

California Architects Board
Board Meeting
March 1, 2018
Sacramento, California





Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

NOTICE OF BOARD MEETING

March 1, 2018

*Action may be taken
on any item listed on
the agenda.*

Board Members

Sylvia Kwan, President
Tian Feng, Vice President
Denise Campos, Secretary
Jon A. Baker
Pasqual V. Gutierrez
Ebony Lewis
Matthew McGuinness
Robert C. Pearman, Jr.
Nilza Serrano
Barry Williams

Office of Statewide Health Planning and Development
2020 West El Camino Avenue, 8th Floor (sign-in)
The Conference Center (9th Floor)
Sacramento, CA 95833
(916) 326-3200 or (916) 574-7220 (Board)

The California Architects Board will hold its quarterly meeting as noted above.

Agenda

10:00 a.m. to 4:00 p.m.
(or until completion of business)

- A. Call to Order / Roll Call / Establishment of a Quorum
- B. President's Procedural Remarks and Board Member Introductory Comments
- C. Executive Officer's Report – Update on Board's Administration/Management, Examination, Licensing, and Enforcement Programs
- D. Public Comment on Items Not on the Agenda
The Board may not discuss or take action on any item raised during this public comment section, except to decide whether to refer the item to the Board's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).
- E. Review and Possible Action on December 7, 2017 Board Meeting Minutes
- F. Executive Officer (EO) Recruitment and Selection Process
 1. Presentation from Department of Consumer Affairs (DCA), Office of Human Resources on EO Recruitment and Selection Process
 2. Discuss and Possible Action on Process for Recruitment and Selection of an EO
 3. Discuss and Possible Action on Appointment of an EO Selection Committee
 4. Review and Possible Action on Revised EO Duty Statement and Recruitment Announcement

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(Continued)

- G. Closed Session (will not be webcast)
 - 1. Pursuant to Government Code Section 11126(a), the Board Will Meet in Closed Session to Discuss and Take Possible Action on the Selection Process and Appointment of an “Acting” or “Interim” EO
 - 2. Pursuant to Government Code Section 11126(c)(1), the Board Will Meet in Closed Session to Discuss and Take Possible Action on Development and Administration of California Supplemental Examination (CSE) Related to Reduction of Mandatory Retake Wait Period and Effects on Examination Content and Security
 - 3. Recess Closed Session
- H. Reconvene Open Session
- I. Review and Possible Action on Proposed Regulations to Amend California Code of Regulations (CCR), Title 16, Division 2, Article 3, Sections 124 (CSE) and 124.5 (Review of CSE)
- J. Executive Committee Report
 - 1. Update on January 17, 2018 Executive Committee Meeting
 - 2. Presentation on DCA Business Modernization Project by Chief Information Officer Jason Piccione
 - 3. Discuss and Possible Action on Executive Committee’s Recommendations to the Board Regarding 2017-2018 Strategic Plan Objectives to:
 - a. Identify Organizational Relationships That Should be Maintained and/or Established in Order to Enhance the Board’s Mission to Regulate the Profession and Protect the Public
 - b. Encourage Collaboration with Other Related Boards in an Effort to Share Best Practices
 - c. Enhance an Onboarding Program for New Board Members to Increase Board Member Understanding of Board Functions and Purpose
 - d. Assess and Enhance Existing Committee Charges, Process, Procedures, Appointments, etc. to Improve Effectiveness
 - e. Expand Cross-Training Program for Board Staff and Revise Operational Manuals to Retain Knowledge and Increase Organizational Effectiveness
 - f. Research and Work With the DCA to Update Communications Technology in Order to Efficiently Notify Stakeholders of Important Information
- K. National Council of Architectural Registration Boards (NCARB)
 - 1. Review of 2018 NCARB Regional Summit Agenda
 - 2. Discuss and Possible Action on NCARB Resolutions:
 - a. 2018-A (NCARB Legislative Guidelines and Model Law/Model Regulations Amendment – Health, Safety, and Welfare [HSW] Category Realignment)
 - b. 2018-B (Certification Guidelines Amendment – Revision to the Education Evaluation Services for Architects [EESA] Requirement for the Education Alternative to Certification)
 - c. 2018-C (Amendment and Restatement of the NCARB Model Rules of Conduct)
 - d. 2018-D (Amendment and Restatement of the NCARB Bylaws)
 - 3. Consider and Take Action on Candidates for 2018 NCARB and Region VI Officers and Directors

(Continued)

L. Review and Possible Action on Proposed Amendments to Board's *Disciplinary Guidelines* and CCR, Title 16, Division 2, Article 8, Section 154 (Disciplinary Guidelines)

M. Review of Future Board Meeting Dates

N. Reconvene Closed Session (will not be webcast)

1. Pursuant to Government Code Sections 11126(f)(4) and 11126.1, Review and Possible Action on December 7, 2017 Closed Session Minutes
2. Pursuant to Government Code Section 11126(c)(3), the Board Will Meet in Closed Session to Deliberate on Disciplinary Matters
3. Adjourn Closed Session

O. Reconvene Open Session (will not be webcast)

P. Adjournment (will not be webcast)

Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Board President and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Board are open to the public. The Board may webcast this meeting on its website at www.cab.ca.gov. Webcast availability cannot be guaranteed due to limitations on resources or technical difficulties. The meeting will not be cancelled if webcast is not available. If you wish to participate or to have a guaranteed opportunity to observe, please plan to attend the physical location. Adjournment, if it is the only item that occurs after a closed session, may not be webcast.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Board prior to the Board taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Board, but the Board President may, at his or her discretion, apportion available time among those who wish to speak. Individuals may appear before the Board to discuss items not on the agenda; however, the Board can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting:

Person: Mel Knox

Telephone: (916) 575-7221

Email: mel.knox@dca.ca.gov

Telecommunications Relay Service: Dial 711

Mailing Address:

California Architects Board

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

Protection of the public shall be the highest priority for the Board in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount. (Business and Professions Code section 5510.15.)

CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM

Roll is called by the Board Secretary or, in his/her absence, by the Board Vice President or, in his/her absence, by a Board member designated by the Board President.

Business and Professions Code section 5524 defines a quorum for the Board:

Six of the members of the Board constitute a quorum of the Board for the transaction of business. The concurrence of five members of the Board present at a meeting duly held at which a quorum is present shall be necessary to constitute an act or decision of the Board, except that when all ten members of the Board are present at a meeting duly held, the concurrence of six members shall be necessary to constitute an act or decision of the Board.

Board Member Roster

Jon Alan Baker

Denise Campos

Tian Feng

Pasqual V. Gutierrez

Sylvia Kwan

Ebony Lewis

Matthew McGuinness

Robert C. Pearman, Jr.

Nilza Serrano

Barry Williams

Agenda Item B

PRESIDENT'S PROCEDURAL REMARKS AND BOARD MEMBER INTRODUCTORY COMMENTS

Board President Sylvia Kwan or, in her absence, the Vice President will review the scheduled Board actions and make appropriate announcements.

**EXECUTIVE OFFICER'S REPORT - UPDATE ON BOARD'S ADMINISTRATION/
MANAGEMENT, EXAMINATION, LICENSING, AND ENFORCEMENT PROGRAMS**

Executive Officer, Doug McCauley, will provide the Board with an update on its administration/management, examination, licensing, and enforcement program activities.

Attachments:

1. February 2018 Monthly Report
2. Enforcement Program Report



Edmund G. Brown Jr.
GOVERNOR


CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

MEMORANDUM

DATE: February 21, 2018

TO: Board and Landscape Architects Technical Committee Members

FROM: Doug McCauley, Executive Officer 

SUBJECT: MONTHLY REPORT

The following information is provided as an overview of Board activities and projects as of February 9, 2018.

ADMINISTRATIVE/MANAGEMENT

Board The Board met on December 7, 2017, in Sacramento. The next Board meeting is scheduled for March 1, 2018, in Sacramento. The remaining Board meetings for 2018 are scheduled for June 13, 2018, in southern California; September 12, 2018, in the Bay Area; and December 13-14, 2018, in Sacramento. The December meeting will include a Strategic Planning session.

Business Modernization (BreEZe) In late December, the Board in collaboration with the Department of Consumer Affairs (DCA) finalized a Business Modernization Plan (Plan) to effectively facilitate the analysis, approval, and potential transition to a new licensing and enforcement platform. The Plan is an academic look at the purpose, guiding principles, objectives, and activities needed to achieve the Board's goals of business modernization. The Plan has an accompanying document, the Business Modernization Report (Report), which is an artifact specific to the Board that documents the business modernization activities that will be conducted. The Report includes proposed timelines, milestone documentation, business planning artifacts, project approval documents, among other items. Together, these documents outline a specific framework, and the Board's progress within such framework.

The primary objective of the Plan is to ensure that business modernization efforts for the Board follow a structured approach based on best practices and lessons learned, with more accurately planned, managed, and implemented technology solutions. The thorough planning, business analysis, and program-specific nature of this effort will ensure success for the Board and DCA.

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On August 17, 2017, staff met with DCA's Office of Change Management (OCM) staff to discuss the initial inventory of the Board's existing administrative, enforcement, and licensing business processes. This inventory will inform the proposed timeline for the effort, currently under development. At the request of the DCA, on October 11, 2017, staff provided suggested edits to the business processes. Staff completed the Project Charter for the business activities phase of the modernization effort. The Charter specifies our role and responsibilities as key project stakeholders. It also describes the project decision-making authority for our business area, and the commitment DCA needs from the Board to conduct a successful project. Staff and management met with SOLID on November 7, 2017, to review the draft Project Charter and discuss combining the Board and Landscape Architects Technical Committee (LATC) charters into one document. The Charter was submitted to OCM in January 2018, after approval of the Board's president and LATC's chair. Staff is now working to map Board and LATC business processes with the goal to provide the business processes to OCM in March 2018. The Board and LATC will soon begin the Project Approval Lifecycle, a key element of the Plan.

Communications Committee The Communications Committee met on December 19, 2017, in Sacramento, to continue its work on assigned objectives from the 2017–2018 Strategic Plan. The next meeting has not been scheduled at this time.

Executive Committee The Executive Committee met on January 17, 2018, to work on its assigned objectives from the 2017-2018 Strategic Plan. The Board will consider the Executive Committee's recommendations concerning its assigned Strategic Plan objectives at its March 1, 2018, meeting. The next Executive Committee meeting is scheduled for May 16, 2018, in Sacramento.

Newsletter The *California Architects* newsletter was published on February 16, 2018. In an effort to provide increased distribution of the newsletter, staff worked with DCA Office of Information Services to identify a way to compile all emails in our systems to distribute the newsletter using ListServe. The last published newsletter in 2017 was emailed to all licensees and current candidates, and promoted on Facebook and Twitter. This approach resulted in an increase of email recipients from approximately 2,200 to 28,000.

Sunset Review The Board's 2018 Sunset Review Report is due for submission to the Legislature on November 1, 2018. Preparations for the 2018 Sunset Review are underway. The draft report will be presented to the Executive Committee in May 2018, for input and recommendations for the Board's consideration.

Outreach In early January, the Contractors State License Board was provided with 1,000 *Consumer's Guide to Hiring an Architect* booklets and *Consumer Tips for Design Projects* cards to be disseminated at local assistance centers for wildfire victims throughout the state. On January 29, 2018, an architect in Ventura requested 300 *Consumer's Guide to Hiring an Architect* for distribution to victims of the Thomas Fire at several workshops. Doug McCauley and Bob Carter attended a workshop in Loma Rica on January 30, 2018, to assist residents who wish to hire an architect and rebuild due to the Cascade Fire.

On January 18, 2018, posters explaining the pathways to licensure were mailed to community colleges with architectural related programs. On January 29-31, 2018, Timothy Rodda, Examination/Licensing Analyst, in collaboration with Harry Falconer, the National Council of Architectural Registration Boards (NCARB) Director, Experience + Education, provided

presentations that explained the licensing requirements, role of NCARB, the Architectural Experience Program (AXP), and the Architect Registration Examination (ARE) at Woodbury University, Southern California Institute of Architecture; HMC Architects, Los Angeles; and California Baptist University. There were approximately 150 attendees (total) at the presentations.

Personnel Recruitment efforts are currently underway to fill three Office Technician positions in the Examination/Licensing and Enforcement Units. Executive Officer (EO), Mr. McCauley was appointed by the Governor as the Chief Deputy Director of the Department of Housing and Community Development. His last day at the Board is March 1, 2018. The Board will be working with DCA on the recruitment to fill his position.

Social Media The Board has expanded its social media presence to include three platforms, which are shown in the following table:

Platform	Current Followers	Followers 1 Year Prior	Difference
Facebook (launched June 6, 2017)	24	N/A	N/A
Instagram (launched September 20, 2016)	272	110	247%
Twitter (launched in 2014)	1,141	1,022	12%

Training The following employee(s) have been scheduled to participate in upcoming training:

- 3/1/18 Investigative Report Writing (Lauren and Katie)
- 3/13/18 Research, Analysis, & Problem Solving (Katie)
- 3/13/18 Customer Service Excellence (Brian and Ryan)
- 3/22/18 Coping with Workplace Stress (Lauren)
- 3/29/18 Complaint Intake (Lauren)

Website In February, staff posted the notice for the March 1, 2018 Board meeting and updated the Disaster Preparedness page. Staff also posted the latest issue of *California Architects*.

EXAMINATION AND LICENSING PROGRAMS

Architect Registration Examination (ARE) The pass rates for ARE divisions taken by California candidates between January 1–31, 2018, are shown in the following tables:

January 2018 ARE 5.0

DIVISION	NUMBER OF DIVISIONS	TOTAL PASSED		TOTAL FAILED	
		No. of Divisions	Passed	No. of Divisions	Failed
Construction & Evaluation	26	18	69%	8	31%
Practice Management	59	32	54%	27	46%
Programming & Analysis	32	15	47%	17	53%
Project Development & Documentation	47	24	51%	23	49%
Project Management	31	17	55%	14	45%
Project Planning & Design	66	22	33%	44	67%

January 2018 ARE 4.0

DIVISION	NUMBER OF DIVISIONS	TOTAL PASSED		TOTAL FAILED	
		No. of Divisions	Passed	No. of Divisions	Failed
Building Design & Construction Systems	29	15	52%	14	48%
Building Systems	43	23	53%	20	47%
Construction Documents & Services	103	42	41%	61	59%
Programming, Planning, & Practice	97	47	48%	50	52%
Schematic Design	18	14	78%	4	22%
Site Planning & Design	46	24	52%	22	48%
Structural Systems	32	14	44%	18	56%

National pass rates for 2017 ARE 5.0 and ARE 4.0 are shown in the following tables:

2017 ARE 5.0

DIVISION	CALIFORNIA		NATIONAL	DIFFERENCE
	Total	Passed	Passed	
Construction & Evaluation	238	54%	61%	-7%
Practice Management	488	42%	50%	-8%
Programming & Analysis	296	43%	53%	-10%
Project Development & Documentation	602	47%	56%	-9%
Project Management	292	58%	59%	-1%
Project Planning & Design	774	42%	50%	-8%

2017 ARE 4.0

DIVISION	CALIFORNIA		NATIONAL	DIFFERENCE
	Total	Passed	Passed	
Building Design & Construction Systems	607	56%	62%	-6%
Building Systems	636	56%	59%	-3%
Construction Documents & Services	1,607	46%	52%	-6%
Programming, Planning, & Practice	1,507	48%	52%	-4%
Schematic Design	317	80%	81%	-1%
Site Planning & Design	1,087	59%	64%	-5%
Structural Systems	585	59%	59%	0%

California Supplemental Examination (CSE) Staff, at the direction of the Board, researched with OPES the feasibility of reducing the mandatory wait time after a candidate fails the CSE while maintaining examination security and defensibility. The Board was provided an update on the research at its December 7, 2017, meeting, and directed staff to proceed with a regulatory proposal to reduce the wait time. OPES will provide a presentation to the Board at its next meeting detailing how the reduction of wait time will be implemented.

The Intra-Agency Contract Agreement (IAC) with the Office of Professional Examination Services (OPES) for examination development for fiscal year (FY) 2017/18 was approved by the Board on June 15, 2017. The IAC expires on June 30, 2018. Staff is collaborating with OPES on the development of an amendment to the current IAC that will include the additional workshops required to reduce the mandatory retake waiting period from 180 to 90 days that is planned to commence in March 2019.

The pass rates for the CSE taken by candidates between January 1–31, 2018, and prior FYs are shown in the following tables:

January 1–31, 2018 CSE

EXAMINATIONS ADMINISTERED	CANDIDATES PASSED		CANDIDATES FAILED	
	Total	Percent	Total	Percent
80	43	54%	37	46%

**FY 2017/18 CSE
(as of January 31, 2018)**

EXAMINATIONS ADMINISTERED	CANDIDATES PASSED		CANDIDATES FAILED	
	Total	Percent	Total	Percent
599	317	53%	282	47%

FY 2016/17 CSE

EXAMINATIONS ADMINISTERED	CANDIDATES PASSED		CANDIDATES FAILED	
	Total	Percent	Total	Percent
1,096	712	65%	384	35%

NCARB Integrated Path to Architectural Licensure (IPAL) Launched in 2015, IPAL is an initiative spearheaded by NCARB and designed to provide students the opportunity to complete the requirements for licensure in a more integrated and streamlined manner while earning their accredited degree. Programs from three California schools were accepted by NCARB for participation: NewSchool of Architecture and Design, University of Southern California, and Woodbury University; currently, there are 26 programs at 21 participating schools.

The Board sponsored an amendment to update Business and Professions Code (BPC) section 5550.2, which permits the Board to grant early eligibility to take the ARE for students enrolled in an NCARB-accepted integrated degree program. Periodically, the Board invites accepted California schools to its meetings for updates on the progress of their respective program. Woodbury University provided the Board with an update on its IPAL program at the Board's September 7, 2017, meeting.

At its October 18, 2017, meeting the Professional Qualifications Committee voted to recommend the Board send NCARB a letter requesting it collaborate with The American Institute of Architects on reviving the Emerging Professional's Companion. The Board considered the recommendation at the December 7, 2017, Board meeting and declined to take action on it.

Professional Qualifications Committee (PQC) The next PQC meeting has not been scheduled.

ENFORCEMENT PROGRAM

Architect Consultants Building Official Contact Program: Architect consultants are available on-call to Building Officials to discuss the Board's policies and interpretations of the Architects Practice Act (Act), stamp and signature requirements, and scope of architectural practice.

Outreach: On February 9, 2018, architect consultants Bob Carter and Bob Chase participated in the AIA, San Diego Chapter's 2018 Large Firm Roundtable. The consultants provided updates to approximately 25 representatives from various architectural firms regarding the Board's preparation for Sunset Review and its next Strategic Planning session in December 2018, and also discussed key provisions of the Act, including the license renewal, stamp and signature, written contract, and mailing address and business entity reporting requirements.

Education/Information Program Architect consultants are the primary source for responses to technical and/or practice-related questions from the public and licensees. In January and February (as of February 9, 2018), there were 81 telephone and/or email contacts requesting information, advice, and/or direction. Licensees accounted for 52 of the contacts and included inquiries regarding written contract requirements, out-of-state licensees seeking to do business in California, scope of practice relative to engineering disciplines, and questions about stamp and signature requirements.

Collection Agency Contract The Board's 2015-2016 Strategic Plan contains an objective assigned to the Regulatory and Enforcement Committee (REC) to pursue methods to obtain multiple collection mechanisms to secure unpaid citation penalties. At its November 5, 2015, meeting, the REC reviewed and discussed this objective, and voted to recommend to the Board that it should encourage staff to continue pursuing all avenues for collecting unpaid administrative fines, and

specifically, start utilizing a collection agency for unpaid accounts aged beyond 90 days, or at the discretion of the EO. The Board approved the REC's recommendation at its December 10, 2015, meeting. Following the meeting, staff identified outstanding accounts that could be referred to a collection agency and obtained quotes for full-service debt collection services, including "skip-tracing," credit reporting, and filing legal actions as appropriate. Staff is in the process of securing a contract with a collection agency through the informal solicitation method (Government Code (Gov.) section 14838.5) to allow the Board to refer unpaid accounts aged beyond 90 days to a collection agency. The collection agency contract is planned to be presented to the Board for review and possible action at a future meeting.

Enforcement Actions (includes actions effective November - January)

Daniel Timothy Castor (Mill Valley) The Board issued a one-count citation that included a \$500 administrative fine to Castor, architect license number C-31089, for an alleged violation of BPC section 5600.05(b) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Castor failed to maintain records of completion of the required coursework for two years from the date of license renewal and failed to make those records available to the Board for auditing upon request. Castor paid the fine, satisfying the citation. The citation became final on November 2, 2017.

Jeanine G. Centuori (Los Angeles) The Board issued a one-count citation that included a \$500 administrative fine to Jeanine G. Centuori, architect license number C-28180, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Centuori certified false or misleading information on her 2017 License Renewal Application. Centuori paid the fine, satisfying the citation. The citation became final on December 8, 2017.

Martin Thomas Crossman (Coronado) The Board issued a one-count citation that included a \$500 administrative fine to Martin Thomas Crossman, architect license number C-22290, for an alleged violation of BPC section 5600.05(b) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Crossman failed to maintain records of completion of the required coursework for two years from the date of license renewal and failed to make those records available to the Board for auditing upon request. Crossman paid the fine, satisfying the citation. The citation became final on December 6, 2017.

Ari H. Hope (San Francisco) The Board issued a one-count citation that included a \$500 administrative fine to Ari H. Hope, architect license number C-25812, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Hope certified false or misleading information on his 2017 License Renewal Application. Hope paid the fine, satisfying the citation. The citation became final on December 22, 2017.

Jay Jamshasb (Irvine) The Board issued a one-count citation that included a \$500 administrative fine to Jamshasb, architect license number C-28844, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Jamshasb failed to maintain records of completion of the required coursework for two years from the date of license

renewal and failed to make those records available to the Board for auditing upon request. Jamshasb paid the fine, satisfying the citation. The citation became final on November 27, 2017.

