

NCARB

National
Council of
Architectural
Registration
Boards

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March 15, 2024

Invitation to the 2024 Annual Business Meeting

Dear Member Board Chairs and Executives,

It is my pleasure to invite you to attend NCARB's 2024 Annual Business Meeting, held June 13-15 in Chicago!

With a packed agenda to explore, new leadership to elect, and critical resolutions to vote on, your engagement at this year's Annual Business Meeting is more important than ever. With a spirit of continuous improvement and innovation, NCARB continues to seek out opportunities to imagine new Pathways to Practice, instilling a sense of equity, accessibility, and inclusion along the way. Please join us as we shape NCARB's ongoing evolution in the months and years ahead—register will launch later this month.

At this year's Annual Business Meeting, members will have the opportunity to provide their jurisdiction's unique perspective as we elect the FY25 Board of Directors, vote on resolutions, and discuss current trends. You'll also have the chance to attend workshops designed to better equip you to carry out your board's essential mission to protect the public, with conversations around competency, overlapping practice, and multiple paths to licensure. You'll also have the chance to weigh in as we discuss potential changes to NCARB's regional structure and the future of NCARB's programs and services.

Your participation is crucial as we reflect on current accomplishments and set the agenda for the year ahead—make sure your jurisdiction's voice is heard.

I hope you can join us!



Jon Alan Baker, FAIA, NCARB, LEED AP
2023-2024 NCARB President

NCARB, in collaboration with licensing boards, facilitates the licensure and credentialing of architects to protect the health, safety, and welfare of the public.

2024 Annual Business Meeting

Official Meeting Notice

- Draft Annual Business Meeting Agenda
- Your Guide to ABM
- Letter of Credentials

This notice is sent 90 days in advance of the Annual Business Meeting in accordance with [NCARB Bylaws](#), Article V, Section 1.



Sylvia Kwan, FAIA, NCARB, LEED AP
NCARB Secretary

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Draft 2024 Annual Business Meeting Agenda

Thursday, June 13, 2024

1 - 2:30 p.m.

First-Time Attendee Luncheon

First-time attendees are invited to network with each other, engage with staff and leadership, and learn more about NCARB.

4 – 6 p.m.

First Business Session

Join your fellow attendees and NCARB leadership as we kick off the meeting with our opening business session. This session includes a welcome from the Illinois Board, introduction of special guests, and remarks from FY24 President Baker.

6:30 – 9 p.m.

Welcome Reception

Enjoy a welcome reception at the Field Museum—one of the world’s largest natural history museums! Network with your fellow attendees, share best practices, and make connections that will enrich your future meeting engagements.

Friday, June 14, 2024

8:30 – 9:30 a.m.

Workshop Session #1

Choose from a selection of workshop options (see page X for information)

10 a.m. – 12:30 p.m.

Second Business Session

Listen to our exciting keynote presentation. Then, receive an update on NCARB’s financials for FY24 Treasurer Rademacher, as well as an update on

organizational operations from NCARB CEO Armstrong. Then, candidates running for positions on the FY25 Board of Directors will deliver their speeches and members will engage in a town hall discussion on important membership issues.

1:30 – 2:30 p.m.

Workshop Session #2

Choose from a selection of workshop options (see page 10 for information)

3 – 5 p.m.

Regional Meetings

Meet with your fellow region members to discuss topics of local importance, elections and resolutions, and any other regional business.

Saturday, June 15, 2024

7:30 – 8 a.m.

Voting Delegate Meeting

If you are a voting delegate, engage in training to ensure the voting process goes smoothly.

9 – 10 a.m.

Workshop Session #3

Choose from a selection of workshop options (see page 10 for information)

10:30 a.m. – Until Done

Third Business Session

Hear from incoming FY25 President Van Tine on his vision for the year ahead. Then, voting delegates will cast their jurisdiction's vote in elections for FY25 Board of Directors and on FY24 resolutions.

1 – 3 p.m.

Regional Leadership Luncheon

Regional leadership members are invited to join FY25 President Van Tine for a luncheon.

6:30 – 7 p.m.

President's Reception

Join FY24 President Baker to celebrate the accomplishments of the past fiscal year and network with your fellow attendees.

7 – 11 p.m.

NCARB Annual Banquet

Welcome the FY25 Board of Directors and honor the recipients of the President's Medal of Distinguished Service at this year's Annual Banquet.

