, would give an inappropriate advantage to a competitor or bidder with respect to a request for proposals issued or about to be issued by the Council; (v) personnel information, the disclosure of which would constitute an unwarranted invasion of personal privacy; (vi) attorney-client communications and attorney work-product materials; (vii) transcripts and personal information respecting Certificate applicants or holders without the permission of such applicant or holder; (viii) contents and results of examinations except to the extent disclosure is provided for in the contract between the Council and the Member Board together with data, methodologies, practices, plans, proposals, records of committee deliberations and other records relating to the content, administration, scoring or security of examinations; and (ix) information arising from investigatory cases. Any of the excluded records that the Council has already distributed publicly shall, notwithstanding the preceding sentence, be available to any Member Board. To the extent permitted by applicable law, Council records furnished to a Member Board shall not be distributed by the Member Board to outsiders. The Council may charge the Member Board only reasonable costs to comply with the request. Such charges shall be itemized by the Council in an invoice to the Member Board.

ARTICLE XII—COMMITTEES

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

The Council Board of Directors may delegate to any of the Officers the authority to supervise the work of any of the Committees. The President/Chair of the Board shall have the power to make appointments to any unfilled or vacant Committee membership.

The Council Board of Directors may at any time discontinue a Committee other than a standing Committee established in the Bylaws, or make any changes in a Committee's personnel without regard to the terms of appointment of the Committee members.

SECTION 2. Reports of Committees. Each Committee shall report in writing annually to the Council Board of Directors, at least 60 days prior to the date of the Annual Meeting, for inclusion in the *Pre-Annual Meeting Report*, further, shall make interim reports to the Council Board of Directors as directed. Such reports shall be filed with the President/Chair of the Board, with a copy to the Chief Executive Officer.

SECTION 3. General Procedure of Committees. Every Committee shall perform in accordance with these Bylaws and with the directions of the Council Board of Directors. With the approval of the Council Board of Directors, every Committee may call and hold meetings and meet with other organizations or their representatives.

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

SECTION 5. Committees. The following Committees are hereby established and may from time to time make recommendations to the Council Board of Directors for consideration:

- A. Education Committee: The Committee shall oversee the development, delivery, and assessment of the Council's education policies for use by Member Boards and its relationship with the National Architectural Accrediting Board (NAAB).
- B. Internship Committee: The Committee shall oversee the development, delivery, and assessment of the Intern Development Program for use by Member Boards.
- C. Examination Committee: The Committee shall oversee the development, delivery, and assessment of the Architect Registration Examination (ARE) for use by Member Boards.
- D. Continuing Education Committee: The Committee shall oversee the development, delivery, and assessment of the Council's policies and programs relating to continuing education standards for use by Member Boards.
- E. Procedures and Documents Committee: The Committee shall review proposed resolutions, procedures, and documents for their impact on and consistency with Council policies and programs. The Committee shall assess the usefulness of special Council publications, and modify as appropriate.
- F. Professional Conduct Committee: The Committee shall oversee the development, application, assessment, and adjudication of Council policies and practices relating to the professional conduct of Record holders and others using Council services.
- G. Member Board Executives Committee: The Committee shall consider issues of concern to the jurisdictions and Member Board Executives. The Committee shall nominate a Member Board Executive Director to serve on the Council Board of Directors as provided in Article VII, Section 2.
- H. Regional Chairs Committee: The 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 Chairs of each of the Regions and the First Vice President/President Elect who shall serve as Chair of the Committee.
- I. Credentials Committee: The Committee shall examine and verify Annual Meeting delegate credentials, report to the membership on Annual Meeting attendance, and tabulate and report election results to the President/Chair of the Board. Members of the Credentials Committee shall be sitting Member Board Members and/or Member Board Executives.
- 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 Council Board of Directors.

SECTION 6. 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 7 of Article VIII, such a Committee shall be deemed a Select Committee and shall have, in addition to the duties and powers set out in the resolution, the right, notwithstanding Article V, Section 5, to offer resolutions to be voted on at the Annual Meeting on subjects germane to the work of such Select Committee, provided such resolutions are included in the annual report of such Select Committee submitted to the Council Board of Directors in accordance with Section 2 of this Article XII. Such annual report of a Select Committee shall be included in the *Pre-Annual Meeting and Conference Report* without revision by the Council Board of Directors.