John B. Kilbane (Santa Monica) The Board issued a one-count citation that included a \$500 administrative fine to John B. Kilbane, architect license number C-9110, for an alleged violation of BPC section 5600.05(b) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Kilbane failed to maintain records of completion of the required coursework for two years from the date of license renewal and failed to make those records available to the Board for auditing upon request. Kilbane paid the fine, satisfying the citation. The citation became final on December 29, 2017.

Mark Edmond Lord (Hayden, Idaho) The Board issued a one-count citation that included a \$750 administrative fine to Mark Edmond Lord, architect license number C-17899, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Lord failed to provide documentation to the Board from the course provider upon an audit of his 2017 License Renewal Application. The citation became final on December 28, 2017.

Gregory Keith Lossing (El Cerrito) The Board issued a one-count citation that included a \$500 administrative fine to Lossing, architect license number C-19280, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Lossing certified false or misleading information on his 2017 License Renewal Application. Lossing paid the fine, satisfying the citation. The citation became final on November 22, 2017.

David B. Mac Neill (Napa) The Board issued a one-count citation that included a \$500 administrative fine to Mac Neill, architect license number C-32554, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Mac Neill certified false or misleading information on his 2017 License Renewal Application. Mac Neill paid the fine, satisfying the citation. The citation became final on November 2, 2017.

Lawrence Elliott Metcalf (Desert Hot Springs) The Board issued a two-count citation that included a \$1,500 administrative fine to Lawrence Elliott Metcalf, architect license number C-25168, for alleged violations of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements) and Title 16, California Code of Regulations (CCR) section 160(b)(2) (Rules of Professional Conduct). The action alleged that Metcalf failed to provide documentation to the Board from the course provider upon an audit of his 2017 License Renewal Application and failed to respond to the Board's requests for information within 30 days in regard to an investigation. The citation became final on December 22, 2017.

Marla Ann Newell (Belvedere) The Board issued a one-count citation that included a \$500 administrative fine to Marla Ann Newell, architect license number C-20289, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Newell certified false or misleading information on her 2017 License Renewal Application. Newell paid the fine, satisfying the citation. The citation became final on December 6, 2017.

Stephen Hans Nuetzel (Sunriver, Oregon) The Board issued a one-count citation that included a \$500 administrative fine to Stephen Hans Nuetzel, architect license number C-25133, for an alleged violation of BPC section 5600.05(b) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Nuetzel failed to maintain records of completion of the required coursework for two years from the date of license renewal and failed to make those records available to the Board for auditing upon request. Nuetzel paid the fine, satisfying the citation. The citation became final on December 22, 2017.

J. Benjamin Packard (San Marcos) The Board issued a one-count citation that included a \$500 administrative fine to J. Benjamin Packard, architect license number C-34479, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Packard certified false or misleading information on his 2017 License Renewal Application. Packard paid the fine, satisfying the citation. The citation became final on December 13, 2017.

Piotr Partyka (Los Angeles) The Board issued a one-count citation that included a \$500 administrative fine to Partyka, architect license number C-23161, for an alleged violation of BPC section 5600.05(b) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Partyka failed to maintain records of completion of the required coursework for two years from the date of license renewal and failed to make those records available to the Board for auditing upon request. The citation became final on November 27, 2017.

Michael J. Schulman (Youngsville, North Carolina) The Board issued a one-count citation that included a \$500 administrative fine to Schulman, architect license number C-28010, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Schulman certified false or misleading information on his 2017 License Renewal Application. Schulman paid the fine, satisfying the citation. The citation became final on November 2, 2017.

Delbert John Starrett (Santa Rosa) The Board issued a one-count citation that included a \$500 administrative fine to Starrett, architect license number C-14023, for an alleged violation of BPC section 5600.05(a)(1) (License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements). The action alleged that Starrett certified false or misleading information on his 2017 License Renewal Application. Starrett paid the fine, satisfying the citation. The citation became final on November 17, 2017.

<u>Enforcement Statistics</u> (as of February 9, 2018)	<u>Current Month</u> February 2018	<u>Prior Month</u> January 2018	<u>FYTD</u> 2017/18	<u>5-FY Avg</u> 2012/13- 2016/17
Complaints				
Received/Opened (Reopened):	12 (0)	41 (0)	250 (1)	314 (3)
Closed:	3	37	204	305
Average Days to Close:	31 days	90 days	81 days	123 days
Pending:	161	152	161*	109
Average Age of Pending:	158 days	159 days	132 days*	151 days

Citations

Issued:	0	4	35	40
Pending:	7	8	11*	10
Pending AG: †	3	3	4*	4
Final:	1	5	32	37

Disciplinary Actions

Pending AG:	3	3	4*	4
Pending DA:	0	0	0*	2
Final:	0	1	3	2

Continuing Education (§5600.05)**

Received/Opened:	0	15	56	58
Closed:	1	11	55	55
Pending:	13	14	13*	21

Settlement Reports (§5588)**

Received/Opened:	1	1	10	30
Closed:	0	1	9	30
Pending:	12	11	11*	8

* Calculated as a monthly average of pending cases.

** Also included within "Complaints" information.

† Also included within "Pending Citations."

Most Common Violations The majority of complaints received are filed by consumers for allegations such as unlicensed practice, professional misconduct, negligence, and contract violations, or initiated by the Board upon the failure of a coursework audit.

During FY 2017/18 (as of February 9, 2018) 32 citations with administrative fines became final with 38 violations of the provisions of the Act and/or Board regulations. Below are the most common violations that have resulted in enforcement action during the current FY:

- BPC section 5536(a) - Practice Without License or Holding Self Out as Architect [13.2%]
- BPC section 5536.1(c) - Unauthorized Practice [5.3%]
- BPC section 5536.22(a) - Written Contract [2.6%]
- BPC section 5584 - Negligence or Willful Misconduct [2.6%]
- BPC section 5600.05(a)(1) or (b) - License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements [68.4%]
- CCR section 134(a) - Use of the Term Architect [2.6%]
- CCR section 160(b)(1) or (2) - Rules of Professional Conduct (Willful Misconduct) [5.3%]

Regulatory Proposals *CCR section 152.5 (Contest of Citations, Informal Conference)* - Staff developed proposed regulatory language to amend CCR section 152.5 to allow the EO to delegate to a designee, such as the Assistant Executive Officer or the Enforcement Program Manager, the authority to hold an informal conference with a cited person and make a decision to affirm, modify, or dismiss a citation. The proposed regulatory language also contains additional revisions to CCR section 152.5, including: changing the deadline for requesting an informal conference for consistency with the deadline for requesting a formal administrative hearing; authorizing the EO or a designee to extend the 60-day period for holding the informal conference for good cause; and

clarifying that the decision to affirm, modify, or dismiss a citation is made following (rather than at the conclusion of) an informal conference, and a copy of the decision will be transmitted to the cited person within 30 days after the conference. The REC reviewed and discussed staff's draft proposed regulation to amend CCR section 152.5 at its November 8, 2016, meeting, and voted to recommend to the Board that it approve the regulation and authorize staff to proceed with the regulatory change. At its December 15, 2016, meeting, the Board approved the proposed regulation to amend CCR section 152.5, authorized staff to proceed with the required regulatory change to amend CCR section 152.5, and delegated authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and make minor technical or non-substantive changes to the language, if needed. Staff is preparing the proposed regulatory package for submission to DCA for review, prior to publicly noticing with the Office of Administrative Law (OAL).

CCR section 154 (Disciplinary Guidelines) - The Board's 2013 and 2014 Strategic Plans included an objective to review and update the Board's *Disciplinary Guidelines*. The REC reviewed recommended updates to the Board's *Disciplinary Guidelines* in 2013 and 2014. Additionally, at the request of the REC, staff consulted with a representative of AIACC to address a proposed modification to the "Obey All Laws" condition of probation. The representative concurred with the revision and indicated that there was no issue with the proposal. Staff then consulted with the REC Chair who agreed to provide the *Disciplinary Guidelines* with recommended revisions to the Board for consideration at its December 2014, meeting due to the target date established for the Strategic Plan objective. At its December 2014, meeting, the Board approved the proposed revisions to the *Disciplinary Guidelines* and authorized staff to proceed with a regulatory proposal to amend CCR section 154 in order to incorporate the revised *Disciplinary Guidelines* by reference. Staff prepared the required regulatory documents for the Board's review and approval at its June 10, 2015, meeting. The Board approved the proposed regulatory language to amend CCR section 154 at its June 10, 2015, meeting and delegated the authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and to make minor technical or non-substantive changes, if needed.

At its August 6, 2015, meeting, the LATC reviewed recommended updates to LATC's *Disciplinary Guidelines* based on the revisions made to the Board's *Guidelines*. Following the meeting, Legal Counsel advised LATC staff that additional research may be necessary regarding Optional Conditions 9 (CSE) and 10 (Written Examination) in LATC's *Guidelines*. LATC staff subsequently discussed the matter with Legal Counsel on September 30, 2015. Board staff reviewed Legal Counsel's comments as they relate to the Board's *Disciplinary Guidelines*, and determined the Board's *Guidelines* would also need to be amended. On October 21, 2015, Board and LATC staff sent proposed edits to these conditions to Legal Counsel for review. Legal Counsel notified Board and LATC staff on November 12, 2015, that the proposed edits were acceptable, but substantive, and would require re-approval by the Board.

On November 25, 2015, Legal Counsel further advised staff to include the current version of the Board's Quarterly Report of Compliance form (1/11) as "Attachment A" in the Board's *Disciplinary Guidelines*, as this method was previously approved by OAL for the 2000 edition of the *Guidelines*. At its December 10, 2015, meeting, the Board reviewed and approved the additional recommended revisions to the Board's *Disciplinary Guidelines* and the proposed regulation to amend CCR section 154, and delegated the authority to the EO to adopt the

regulation, provided no adverse comments are received during the public comment period, and to make minor technical or non-substantive changes to the language, if needed. Staff prepared the proposed regulatory package for Legal Counsel's review and approval on March 15, 2016. On April 8, 2016, Legal Counsel advised staff that further substantive changes were necessary prior to submission to OAL. Staff developed recommended revisions to the *Guidelines* in response to Legal Counsel's concerns, and presented those revisions to the REC for review and consideration at its November 8, 2016, meeting. At the meeting, the REC voted to recommend to the Board that it approve the additional revisions to the *Disciplinary Guidelines* and authorize staff to proceed with the regulatory change to amend CCR section 154. The additional revisions to the *Guidelines* and the proposed regulatory language to amend CCR section 154 were presented to the Board for consideration at its December 15, 2016, meeting. At the meeting, the Board approved the additional revisions to the *Disciplinary Guidelines* and the proposed regulation to amend CCR section 154, authorized staff to proceed with the required regulatory change to amend CCR section 154 in order to incorporate the revised *Guidelines* by reference, and delegated authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and make minor technical or non-substantive changes to the language, if needed.

Following the December 15, 2016, Board meeting, LATC staff updated LATC's *Disciplinary Guidelines* to include the approved revisions that are appropriate for LATC. On July 13, 2017, LATC approved the revised *Guidelines* and recommended that they be presented to the Board for approval. On September 5, 2017, Legal Counsel advised LATC staff that additional substantive changes to LATC's *Guidelines* and the proposed language to amend CCR section 2680 were necessary prior to Board approval and submission of the regulatory package. The Board approved the revisions to LATC's *Guidelines* and the proposed language to amend CCR section 2680, including the necessary changes identified by Legal Counsel, at its September 7, 2017, meeting. Following the meeting, Board staff reviewed Legal Counsel's recommendations as they relate to the Board's *Disciplinary Guidelines* and determined that they would also need to be amended. Staff prepared additional, recommended revisions to the Board's *Guidelines* and the proposed language to amend CCR section 154 in response to Legal Counsel's recommendations, and presented those revisions to the Board for review and approval at its December 7, 2017, meeting. At the meeting, the Board accepted the additional revisions to the *Guidelines*, and directed Legal Counsel and staff to conduct further research to determine if the Board has the statutory authority to impose fines through the disciplinary process and whether it should be referenced in the *Guidelines*.

Regulatory and Enforcement Committee (REC) The next REC meeting is planned for the spring in Sacramento. At this meeting, the Committee will continue its work on assigned objectives from the 2017–2018 Strategic Plan.

Written Contract (BPC section 5536.22) A proposal was previously submitted by the Board to the Senate Business, Professions and Economic Development Committee (BP&ED) for possible inclusion in an omnibus bill. The amendment to BPC section 5536.22 sought to clarify that the following elements are needed in architects' written contracts with clients for professional services: 1) a description of the project; 2) the project address; and 3) a description of the procedure to accommodate contract changes. BP&ED staff determined that the proposal was substantive and, as such, would need to be included in another bill. At its April 28, 2016, meeting, the REC accepted staff's recommendation to also include a: 1) statement identifying the ownership and/or reuse of instruments of service prepared by the architect; and 2) notification to the client that the

architect is licensed by the Board, in the amendment to BPC section 5536.22. Staff developed proposed language for BPC section 5536.22 to include these two additional elements, and presented it to the REC for consideration at its November 8, 2016, meeting. At the meeting, the REC supported adding the two additional provisions to the written contract requirement, but expressed concerns that the use of the word “complaints” in the proposed language for subsection (a)(9) could result in frivolous complaints to the Board against architects. The REC ultimately voted to recommend to the Board that it approve the proposed language to amend BPC section 5536.22 with the words “concerns about” instead of “complaints concerning” in the proposed subsection (a)(9). The Board considered the REC’s recommendation at its December 15, 2016, meeting, and approved the proposed language to amend BPC section 5536.22 with the exception of proposed subsection (a)(9); the Board returned subsection (a)(9) to the REC for further study and consideration of alternative methods of disclosure. The language was submitted to the BP&ED Committee on October 27, 2017, for consideration to be included in the 2018 Omnibus Committee bill. BP&ED staff determined that the proposal would not be included in the omnibus bill because it was deemed substantive, and instead, suggested that the Board present it to the Legislature for consideration via the “New Issues” section of the Sunset Review Report.

LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC)

LATC ADMINISTRATIVE/MANAGEMENT

Business Modernization (BreEZe) Refer to section under Board’s Administrative/Management.

Committee The next LATC meetings are scheduled for March 23 (Sacramento), July 20 (Southern California), and November 15-16, 2018 (Sacramento).

Social Media The LATC maintains a Twitter account that currently has 141 followers. This account largely permits the LATC to have active social media participation with the public and professionals.

Training The following employee(s) have been scheduled to participate in upcoming training:

2/21/18	Investigative Techniques (Stacy)
2/27/18	Enforcement Actions and Disciplinary Process (Stacy)
4/5/18	Growing in Your State Career (Stacy)
4/26/18	Safety, Wellness, and Accommodation (Brianna)

Website In January, staff published the 2018 LATC meeting dates and updated “Licensee Search” lists to the website.

LATC EXAMINATION PROGRAM

California Supplemental Examination (CSE) LATC’s current Intra-Departmental Contract with OPES for examination development expires on June 30, 2018. OPES provides the LATC with

Occupational Analysis (OA) and examination development services. BPC section 139 requires that an OA be conducted every five to seven years. An OA was completed by OPES for the LATC in 2014. The Test Plan developed from the 2014 OA is being used during content development of the CSE. The CSE development is based on an ongoing analysis of current CSE performance and evaluation of examination development needs. Staff recruits subject matter experts to participate in examination development workshops to focus on item writing and examination construction.

CSE Results The pass rates for the CSE taken by candidates during FY 2017/18, and prior FYs are shown in the following tables:

FY 2017/18 (as of January 31, 2018)

EXAMINATIONS ADMINISTERED	CANDIDATES PASSED		CANDIDATES FAILED	
	Total	Percent	Total	Percent
118	64	54%	54	46%

FY 2016/17 CSE

EXAMINATIONS ADMINISTERED	CANDIDATES PASSED		CANDIDATES FAILED	
	Total	Percent	Total	Percent
153	80	52%	73	48%

FY 2015/16 CSE

EXAMINATIONS ADMINISTERED	CANDIDATES PASSED		CANDIDATES FAILED	
	Total	Percent	Total	Percent
132	94	71%	38	29%

Landscape Architect Registration Examination (LARE) The next LARE administration will be held from April 9-21, 2018. The candidate application deadline is February 23, 2018. Examination results will be released five-six weeks following the last day of administration. Results of the December administration were released on January 22, 2018.

The pass rates for LARE sections taken by California candidates during the December 4-16, 2017, administration are shown below:

SECTION	NUMBER OF SECTIONS	TOTAL PASSED		TOTAL FAILED	
		No. of Sections	Passed	No. of Sections	Failed
Project and Construction Management	70	40	57%	30	43%
Inventory and Analysis	69	43	62%	26	38%
Design	65	49	75%	16	25%
Grading, Drainage and Construction	75	50	66%	25	33%

National pass rates for LARE sections taken in 2017 are shown below:

SECTION	CALIFORNIA		NATIONAL	DIFFERENCE
	Total	Passed	Passed	
Project and Construction Management	235	66%	72%	-6%
Inventory and Analysis	225	66%	73%	-7%
Design	223	66%	70%	-4%
Grading, Drainage and Construction Documentation	224	66%	68%	-2%

Regulatory Proposals CCR section 2615 (Form of Examinations) & CCR section 2620 (Education and Training Credits)- At its meeting on February 10, 2015, LATC directed staff to draft proposed regulatory language to specifically state that California allows reciprocity to individuals who are licensed in another jurisdiction, have 10 years of practice experience, and have passed the CSE. At the LATC meeting on November 17, 2015, the Committee approved proposed amendments to CCR section 2615(c)(1), and recommended that the Board authorize LATC to proceed with a regulatory change. At its December 10, 2015, meeting, the Board approved the regulatory changes and delegated authority to the EO to adopt the corresponding regulations to amend CCR section 2615 provided no adverse comments are received during the public comment period and make minor technical or non-substantive changes to the language, if needed.

The LATC received extensive input during the public comment period expressing concern about the proposed length of post-licensure experience (at least 10 years, within the past 15 years) to be required of reciprocity candidates who do not meet California's educational requirements (specifically, a degree in landscape architecture). At its November 4, 2016, meeting, LATC reviewed and discussed the public comments, heard from several members of the audience, and

directed staff to provide additional research and possible options for its next meeting in January 2017. At its January 17, 2017, meeting, the Committee directed staff to draft proposed regulatory language allowing reciprocity licensure to applicants licensed to practice landscape architecture by any US jurisdiction, Canadian province, or Puerto Rico, upon passing the CSE. Staff consulted with legal counsel to draft new, proposed regulatory language in accordance with the Committee's direction. Staff was also advised that it would be more timely to begin a new regulatory proposal for this new language in lieu of continuing with the existing proposal. Pursuant to Gov. section 11346.4, the one-year deadline to finalize the existing regulatory proposal is on August 12, 2017, which is not sufficient time to complete the required review/approval process through the control agencies.

At its April 18, 2017, meeting, the Committee approved the new proposed regulatory language to amend CCR section 2615(c)(1) and recommended that the Board authorize LATC to proceed with the regulatory change. The LATC's recommendation was considered by the Board at its June 15, 2017, meeting. Following discussion, the Board voted to reject the proposed regulatory language. The Board directed staff to prepare a proposal that addresses both the LATC's initial and reciprocal licensure requirements, and that closely aligns with the Board's current licensure requirements. The Board requested that the LATC's proposal should be presented to the Board at its next meeting.

At the July 13, 2017, meeting, the LATC reviewed proposed language to amend CCR section 2620 (Education and Training Credits) composed by staff and DCA Legal. This proposed language reflects the Board's licensing provisions by granting credit for related and non-related degrees while also adding an experience-only pathway. The Committee voted to establish an Education/ Experience Subcommittee (Subcommittee) to determine the execution for these proposed pathways to licensure. Specifically, the Committee directed the Subcommittee to determine the appropriate amount of credit to grant for these new pathways, and define related versus unrelated degrees and the execution of an 'experience-only' pathway. The Subcommittee met on October 3, 2017, and issued recommendations in accordance with its charge. These recommendations were provided to the LATC at its meeting on November 2, 2017. The LATC made minor revisions to the Subcommittee's recommendations and voted to recommend to the Board the approval of amendments to CCR section 2620. Upon the Board's review of amendments for CCR section 2620 during its meeting on December 7, 2017, the Board voted to approve the language. As initial licensing provisions and reciprocity provisions are closely tied, the LATC voted on July 13, 2017, to recommend to the Board that reciprocity requirements align with the final, amended provisions to CCR section 2620. Accordingly, staff will pursue corroborative changes to CCR section 2615.

Following is a chronology, to date, of the processing of LATC's regulatory proposal for CCR section 2615:

- November 17, 2015 Proposed regulatory language approved by the LATC
- December 10, 2015 Proposed regulatory language approved by the Board
- August 2, 2016 Notice of Proposed Changes in the Regulations submitted to OAL
- August 12, 2016 Notice of Proposed Changes in the Regulations published by OAL
- September 27, 2016 Public hearing, public comments received during 45-day period

April 18, 2017	LATC voted to withdraw regulatory proposal and approved new proposed regulatory language
June 15, 2017	Board requested LATC prepare an alternate proposal that refines both initial and reciprocal licensure requirements to be more closely related to those of the Board's
July 13, 2017	LATC voted to recommend to the Board that reciprocity requirements align with initial licensure requirements once they are determined by the Education/Experience Subcommittee and approved by the LATC and the Board at subsequent meetings
October 3, 2017	The Education/Experience Subcommittee met and recommended expanded initial licensure pathways (and their respective education/experience credit allocations) as amendments to CCR section 2620 for the LATC's consideration
November 2, 2017	LATC met to review the Education/Experience Subcommittee's recommendations and voted to recommend that the Board approve proposed amendments to CCR section 2620 to expand initial licensure pathways
December 7, 2017	Board reviewed and approved the LATC's proposed amendments to CCR section 2620
February 2018	Staff developing Notice and Initial Statement of Reasons

CCR section 2620.5 (Requirements for an Approved Extension Certificate Program) – LATC established the original requirements for an approved extension certificate program based on university accreditation standards from the Landscape Architectural Accreditation Board (LAAB). These requirements are outlined in CCR section 2620.5. In 2009, LAAB implemented changes to their university accreditation standards. Prompted by the changes made by LAAB, LATC drafted updated requirements for an approved extension certificate program and recommended that the Board authorize LATC to proceed with a regulatory change. At the December 15–16, 2010, Board meeting, the Board approved the regulatory change and delegated authority to the EO to adopt the regulations to amend CCR section 2620.5 provided no adverse comments are received during the public comment period and make minor technical or non-substantive changes to the language, if needed. The regulatory proposal to amend CCR section 2620.5 was published by the OAL on June 22, 2012.