2024 Annual Business Meeting Workshops

To provide you with options so you can choose workshops that best apply to your interests and role on your licensing board, we're offering a variety of workshops this year. Please note: Not all workshops will be repeated at all time slots.

All Attendees:

- **Latest Updates on the Competency Standard:** Over the past two years, NCARB's Competency Task Force led the development of a new framework for competency that will shape NCARB's programs in the years ahead. Learn more about how the standard was developed and validated by nearly 5,000 practitioners, as well as how it will be used going forward.
- **Pathways to Practice:** NCARB's Licensure Process Research & Development Task Force has been exploring ways to create more flexibility and accessibility on the path to licensure. Join this session to discover how the future of licensure might involve many pathways to effectively demonstrate competency.
- **AI and Regulation:** The profession of architecture is grappling with the emergence of AI, but how this might impact regulation remains unclear. Join industry experts to explore where and how AI could directly impact the regulatory system.
- **Addressing Overlapping Practice:** For several years, NCARB's members and volunteers have been exploring how to best address overlapping practice across the design professions. Now we're collaborating with our counterparts in engineering and surveying, landscape architecture, and interior design to develop shared model law language. Join us for an update on this joint effort and share your feedback on the work so far.
- **Re-Energize, Re-Engage:** Most of us experience professional burnout at some point in our careers. Learn how to reconnect with your goals, identify what motivates you, and re-energize yourself in this transformational workshop.

Targeted Sessions:

- **Dealing With Legislative Change:** For MBEs and legal counsel, this session will provide expert guidance on navigating changing laws, rules, and legislative priorities.
- **Empowering Public Members:** For public members, this session will offer tools and tips to elevate the voice of the consumer on your licensing board.
- **The Year Ahead:** For FY25 committee chairs, this session will highlight what to expect over the coming fiscal year as you work with your committee members to address charges and carry NCARB's work forward.

Your Guide to the 2024 NCARB Annual Business Meeting

If you're new to NCARB or have never attended an Annual Business Meeting, here's everything you need to know about this gathering and its important role in the regulation of the architectural profession.

What is the Annual Business Meeting?

NCARB is made up of the architectural licensing boards of the 50 U.S. states, the District of Columbia, Guam, the Northern Mariana Islands, Puerto Rico, and the U.S. Virgin Islands.

Once a year, delegates from each board come together to review and comment on NCARB's programs and services, consider changes to national licensure standards, and elect new leadership. A key focus of the meeting is ensuring that Member Boards are equipped to fully understand the role of the Council and licensing boards; utilize NCARB's suite of resources; and demonstrate the value of architectural regulation. In doing so, attendees develop national consensus regarding best practices and strategic thinking.

The meeting enables NCARB to evolve in its work of facilitating architectural licensure across the United States, providing essential services to its members, licensure candidates, and licensed professionals, while supporting our Member Boards as they protect the public health, safety, and welfare.

Why attend the Annual Business Meeting?

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

As an attendee of the Annual Business Meeting, you will help shape NCARB's agenda for the coming years as you vote on resolutions and elect new members of the NCARB Board of Directors. In addition, you will receive important resources and training to better position yourself as an effective member of your licensing board. This year's business sessions will also be streamed virtually, which is an excellent opportunity for Member Board Members who wouldn't normally be able to attend to follow along and learn more about NCARB.

Your Role

All delegates attend each day's plenary session, where organizational business is carried out, as well as several workshops. Your role is to represent your board as we work to create the best possible national licensing standards and further our shared mission of protecting the public by facilitating licensure.

If you have been identified as your board's voting delegate, you are responsible for casting an official ballot in any votes for resolutions or elections for NCARB's Board of Directors. You will receive follow-up information, including a voting guide, if you are designated as the voting delegate.

Funding Classifications and Eligibility

Member Board Chairs are responsible for identifying their board's funded attendees and voting delegate. Please do so as soon as possible so that attendees can register and make travel arrangements.