ARTICLE XIII—INDEMNIFICATION

In addition to such further indemnification as may be authorized by the Board of Directors from time to time consistent with applicable law, to the fullest extent permitted by law, including without limitation Section 504 of the Iowa Code known as the Revised Iowa Nonprofit Council Act ("RINCA") and after the Council's Board of Directors makes the determination that the standards of Section 504.852 of RINCA (or successor provisions) have been met for the specific proceeding at issue, any present or former director, officer, employee determined by Board of Directors to be an executive employee, or member of a Council committee, or the estate or personal representative of any such person, made a party to any action, suit or other proceeding, civil or criminal, by reason of the fact that such person is or was serving the Council as such, or serving at the Council's request in any other entity or with respect to the Council's employee benefit plan, shall be indemnified by the Council against the reasonable expenses, including without limitation amounts paid by way of judgment, fine or penalty and reasonable defense costs including attorney's fees incurred in connection with the defense of such proceeding whether or not such defense shall be successful in whole or in part, or in connection with any appeal therein, or any settlement of any such proceeding on terms approved by the Council Board of Directors. Such indemnification shall not be deemed exclusive of any other rights to which such persons may be entitled. Any other present or former employee or agent of the Council may also be indemnified with the approval of the Council Board of Directors. Expenses incurred of the character described above may, with the approval of the Council Board of Directors, be advanced to any person entitled to indemnity upon satisfaction of the requirements of Section 504.854 (or successor provisions) of RINCA. The Council shall have the power to purchase and maintain insurance on behalf of any person described above, or any other employee, volunteer or agent of the Council, against liability asserted against or incurred by such person on account of his or her status as such, whether or not the Council would have the power to indemnify or advance expenses to such persons.

ARTICLE XIV—SEAL

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

ARTICLE XV—AMENDMENTS

These Bylaws may be amended at any special meeting or Annual 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.

Proposed Bylaw Amendments

Bob Calvani, WCARB Region 6 Chair

RESOLUTION 2012-06

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

TITLE: Bylaws Amendment – Changing “Regional Conferences” to “Regions”

SUBMITTED BY: Council Board of Directors

RESOLVED, that the Section 1 of Article VI of the *Bylaws* be amended to read as follows: “SECTION 1. Purpose. In order to ~~establish~~ foster closer communication between Member Boards and the Council, as well as ~~between~~ among Member Boards ~~within geographical areas~~, and further to foster the development of future leaders and assist the Council in achieving its stated purpose, ~~A. six geographical Regions~~ comprising, in the aggregate, all the Member Boards~~Jurisdictions~~, and ~~B. Six Regional Conferences, one within each Region, comprising the Member Boards in that Region~~, are hereby established. Each Member Board shall be required to be a member of its ~~Regional Conference~~ Region.”

FURTHER RESOLVED, that throughout the *Bylaws* wherever the words “Regional Conference” or “Conference” appear the word “Region” alone be substituted, and that any appropriate grammatical corrections be made with respect to such changes.

SPONSOR’S STATEMENT OF SUPPORT:

The Governance Task Force and the Bylaws Task Force believe that the purpose of the Regions can be better stated, and that the notion of a “Regional Conference” is confusing. This resolution does not change any of the Regions, which continue as before and are identified in Article VI Section 2 of the *Bylaws*.

WESTERN CONFERENCE-COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS

ARTICLE I: NAME

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

ARTICLE II: DEFINITIONS

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

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

c) "Chair" shall mean the WCARB Chairperson.

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

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

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

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

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

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

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

ARTICLE III: MISSION

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

- (b) The Western Conference-Region and its Members shall
- 1) Serve as a trusted resource for intern development, licensing, registration data and regulatory information,
 - 2) Advocate the elimination of impediments to reciprocity,
 - 3) Promote recognition of the architect as the primary building professional qualified to protect the public's health, safety, and welfare through enhancing the quality and sustainability of the built environment.
 - 4) Value diversity of opinion and representation,
 - 5) Identify and review issues of current and future regulatory concern that may affect the practice of architecture.
- (c) Through the Western Conference-Region the Members shall maintain collaboration and communication with other Members within the conference. Members shall join together to participate in the work of NCARB and to provide leadership for NCARB. Individuals who are members of Member Boards are encouraged to similarly support NCARB.
- (d) The Western Conference-Region shall pursue its objectives in the most efficient, diligent, and fiscally responsible manner possible. Our pursuit shall be governed by core values of cooperation, integrity, and accountability.