In 2012, the LATC appointed the University of California Extension Certificate Program Task Force, which was charged with developing procedures for the review of the extension certificate programs, and conducting reviews of the programs utilizing the new procedures. The Task Force held meetings on June 27, 2012, October 8, 2012, and November 2, 2012. As a result of these meetings, the Task Force recommended additional modifications to CCR section 2620.5 to further update the regulatory language with LAAB guidelines and LATC goals. At the November 14, 2012, LATC meeting, LATC approved the Task Force's recommended modifications to CCR section 2620.5, with an additional edit. At the January 24–25, 2013, LATC meeting, LATC reviewed public comments regarding the proposed changes to CCR section 2620.5 and agreed to remove a few proposed modifications to the language to address the public

comments. The Board approved adoption of the modified language for CCR section 2620.5 at their March 7, 2013, meeting.

On July 17, 2013, a Decision of Disapproval of Regulatory Action was issued by OAL. The disapproval was based on OAL's determination that the regulatory package did not meet the necessity standard of the Gov. section 11349.1, subdivision (a)(1). Gov. section 11349(a) defines "necessity" as demonstrating the need for the regulatory change through evidence not limited to facts, studies, and expert opinion. Based on OAL's disapproval, staff worked with DCA Legal Counsel and the Task Force Chair to refine the proposed language and identify appropriate justification that would meet OAL's requirements.

In May 2014, the LATC Special Projects Analyst prepared draft language for CCR section 2620.5 incorporating Legal Counsel's recommendation that regulatory language be added to address the application, approval, denial, and annual review processes. On December 8, 2014, staff was advised by LAAB that the accreditation standards are scheduled to be reviewed and updated beginning with draft proposals in the spring of 2015. LAAB anticipated adopting new standards in early 2016. On December 30, 2014, staff met with the Task Force Chair to discuss proposed changes to CCR section 2620.5 and the probability that new LAAB accreditation standards will be implemented in 2016. Staff also met with Legal Counsel on January 14, 2015, to discuss justifications to proposed changes and again on January 28, 2015, to further review edits and justifications.

Proposed regulatory language was presented to the LATC at its February 10–11, 2015, meeting. At this meeting, the Committee approved the appointment of a new working group to assist staff in substantiating recommended standards and procedures in order to obtain OAL approval. Linda Gates and Christine Anderson, former LATC members and University of California extension program reviewers, were appointed to the working group.

On June 5, 2015, LAAB confirmed that they are in the process of updating their Standards and Procedures for the Accreditation of Landscape Architecture Programs. The process included a public call for input and commentary that took place in the fall of 2014. LAAB met in the summer of 2015 to draft revisions to the Standards. In the fall of 2015, additional public input and comments were received.

On October 8, 2015, LATC received a copy of LAAB's proposed revisions which included several suggested changes to curriculum requirements. LAAB implemented its new Accreditation Standards and Procedures in March 2016, making significant changes to the curriculum requirements beginning in 2017. Staff recommended that LATC review the LAAB Accreditation Standards and Procedures at its January 2017 meeting, and determine how to proceed. Prior to the meeting, Stephanie V. Landregan, Director of the University of California Los Angeles Extension Certificate program, requested that discussion be postponed until the April 18, 2017, LATC meeting. Her request was granted, and this topic was tabled, accordingly.

At the April 18, 2017, LATC meeting, the Committee heard comments from Ms. Landregan and Christine Anderson, president-elect of the Council of Landscape Architectural Registration Boards, that offered insight on how LATC could incorporate LAAB accreditation standards and continue to approve University of California Extension Certificate programs. In addition, the LATC was presented with several written public comments addressing the University of California

Extension Certificate programs. After discussion, the Committee directed staff to form a subcommittee to recommend regulatory changes for LATC's consideration at a later meeting date.

At this time, staff is working with Legal Counsel to assess possible regulatory changes and plan to discuss this matter with the LATC during its March 23, 2018, meeting.

Following is a chronology, to date, of the processing of LATC's regulatory proposal for CCR section 2620.5:

November 22, 2010	Proposed regulatory language approved by LATC
December 15, 2010	Proposed regulatory language approved by Board
June 22, 2012	Notice of Proposed Changes in the Regulations published by OAL (Notice re-published to allow time to notify interested parties)
August 6, 2012	Public hearing, no public comments received
November 30, 2012	40-Day Notice of Availability of Modified Language posted on website
January 9, 2013	Written comment (one) received during 40-day period
January 24, 2013	Modified language to accommodate public comment approved by LATC
February 15, 2013	Final rulemaking file submitted to DCA's Legal Office and Division of Legislative and Policy Review
March 7, 2013	Final approval of modified language by Board
May 31, 2013	Final rulemaking file submitted to OAL for approval
July 17, 2013	Decision of Disapproval of Regulatory Action issued by OAL
August 20, 2013	LATC voted not to pursue a resubmission of rulemaking file to OAL
February 21, 2014	Staff worked with Task Force Chair to draft justifications for proposed changes
December 8, 2014	LAAB reported that accreditation standards are scheduled to be reviewed and updated in 2015
February 10, 2015	LATC approved the appointment of a new working group to assist staff
October 8, 2015	LATC received LAAB's suggested revisions to curriculum requirements
March 2016	LAAB implemented its new Accreditation Standards and Procedures
April 18, 2017	LATC directed the formation of a subcommittee to recommend regulatory changes for LATC's consideration

CCR sections 2624 (Expired License – Three Years After Expiration) & 2624.1 (Expired License – Five Years After Expiration) – Senate Bill (SB) 800 amended Business and Professions Code (BPC) section 5680.2 to authorize a license to be renewed within five years of its expiration. The bill also prohibits a license that is expired for more than five years from being renewed, restored, reissued, or reinstated but would authorize the holder of the expired license to apply for a new license, as specified. SB 800 was approved by the Governor on October 7, 2017 and took effect on January 1, 2018.

With the passage of SB 800, CCR sections 2624 and 2624.1 are obsolete as they delineate application processes for re-licensure requirements that are no longer specified in statute. Accordingly, LATC staff have begun work on an Initial Statement of Reasons and Notice to repeal CCR sections 2624 and 2624.1

2017–2018 Strategic Plan Below is a summary of progress made toward the Strategic Plan objectives:

Expand Credit for Education Experience - to include degrees in related areas of study, i.e., urban planning, environmental science or horticulture, etc., to ensure that equitable requirements for education are maintained. At the November 17, 2015, LATC meeting, the Committee directed staff to agendize this objective at its next meeting. At its meeting on February 10, 2016, the Committee agreed to table the objective until its upcoming Strategic Planning session in January 2017. At its January 17, 2017, meeting, the Committee considered options of granting education credit for related, as well as unrelated, degrees in landscape architecture or architecture. After discussion and receiving public comments, the Committee directed staff to conduct a public forum to receive additional input from the public by the next scheduled meeting, on April 18, 2017. Accordingly, staff scheduled two public forums to take place in northern and southern California, respectively, to enhance accessibility for public participation.

The first public forum was held on March 17, 2017, in Sacramento. Twelve participants attended the forum, which was facilitated by the DCA SOLID office. Participants were advised that the forum was for the sole purpose of gathering public input for consideration by the Committee. Accordingly, the feedback collected ranged from comments of support, opposition, and general feedback toward the expansion of education requirements.

The second public forum was held on April 18, 2017, in Pomona during the LATC meeting. Seventeen participants attended the forum, which was opened with a PowerPoint presentation by Program Manager Brianna Miller. Chair Trauth called on members of the public for comment. Feedback collected during the forum addresses support and opposition to the expansion of education requirements. LATC staff also collected all submitted written comments and presented them to the Committee for consideration.

At the June 15, 2017, Board meeting, the Board directed the LATC to develop a proposal to align its initial and reciprocal licensure requirements with one another, and where possible, mirror those of the Board.

At the July 13, 2017, LATC meeting, the Committee reviewed proposed language to amend CCR section 2620 (Education and Training Credits) composed by staff and DCA Legal Counsel. This proposed language reflects the Board’s licensing provisions by granting credit for related and non-related degrees while also adding an experience-only pathway. The Committee voted to establish an Education/Experience Subcommittee (Subcommittee) to determine the execution for these proposed pathways to licensure. Specifically, the Subcommittee was charged to define related and non-related degrees (baccalaureate and associate) and experience-only pathways and prescribe allowable credit for initial licensure.

The Subcommittee met on October 3, 2017, in Sacramento. The meeting discussion was facilitated by the DCA SOLID office. During the meeting, the Subcommittee discussed and determined recommended credit for each of the five initial licensure pathways under its charge and identified degrees to be defined as “related degrees.”

At the November 2, 2017 LATC meeting, the Committee reviewed the Subcommittee’s recommendations to amend CCR section 2620. The recommendations included prescribed

education and experience credit for the following proposed pathways: Related Degrees (Accredited), Related Degrees (Unaccredited), Any Bachelor's Degree, and Experience-Only. The LATC accepted the Subcommittee's recommended pathways as presented with a modification to degrees accepted under the proposed "Related Degrees (Unaccredited)" category to be accepted under "Any Bachelor's Degree".

The LATC voted to recommend to the Board the approval of amended language to CCR section 2620 that expands the approved pathways for initial licensure. This proposed language was presented to the Board during its December 7, 2017, meeting. The Board approved the amendments to CCR section 2620. Accordingly, LATC has begun work on developing a regulatory change proposal.

Advocate for Council of Landscape Architectural Registration Boards (CLARB) to Institute an Internship/Experience-Based Program - to allow applicants' participation in the licensure process early and provide a more comprehensive experience component. For the LATC (and CLARB), an AXP-like program could balance the need for multiple pathways into the profession while maintaining protection of the public's health, safety and welfare.

At the July 13, 2017, LATC meeting, the Committee discussed advocating for the CLARB to develop a structured internship program similar to NCARB's AXP. The Committee voted to draft a letter to CLARB advising of NCARB's program and for CLARB to seek guidance from NCARB in order to create a similar structured internship program (using the AXP as a model). This letter was provided to CLARB on October 13, 2017. On December 5, 2017, the LATC received a letter of response from CLARB president, Christine Anderson. In this letter, Ms. Anderson advised that CLARB will not be moving forward with this request in the absence of additional research. She further advised that CLARB is partaking in a year-long friction analysis, which could yield pertinent data.

Incorporate a Quick Link on the Website That Will Enable Consumers to Search Enforcement Actions and More Easily Identify Licensee Violations – Currently, stakeholders can be routed to enforcement actions on the LATC's website either through the "Licensee Search" link or via the "Consumer Tab" on the header of the website. In order to make this search tool more prominent, LATC staff consulted with the DCA Publication, Design, & Editing Office (on October 9, 2017) to obtain a mock-up of a web button that would be placed on the home page of the website. This web button would specifically route a stakeholder to LATC's enforcement actions.

At the November 2, 2017, LATC meeting, staff presented the web button mock-up to the Committee for review. The Committee voted to approve the design and placement of the web button. On December 4, 2017, the web button was placed on the home page of the website.

Expand Communication to Licensees Utilizing an "Opt-In" Email Component on the Website to Increase Stakeholder Awareness of LATC - Currently, stakeholders may join the LATC email subscriber list via the "Quick Hits" section of the LATC's website. However, this link is embedded within other links on the same column. In pursuit of making email sign-up more prominent, LATC staff presented the LATC on November 2, 2017 with a proposed web button that would be added to the home page of the website to enable stakeholders to subscribe to LATC email alerts. Additionally, staff proposed increasing its email communication to its interested parties in effort

to expand information sharing and increase stakeholder awareness. Examples presented of such increased communication included providing more information about scheduled Committee meetings and how to provide public comment, information about examinations, subject matter expert recruitment, and/or regular updates relevant to current issues facing the LATC. The LATC voted to approve the web button and increased stakeholder communication. On December 4, 2017, the web button was placed on the home page of the website.

LATC ENFORCEMENT PROGRAM

Disciplinary Guidelines As part of the Strategic Plan established by LATC at the January 2013, meeting, LATC set an objective of collaborating with the Board in order to review and update LATC's *Disciplinary Guidelines*. At its December 2014 meeting, the Board approved the proposed updates to their *Disciplinary Guidelines* and authorized staff to proceed with the required regulatory change in order to incorporate the revised *Disciplinary Guidelines* by reference. At its February 10, 2015, meeting, LATC approved proposed revisions to its *Disciplinary Guidelines* based on the recent Board approval for their *Guidelines*. Staff provided the revised *Disciplinary Guidelines* to the new Deputy Attorney General Liaison for review. He suggested several amendments, which staff added to the *Guidelines*. The amended *Disciplinary Guidelines* and proposed regulatory package were approved by LATC at its August 6, 2015, meeting and by the Board at their September 10, 2015, meeting.

On October 21, 2015, staff sent DCA Legal Counsel suggested edits to the Optional Conditions section in the *Disciplinary Guidelines* for review. Legal Counsel notified staff on November 12, 2015, that the edited portions were sufficient and substantive, and would require re-approval by the Board. On November 25, 2015, Legal Counsel further advised staff to include the current version of the Board's Quarterly Report of Compliance form (1/11) as "Attachment A" in the *Disciplinary Guidelines*. At its December 10, 2015, meeting, the Board approved the revised *Disciplinary Guidelines* and the proposed regulation to amend CCR section 2680, and delegated the authority to the EO to adopt the regulation, provided no adverse comments are received during the public comment period, and to make minor technical or non-substantive changes to the language, if needed. Staff prepared the proposed regulatory package for Legal Counsel's review and approval on March 15, 2016. On April 8, 2016, Legal Counsel advised staff that further substantive changes were necessary prior to submission to OAL. Board staff developed recommended revisions to the *Guidelines* in response to Legal Counsel's concerns, and presented those revisions to the REC for review and consideration at its November 8, 2016, meeting. At the meeting, the REC voted to recommend to the Board that it approve the additional revisions to the *Disciplinary Guidelines* and authorize staff to proceed with the regulatory change to amend CCR section 154 in order to incorporate the revised *Guidelines* by reference. The additional revisions to the *Guidelines* and the proposed regulatory language to amend CCR section 154 were approved by the Board at its December 15, 2016, meeting. Staff updated its *Guidelines* to include the approved revisions that are appropriate to the LATC. On July 13, 2017, the Committee approved the revised *Guidelines* and recommended they be presented to the Board for approval.

On September 5, 2017, Legal Counsel advised LATC staff that additional substantive changes to LATC's *Guidelines* and the proposed language to amend CCR section 2680 were necessary. These changes were communicated by Legal Counsel during the Board's September 7, 2017 meeting. The Board approved the revisions to LATC's *Guidelines*, including the necessary changes

identified by Legal Counsel, as well as proposed language to amend CCR section 2680. Following the meeting, Board staff prepared additional, recommended revisions to the Board’s *Guidelines* and the proposed language to amend CCR section 154 in response to Legal Counsel’s concerns, and presented those revisions to the Board for review and approval at its December 7, 2017, meeting. At the meeting, the Board accepted the additional revisions to the Board’s *Guidelines*, and directed Legal Counsel and staff to conduct further research to determine if the Board has the statutory authority to impose fines through the disciplinary process and whether it should be referenced in the *Guidelines*. At this time, LATC staff is incorporating the changes made to the Board’s *Guidelines* that are relevant to the LATC’s *Guidelines*. The LATC’s *Guidelines* will once more go before the Committee for review and approval and then presented to the Board.

<u>Enforcement Statistics</u> <u>(as of February 9, 2018)</u>	<u>Current Month</u> February 2018	<u>Prior Month</u> January 2018	<u>FYTD</u> 2017/18	<u>5-FY Avg</u> 2012/13- 2016/17
Complaints				
Received/Opened (Reopened):	2 (0)	1 (0)	24(0)	26 (0)
Closed:	3	0	24	28
Average Days to Close:	171 days	NA	116 days	290 days
Pending:	13	14	15*	18
Average Age (Pending):	134 days	152 days	121 days*	266 days
Citations				
Issued:	0	0	0*	3
Pending:	0	0	0*	2
Pending AG: †	0	0	0*	1
Final:	0	0	0	3
Disciplinary Actions				
Pending AG:	2	2	0*	1
Pending DA:	0	0	0*	0
Final:	0	0	0	1
Settlement Reports (§5678)**				
Received/Opened:	0	0	0	2
Closed:	0	0	2	2
Pending:	1	1	1*	2

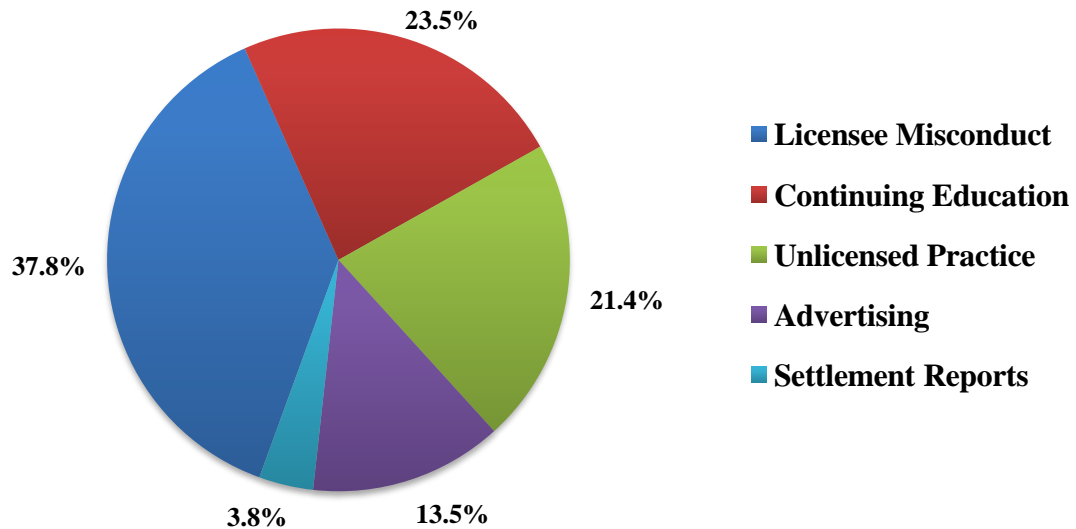
* Calculated as a monthly average of pending cases.

** Also included within “Complaints” information.

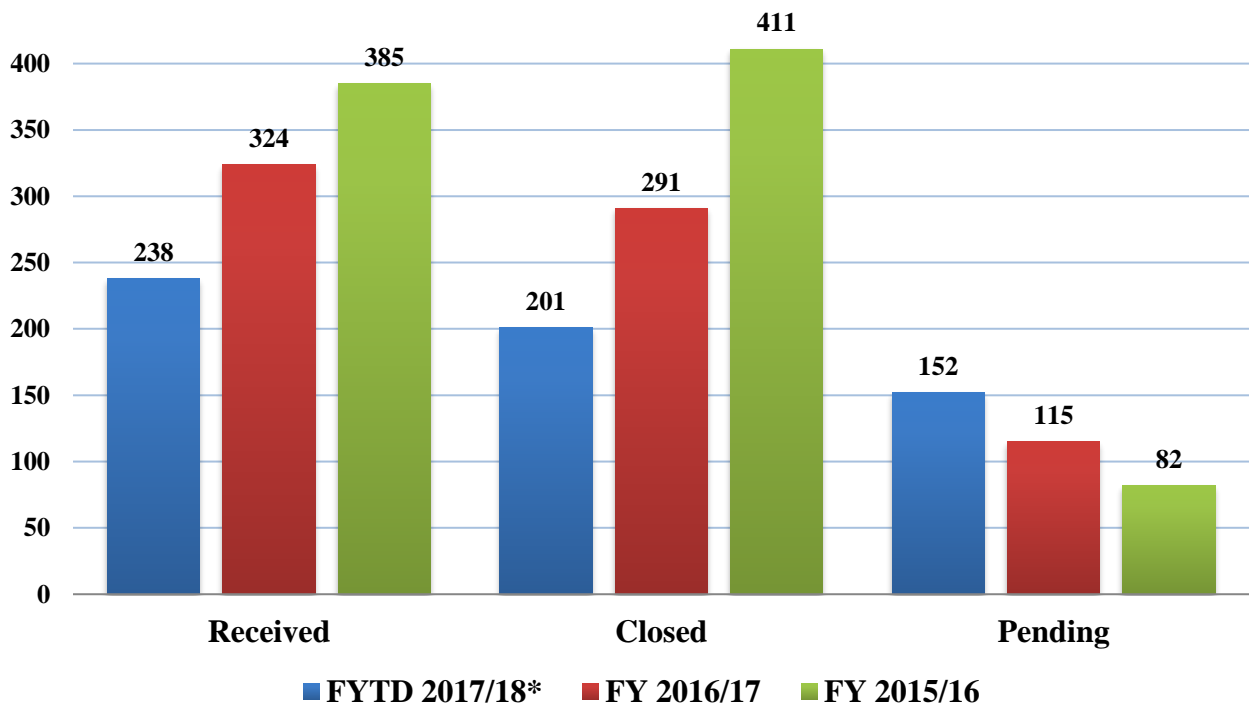
† Also included within “Pending Citations.”