While identification of members to receive funding is at the discretion of the Member Board, it must abide by the funding categories as outlined below. Please note, the Member Board Member from the professional category may not take the place of a public member or board executive attendee. Every Member Board is eligible to receive funding to send representatives to each meeting, as follows:

- Two (2) Member Board Members – This funding is for any design professional on the board.
- One (1) Public/Consumer Member
- One (1) Member Board Executive
- One (1) Legal Counsel – There is limited funding available on a first come, first served basis. These attendees must be submitted in advance for approval.
- One (1) New Member Board Member – If you have a new Member Board Member appointed during the current fiscal year (after July 1, 2023), limited funding on a first come, first served basis is available to support their participation in NCARB events. These attendees must be submitted in advance for approval.

NCARB will cover travel, food, registration, and lodging expenses for funded attendees—see a detailed description of what is and is not covered through NCARB funding on the event website. Funded attendees should select the correct funded attendee type when registering for the meeting. **In-person attendees must register by May 15, 2024.** Registration will launch later this month.

Submission of Resolutions

The items placed on the agenda for discussion and vote by NCARB membership at the Annual Business Meeting are known as resolutions.

As per the *NCARB Bylaws*, all resolutions submitted by Member Boards or regions for consideration at the 2024 Annual Business Meeting must be presented to the Regional Leadership Committee for review by **April 1, 2024**. Resolutions may include a brief statement of support. You can access the [current NCARB Bylaws on our website](#).

Draft resolutions were distributed in January 2024. While subject to change, current items under consideration are:

- The sunset of previously passed resolutions from the 1960s-1970s and pre-1960s, as part of NCARB's effort to clean up historical resolutions
- A new Mutual Recognition Agreement to replace the existing agreement with our counterparts in Australia and New Zealand
- A new Mutual Recognition Agreement with our counterpart in Taiwan
- A revised Tri-National Mutual Recognition Agreement with our counterparts in Canada and Mexico
- An update to the eligibility requirement for access to the examination
- An update to the certification requirement for architects serving on the NCARB Board of Directors
- An update to NCARB's current regional structure

The Council will distribute all resolutions that are not laudatory in nature to its Member Boards by early May. All Member Boards, regions, and the NCARB Board of Directors may offer amendments to the resolutions at the Annual Business Meeting.

Delegate Credentials

The *NCARB Bylaws* requires each Member Board to submit the list of board members who will attend the 2024 NCARB Annual Business Meeting as the board's official delegates. This list, referred to as the "letter of credentials," must indicate your voting delegate (only one) and alternate and be signed on behalf of your board by any duly authorized person (a board officer or board executive).

The Letter of Credentials is enclosed in this packet. Please return the completed letter of credentials to credentials-committee@ncarb.org no later than **May 31, 2024**. Your jurisdiction will not be able to vote until the credentials letter is received. If you are unable to submit the Letter of Credentials by that date, please have one of your delegates bring such a letter to the Annual Business Meeting and turn it in to the NCARB personnel at the registration desk or send to credentials-committee@ncarb.org prior to the beginning of voting.

Your Letter of Credentials may be amended at any time prior to the Saturday of the Annual Business Meeting, provided that the amendment is signed by a person duly authorized by your board. The credentials will be validated by the Credentials Committee on Saturday morning prior to elections.

The 2024 Pre-Annual Business Meeting Briefing, which will be released in May, will include guidelines for voting delegates, the list of declared candidates for office, and any resolutions to be voted upon.

Voting delegates will be required to attend a meeting on Saturday morning prior to the business session so that the Credentials Committee can do roll call and verify all delegates can vote using the electronic voting system.

To: Brian M. Kelly, AIA, NCARB
FY24 NCARB Credentials Committee Chair

From: _____
BOARD CHAIR/EXECUTIVE

BOARD NAME

Date: _____

RE: Letter of Credentials

Dear Chairperson Kelly,

The _____ [BOARD NAME] is pleased to submit the following names for official delegate and alternate official delegate for the 2024 NCARB Annual Business Meeting. Both individuals are duly appointed members of the board.

Official Delegate: _____ [BOARD MEMBER FULL NAME]
Position on Board: _____
Term Expiration Date: _____
Email: _____ Phone Number: _____

Alternate: _____ [BOARD MEMBER FULL NAME]
Position on Board: _____
Term Expiration Date: _____
Email: _____ Phone Number: _____

The board acknowledges that the official delegate is authorized to cast a vote on its behalf during the Annual Business Meeting. Furthermore, the board understands that in order to replace its official delegate and alternate, a new letter of credentials must be issued and returned to the Credentials Committee Chair prior to May 31, 2024.

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

Signature

Type or Print Name & Title