ARTICLE IV: DOMAIN

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

ARTICLE V: MEMBERSHIP

- a) The membership of the Western Conference-Region shall be composed of the Members assigned to the Western Conference-Region by the NCARB Bylaws. No Delegate may participate in the work of the Western Conference-Region if their respective Member, although current with NCARB dues, is not current with all dues owed to the WCARB.
- b) Any WCARB Member may resign upon submittal of written notification from the Member Chair to the WCARB Chair. Said resignation shall be communicated to the business office of each other member Board and to the NCARB within ten days of receipt by the WCARB Chair. Resignation shall be effective thirty (30) days following the date of receipt of the notice from the Member by the WCARB chair.

ARTICLE VI: MEETINGS OF THE WESTERN CONFERENCE-REGION

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

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

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

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

e) Voting by absentee ballot shall not be allowed.

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

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

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

ARTICLE VII: EXECUTIVE COMMITTEE

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

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

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

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

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

2.2 In the absence of both the Chair and the Vice Chair, the Executive Committee shall elect a Chair pro tem.

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

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

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

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

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

d) Removal of an Executive Committee Member.

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

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

e) Term limits for Executive Committee Members.

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

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

f) Meetings of the Executive Committee:

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

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

ARTICLE VIII: EXECUTIVE DIRECTOR

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

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

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

ARTICLE IX: WESTERN ~~CONFERENCE REGION~~ REGIONAL DIRECTOR

a) A nominee for the Director of the Western Conference Region shall be selected annually by majority vote of Members present at the Annual Meeting of WCARB, and shall assume office following confirmation at the Annual Meeting of NCARB. The Western Conference Region

Director shall serve no more than three (3) consecutive one-year terms. Appointment to fill a vacancy of the Director shall not be counted against the limit of three consecutive terms.

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

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

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

ARTICLE X: COMMITTEES

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

1. The Elections Committee shall serve to approve credentials of Official Delegates, and to oversee the elections.
2. The Resolutions Committee shall propose resolutions, review and compile resolutions proposed by Members for consideration, compose laudatory resolutions if needed, and present resolutions at any meeting.
3. The Education Program Committee shall create and facilitate the Education Workshops for delegates and MBE's when they are held at the Annual Meeting.

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

ARTICLE XI: FINANCES

a) Shall be subject to the Rules.

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

ARTICLE XII: RULES OF THE CONFERENCE-REGION

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

ARTICLE XIII: INDEMNIFICATION

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

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

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

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

ARTICLE XIV: BYLAW AMENDMENTS

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

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

Adopted 2/29/64

Revised 2/24/66

Revised 3/07/73

Revised 3/08/75

Revised 3/09/84

Revised 6/27/84

Revised 3/08/85

Revised 3/15/86

Revised 3/14/87

Revised 3/31/90

Revised 3/06/93

Revised 3/20/99

Revised 6/20/01

Revised 6/25/03

Revised 3/19/05

Revised 3/24/07

Revised 6/20/07

Revised 6/19/09

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Please Join Us for the WCARB Regional Dinner on Saturday, March 16, 2013

Where? *Camille's on the Hill Italian Restaurant*

Located at 71 Bradford Street, Providence, RI 02903

It's about a 15-minute walk from the hotel for those members who wish to walk.
Taxi transportation to and from the restaurant has been arranged for those members who would rather not walk.

Transportation details:

Saturday, March 16: Meet in Hotel Lobby at **5:35 p.m.**

Taxis depart hotel to restaurant at **5:45 p.m.**

Taxis will pick group up from the restaurant to take everyone back to the hotel at **9:30 p.m.**
Please note, if you would rather leave sooner or later than the group, the restaurant does have a shuttle bus available for patron use or you may walk or utilize taxi service on your own.

A Note about the Dinner Arrangements:

Over the past few years, we have utilized several different venues and formats for our annual Regional Dinner. This year, the format will include a cocktail hour from 6:00-7:00 p.m. in the lounge/bar area of the restaurant (area will be cordoned off for our group), so that we can socialize and enjoy each other's company. An Open Bar will be served during the cocktail hour. At the conclusion of the cocktail hour, we will all go to the private dinner room reserved for our use. Due to the limited size of the private room, the dinner party will be seated at one long table. A price fixed menu has been selected – it's got some wonderful options – and please note that only water, soft drinks, tea and beer and wine will be served throughout the dinner.

We hope you enjoy this opportunity to get to know your fellow WCARB members a little better, and as they say in Italian: ***Buon appetito!*** (Enjoy your meal!)

We look forward to seeing you at the Regional Dinner on
Saturday, March 16, 2013!

(Contact Gina if you have any questions or need special accommodations)