ENFORCEMENT PROGRAM REPORT

Types of Complaints Received FYTD 2017/18*

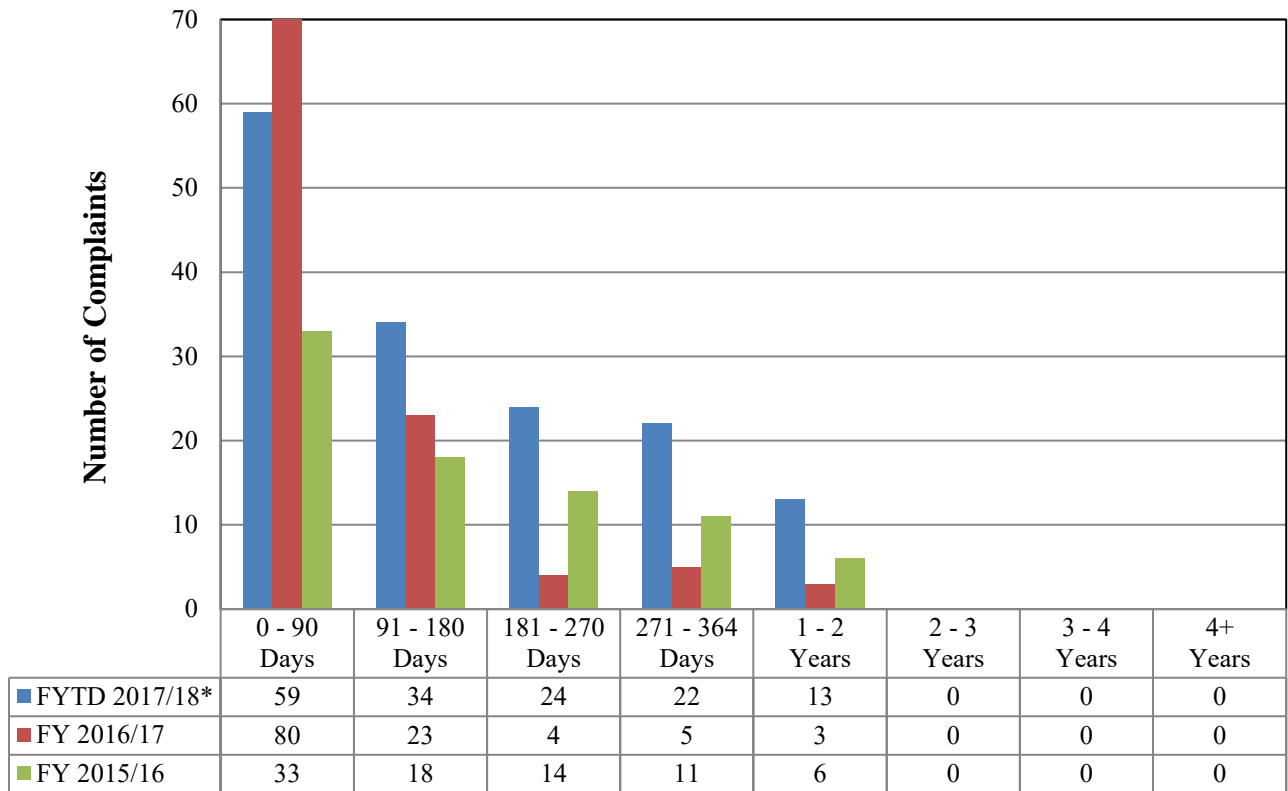


Complaints Received, Closed, and Pending by FY



* FYTD reflects data as of January 31, 2018.

Comparison of Age of Pending Complaints by FY



* FYTD reflects data as of January 31, 2018.

Closure of Complaints by FY

Type of Closure	FYTD 2017/18*	FY 2016/17	FY 2015/16
Cease/Desist Compliance	7	67	56
Citation Issued	35	30	77
Complaint Withdrawn	4	6	6
Insufficient Evidence	6	8	20
Letter of Advisement	97	99	158
No Jurisdiction	8	13	14
No Violation	26	52	62
Referred for Disciplinary Action	2	4	4
Other (i.e., Duplicate, Mediated, etc.)	16	12	14

* FYTD reflects data as of January 31, 2018.

Disciplinary and Enforcement Actions by FY

Action	FYTD 2017/18*	FY 2016/17	FY 2015/16
Disciplinary Cases Initiated	2	2	4
Pending Disciplinary Cases	3	4	6
Final Disciplinary Orders	3	4	4
Final Citations	31	32	65
Administrative Fines Assessed	\$21,750	\$45,750	\$79,750

* FYTD reflects data as of January 31, 2018.

Most Common Violations by FY

During FY 2017/18 (as of January 31, 2018), 31 citations with administrative fines became final with 37 violations of the provisions of the Architects Practice Act and/or Board regulations. The most common violations that resulted in enforcement action during the current and previous two fiscal years are listed below.

Business and Professions Code (BPC) Section or California Code of Regulations (CCR) Section	FYTD 2017/18*	FY 2016/17	FY 2015/16
BPC § 5536(a) and/or (b) – Practice Without License or Holding Self Out as Architect	13.5%	38.0%	24.5%
BPC § 5536.1(c) – Unauthorized Practice	5.4%	0%	4.1%
BPC § 5536.22(a) – Written Contract	2.7%	14.0%	3.1%
BPC § 5584 – Negligence or Willful Misconduct	2.7%	4.0%	5.1%
BPC § 5600.05(a)(1) and/or (b) – License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements**	67.6%	16.0%	52.0%
CCR § 160(b)(2) – Rules of Professional Conduct	2.7%	6.0%	7.1%

* FYTD reflects data as of January 31, 2018.

** Assembly Bill 1746 (Chapter 240, Statutes of 2010) became effective January 1, 2011 and amended the coursework provisions of BPC § 5600.05 by requiring an audit of license renewals beginning with the 2013 renewal cycle and adding a citation and disciplinary action provision for licensees who provide false or misleading information.

PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

Members of the public may address the Board regarding items not specified on the meeting agenda at this time. However, the Board may not discuss or take action on any item raised during this public comment section, except to decide whether to refer the item to the Board's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).

Public comments will also be taken on agenda items at the time the item is heard and prior to the Board taking any action on said items. Total time allocated for public comment may be limited at the discretion of the Board President.

Agenda Item E

REVIEW AND POSSIBLE ACTION ON DECEMBER 7, 2017 BOARD MEETING MINUTES

The Board is asked to review and take possible action on the minutes of the December 7, 2017, Board meeting.

Attachment:

December 7, 2017 Board Meeting Minutes (Draft)

MINUTES

BOARD MEETING

CALIFORNIA ARCHITECTS BOARD

DECEMBER 7, 2017

SACRAMENTO

A. CALL TO ORDER / ROLL CALL / ESTABLISHMENT OF A QUORUM

Board President, Matthew McGuinness, called the meeting to order at 10:33 a.m. and Board Secretary, Tian Feng, called roll.

Board Members Present

Matthew McGuinness, President

Tian Feng, Secretary

Sylvia Kwan, Vice President (arrived at 10:54 a.m.)

Jon Alan Baker

Denise Campos

Pasqual Gutierrez (arrived at 11:55 a.m.)

Robert C. Pearman, Jr.

Nilza Serrano

Barry Williams

Board Members Absent

Ebony Lewis

Guests Present

Andrew Bowden, Member, Landscape Architects Technical Committee (LATC)

Christopher Castrillo, Deputy Director, Office of Board and Bureau Services, Department of Consumer Affairs (DCA)

Mark Christian, Director of Government Relations, American Institute of Architects, California Council (AIACC)

Glenn Gall

Jay Hyde, California Building Officials (CALBO)

Dustin Maxam

John Nicolaus, California Council of the American Society of Landscape Architects (CCASLA)

Staff Present

Doug McCauley, Executive Officer (EO)

Vickie Mayer, Assistant Executive Officer

Alicia Hegje, Program Manager Administration/Enforcement

Brianna Miller, Program Manager, LATC

Marcus Reinhardt, Program Manager Examination/Licensing

Mel Knox, Administration Analyst

Kristin Walker, Enforcement Analyst

Bob Carter, Architect Consultant

Bob Chase, Architect Consultant
Tara Welch, Attorney III, DCA
Bryce Penney, Television Specialist, DCA

Six members of the Board present constitute a quorum. There being seven present at the time of roll, a quorum was established.

B. PRESIDENT'S PROCEDURAL REMARKS AND BOARD MEMBER INTRODUCTORY COMMENTS

Mr. McGuinness 1) announced that the meeting is being webcast; 2) acknowledged that LATC member, Andrew Bowden, will be in attendance; 3) welcomed DCA Deputy Director, Christopher Castrillo, who will provide an update on the DCA during Agenda Item D; and 4) reminded members that votes on all motions will be taken by roll-call.

C. EXECUTIVE OFFICER'S REPORT - UPDATE ON BOARD'S ADMINISTRATION/MANAGEMENT, EXAMINATION, LICENSING, AND ENFORCEMENT PROGRAMS

Doug McCauley announced that February 28, 2018, is the date scheduled for the next Board meeting, and that the remaining Board meeting dates for 2018 are being identified. He reported that the Board is in the preliminary stages of implementing the enforcement case management and licensing system known as BreZE. Mr. McCauley also reported that the Board is working with DCA's Office of Information Technology as well as SOLID's Organizational Change Management Unit on several key elements of the plan to implement BreZE. He advised that the Board's Sunset Review is approaching and that preparations are underway to submit the Board's Sunset Review Report to the Legislature. Mr. McCauley also updated the Board on its legislative proposal to amend the written contract provision. He explained that there is an opportunity to include provisions into a committee-sponsored bill. Mr. McCauley reported that only two other Boards in the nation have a similar written contract requirement (Ohio and Nevada) and the National Council of Architectural Registration Boards (NCARB) Task Force is interested in the potential for national written contract Model Law. He emphasized the Board's positive enforcement metrics as the Board continues to exceed departmental standards that were established through the DCA Consumer Protection Enforcement Initiative.

Robert. C. Pearman, Jr. enquired about the status of the Board's Business Modernization Plan, to which Mr. McCauley reported that the Plan is currently with the DCA for review.

Mr. McGuinness observed that the continuing education (CE) metrics appear to have increased in recent months, to which Mr. McCauley explained that the increase can be partially attributed to: 1) CE requirement being relatively new, and 2) biennial dynamics (when license renewal applications are received by the Board).

Mr. Feng observed that the Architect Registration Examination (ARE) 5.0 pass-rates appear to be low in most divisions compared to the pass-rates of ARE 4.0. Mr. McGuinness enquired about Jon Baker's previous request for information about factors that may help the Board understand California candidate performance versus the national average. Mr. McCauley conveyed that NCARB has restrictions on its ability to provide certain data; however, Marccus Reinhardt reported that staff is in the process of obtaining candidate data (e.g., accredited degree, non-accredited degree, and experience only candidates) from NCARB, as previously requested.

D. UPDATE ON THE DEPARTMENT OF CONSUMER AFFAIRS (DCA) – CHRISTOPHER CASTRILLO, DEPUTY DIRECTOR, OFFICE OF BOARD AND BUREAU SERVICES

Mr. Castrillo, the new Deputy Director of the Office of Board and Bureau Services, updated the Board on a variety of recent developments at the DCA. He noted staffing changes at the DCA; reported the establishment of a departmental Pro Rata workgroup composed of DCA board executives to discuss potential improvements; and discussed several other subjects such as an annual meeting of DCA board presidents; the DCA Strategic Plan, which was released in July; upcoming Board Member Orientation Trainings; and the DCA Sexual Harassment Training requirements for 2017.

Mr. McCauley announced that Brianna Miller and Kristin Walker are currently participating in the DCA's Future Leadership Development Program, and observed that the culture of the DCA has shifted to a more client-service oriented organization in recent years.

E. PUBLIC COMMENT ON ITEMS NOT ON THE AGENDA

There were no comments from the public.

F. REVIEW AND POSSIBLE ACTION ON SEPTEMBER 7, 2017 BOARD MEETING MINUTES

Mr. McGuinness asked for comments concerning the Minutes of the September 7, 2017, Board meeting. Barry Williams offered an edit on page 5, under Agenda Item F, to replace "California State Polytechnic University, Pomona" with "California Polytechnic State University, San Luis Obispo."

- **Jon Alan Baker moved to approve the September 7, 2017, Board meeting minutes, with an edit on page 5 under Agenda Item F changing "California State Polytechnic University, Pomona" to "California Polytechnic State University, San Luis Obispo."**

Nilza Serrano seconded the motion.

Members Baker, Campos, Feng, Pearman, Serrano, Williams, and President McGuinness voted in favor of the motion. Members Gutierrez, Kwan, and Lewis were absent at the time of vote. The motion passed 7-0.

G. ELECTION OF 2018 BOARD OFFICERS

Mr. McGuinness advised that, as Board President, he appointed himself and member Gutierrez to the Nominations Committee, charged with making a recommendation for a slate of officers for 2018. Mr. McGuinness explained the Board's nominating process and proposed the following slate of officers based on the qualifications and interests expressed by the members:

Sylvia Kwan, President
Tian Feng, Vice President
Barry Williams, Secretary

Mr. McGuinness also noted that Denise Campos has volunteered to serve as Secretary for 2018.

- **Robert Pearman moved to elect Sylvia Kwan for President, Tian Feng for Vice President, and Barry Williams for Secretary for 2018.**

The motion fell to the floor.

Ms. Kwan expressed a desire to hold a runoff election between Mr. Williams and Ms. Campos for Secretary. Mr. Baker expressed his view of the importance of maintaining a balance between public and professional members of Board officers. Mr. Williams accepted Mr. Baker's view and conceded the 2018 Secretary position.

- **Jon Alan Baker moved to elect Sylvia Kwan for President, Tian Feng for Vice President, and Denise Campos for Secretary for 2018.**

Nilza Serrano seconded the motion.

Members Baker, Campos, Feng, Kwan, Pearman, Serrano, Williams, and President McGuinness voted in favor of the motion. Members Gutierrez and Lewis were absent at the time of vote. The motion passed 8-0.

H. DISCUSS AND POSSIBLE ACTION ON 2017 OCTAVIUS MORGAN DISTINGUISHED SERVICE AWARDS

Mr. McCauley reviewed the history of the Octavius Morgan Distinguished Service Award, which was established in 2000 to recognize volunteers who contribute to the Board and to grant a special award for distinguished service. He advised that members had previously agreed to pay for the awards from their own personal funds. Mr. McCauley reported that two individuals are nominated to receive the award for 2017: Norman Millar and Robert Peterson. He explained that Mr. Millar would receive the award posthumously for his influential Integrated Path to Architectural Licensure (IPAL) leadership at Woodbury University. Mr. McCauley also explained that Mr. Peterson has served as a commissioner for the Board's California Supplemental Examination (CSE) for over 20 years, has contributed approximately 700 hours of his time, and continues to support CSE activities by assisting in the recruitment of new licensees for examination development workshops.

- **Tian Feng moved to approve that Norman Millar and Robert Peterson be awarded the Octavius Morgan Distinguished Service Award for 2017.**

Nilza Serrano seconded the motion.

Ms. Serrano expressed her desire for the Octavius Morgan Distinguished Service Award recipients to continue to be geographically diverse.

Members Baker, Campos, Feng, Kwan, Pearman, Serrano, Williams, and President McGuinness voted in favor of the motion. Members Gutierrez and Lewis were absent at the time of vote. The motion passed 8-0.

I. DISCUSS AND POSSIBLE ACTION ON THE NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB) TRI-NATIONAL MUTUAL RECOGNITION AGREEMENT FOR INTERNATIONAL PRACTICE BETWEEN CANADA, MEXICO, AND THE UNITED STATES

Mr. Reinhardt reminded the Board that it had been supportive of NCARB's past efforts to establish reciprocity with other countries, as well as the Broadly Experienced Foreign Architects Program. He advised that the goal of the *Tri-National Mutual Recognition Agreement for International Practice* (Tri-National MRA) between the Canadian Architectural Licensing Authorities, Consejo Nacional de Registro de Certificacion of Mexico, and NCARB, is to ensure the qualifications of Canadian, Mexican, and United States architects interested in pursuing licensure across borders are thoroughly vetted and the competencies and eligibility requirements are met. Mr. Reinhardt asked the Board to review the Tri-National MRA and consider granting the Board President authority to sign the *Letter of Undertaking* if it supports NCARB's efforts to foster the exchange of professional credentials in support of cross-borders practice with Canada and Mexico.

Mr. Feng asked about the difference between the Tri-National MRA and the previous MRA considered by the Board. Mr. Reinhardt explained that a MRA between the United States and Canada already exists, but this new Tri-National MRA would include Mexican licensing authorities.

Ms. Serrano asked if staff has a recommendation for the Board to consider. Mr. McCauley recommended the Board support the Tri-National MRA, as doing so would be consistent with the Board's prior actions. Mr. Baker observed that the Tri-National MRA includes language that allows jurisdictions to continue administering local examinations and, therefore, would not affect the Board's CSE requirements for licensure in California.

- **Nilza Serrano moved to grant the Board President authority to sign the *Letter of Undertaking* with respect to the *Tri-National Mutual Recognition Agreement for International Practice* between NCARB, the Canadian Architectural Licensing Authorities, and the Consejo Nacional de Registro de Certificacion of Mexico.**

Barry L. Williams seconded the motion.

Mr. Feng asked if the CSE would still be a licensing requirement should the Tri-National MRA be approved, to which Mr. Baker answered in the affirmative; Mr. Reinhardt advised that international candidates would need to travel to testing facilities in the United States to take the CSE. Mr. McGuinness asked if the CSE is offered in any other language than English, to which Mr. Reinhardt replied "no."

Members Baker, Campos, Feng, Kwan, Pearman, Serrano, Williams, and President McGuinness voted in favor of the motion. Members Gutierrez and Lewis were absent at the time of vote. The motion passed 8-0.

J. DISCUSS AND POSSIBLE ACTION ON REDUCING THE MANDATORY WAIT PERIOD TO RETAKE THE CALIFORNIA SUPPLEMENTAL EXAMINATION (CSE)

Mr. Reinhardt reminded the Board that it previously directed staff to collaborate with the Office of Professional Examination Services (OPES) and assess whether it would be psychometrically defensible to reduce the mandatory wait period to retake the CSE. He reported that OPES determined it would be possible to reduce the CSE wait period from the current 180-day requirement to a 90-day requirement. Mr. Reinhardt explained that implementation details are still being assessed, but that OPES estimates a 12 to 18-month timeframe to prepare the first CSE to be subject to this provision. He advised that staff is currently drafting a regulatory change proposal in anticipation of the Board's desire to move forward with implementation, and that a rulemaking package could be presented to the Board at its next meeting.

Mr. Baker inquired as to the implementation date of the wait period reduction, to which Mr. Reinhardt replied that OPES estimates the new requirement will be ready for implementation in spring or summer of 2019. Mr. Baker asked if it is possible to expedite the 90-day wait period's implementation. Mr. McCauley explained the logistics involved in implementing a new 90-day wait period (e.g., regulation changes), and advised the Board that the factors impacting the new wait period implementation date can be discussed during a closed session. Mr. Feng requested a more detailed description of what is required to implement a 90-day wait period, and opined it more important to ensure the quality and security of this process than the speed at which the Board can implement it.

- **Nilza Serrano moved to reduce the mandatory wait period to retake the CSE from 180 days to 90 days according to direction from OPES.**

Jon Alan Baker seconded the motion.

Mr. Baker asked that a detailed presentation about CSE forms and the requirements surrounding the Board's desire to reduce the mandatory wait period be placed on the next closed session agenda. Mr. McCauley agreed to organize such a presentation during closed session at the next Board meeting.

Members Baker, Campos, Feng, Kwan, Pearman, Serrano, Williams and President McGuinness voted in favor of the motion. Members Gutierrez and Lewis were absent at the time of vote. The motion passed 8-0.

K. PROFESSIONAL QUALIFICATIONS COMMITTEE (PQC) REPORT

Mr. Feng updated the Board on the recent activities of the PQC and reported that the Committee last met on October 18, 2017, to work on its assigned 2017-2018 Strategic Plan objectives.

Mr. Feng reported that:

1. Staff presented the PQC with recommended methods for improved compliance to be considered for inclusion into the report to the Legislature about the effectiveness of the CE requirement. The PQC supported staff's recommendations and a draft of the report is planned to be presented to the PQC at its next meeting;

2. Staff presented the PQC with proposals to reduce candidate confusion about the *Candidate's Handbook*. The PQC supported staff's proposals and a draft of the *Handbook* is planned to be presented to PQC at its next meeting; and
3. The PQC discussed the objective to collaborate with and support existing and emerging Integrated Path to Architectural Licensure (IPAL) programs to promote their success and made a recommendation to the Board which Mr. Reinhardt will present under Agenda Item K.2.

Mr. Reinhardt reminded the Board that, since the launch of NCARB's IPAL program in 2015, the Board has: 1) sponsored legislation to allow individuals to take the ARE early; 2) invited California IPAL programs to its meetings for progress reports; 3) mailed letters to architecture firms requesting participation and coordination with IPAL schools; and 4) published regular articles in the Board's newsletter, *California Architects*. He reported that the PQC made a recommendation to the Board directing staff to prepare a letter to NCARB requesting that it collaborate with The American Institute of Architects (AIA) and revive the Emerging Professional's Companion (EPC). Mr. Reinhardt noted that the purpose would be to allow firms the opportunity to use the exercises in the EPC on live projects in their respective office as a teaching tool for first and second year IPAL students. He added it is hoped this would address the problem of firms hiring these students who often lack exposure to professional practice.

Mr. Pearman inquired about the EPC, to which Mr. Reinhardt described the EPC as a guide with exercises that individuals would use to earn AXP credit. Mr. McCauley added that the EPC is an alternate way to accrue one's experience via exercises, and that AIA now owns the product. He also noted that NCARB is receiving feedback from architecture firms about how the IPAL program is working from their perspective; subsequently, NCARB is considering developing an IPAL guide for firms. Mr. McCauley suggested the Board may also want to support this effort. Mr. Pearman asked why the EPC's use was discontinued, to which Mr. McCauley opined the EPC was not utilized extensively. Messrs. Baker and Williams opined that if the EPC is revised to be more relevant today then it could be a positive resource for IPAL students and firms.

Ms. Kwan conveyed that IPAL-participating firms are concerned about having to pay IPAL students who may not yet be skilled enough to be productive. Mr. Baker spoke about his experience working with IPAL students employed at his firm. He noted that IPAL students are also learning more about the profession than they would if they did not participate in IPAL. Ms. Kwan opined that Mr. Baker's firm is more forward-thinking while other firms may not want to pay a college student who is not as productive as more experienced staff. Mr. Baker expressed hope that the idea of mutual responsibility to students between schools and firms will be more appreciated in the years ahead. The Board discussed the IPAL program, how the EPC would and would not be a useful tool, and the importance of young professionals learning how to express concepts effectively without the use of a computer. The Board decided to not act on PQC's recommendation to direct staff to prepare a letter to NCARB.

L. REVIEW AND POSSIBLE ACTION ON PROPOSED AMENDMENTS TO BOARD'S DISCIPLINARY GUIDELINES AND CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 16, DIVISION 2, SECTION 154 (DISCIPLINARY GUIDELINES)

Ms. Walker reminded the Board that its staff and the LATC staff have been working collaboratively to update the Board's and LATC's *Disciplinary Guidelines*. She advised that the Board previously: 1) approved revisions to the Board's and LATC's *Disciplinary Guidelines* and the proposed language to amend CCR sections 154 and 2680 (Disciplinary Guidelines); and 2) authorized staff to proceed with the required regulatory changes to incorporate the revised *Guidelines* by reference. Ms. Walker reported that following the Board's approval of the *Guidelines*, legal counsel recommended additional substantive changes which were necessary prior to submission of the regulatory packages. She reminded the Board that it approved the recommended revisions to LATC's *Guidelines* at its September 7, 2017, meeting. Ms. Walker explained that Board staff reviewed legal counsel's recommendations as they relate to the Board's *Guidelines* and determined that substantive changes would also need to be made to the Board's *Guidelines* prior to submission of the regulatory package. Accordingly, she reported, staff updated the Board's *Guidelines*, as well as the proposed language to amend CCR section 154 to include the necessary revisions identified by legal counsel.

Tara Welch advised the Board that a few additional substantive changes should first be reviewed as it considers whether to approve recommended revisions to the Board's *Guidelines* which may also affect the LATC's and the proposed regulatory language to amend CCR section 154. The Board was asked to consider the following proposed revisions to Section 2 (General Considerations):

1. Delete the previously proposed item 9 under heading D (*Factors to be Considered*)
2. Remove redundant language contained under heading F (*Criteria for Rehabilitation*)

Mr. Baker inquired about heading E (*Substantial Relationship Criteria*) and the rationale as to why the crimes or acts specifically referenced involve only violations of the provisions of Chapter 3, Division 3 of the Business and Professions Code (BPC) and not other violations. Ms. Welch explained at the time CCR section 110 was submitted to the Office of Administrative Law, the Board decided to only reference those BPC violations, and that she would need to research the history of the regulation to fully understand why. She noted, however, that the *Disciplinary Guidelines* reflect the current wording of the regulation.

Ms. Welch continued with the changes for the Board to consider:

3. Revise the description of Section 5588 to read *Failure to Report Settlement or Arbitration Award* to clarify the nature of the violation

Mr. Baker asked why fines are not referenced in the *Disciplinary Guidelines*. Vickie Mayer explained that the *Disciplinary Guidelines* are for disciplinary actions; fines require citations, and a citation is a different mechanism to address a violation. Mr. Baker asked if fines should be referenced in the Board's *Disciplinary Guidelines*. Ms. Welch agreed with the suggestion that fines should somehow be referenced in the *Guidelines*. Ms. Mayer recalled that legal counsel in past years did not consider citations as a form of "discipline." The Board discussed the mechanisms of *Disciplinary Guidelines* versus citations and how fines are imposed. Mr. Baker opined that *Disciplinary Guidelines* and citations should be combined. Ms. Mayer explained that

citations are considered a different form of action taken by the Board for less severe violations, and she proposed adding clarifying language to that effect to the introductory pages of the *Disciplinary Guidelines*. Ms. Welch suggested a more comprehensive review of the *Disciplinary Guidelines* be conducted to explore the possibility of including citations; she also offered to research whether the Board has the authority to impose fines through the disciplinary process and present her findings to the Board at its next meeting.

Ms. Welch continued with the changes for the Board to consider:

4. Add a condition of probation requiring an ethics course to the minimum penalty for CCR section 160(f)(1)

Bob Carter explained that “informed consent” is defined in CCR section 160(f)(1) (Rules of Professional Conduct) and prohibits an architect from making any change in the scope or content of the work without prior written approval from the client.

Ms. Welch continued with the changes for the Board to consider:

5. In Section 4 (*Model Disciplinary Orders*), under *Revocation of License*, change the number of years prior to reapplying or petitioning the Board for reinstatement from three (3) to one (1) to conform to the Administrative Procedure Act
6. Add the term “renewal” in reference to fees under condition 5 *Maintain Active and Current License*
7. Remove language under condition 8 *Violation of Probation* to ensure appropriate due process
8. Change authority cited for Proposed Regulatory Language *Section 154. Disciplinary Guidelines* from “Section 11425.50(e)” of the Government Code to “Section 11400.20” as a more appropriate reference

Mr. McGuinness asked for a motion.

- **Nilza Serrano moved to accept the revisions reviewed by legal counsel and discuss the possibility of adding fines to the *Disciplinary Guidelines* at the next Board meeting.**

Sylvia Kwan seconded the motion.

Members Baker, Campos, Feng, Gutierrez, Kwan, Pearman, Serrano, Williams and President McGuinness voted in favor of the motion. Member Lewis was absent at the time of vote. The motion passed 9-0.

M. LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE (LATC) REPORT

Ms. Miller updated the Board on the recent activities of the LATC, and reported that the Committee last met on November 2, 2017, in Los Angeles. She also reported that the LATC discussed Strategic Plan objectives, and elected current officers to continue to serve in their positions in 2018. Ms. Miller also reported that the LATC is looking to improve its communications with interested parties, to which Ms. Kwan recommended extending the LATC’s electronic communications beyond email and Twitter to other social media platforms used by the Board (i.e., Instagram, Facebook).

Ms. Miller reminded the Board of its June 15, 2017, request for the LATC to closely align its initial and reciprocal licensure requirements and, where possible, mirror those of the Board (to include related degrees, non-related degrees, and an experience-only pathway). She reported that staff subsequently presented a draft Table of Equivalents to the LATC at its July 13, 2017, meeting; the Committee approved all pathways noted on the draft Table, including the related and non-related degrees and experience only pathways, and established an Education/Experience Subcommittee (Subcommittee) to define degrees related and unrelated to landscape architecture and the amount of education and experience credit appropriate for the proposed new pathways. Ms. Miller reported that the Subcommittee met on October 3, 2017, to develop recommendations for amendments to CCR section 2620 (Education and Training Credits) that define related degrees and non-related degrees (baccalaureate and associate) and experience-only pathways, and prescribe allowable credits for initial licensure. She reported that during its November 2, 2017, meeting, the LATC reviewed the Subcommittee's recommendations and expressed support for them, but elected not to adopt the Subcommittee's proposed lists of degrees designated as "related" for the related (non-accredited) four-year degrees and related two-year degrees. Ms. Miller advised that the LATC recommended for the Board's approval expanded pathways for initial licensure that include:

1. Related degrees (accredited architecture and civil engineering degrees);
2. Non-related baccalaureate degrees; and
3. An experience-only pathway.

Ms. Miller asked the Board to review the LATC's recommendations and consider the proposed amendments to CCR section 2620 that expand the pathways to initial licensure. Mr. Feng commended the LATC and staff for its work on this project. Mr. Pearman asked if core courses and fields of study are specified in regulation, to which Ms. Miller replied that they are not due to concern that core curricula varies from institution to institution. Mr. Bowden noted that any four-year degree would earn at least one year of credit, while degrees closely related to architecture and civil engineering would earn more years of credit. Mr. McCauley reported that OPES psychometricians and SOLID organizational development personnel were involved in the project, and that their involvement enhanced the project's validity and defensibility.

- **Nilza Serrano moved to adopt the proposed regulatory changes, direct the EO to take all steps necessary to initiate the rulemaking process, authorize the EO to make any technical or non-substantive changes to the rulemaking package, notice the proposed language for a 45-day comment period, and, if no adverse comments are received during the 45-day comment period and no hearing is requested, adopt the proposed regulatory changes, if modified.**

Denise Campos seconded the motion.

Dustin Maxim and John Nicolaus thanked the Board and LATC for its attention to the subject of reciprocity for landscape architects.

Members Baker, Campos, Feng, Gutierrez, Kwan, Pearman, Serrano, Williams, and President McGuinness voted in favor of the motion. Member Lewis was absent at the time of vote. The motion passed 9-0.

N. REVIEW OF FUTURE BOARD MEETING DATES

Mr. McCauley reminded the Board that it is scheduled to meet next on February 28, 2018, in Sacramento.

O. CLOSED SESSION

The Board went into closed session to:

1. Consider action on the September 7, 2017, Closed Session Minutes; and
2. Deliberate on disciplinary matters.

P. RECONVENE OPEN SESSION

The Board reconvened open session.

Q. ADJOURNMENT

The meeting adjourned at 2:48 p.m.

DRAFT

EXECUTIVE OFFICER (EO) RECRUITMENT AND SELECTION PROCESS

1. Presentation from Department of Consumer Affairs (DCA), Office of Human Resources on EO Recruitment and Selection Process
2. Discuss and Possible Action on Process for Recruitment and Selection of an EO
3. Discuss and Possible Action on Appointment of an EO Selection Committee
4. Review and Possible Action on Revised EO Duty Statement and Recruitment Announcement

Agenda Item F.1

PRESENTATION FROM DEPARTMENT OF CONSUMER AFFAIRS (DCA), OFFICE OF HUMAN RESOURCES ON EO RECRUITMENT AND SELECTION PROCESS

The Executive Officer (EO) of the California Architects Board (Board), Doug McCauley has been appointed Chief Deputy Director of the Department of Housing and Community Development and his last day at the Board is March 1, 2018. The DCA's Office of Human Resources will provide a presentation regarding the EO recruitment and selection process.

Agenda Item F.2

DISCUSS AND POSSIBLE ACTION ON PROCESS FOR RECRUITMENT AND SELECTION OF AN EO

Following the Department of Consumer Affairs' Office of Human Resources presentation on the EO recruitment and selection process, the Board will discuss its role in the process and take possible action.

DISCUSS AND POSSIBLE ACTION ON APPOINTMENT OF AN EO SELECTION COMMITTEE

The EO Selection Committee may consist of two members who have sufficient time and interest to commit to actively participate in the selection process. The Committee works with the Department of Consumer Affairs (DCA) Office of Human Resources and the DCA Deputy Director, Office of Board and Bureau Services on the recruitment process to select an EO. The Committee's customary responsibilities include, but may not be limited to, the following:

1. Define recruitment advertisement parameters;
2. Develop screening criteria;
3. Pre-screen qualified applicants;
4. Conduct initial interviews if narrowing of applicants is needed; and
5. Recommend applicants to be interviewed by full Board at publicly noticed meeting.

The Board will discuss and take possible action on the appointment of an EO Selection Committee.

REVIEW AND POSSIBLE ACTION ON REVISED EO DUTY STATEMENT AND RECRUITMENT ANNOUNCEMENT

To begin the EO recruitment process, the Duty Statement of the position should be up-to-date and clearly and accurately describe the functions and responsibilities of the position, as determined by the Board.

The Duty Statement is used to: 1) provide the foundation upon which recruitment is based; 2) develop recruitment announcement; 3) define the criteria for screening applications; and 4) develop interview questions.

Attached for the Board's review and consideration are the current and revised Duty Statements (revisions highlighted in yellow) and Recruitment Announcement. The Board is asked to take possible action on the revised Duty Statement and Recruitment Announcement.

Attachments:

1. Duty Statement (Current dated 7-1997)
2. Duty Statement (Revised dated 2-2018)
3. Recruitment Announcement

BOARD OF ARCHITECTURAL EXAMINERS

EXECUTIVE OFFICER

Duty Statement

Under the general direction and guidance of the Governor appointed Board and the Landscape Architects Technical Committee (LATC), formerly the Board of Landscape Architects, the Executive Officer is responsible for administration and management of Board and LATC programs, resources, and staff. The Executive Officer is responsible for consulting with and carrying out the policies of the Board and the LATC which is charged with the licensing and regulation of architects and landscape architects of the State of California. The Executive Officer is responsible for the regulatory oversight of 25,000 architects and 3,000 landscape architects and provides support for the Board and the LATC.

- 25% Acts as the principal operations officer for the Board and the LATC. Responsible for overseeing all activities of the Enforcement, Licensing, Examination and the Administrative Programs, including the development and implementation of staff performance standards and measures. Maintains an awareness of existing and emerging issues which potentially may affect the regulatory environment for licensees and communicates such issues with appropriate recommendations to the Board. Has overall responsibility for Board and LATC budgets; provides information concerning the budgets to the Board and LATC, Departments of Consumer Affairs (DCA) and Finance, Legislative Analyst and the Legislature. Participates in the development and negotiation of Requests for Proposals and contracts for professional services, consultants and facilities.
- 20% Acts as a consultant to the Board and the LATC on policy development and implements the Board's policies. Participates in development of philosophy, mission, vision, values, goals and objectives and implements the Board's goals and objectives and action plan. Acts as liaison between Board and the LATC, committees and staff. Provides orientation for newly appointed Board members. Ensures meetings are scheduled, noticed and recorded and meeting minutes are printed and approved. Advises members on legal requirements (annual filing, conflict of interests, open meetings, etc.). Ensures Board and the LATC members follow Board administrative policies and procedures. Performs other duties and functions as directed by the President of the Board and the LATC.
- 20% Responsible for interpreting and ensuring compliance with the Architects Practice Act and the Landscape Architects Practice Act; authorizes legal action against violators of those Acts, and carries out the Board's enforcement policies. Provides program direction, files and signs accusations, approves recommended stipulations for the Board and authorizes disciplinary actions to go to hearing, and ensures policies and procedures in the Administrative Procedures Act are

- followed. Oversees citation program and issues decisions on informal conferences. Acts as liaison with Chief, Division of Investigation (DOI), Office of Attorney General, and other state and national regulatory authorities regarding the enforcement of the Architects Practice Act and the Landscape Architects Practice Act. Coordinates and oversees the interstate disciplinary reporting system.
- 15% Responsible for the Board's and LATC's examination and licensing programs. Provides program direction for national computerized exam for architectural candidates, for state oral exam for architectural candidates, for national written exam for landscape architects, and for state written exam for landscape architects. Approves examination administration policies and procedures. Responsible for approving all conditions of access to licensee or candidate files. Develops and recommends policies for foreign and out of state applicants. Responsible for the review and accreditation of curriculum of landscape architect extension schools.
- 10% Directs the Board's and LATC's legislative programs which includes recommending modification of proposed legislation to align with the policies, programs, or procedures; identifying the need for new legislation and acting to support or oppose legislation; and lobbying, testifying, and negotiating before the Legislature at policy and fiscal committees. Implements regulations adopted by the Board in compliance with the Administrative Procedures Act and legislatively mandated standards.
- 10% Acts as the Board and the LATC liaison with the DCA Administration, Legislature, professional associations, and other governmental agencies, and the media. Implements the Board and the LATC communication plan and serves as the main contact for the media and public and professional organizations. Schedules and sets agenda for annual education symposia with profession, education community and Board. Implements the Board's disaster response procedures, when necessary. Serves on the National Council of Architectural Registration Board committees and ensures representation on national Council of Landscape Architectural Registration Boards committees. Maintains positive working relationships with the Department of Consumer Affairs and other state agencies.

Exempt Employee's Name	
Classification Title Executive Officer	Board / Bureau / Commission / Committee California Architects Board/ Landscape Architects Technical Committee
Exempt Level / Salary Range J / \$8,942.00 – \$9,960.00	Geographic Location Sacramento
Position Number 616-110-8937-001	Effective Date of Appointment

General Statement:

Under the general direction and guidance of the 10-member California Architects Board (Board) and 5-member Landscape Architects Technical Committee (LATC), the Executive Officer (EO) is responsible for the: administration and management of Board/LATC programs, resources, and staff; consulting with, and carrying out, the policies of the Board/LATC, which are charged with the licensing and regulation of architects and landscape architects of the State of California; and regulatory oversight of approximately 24,000 licensed architects/landscape architects. Specific responsibilities include, but are not limited to, the following:

A. Specific Assignments [Essential (E)/Marginal (M) Functions]:

25% (E) Program Management

Act as the principal operations officer for the Board/LATC. Responsible for overseeing all activities of the Examination, Licensing, Enforcement, and the Administration Programs, including legislation and regulation activities. Maintain an awareness of existing and emerging issues that may affect the regulatory environment for licensees and communicate such issues with appropriate recommendations to the Board/LATC. Maintain overall responsibility for Board/LATC budgets and provide information concerning the budgets to the members, Department of Consumer Affairs (DCA), Department of Finance, Legislative Analyst, and the Legislature. Participate in the development and negotiation of Requests for Proposals and contracts for professional services, consultants and facilities.

20% (E) Policy Consultant

Act as a consultant to the Board/LATC on policy development and implement the Board/LATC's policies. Participate in development of philosophy, mission, vision, values, goals, and objectives and implement the Board/LATC's goals and objectives and action plans. Act as the liaison between Board/LATC, committees, and staff. Provide orientation for newly appointed Board/LATC members. Ensure meetings are scheduled, noticed, and recorded and meeting minutes are approved and published. Advise members on legal requirements (annual filing, conflict of interests, open meetings, etc.). Ensure Board/LATC members follow Board administrative policies and procedures. Perform other duties and functions as directed by the President of the Board and Chair of the LATC.

20% (E) Enforcement

Interpret and ensure compliance with the Architects Practice Act and the Landscape Architects Practice Act; authorize legal action against violators of those Acts, and carry out the Board/LATC's enforcement policies. Provide program direction, approve and execute citations, statements of issues, and accusations; negotiate stipulated settlements

of disciplinary actions; authorize disciplinary actions to go to hearing; and ensure provisions of the Administrative Procedure Act are followed. Oversee citation program and issue decisions on informal conferences. Act as liaison with the Division of Investigation (DOI), Office of Attorney General, and other state and national regulatory authorities regarding the enforcement of the Architects Practice Act and the Landscape Architects Practice Act. Coordinate and oversee the interstate disciplinary reporting system.

15% (E) Examination and Licensing

Responsible for the Board/LATC's examination and licensing programs. Provide program direction for national and state computer-based examinations and architect/landscape architect candidates. Approve examination administration and licensing policies and procedures. Approve all conditions of access to licensee or candidate files. Develop and recommend policies for foreign and out-of-state applicants. Responsible for the review and approval of landscape architect extension certificate programs.

10% (E) Legislation, Regulations, Policies, and Procedures

Direct the Board/LATC's legislative programs, which includes: recommending modification of proposed legislation to align with the policies, programs, or procedures; identifying the need for new legislation; acting to support or oppose legislation; and lobbying, and testifying before the Legislature at policy and fiscal committees. Implement regulations adopted by the Board in compliance with the Administrative Procedure Act and legislatively mandated standards.

10% (E) Board Liaison

Act as the Board/LATC liaison with the DCA Administration, Legislature, professional associations, other governmental agencies, and the media. Implement the Board/LATC communication plans and serve as the main contact for the media, public, and professional organizations. Implement the Board/LATC's disaster response procedures, when necessary. Serve on the National Council of Architectural Registration Boards committees and ensure representation on Council of Landscape Architectural Registration Boards committees. Maintain positive working relationships with the DCA and other state agencies.

B. Supervision Received

The EO reports directly to the Board President and receives majority of assignments from the Board.

C. Supervision Exercised

The EO directly supervises the Assistant Executive Officer (Staff Services Manager II), and indirectly supervise subordinate staff through subordinate supervisors.

D. Administrative Responsibility

The EO manages Board/LATC resources, programs, and personnel through subordinate managers.

E. Personal Contacts

The EO will have regular direct contact with licensees; members of the Board and the LATC; schools; public; trade and industry groups; Legislature, Business, Consumer Services and Housing Agency; Governor's Office; various DCA employees; and other agencies. The information exchanged may include sensitive and confidential information. On a daily basis, the EO will respond to inquiries from the general public by telephone, email, or in writing. In addition, the EO works directly with the Board's President and other Board and committee members, program staff, DCA staff, and other state agencies

F. Actions and Consequences

Failure to properly ensure effective implementation of Board initiatives could result in the inability to fulfill mission-critical objectives related to the regulation of the professions for the protection of the public. Such failure could cause delays in services to the public, licensees, and candidates, thereby impacting consumer protection or financial affairs of individuals.

Failure to properly administer and manage the Board/LATC's programs and operations may result in ineffective, inefficient, and non-compliant operations jeopardizing the health, safety, and welfare of consumers of architectural and landscape architectural services and potentially violating the Government Code, Business and Professions Code, or other mandates and controls governing a regulatory board.

G. Functional Requirements

The EO is a Work Week Group E employee and is expected to work an average of 40 hours per week each year, and may be required to work specified hours based on the business needs of the office. The EO works in an office setting with artificial light and temperature control. The EO may spend 75%-85% of the working day using a personal computer. The position requires bending and stooping to retrieve files, sitting and standing consistent with office work, walking, and occasional lifting, up to 20 pounds, and travel via auto and/or air to attend various meetings. The ability to use a computer and telephone is essential.

H. Other Information

The EO routinely works with, and has access to, sensitive and confidential issues and/or materials related to consumers of services and/or employees of the Board/LATC and is expected to maintain privacy and confidentiality at all times. The successful completion of these duties requires a broad knowledge of Board, LATC, and DCA programs, policies, and procedures, as well as the ability to identify, thoroughly understand, and respond to sensitive issues.

The EO must also possess, at a minimum, the following skills and abilities to support the achievement of the Board/LATC's goals and objectives:

- represent the Board/LATC in a professional manner and responsive to its needs;
- strong interpersonal skills to support achievement of the goals and objectives;
- maintain good working relationships with staff, governmental agencies, and other entities;

- excellent communication (written and verbal) and public speaking;
- creativity and flexibility in problem identification and resolution;
- good judgment in decision-making;
- manage time and resources effectively;
- computer and software program proficiency (Microsoft Office Suite);
- maintain regular and consistent attendance and punctuality; and
- travel to and attend meetings by various methods of transportation for one or multiple consecutive days.

This position requires the incumbent to take an Oath of Office prior to appointment and serves at the pleasure of the Board.

This position is also subject to California Code of Regulations, Title 16, Division 38, Chapter 2, Section 3830, the DCA's Conflict of Interest Regulations. The incumbent is required to submit a Statement of Economic Interests (Form 700) within 30 days of assuming office, annually by April 1st, and within 30 days of leaving office.

I have read and understand the duties listed above and I can perform these duties with or without reasonable accommodation. (If you believe reasonable accommodation is necessary, discuss your concerns with the hiring supervisor. If unsure of a need for reasonable accommodation, inform the hiring supervisor, who will discuss your concerns with the Health & Safety analyst.)

Employee Signature Date

Employee's Printed Name

I have discussed the duties of this position with and have provided a copy of this duty statement to the employee named above.

Board President Signature Date

Board President Printed Name

(Revised: 2/2018)

Revised and adopted by the Board at (DATE) Board meeting



**CALIFORNIA ARCHITECTS BOARD/LANDSCAPE ARCHITECTS TECHNICAL COMMITTEE
INVITES APPLICATIONS FOR THE POSITION OF
EXECUTIVE OFFICER
616-110-8937-001
\$8,942.00 – \$9,960.00 (per month)**

The mission of the California Architects Board (Board) is to protect consumers by establishing standards for professional qualifications, ensuring competence through examinations, setting practice standards, and enforcing the Architects Practice Act. The Landscape Architects Technical Committee's (LATC) mission is to regulate the practice of landscape architecture through the enforcement of the Landscape Architects Practice Act to protect consumers, and the public health, safety, and welfare while safeguarding the environment.

The Executive Officer is hired by the Board and serves at its pleasure. This position is exempt from civil service and is located in Sacramento, California.

The Executive Officer manages the Board staff and is responsible for carrying out the policies of the 10-member Board and 5-member Committee for planning, organizing and directing the activities of the Board and LATC in areas of Examination, Licensure, Enforcement, and Administration. The Executive Officer enforces the overall policies established by the Board and LATC relating to its programs, under the authority of Business and Professions Code sections 5517.

Desirable Qualifications and Experience:

- Knowledge of the laws and rules pertaining to the licensure, practice, and education of licensed architects/landscape architects;
- Familiarity with the architectural and landscape architectural professions;
- Knowledge of current consumer issues facing the Board, Committee and the licensed professions;
- A baccalaureate degree from an accredited college or university, masters or professional degree preferred;
- An advanced or professional degree in public policy, administration, political science or related field;
- Ability to travel as required in the performance of assigned duties;
- Ability to demonstrate regular and predictable attendance;
- Proficient computer skills including knowledge of software applications (Microsoft Office Suite);
- Administrative experience, including but not limited to, the ability to prepare, understand and work with a government budget/fiscal environment, develop regulations, rulemaking, and policy development and implementation;
- Supervisory and/or management experience, including the ability to organize and control the flow of work, manage professional and clerical staff within an office, work well under pressure, meet deadlines, and possess strong organizational, supervisory and leadership capabilities;
- Regulatory and/or enforcement experience, processing complaints, monitoring investigations, keeping abreast of hearings on disciplinary matters, etc.;
- Legislative or lobbying experience and/or coordination and testifying before legislative committees;
- Experience working with and/or in taking direction from a board, committee, or commission;
- Experience communicating with all levels of individuals including government officials, public, stakeholders, and media, and testifying in court;
- Experience working within a large organizational or governmental structure; and
- Experience working with national associations.

Special Requirements:

Conflict of Interest Filing

The Executive Officer must file an annual Form 700 Statement of Economic Interests, disclosing certain personal economic interests as determined by the Conflict of Interest Code of the Department of Consumer Affairs. Pursuant to Government Code section 81008, Statement of Economic Interests are public record and will be made available for public inspection.

Interested Persons Must Submit the Following:

- 1) A [number of pages] page Statement of Qualifications that specifically addresses the desirable qualifications and experience outlined above;
- 2) A State application ([Std 678](#)); and
- 3) A resume/curriculum vitae.

Application packages may be submitted via U.S. Postal Service mail or hand delivery to:

Department of Consumer Affairs
Office of Human Resources
1625 N. Market Blvd., Suite N-321
Sacramento, CA 95834
Attn: **Nicole Le**

Application packages submitted via US Postal Service must be postmarked on or before the final filing date. Application packages submitted via hand delivery must be delivered to the Office of Human Resources by 5:00 p.m. on the final filing date.

Application packages may also be submitted electronically via CalCareers at www.jobs.ca.gov for Job Control (JC) [JC number]. Application packages submitted via CalCareers must be received by 11:59 p.m. Pacific Standard Time on the final filing date.

The final filing date for this recruitment is [30 days from release date], 2018.

All applications will be screened and only the most qualified candidates will be scheduled for a preliminary interview. Finalists will be invited to a full Board interview at a Board meeting. Travel expenses for these interviews are the responsibility and at the expense of each candidate. Upon being contacted for interviews, it is the candidate's responsibility to notify the interview scheduler of any need for reasonable accommodation to participate in the interview.

For further information or questions, please contact Nicole Le, Department of Consumer Affairs Office of Human Resources at (916) 574-8306 or via email at Nicole.le@dca.ca.gov.

The State of California and Department of Consumer Affairs is an equal opportunity employer to all, regardless of age, ancestry, color, disability (mental and physical), exercising the right to family care and medical leave, gender, gender expression, gender identity, genetic information, marital status, medical condition, military or veteran status, national origin, political affiliation, race, religious creed, sex (includes pregnancy, childbirth, breastfeeding and related medical conditions), and sexual orientation.

CLOSED SESSION (WILL NOT BE WEBCAST)

1. Pursuant to Government Code Section 11126(a), the Board Will Meet in Closed Session to Discuss and Take Possible Action on the Selection Process and Appointment of an “Acting” or “Interim” EO
2. Pursuant to Government Code Section 11126(c)(1), the Board Will Meet in Closed Session to Discuss and Take Possible Action on Development and Administration of California Supplemental Examination (CSE) Related to Reduction of Mandatory Retake Wait Period and Effects on Examination Content and Security
3. Recess Closed Session

RECONVENE OPEN SESSION

The Board will reconvene open session following closed session.

REVIEW AND POSSIBLE ACTION ON PROPOSED REGULATIONS TO AMEND CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 16, DIVISION 2, ARTICLE 3, SECTIONS 124 (CSE) AND 124.5 (REVIEW OF CSE)

At its June 15, 2017, meeting, the Board directed staff to collaborate with the Department of Consumer Affairs' Office of Professional Examination Services (OPES) to research the feasibility of reducing the CSE retake waiting period, which is currently specified in CCR section 124 as 180 days. Based upon the results of its research, OPES determined and advised staff the waiting period could be reduced to 90 days with no compromise of examination integrity.

Staff presented OPES' findings to the Board at its December 7, 2017, meeting and advised members it could bring a regulatory proposal to amend CCR section 124 for approval at the next Board meeting. Board members subsequently voted in support of reducing the waiting period to 90 days and directed staff to commence the rulemaking process.

While preparing the proposal to amend section 124, staff determined subsections (e) and (f) are obsolete and recommends the Board repeal these subsections. Staff also identified a need to amend CCR section 124.5 as it pertains to the CSE review process and release of examination results. Currently, CCR section 124.5(b) allows candidates to request a review within 30 days from the date on which they are mailed CSE results. However, the Board no longer mails results to candidates, and instead provides them at the conclusion of their examination. Other proposed amendments clarify existing language. Proposed amended language for both sections is attached for the Board's consideration.

The Board is asked to review and take possible action on the proposed amendments to CCR sections 124 (CSE) and 124.5 (Review of CSE), and direct the Executive Officer (EO) to take all steps necessary to initiate the rulemaking process, authorize the EO to make any technical or non-substantive changes to the rulemaking package, notice the proposed language for a 45-day comment period, and, if no adverse comments are received during the 45-day comment period adopt the proposed regulatory changes, if modified.

Attachment:

Proposed Regulatory Language CCR Sections 124 and 124.5

CALIFORNIA ARCHITECTS BOARD
PROPOSED REGULATORY LANGUAGE

Article 3. Examinations

Changes to the original language are shown in single underline for new text and single ~~strikethrough~~ for deleted text.

Amend Section 124 of Article 3 of Division 2 of Title 16 of the California Code of Regulations as follows:

§ 124. California Supplemental Examination.

(a) The California Supplemental Examination (CSE) shall consist of an examination covering the practice of architecture.

(b) A candidate who has been deemed eligible for the ~~California Supplemental Examination~~ CSE, pursuant to Section 116(b)(2) of these regulations, shall submit the applicable fee and application, as provided by the Board.

(c) A candidate who fails the ~~California Supplemental Examination~~ CSE shall be allowed to retake the examination only after reapplying with the Board, as prescribed above.

(d) A candidate who fails the ~~California Supplemental Examination~~ CSE shall retake it in entirety, and may not retake the examination for at least ~~180~~ 90 days from the date that the candidate took the examination that he or she failed.

~~(e) Effective January 1, 1991, where a candidate who has been found to be deficient in an area or areas of the California Supplemental Examination, such candidate shall be required to reappear for another complete California Supplemental Examination.~~

~~(f) A candidate who has received Board credit for any individual section(s) of the California Supplemental Examination but who has not passed that exam as of January 1, 1991, shall be required to pass the California Supplemental Examination as administered after January 1, 1991.~~

Note: Authority cited: Sections 5526 and 5550, Business and Professions Code. Reference: Section 5550, Business and Professions Code.

Amend Section 124.5 of Article 3 of Division 2 of Title 16 of the California Code of Regulations as follows:

§ 124.5. Review of California Supplemental Examination.

(a) A candidate who has failed the California Supplemental Examination may apply to the Board for review. The Board's review shall be limited to situations where a candidate has alleged that ~~he or she was~~they were significantly disadvantaged due to a significant procedural error in or adverse environmental conditions during the exam administration.

(b) A request for review and all supporting documentation shall be filed with the Board within 30 days after the date on which the examination result was ~~mailed~~provided to the candidate. A request for review shall be made in writing and shall set forth: (1) the grounds for review and all of the alleged significant procedural error in or adverse environmental conditions during the exam administration; and (2) specific facts or circumstances that support the allegations~~and how those facts or circumstances constitute the basis for review.~~

(c) Examination materials shall not be released to or reviewed by any candidate.

(d) Within 30 days after the Board has rendered a decision on a candidate's request for review, the candidate will be notified in writing of the Board's decision. In acting on requests for review, the Board may take such action as it deems appropriate, provided that such action shall not include the reversal of a failing score.

Note: Authority cited: Section 5526, Business and Professions Code. Reference: Section 5550, Business and Professions Code.

EXECUTIVE COMMITTEE REPORT

1. Update on January 17, 2018 Executive Committee Meeting
2. Presentation on the DCA Business Modernization Project by Chief Information Officer Jason Piccione
3. Discuss and Possible Action on Executive Committee's Recommendations to the Board Regarding 2017-2018 Strategic Plan Objectives to:
 - a. Identify Organizational Relationships That Should be Maintained and/or Established in Order to Enhance the Board's Mission to Regulate the Profession and Protect the Public
 - b. Encourage Collaboration with Other Related Boards in an Effort to Share Best Practices
 - c. Enhance an Onboarding Program for New Board Members to Increase Board Member Understanding of Board Functions and Purpose
 - d. Assess and Enhance Existing Committee Charges, Process, Procedures, Appointments, etc. to Improve Effectiveness
 - e. Expand Cross-Training Program for Board Staff and Revise Operational Manuals to Retain Knowledge and Increase Organizational Effectiveness
 - f. Research and Work With the DCA to Update Communications Technology in Order to Efficiently Notify Stakeholders of Important Information

Agenda Item J.1

UPDATE ON JANUARY 17, 2018 EXECUTIVE COMMITTEE MEETING

The Executive Committee met on January 17, 2018, in Sacramento. Attached is the meeting notice. Executive Committee Chair, Sylvia Kwan, will provide an update on the meeting.

Attachment:

January 17, 2018 Notice of Meeting



CALIFORNIA ARCHITECTS BOARD
PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

Edmund G. Brown Jr.
GOVERNOR

Executive Committee Members

Sylvia Kwan, Chair
Tian Feng, Vice-Chair
Denise Campos
Matthew McGuinness

NOTICE OF MEETING
EXECUTIVE COMMITTEE

*Action may be taken on
any item listed on the
agenda.*

January 17, 2018

California Architects Board
2420 Del Paso Road, Suite 105
Sacramento, CA 95834
(916) 574-7220

The California Architects Board (Board) will hold an Executive Committee meeting, as noted above.

AGENDA

1:00 p.m. to 4:00 p.m.
(or until completion of business)

- A. Call to Order / Roll Call / Establishment of a Quorum
- B. Public Comment on Items not on the Agenda
The Executive Committee may not discuss or take action on any item raised during this public comment section, except to decide whether to refer the item to the Board's next Strategic Planning session and/or place the matter on the agenda of a future meeting (Government Code sections 11125 and 11125.7(a)).
- C. Review and Possible Action on December 1, 2016 Executive Committee Meeting Minutes
- D. Discuss and Possible Action on the Following 2017–2018 Strategic Plan Objectives to:
 1. Determine Current Business Process Needs for BreEZe to Allow for a Smoother Transition to the Program
 2. Identify Organizational Relationships That Should be Maintained and/or Established in Order to Enhance the Board's Mission to Regulate the Profession and Protect the Public
 3. Prepare for the Sunset Review Process in Order to Facilitate a Positive Outcome

2420 DEL PASO ROAD,
SUITE 105
SACRAMENTO,
CA 95834

916-574-7220 T
916-575-7283 F

cab@dca.ca.gov
www.cab.ca.gov

(Continued on Reverse)

4. Encourage Collaboration with Other Related Boards in an Effort to Share Best Practices
5. Enhance an Onboarding Program for New Board Members to Increase Board Member Understanding of Board Functions and Purpose
6. Assess and Enhance Existing Committee Charges, Process, Procedures, Appointments, etc. to Improve Effectiveness
7. Expand Cross-Training Program for Board Staff and Revise Operational Manuals to Retain Knowledge and Increase Organizational Effectiveness
8. Research and Work with the Department of Consumer Affairs to Update Communications Technology in Order to Efficiently Notify Stakeholders of Important Information

E. Adjournment

Action may be taken on any item on the agenda. The time and order of agenda items are subject to change at the discretion of the Committee Chair and may be taken out of order. The meeting will be adjourned upon completion of the agenda, which may be at a time earlier or later than posted in this notice. In accordance with the Bagley-Keene Open Meeting Act, all meetings of the Committee are open to the public. This meeting will not be webcast. If you wish to participate or to have a guaranteed opportunity to observe, please plan to attend at the physical location.

Government Code section 11125.7 provides the opportunity for the public to address each agenda item during discussion or consideration by the Committee prior to the Committee taking any action on said item. Members of the public will be provided appropriate opportunities to comment on any issue before the Committee, but the Committee Chair may, at his or her discretion, apportion available time among those who wish to speak. Individuals may appear before the Committee to discuss items not on the agenda; however, the Committee can neither discuss nor take official action on these items at the time of the same meeting (Government Code sections 11125 and 11125.7(a)).

The meeting is accessible to the physically disabled. A person who needs a disability-related accommodation or modification to participate in the meeting may make a request by contacting:

Person: Mel Knox

Telephone: (916) 575-7221

Email: mel.knox@dca.ca.gov

Telecommunications Relay Service: Dial 711

Mailing Address:

California Architects Board

2420 Del Paso Road, Suite 105

Sacramento, CA 95834

Providing your request at least five (5) business days before the meeting will help to ensure availability of the requested accommodation.

Protection of the public shall be the highest priority for the Board in exercising its licensing, regulatory, and disciplinary functions. Whenever the protection of the public is inconsistent with other interests sought to be promoted, the protection of the public shall be paramount (Business and Professions Code section 5510.15).

Agenda Item J.2

PRESENTATION ON THE DEPARTMENT OF CONSUMER AFFAIRS (DCA) BUSINESS MODERNIZATION PROJECT BY CHIEF INFORMATION OFFICER JASON PICCIONE

Jason Piccione, DCA Chief Information Officer, will provide the Board with an update on the Business Modernization project.

Attachments:

1. DCA Business Modernization Plan
2. California Architects Board & LATC Business Modernization Report
3. Business Modernization Project Charter

EDMUND G. BROWN JR., GOVERNOR



BUSINESS, CONSUMER SERVICES, AND HOUSING AGENCY

DEPARTMENT OF CONSUMER AFFAIRS

BUSINESS MODERNIZATION PLAN

Developed By:

Department of Consumer Affairs
Office of Information Services
Project Management Office

STATE OF CALIFORNIA
Department of Consumer Affairs
1625 N. Market Blvd.
Sacramento, California 95834-1924

November 2017

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1. Message from the Director

I am pleased to share with you the Department of Consumer Affairs' Business Modernization Plan. With this plan, the Department will be continuously looking for ways to improve our organization and the programs which we serve. The plan will be a living document, updated to integrate real time lessons learned and progress towards the Department's goal to increase efficiencies while furthering our mission of consumer protection.

The need for this plan stemmed from our experience with the first phase of the BreEZe project. After a thoughtful analysis, the Department officially removed 18 Boards and Bureaus from the scope of the BreEZe Project (formerly referred to as Release 3). We believe there remains a large demand to modernize business processes and current licensing and enforcement systems. To meet that demand, the Department has developed this plan, based on the new Project Approval Lifecycle developed by the California Department of Technology (CDT) to help identify optimal methodologies to assist Boards and Bureaus with their business modernization and to implement needed Information Technology platforms.

As we all know, today's business modernization efforts commonly include an IT component. The Department has made significant progress in the last few years in a constantly changing IT environment, and we will continue to strengthen our compliance with key regulations and mandates and improve the quality and efficiency of IT services and solutions. Progress towards the plan's goals and objectives will be monitored and evaluated by the Department's Project Management Office (PMO).

As the Department moves forward with implementation, we recognize the value of feedback and insights from our key stakeholders. We will continue to engage at all levels to ensure we are effectively assessing operational performance and addressing potential risks. We look forward to fostering stronger relationships through this process that will only benefit the Department and California's consumers.

Looking ahead, we will continue to address both existing and emerging challenges, maintain a sustained focus on the needs of the consumer, and eliminate silos, while laying a strong organizational foundation for greater collaboration and coordination among Boards and Bureaus, the Department, stakeholders, partners, and policy makers.

I'd like to thank the hard-working team who put this plan together and I look forward to providing updates on the progress the Department is making.

Thank you,



Dean R. Grafilo
Director
Department of Consumer Affairs

2. Executive Summary

The Department of Consumer Affairs (Department) has launched a Business Modernization Initiative to address business and technology needs for programs that continue to rely on legacy technology solutions. As such, the Department had brought together an interdisciplinary team to create this strategic plan (Plan) to identify a methodical step-by-step approach that Boards and Bureaus within the Department will use to assist in moving their programs forward. The goal is to embrace the unique nature of each of the Department's programs while offering some process standardization.

The primary objective of this Plan is to ensure that all future business modernization efforts follow a structured approach based on best practices and lessons learned, with more accurately planned, managed, and implemented technology solutions.

In implementing this Plan, the following objectives will be achieved:

1. **Build a case and a solution.** Assess the program to build a strong business case and program-specific business needs to inform how we can better meet statutory requirements, assess reasonable alternatives and identify the most appropriate technology solution.
2. **Innovate processes.** Invest in a comprehensive business process analysis that documents current activities and identifies ways to innovate current practices to maximize resources or deliver a higher quality product.
3. **Maintain quality service.** Limit disruptions to current day-to-day operations through advanced planning, to ensure that current services to licensees and the public are maintained at a quality level.

The Department will require all future business modernization efforts to be subject to this Plan. The following list identifies programs that currently have this type of work underway, and will be updated as needed:

- California Board of Accountancy
- California Acupuncture Board
- California Architects Board (including Landscape Architects Technical Committee)
- California State Athletic Commission
- Bureau of Automotive Repair
- Cemetery and Funeral Bureau
- Board of Chiropractic Examiners
- Contractors State License Board
- Court Reporters Board of California
- Bureau of Electronic & Appliance Repair, Home Furnishings and Thermal Insulation
- California State Board of Pharmacy
- Bureau for Private Postsecondary Education
- Board for Professional Engineers, Land Surveyors and Geologists
- Professional Fiduciaries Bureau
- Speech-Language Pathology and Audiology and Hearing Aid Dispensers Board
- Structural Pest Control Board

3. Background

The Department is the umbrella department for thirty-nine (39) business, professional, and occupational licensing programs. These programs operate under two distinct structures within the Department, known as Boards and Bureaus. Collectively, these programs have issued over 3,000,000 licenses, registrations, certifications, and permits in 250 license categories. To fulfill the Department's responsibility to protect and serve California consumers while ensuring a competent and fair marketplace, the Department's Boards and Bureaus help set minimum qualifications for licensure, enforce these standards and act against unlicensed practitioners.

The Department's Office of Information Services (OIS) is responsible for providing the Department and its programs with the technology required to support its mission, by maintaining the Department's applicant tracking, licensing, renewal, enforcement, monitoring, cashiering, and data management requirements in various enterprise information technology (IT) systems.

In 2009, the Department commenced with the BreEZe Project which was originally intended to bring all thirty-nine (39) programs onto one IT system. To achieve a phased integration, these programs were broken into three "Releases". Release 1 was completed on October 8, 2013 and included 10 programs, with varied levels of success.

As a result of implementation challenges, the California State Auditor conducted an extensive audit on Release 1 of the BreEZe Project. In summary, the audit determined that the Department did not adequately plan, staff and manage Release 1 of the BreEZe Project, which had performance problems, significant delays and escalating costs. The report recommended that the Department develop processes that ensure it performs all required oversight activities to identify and prevent future problems.

Based on lessons learned and recommendations put forth by the State Auditor, adjustments were made in the implementation of Release 2 of the BreEZe Project. Release 2 successfully went into production on January 19, 2016 achieving substantially improved implementation results.

Efforts to date allowed the Department to collect valuable information related to best practices in business modernization efforts and informed the formulation of this Plan, in consultation with the California Department of Technology.

Currently, 16 programs within the Department still rely on legacy IT systems and have been prioritized for business modernization efforts. Many programs are still in need of business modernization as they look to better serve their stakeholders with a more robust online presence, online application submission, online renewals, online license maintenance functions, online payment, mobile enforcement capabilities, accessible data, efficient reporting, and a productive back-office.

4. Targeted Audience

This document is targeted towards the following stakeholder groups to educate and inform them of the Department's plan for any future business modernization effort:

- **California Legislature** – The Department requires the support of legislative members to ensure sufficient fiscal and human resources are allocated to any initiative.

- **California Department of Technology** – As programs complete their business needs identification efforts, the California Department of Technology (CDT) will be engaged to initiate the Project Approval Lifecycle (PAL) process.
- **The Department and Board/Bureau Executive Leadership** - The Department Executive Office provides guidance, oversight, and partnership to Boards and Bureaus in the modernization of their programs. Board Members and Executive Officers are responsible to identify business modernization needs and to support their effective implementation.
- **Board and Bureau Staff** – Staff are key to the success of any IT effort. The management and staff must understand the business needs, the technologies involved, and the time and effort that an IT effort demands.

5. Lessons Learned

As the BreEZe Project progressed during the design, development, and implementation phases for Release 1 and Release 2, our Department gained insight into how to best leverage the lessons learned. Lessons learned are an instrumental part of a continuous improvement process that will allow our Department and regulatory programs to learn from past missteps and our successes.

Some key project themes and attributes that are part of the Department’s lessons learned include:

Readiness

- Ensure (as much as possible) that all necessary resources are identified from the beginning.
- Determine if the “To Be” business process assessment is necessary.
- Avoid “Bundling “of unique Boards and/or Bureaus without adequate authority to implement standardization.
- Evaluate current Board and Bureau workload and portfolio of work.

Preparation

- Develop templates to provide a standardized process, documentation and understanding of what is required for deployment preparation.
- Allow for integrated approaches, especially for technical staff to learn and understand the fundamental differences between the legacy systems and inform the chosen solution.
- Train leadership teams and key change agents in Organizational Change Management.
- Prepare for complete end to end integration testing to help identify gaps and test for user acceptance throughout the process.

Sponsorship

- Leadership, commitment and support early in the process are essential to success.
- Identify champions early in the process to articulate the need for the change and benefit of positive end results.
- Create a clear, organization-specific definition of stakeholder engagement and roles.
- Create a risk management strategy and risk decision logs for leadership sponsors to review and take action.

Stakeholder Involvement

- Define the project, set achievable goals and measure the outcomes.
- Ensure all stakeholders are aware of the change and outcomes throughout the change process.
- Communicate early and often, especially if there are positive or negative shifts in timeline or budgetary considerations.

Communication

- Communicate expectations to all stakeholders from the beginning.
- Be prepared to explain how the change will provide improvements and how success will be measured.
- Simple and periodic communication on the status of the project will keep stakeholders aware of status and sets expectations of what is expected.

6. The Road Forward

6.1 Organizational Readiness

Before embarking on any business modernization effort, the organization's readiness for the change must be assessed. Assessing readiness for change is an ongoing process and helps ensure that all staff and managers have the commitment and the confidence to do what is needed to improve.

Boards and Bureaus will assess their readiness to identify and resolve organizational readiness issues. Identifying these readiness issues early will allow the program to adjust strategies, plans, and timing. The Department will also conduct its own readiness assessment of each program to confirm the program's internal assessment.

Factors Associated with Organizational Readiness:

- **Organizational structure and commitment:** Executive commitment to performance improvement and the stated objectives.
- **Organizational culture:** Preconceptions, perceptions, and expectations of staff.
- **Leadership:** Strong and positive leadership that supports change.
- **Resources:** Resources available to implement, monitor, and sustain the initiative, while maintaining day-to-day operations.
- **Staff attributes and beliefs:** Staff beliefs about the problem or opportunity, need for change, and motivation to change.
- **Past experiences:** Organizational, leadership, or staff past experiences with change.

Barriers to change may include lack of resources or staff, insufficient funding, as well staff's knowledge, skills, and motivation. Leadership support, existing resources, systems, and staff strengths are factors that can facilitate positive change. Each Board and Bureau is unique and they have different characteristics that influence readiness to change. The readiness assessment of each Board or Bureau will allow for early detection and mitigation of barriers to change and leverage factors that contribute to successful implementation and improvements.

Additionally, for each of the Boards and Bureaus embarking on a business modernization effort, the OIS will benefit from the utilization of a high-level analytical Complexity Assessment Methodology ([Appendix A](#)) that consists of 22 weighted criteria, ranging from number of licensees (individuals and businesses with certifications, registrations, permits, etc.) to level of organizational readiness. This methodology determines an overall complexity rating to assist with prioritizing and sequencing future program conversion and/or releases.

6.2 Guiding Principles

Our guiding principles will ensure that business decisions align with the Department’s strategic plan as well as the Boards’ and Bureaus’ strategic goals and overall readiness. It is important to emphasize that each Board and Bureau will be afforded the ability to proceed at a pace that fits into its readiness and business priorities.

Our guiding principles include:

- Support program-based approach for successful implementation of IT solutions.
- Complete an assessment of Board, Bureau, and stakeholders readiness assessment.
- Align IT decision making with business objectives.
- Promote and value stakeholder engagement.
- Effectively communicate through all channels.
- Conduct a comprehensive assessment of alternative platform choices to ensure the chosen platform meets the unique needs of each Board and Bureau.
- Complete a cost-benefit analysis to determine the most economical platform solution.
- Utilize Organizational Change Management (OCM) principles, processes, and training throughout the entire lifecycle.
- Ensure there is an adequate IT capability to support current and future business requirements.
- Promote effective leadership to support the speed, efficiency, and effectiveness of corrective actions.
- Maximize organizational efficiency.
- Analyze and communicate IT risks and their potential impact on business processes and goals.
- Ensure delivery of project results within agreed upon timeframes, budget, and quality.

6.3 Approach

This Plan outlines a four-step process:

1. Document and innovate program business processes
2. Develop system requirement/business needs specifications
3. Conduct Project Approval Lifecycle process
4. System Implementation

1. Document and Innovate Program Business Processes

Document/update business processes to inform business needs and ultimate system requirements. Effort 1 will include the following activities:

- A. Educational Workshops:** Educate program(s) on the process, artifacts, and staff demands of business process documentation.
- B. Define Scope:** Program will develop the charter for the business activities with a clear statement of scope.
- C. Business Processes:** Document, update, and validate all business processes – ‘As-Is’ business process.
- D. Business Process Reengineer:** ‘To-Be’ business environment.
- E. Elaboration of Business Processes:** Analyzing the current business processes.
- F. Business Requirements:** Development of Business Requirement Specification.

2. Develop System Requirement Specifications

End-to-end system requirements/business needs specification will be developed for each Board and Bureau including functional and non-functional requirements.

3. Conduct Project Approval Lifecycle Process

The PAL is the required process created and adopted in California to improve the quality, value, and likelihood of success for IT projects. To ensure that projects are undertaken with clear business objectives, accurate estimates, and realistic schedules, the Department will continue to follow this mandated approval process and will continue the use of a standardized project management framework to ensure a comprehensive understanding of the project among stakeholders and help identify and mitigate any risks to the project.

The Department will also follow the steps and procedures involved in all the Project Management phases: Concept, Initiation, Planning, Implementation, and Maintenance and Operations. As additional information is collected and refined through the lifecycle, the cost estimates, schedules and business objectives will be progressively updated and evaluated to determine if the project is still practical and if the investment should continue.

The PAL is divided into four stages each separated by gates of approval and each stage must be completed and approved by the California Department of Technology to move forward to the next.

Stage 1 Business Analysis: Establish Business Case and develop Stage 1 Business Analysis. This stage utilizes much of the information that is gathered during the business planning and documentation effort.

Stage 2 Alternatives Analysis: Determine alternatives and perform cost-benefit analysis. A cost-benefit analysis is required by the BreEZe audit. It will be performed via cost components and Financial Analysis Worksheets (FAW) within Stage 2 Alternative Analysis.

Prior to embarking on the next stage, the Department will conduct a solution funding study to consider available funding alternatives, Board and Bureau fund conditions, and any alternative funding available that may be necessary to complete system implementation.

Stage 3 Solution Development: This is the third stage of the PAL (S3 Solution Development) and provides the basis to acquire a solution that best meets business objectives and yields the highest probability of success.

Stage 4 Project Readiness and Approval: During this phase, the selection of a solution and the approach is determined. The Stage 4 Project Readiness and Approval is the final stage of the PAL and provides a basis to evaluate and reconfirm that the business objectives will be achieved, ensure the alternative solution selected continues to yield the highest probability of success, and baseline the project's timeframes, projected schedule and costs. The Department will take the results from the previously mentioned steps and will identify risks with each solution and approach identified.

4. System Implementation

Once the solution has been selected and the project has been fully approved through the PAL process, the Department, in concert with the affected Board or Bureau, will begin the implementation activities.

7. Stakeholder Roles

The creation of a structured and cohesive environment requires a complete understanding of stakeholders and their roles. Below is a listing of key stakeholders involved in the development of the individual program plans. Other stakeholders are expected to engage in the process, which may include: industry leaders, the Legislature, and the public.

Executive Sponsor:

- Be an effective champion for the effort.
- Participate as an active regular participant in high level project decisions.
- Actively participate in communication efforts to internal and external stakeholders.
- Maintain effort accountability.
- Ensure decisions are made timely to support the priorities.

Boards and Bureaus:

- Drive all primary business modernization efforts.
- Plan for resources early in the process so needs can be met as soon as the effort is initiated.
- Involve mid-level managers and supervisors to ensure communications are flowing freely throughout the organization.
- Supply subject matter expertise related to all business needs.
- Assess their organization for readiness and prepares team members and stakeholders.
- Evaluate the impact of change on staff and the organization to identify change risks and issues, and to recommend mitigation strategies.
- Set clear expectations, promote change awareness, understanding, and acceptance across key stakeholders.
- Ensure accountability and set the tone for commitment to the Business Modernization Initiative.

Department – SOLID:

- Establish a Department-wide business modernization strategic plan, based on best practices and lessons learned.
- Provide structure process and support to individual programs to document current business practices.
- Based on industry best practices, determine and implement process improvements that: (1) reduce operational cost, (2) reduce processing times, (3) enhance customer service, or (4) enhance consumer protection.

Department – Office of Information Services:

- Integrate into business modernization planning efforts early, to ensure a clear understanding of business needs of the program.
- Complete document/artifact management planning to ensure consistency in documentation of the Business Modernization Initiative from inception to completion of the effort.
- Drive compliance with CDT's guidelines and requirements.
- Assist and provide oversight with the PAL process.
- Coordinate PAL process submission, and approvals for the Department and program.
- Continue to support, maintain, and improve the chosen system.

California Department of Technology:

- Facilitate project planning through its PAL process to promote the greatest degree of project success.
- Partner with the Department and its programs to ensure the leveraging of innovative and cost-effective IT solutions to address business modernization needs.
- Ensure compliance with information technology policies and standards through IT initiative approvals and oversight.

Department of Finance:

- Align budget and policy initiatives with priorities of the State and long-term economic sustainability.

8. Business Modernization Reports

To ensure our Business Modernization Initiative Strategic Plan remains effective and relevant, a Business Modernization Report to broadly assess progress and provide recommendations, will accompany each Board and Bureau Business Modernization effort. This companion document will be prepared and maintained by the Board/Bureau/Commission and the Department Project Management Office and will give the details on specific business activities throughout the lifecycle of this effort.

9. Conclusion

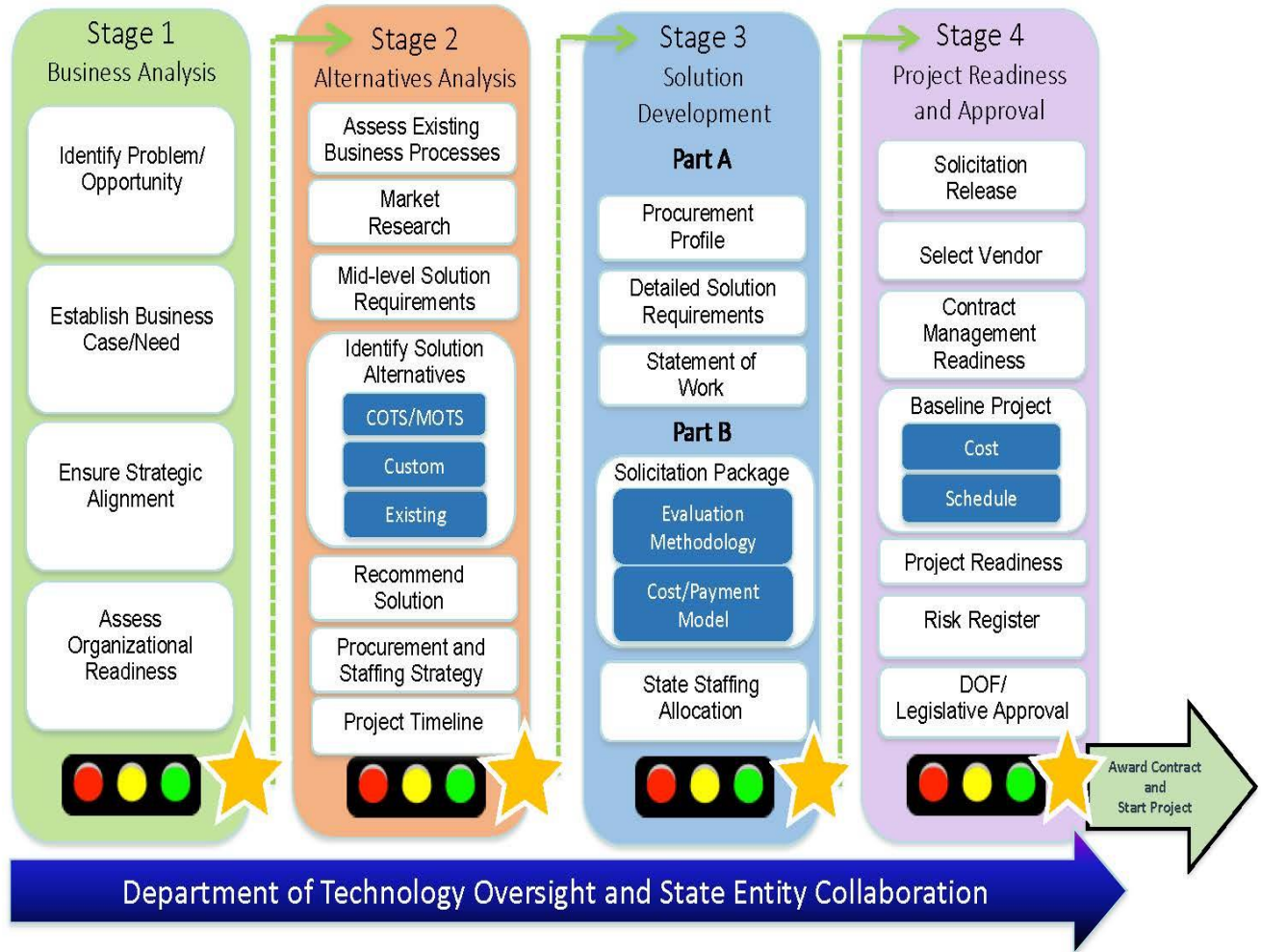
The Department recognizes that each Board and Bureau has specific and unique needs and that may lead to different business modernization solutions. This initiative is a commitment to a set of coherent, mutually reinforcing behaviors aimed at achieving our goal to become more efficient, productive, and responsible when looking for modernization in our organization.

10. Appendices

Appendix A – Conceptual Timelines

CONCEPTUAL TIMELINES	Complexity		
	LOW	MEDIUM	HIGH
BUSINESS ACTIVITIES			
Effort 1: Business Planning, Objectives, and Documentation	6 – 12 months	9 – 21 months	21 – 39 months
BUSINESS/IT PARTNERSHIP ACTIVITIES			
Effort 2: System Requirements Specifications	2 months	2 months	2 months
Effort 3: Project Approval Lifecycle			
Stage 1 – Business Analysis	3 months	3 months	3 months
Stage 2 - Alternatives Analysis	3 – 6 months	10 – 12 months	18 months
Stage 3 & 4 – Solution Development & Project Readiness	6 – 12 months	6 – 12 months	6 – 12 months
Effort 4: System Implementation	12 – 18 months	12 – 24 months	18 – 36 months

Project Approval Lifecycle Framework





Department of Consumer Affairs
CALIFORNIA ARCHITECTS BOARD
PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

**Department of
Consumer Affairs**



**California Architects Board &
Landscape Architects Technical
Committee**

Business Modernization Report

DEVELOPED BY:

Department of Consumer Affairs
Office of Information Services
Project Management Office

And

California Architects Board & Landscape Architects
Technical Committee

For the reporting period of July 1, 2017 – December 31, 2017



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1 Introduction

1.1 Overview

The Department of Consumer Affairs' (Department) Business Modernization Plan lays out the structured approach of the Business Modernization Strategy. This Business Modernization Report (Report) details the comprehensive record of the California Architects Board and Landscape Architects Technical Committee (CAB & LATC) summary of business activities, findings, recommendations, project approvals, and proposed timelines; and leverages information collected since the early stages of the planning activities. The guiding principles driving this effort are derived from the BreEZe Project Lessons Learned and the Bureau of State Audit's BreEZe report dated February 12, 2015, to ensure that business decisions align not only with the Department's Strategic Plan but also with the CAB & LATC's specific requirements and overall readiness.

The findings, challenges and opportunities, recommended approach, and anticipated timelines are provided in this consolidated report. Additional details about the Department's Business Modernization Strategy may be obtained by contacting the Project Management Office (PMO), within the Department's Office of Information Services (OIS).

This is a living document developed and maintained by the PMO and does not describe or contain standard project management activities or documentation; those may be leveraged directly from the program documentation and other artifacts.

1.2 Purpose

This business-driven Business Modernization Report and its underlying assessments, articulate the modernization approach and provide relevant and consistent information to stakeholders throughout the lifecycle of the Business Modernization effort while providing the Department and the CAB & LATC with an integrated view of activities and progress.

Business activities, effort development and outcomes are linked by clear and organized communication methods that include ongoing status reports, correspondence, periodic briefings, and regular stakeholder's meetings that provide consistency in the overall perception of this effort, allowing for a more efficient management of expectations and ongoing Executive, Management, and staff support and commitment.

2 Modernization Approach

Business Modernization requires a complete business process review, an acceptable level of organization readiness, and a thorough market research of information technology alternative solutions. The results of these reviews and market research will be documented in this comprehensive report, along with details for transitioning to, and sustaining, a modern environment that comprises an integrated system.

Modernization may not be a "one size fits all" effort, but instead should consider current state of the organization, total staff, and the general complexity of the CAB & LATC's environment. The first readiness characteristic is organizational readiness for change. As an organization-level concept, readiness for change refers to organizational members' shared commitment to implement a change and

shared belief in their collective capability to do so. Consequently, before embarking on any business modernization effort, the organization's readiness for change must be assessed.

The Department understands that each board and bureau is unique and they have different characteristics that influence readiness to change, and the readiness assessment of the CAB & LATC (assessments are a combination of department-led and self-assessed surveys), will allow for early detection and mitigation of barriers to change and leverage factors that contribute to successful implementation and improvements. It may not be feasible to implement a single solution across all the boards and bureaus, and all platform development and procurement activities will be based on business requirements representing the individual and specific needs of the CAB & LATC.

During the Stage 2 Alternative Analysis of the Project Approval Lifecycle (PAL), a cost benefit analysis will be performed to determine the overall cost effectiveness for each viable option.

3 Priority Business Activities

To build a roadmap from the current to the future state, the Department has taken foundational steps and activities required to support the Department's best practices vision. Below are key activities that need to be accomplished during the modernization effort. These activities include guidance to produce findings and recommendations that could be used to develop a strategy to drive business improvements, and to conduct business process re-engineering.

- Educational Workshops.
- Conduct facilitated workshop with individuals from different areas of the organization to educate the different programs on the process and staff demands, as well as to gather all perspectives as the issues will be varied.
- Rough Order of Magnitude (ROM).
- Set program's expectations and responsibilities.
- Develop an inventory of business processes.
- As-Is and To-be Business Process Analysis.
- Elaboration of business processes.
- Develop business needs specifications.

3.1 Workshops & Meetings

All stakeholders will receive benefits from the successful execution of business modernization. Workshops and meetings with key stakeholders within the CAB & LATC were and will continue to be conducted as necessary, to assess and monitor the state of the current environment.

A list of workshops and meetings used to discuss challenges and opportunities in each program area can be found under the supporting documentation section.

3.2 Challenges and opportunities

From all meetings to date, the following information was gathered:

Area	What's Working Well	Challenges / Opportunities
Program	<ul style="list-style-type: none"> • Current infrastructure is good and quite adequate to support current activities. • Staff is experienced and knowledgeable in all different areas. 	<ul style="list-style-type: none"> • No current legislation /regulation that require an immediate change. • Business processes are solid and need to be documented. • Business processes knowledge loss resulting from staff turnover /retirement.
System	<ul style="list-style-type: none"> • Majority of the source data is available at the appropriate level of detail. • System meets the basic needs of the program. 	<ul style="list-style-type: none"> • Current system lack advanced reporting and ad-hoc capabilities. • Current system does not accept credit cards. • Opportunity to standardize and modernize.

4 Assessment Criteria

The following table includes preliminary assessment questions and answers that blend principles of the CAB & LATC, status of current processes, current perception of staff and management, and organizational readiness to change. This information was collected during meeting/s between the CAB & LATC and the Department. Readiness assessments, like the one summarized below, will be used throughout this effort to gauge progress and risk as we reach different milestones.

Readiness Area	Readiness Component	Not Prepared	Moderately Prepared	Highly Prepared
Culture of Organization	This Business Modernization Effort is viewed as...	<input type="checkbox"/> only a requirement of government environment.	<input type="checkbox"/> primarily a project to achieve workflow efficiencies.	<input checked="" type="checkbox"/> a component of business transformation to enable quality of service
	Staff involvement in the effort...	<input type="checkbox"/> is not feasible.	<input type="checkbox"/> primarily occurs by management for key decisions.	<input checked="" type="checkbox"/> is active and engaged
	The Executive Team...	<input type="checkbox"/> relies on the Department to provide planning guidance.	<input type="checkbox"/> delegates full responsibility for this effort to a specific person or team.	<input checked="" type="checkbox"/> devotes substantial time to planning for business modernization
	Staff and other resource(s)...	<input type="checkbox"/> have not yet been told about the effort	<input checked="" type="checkbox"/> have been given general info, but have little idea how it will impact their work.	<input type="checkbox"/> have been included in communications including some specific early planning activities.
Leadership and Management	Assess Executive Officer/Chief support of this effort as an Agent for Change	<input type="checkbox"/> Averse	<input type="checkbox"/> Neutral	<input checked="" type="checkbox"/> Champion
	Assess Board Members/Advisory Council support of this effort as an Agent for Change	<input type="checkbox"/> Averse	<input type="checkbox"/> Neutral	<input checked="" type="checkbox"/> Champion
	Assess Management Team support of this effort as an Agent for Change	<input type="checkbox"/> Averse	<input type="checkbox"/> Neutral	<input checked="" type="checkbox"/> Champion
	Assess Staff support of this effort as an Agent for Change	<input type="checkbox"/> Averse	<input type="checkbox"/> Neutral	<input checked="" type="checkbox"/> Champion
	Level of planning for success	<input type="checkbox"/> has not been discussed.	<input checked="" type="checkbox"/> is recognized, but has not been formally addressed.	<input type="checkbox"/> is understood and commitment to success is demonstrated.
	Staffing needs for this effort...	<input type="checkbox"/> have not been analyzed.	<input checked="" type="checkbox"/> have are generally understood	<input type="checkbox"/> have been documented detailing current and proposed needs.

California Architects Board & Landscape Architects Technical Committee
 Business Modernization Report

Readiness Area	Readiness Component	Not Prepared	Moderately Prepared	Highly Prepared
Workflow & Business Process Improvement	Current and/or proposed business processes are...	<input type="checkbox"/> generally, not documented today.	<input checked="" type="checkbox"/> are starting to be documented and analyzed and plan for development is in place.	<input type="checkbox"/> are documented
	SME to collaborate with development of Business Activities Artifacts	<input type="checkbox"/> are non-existent	<input checked="" type="checkbox"/> have experience and will work with SOLID or vendor to detail the tasks and activities	<input type="checkbox"/> have strong experience with current business processes to develop artifacts
Information Technology	A solution using a high-availability platform...	<input checked="" type="checkbox"/> has not been assessed	<input type="checkbox"/> is being assessed and will be determined in accordance with the Department's recommendations	<input type="checkbox"/> has an IT solution in mind and will be determined in accordance with the Department's recommendations
Total items checked in each category:		1	5	7
Additional details: Mandates (industry, legislative, departmental) unable to meet in current business scenario		<ul style="list-style-type: none"> • Online Application • Backend office management of the application • Ability to manage the data • Data analytics for trending and managing license. 		

5 Risks/Issues/Assumptions

The Department and the CAB & LATC will diligently identify risks and issues to mitigate impacts. This Business Modernization Report is, in part, based on assumptions. Should any of the assumptions be incorrect, in part or in whole, the activities and schedules may change.

5.1 Risks

No risks have been identified at this time.

5.2 Issues

No issues have been identified at this time.

5.3 Assumptions

#	Description
1	Project funding may require a Budget Change Proposal (BCP). If a BCP is required, certain areas of the Report's timeline will change.
2	Scope is least flexible
3	Schedule is most flexible

6 Timelines

The Department will continue to collaborate with the CAB & LATC to create and actively manage a comprehensive timeline. Many business activities will be executed concurrently, requiring coordination, common understanding, and collaboration across the stakeholders and project teams.

Time estimates used to determine the timelines are based on an approximation of effort modified by a set of assumptions such as available resources, training required, portion of day that team members are allocated, and stakeholder involvement. Scheduling for unexpected events are recorded into the timeline by adding a fixed contingency percentage to provide consistency during the effort development.

Using this method of estimation, the duration of a task shortens or extends as resources are added or removed from a task while the amount of effort necessary to complete a task remains unchanged. As the timeline is optimized, the DCA PMO will progressively update the data into the CAB & LATC Business Modernization Report.

It is challenging to know the feasibility of a timeline from the start and it is important to emphasize the possibility of vital work that may not have been identified in this plan, such as the ongoing identification and engagement of diverse stakeholder groups, or the possibility of future modifications to the California Department of Technology's (CDT) requirements, approval process, or regulations, that will likely influence these timelines.

The following steps, which are also presented graphically in our [proposed timeline](#), outline the main processes of planning, developing, and executing an Information Technology (IT) project:

1. Business Activities

The following main activities will be conducted during this stage:

- **Educational Workshops:** Educate program(s) on the process, artifacts, and staff demands of business process documentation.
- **Define Scope:** Program will develop the charter for the business activities with a clear statement of scope.
- **Business Processes:** Document, update, and validate all business processes – 'As-Is' business process.
- **Business Process Reengineer:** 'To-Be' business environment.
- **Elaboration of Business Processes**
- **Business Requirements:** Development of Business Requirement Specification.
- **Develop System Requirement Specifications:** End-to-end system requirements/business needs specification including functional and non-functional requirements.

The Department applied the following methodology to determine the duration of the business activities tasks:

Time Estimates for a Sample Board/Bureau - August 2017

Scenario: Total number of expected processes for a Board/Bureau = 90

'As-Is' Mapping – Total: 90 days | # of Processes: 90 est. | Time per process: 8 hours | 2-person team
Phase 1: 4 hours – Working with Board/Bureau on initial mapping activities (@ Brd/Bur)
Phase 2: 3 hours – Refining process map from Step 1 (@ SOLID)
Phase 3: 1 hour – Review finished map with Board/Bureau and make final edits (@ Brd/Bur)

$$\text{'As Is' Process Mapping Total Time: 90 days} = \frac{(8\text{hrs per map} \times 90\text{ maps} = 720\text{hrs})}{8\text{ hrs per day}}$$

'To-Be' Mapping – Total: 53 days | # of Processes: 60* est. | Time per process: 7 hours | 2-person team
Phase 1: 4 hours – Reengineering the 'As-Is' map and incorporating previously developed suggestions for improvement. (@ SOLID)
Phase 2: 2 hours – Reviewing the new 'To Be' map with Board/Bureau
Phase 3: 1 hour – Final edits made to map (@ SOLID)

$$\text{'To Be' Process Mapping Total Time: 53 days} = \frac{(7\text{hrs per map} \times 60\text{ maps} = 420\text{hrs})}{8\text{ hrs per day}}$$

*60 map estimate assumes that only 2/3rds of the 'As Is' maps will require reengineering.

Functional Requirements (FR) with Review – Total: 68 days | # of FRs: 90 | Time per FR: 1.5 days | 2-person team (splitting work)

$$\text{Functional Requirements Total Time: 68 days} = \frac{(1.5\text{ days per FR} \times 90\text{ maps} = 135\text{ days})}{2\text{ staff}}$$

Category	Anticipated number of days to complete
As-Is Processes Activities	104
To-Be Reengineering Activities	60
Functional Requirements with Review	78
(Change Management Trainings, Inventory, Charter, Unanticipated Activities) = 10% of time for As-Is, To-Be, and Functional Requirements with Review	24
Total	266 days

2. Project Approval Lifecycle

One of CDT's responsibilities is to review and approve IT proposals to ensure that proposed projects are based on well-defined programmatic needs, consider feasible alternatives to address the identified needs, identify a sound technical solution, implement project management best practices, and comply with state policies and procedures. CDT requires departments to do comprehensive upfront planning with an emphasis on establishing a strong business case before a project is approved to move forward.

The PAL is a required process designed to improve the planning, quality, value and likelihood of IT projects success. The PAL is divided into four stages, each separated by gates of approval and each stage must be approved by CDT to move forward to the next.

- **Stage 1 – Business Analysis (S1BA):** Evaluates completeness, the sufficiency of the business case and whether the concept aligns with department and agency priorities.
- **Stage 2 – Alternatives Analysis (S2AA):** Ensure sufficiency of planning, organizational readiness and good documentation resulting in sufficient market research, alternative analysis, and justification for the selected alternative.
- **Stage 3 – Solution Development:** Specify business level requirements, develop the procurement documents, and assemble the solicitation package.
- **Stage 4 – Project Readiness and Approval:** Select vendor, contract award, update the final budget, and project plans and schedule. Once the project is assessed for final readiness, it could be approved for execution.

3. System Implementation

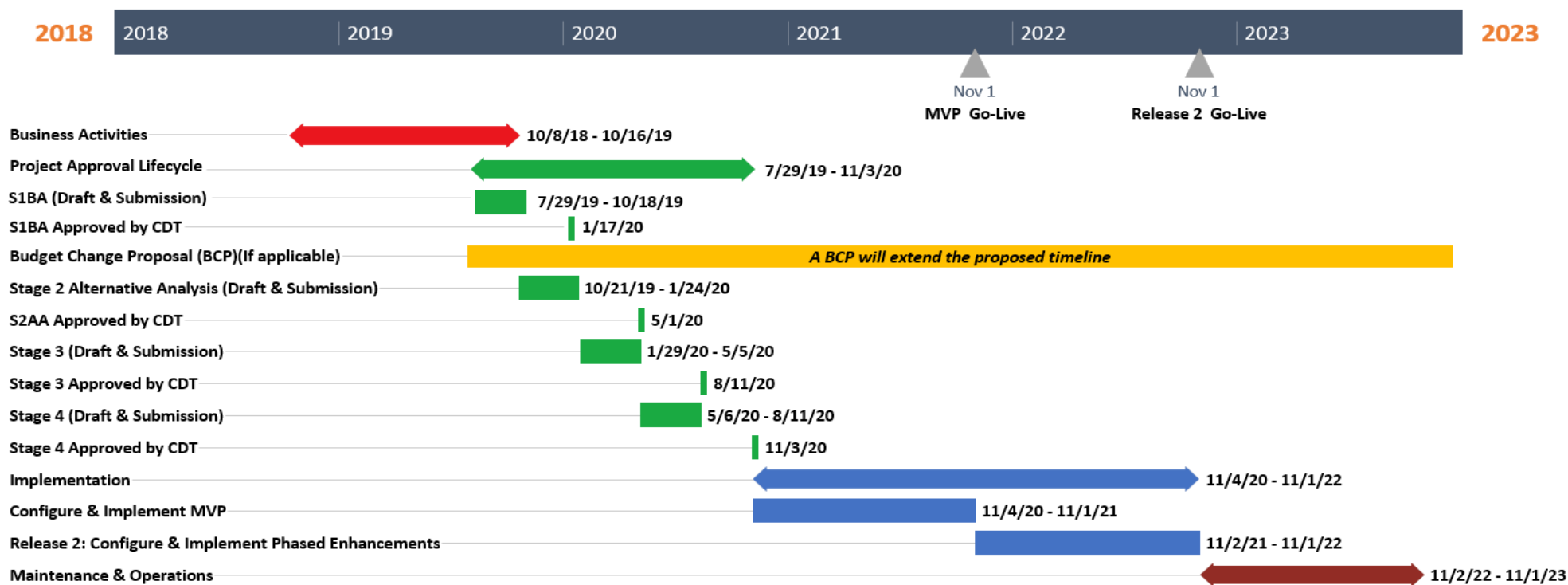
Once the solution has been selected and the project has been fully approved through the PAL process, the Department, in concert with the CAB & LATC, will begin the system implementation activities.

For reference, high-level views of the identified outcomes and a potential effort execution timeline are reflected on the [Modernization Timeline](#). If needed and upon request, the OIS PMO will provide updates and status, for specific details of the Business Modernization tasks.

7 Supporting Documentation

7.1 Proposed Timeline – Reportable Model

CAB & LATC Business Modernization
Proposed Reportable Model Timeline



PLEASE NOTE: Dates are tentative and subject to change.

*Business Activities timeline is based on a three-day per week resource commitment and formulas included in Section 6. Timeline may vary depending upon complexity of business processes, new business processes discovered during analysis, and resource commitment.

**PAL timeline is based on estimates of current CDT’s requirements and documentation, as well as DCA’s experience with other projects.

***System Implementation timeline will vary depending upon the solution characteristics, implementation strategy and complexity, and platform selected.

MVP: Minimum Viable Product

7.2 Workshops/ Meetings/Activities

Meeting / Activity	Date	Attendees /Staff	Summary
Initial Meeting to present Business Modernization & approach	07/11/17	Jason Piccione -DCA CIO Baird Cowan – DCA - CTO Kelly Boynton - SOLID Brian Clifford - SOLID Marisa Rey – DCA PMO Doug McCauley – CAB EO Vicky Mayer- CAB AEO Brianna Miller – LATC Prog. Manager Marccus Reinhardt – CAB Licensing Manager	<ul style="list-style-type: none"> Facilitated walk through of the DCA Business Modernization Efforts approach. Discussed CAB’s concerned regarding the \$400,000 already invested into BreEZe project. Discussed a federation layer that would allow communication between all the different systems. Existing business processes are solid but turnover and retirements could be a challenge in the future leaving no SME. LATC is new and can be modeled after CAB. CAB & LATC are ready to collaborate with SOLID to start business activities. Recommendation to do CAB first, and translating to LATC as they are small and could benefit from work and knowledge. SOLID will contact CAB next week to schedule initial inventory session within the next 30-45 days. CAB & LATC want to be behind BPELSG and CSLB or sometime in between if suitable. Reasonable go live date: 1/1/2020.
Inventory	7/17/17	SOLID	SOLID OCM sent the inventory list template. SOLID anticipates meeting with EO on 8/17/2017.
Charter	8/8/17	SOLID	SOLID submitted the business activities charter to Vickie Mayer
Inventory		SOLID CAB & LATC STAFF	104 processes were identified at the inventory list meeting between SOLID OCM and CAB/LATC staff.
Charter	8/18/17	SOLID	Kelly Boynton from SOLID followed up via email with Vickie to see if she had any questions regarding the charter. Vickie responded that it was under review by management and would connect with SOLID once they have had a chance to review it.
Charter	9/11/17	SOLID	SOLID sent Vickie Mayer another charter template, along with a request to pick a date to discuss the charter.
Charter	10/2/17	CAB & LATC & SOLID	SOLID connected with Vickie Mayer, who requested to meet on 11/7/17 to discuss the charter.
Business Modernization Report	10/11/17	CAB	CAB EO confirmed Board’s concurrence with the report and submitted minor revisions. Revisions incorporated.

7.3 Business Activities

7.4 Stage 1 Business Analysis (S1BA)

7.5 Budget Change Proposal (BCP) (If Applicable)

7.6 Request for Information (RFI)

7.7 Stage 2 Alternative Analysis

7.8 Stage 3 Solution Development (If Applicable)

7.9 Stage 4 Project Readiness & Approval (If applicable)



PROJECT CHARTER

Project Name	Board/LATC Business Modernization Preliminary Activities		
Executive Officer/Bureau Chief	Douglas McCauley	Project Manager	Trish Rodriguez
Project Start Date	TBD	Target End Date	TBD
Mandate	Protect the health, safety, and welfare of the public through the regulation of the practice of architecture in California.		

Project Purpose
<p>The purpose of this effort is to create or update business documentation in support of the Board’s/LATC’s anticipated information technology (IT) modernization initiative. The business activities of the Board’s/LATC’s Business Modernization effort will focus on three (3) main areas:</p> <ul style="list-style-type: none"> • Create/update business process documentation for As-Is business landscape • Create business process documentation for To-Be opportunities • Develop a systems requirement/business needs specification to support open market research during the future alternatives analysis phase <p>The Board/LATC identified two additional (2) business focus areas in which it will focus business activities:</p> <ul style="list-style-type: none"> • Identify and analyze the needs of each unit within the Board/LATC • Streamline processes with outside shareholders (e.g., National Council of Architectural Registration Boards [NCARB], Council of Landscape Architectural Registration Boards [CLARB], Psychological Services, Incorporated [PSI], and Prometric).

Business Problem or Opportunity
<p>The Board/LATC seeks to become more efficient and migrate to a new IT platform that will:</p> <ul style="list-style-type: none"> • Reduce processing times of applications and documentation. • Reduce the need for programmers with a legacy programming language (programmers with knowledge of the current programming language is becoming scarce). • Reduce internal data entry errors due to transposition from outside shareholders (i.e., candidate licensee, NCARB/CLARB) • Allow for online payments (i.e., credit card transactions, eChecks). • Provide for online submission of information (e.g., candidate or licensee applications, complaint forms, college/university transcripts). • Track candidate, licensee, and enforcement information. • Collect, monitor, and report data

Business Benefits of Project

A new IT platform will produce several benefits for the Board/LATC that include the following:

- Streamline the licensure process by reducing wait times.
- Reduce costs associated with software programming and internal errors in data entry.
- Allow for the Board/LATC to provide greater information to the public, while enhancing transparency with its shareholders.
- Provide a central database for all of the Board/LATC information.

Business Consequences if Project is Not Done

Remaining on a legacy system may result in individuals qualified to provide necessary services being delayed in entering the workforce, impacting their lives on professional and personal levels as well as creating a shortage in the workforce and potentially placing consumers/clients at risk. In addition, costs will continue to rise and the Board/LATC will be unable to meet the changes in the profession.

Project Goals and Objectives

The following initial goals have been identified. As work progresses, additional goals that could benefit the Board/LATC may be identified.

- Identify strategies and implement recommendations that fully utilize a new IT system's capabilities. These strategies will focus on creating a paperless environment, use of electronic tracking, use of electronic filing, and electronic data capturing and reporting.
- Identify strategies and implement recommendations that will reduce and maintain the application processing timeframes to meet statutory and regulatory requirements.
- Identify strategies and implement recommendations that streamline staff productivity and reduce significant variation in workload completion.
- Contribute towards the achievement of three of DCA's 2017-2020 Strategic Plan goals:
 - ✓ Goal 1 Enforcement: DCA ensures its boards and bureaus prevent, reduce, or eliminate unlicensed activity and harmful conduct by licensed professionals who pose a threat to the health, safety, and welfare of Californians.
 - ✓ Goal 2 Licensing: DCA ensures its boards and bureaus expeditiously license qualified applicants to allow timely entrance into the California workforce, avoid establishing artificial barriers to licensure, and maintain consumer protection related to ensuring all applicants and licensees are qualified to provide professional services and are able to expeditiously enter California's workforce.
 - ✓ Goal 7 Organizational Effectiveness: The DCA standard is to build an exemplary organization through governance, effective leadership, performance, and service.
- In addition, this project will contribute towards the achievement of the following Board's/LATC's 2017-2018 strategic plan goal(s):
 - ✓ Goal Professional Qualifications: Ensure the professional qualifications of those practicing architecture by setting requirements for education, experience, and examinations.
 - ✓ Goal Practice Standards: Establish regulatory standards of practice for California architects.
 - ✓ Goal Enforcement: Protect consumers by preventing violations and effectively enforcing laws, codes, and standards when violations occur.

- ✓ Goal Public and Professional Awareness: Increase public and professional awareness of the Board’s mission, activities, and services.
- ✓ Goal Organizational Relationships: Improve effectiveness of relationships with related organizations in order to further the Board’s mission and goals.
- ✓ Goal Organizational Effectiveness and Customer Service: Enhance organizational effectiveness and improve the quality of customer service in all programs.

Project Scope

This project will focus on issues related to Business Modernization Preliminary Activities that include:

- Preparatory Activities (Change Management Training, BPM Overview, Town Hall Meeting)
- As-Is Mapping sessions
- Process Reengineering (demonstrating what “could be” with process improvements and with a new integrated system in place)
- Functional Requirements (a narrative of steps needed to define the interactions between a role and a system to achieve a goal)

Deliverables

Deliverables will include all or a combination of the following as determined necessary by the Board/LATC:

- Change Management Training
- Business Process Diagram Orientation
- Town Hall Meeting(s)
- Inventory of Business Processes
- As-Is Business Process Documentation
- Process Reengineering Business Process Documentation
- Functional Requirement Documentation

Performance Measures

The success of the Business Modernization Preliminary Activities will be determined by:

- Board/LATC review and approval of SOLID OCM documents and artifacts
- Ability to meet deadlines for changes or progression of the project
- An acceptable readiness and preparedness level prior to moving to the project phase
- Function as required for business needs

Risks and Mitigation Strategies

Risks associated with remaining on the Board’s/LATC’s legacy information technology system include:

- Inability for the Board/LATC to provide services due to changes in the profession.
- Increased likelihood of finding fewer programmers with the knowledge, skills, or abilities to modify the software to meet the Board’s/LATC’s needs.
- Multiple systems required (e.g., CAS for licensing, ATS for candidates) which allow the Board/LATC to track its population; these systems are unable to communicate with one another.
- Unable to generate reports or compare statistical data.
- Outdated platform could result in loss of, or inability to collect, data.

Turnover of Subject Matter Experts (SMEs) can have adverse effects on a business modernization project. The primary adverse effect is loss of knowledge related to why certain design decisions were made and how the decision would be implemented in a new system. This risk can be mitigated by selecting well skilled SMEs that are invested and have a high probability of staying on the business modernization project through the implementation phase.

Assumptions and Dependencies

The success of this project is dependent upon the Board/LATC members, Executive Officer, management, and line staff enthusiasm, patience, active participation, and support for the project. The ability of all staff to identify and convey issues or problems throughout the life of the project.

Stakeholders

Board/LATC applicants candidates, licensees, Board/LATC members, Executive Officer, management, line staff, and outside entities (e.g., NCARB/CLARB).

Constraints

Devoting Board/LATC staff to this project may detract them from their regular duties, which may temporarily increase licensing and enforcement times. In addition, the Board/LATC may be impacted by:

- Changes made by the profession (e.g., NCARB/CLARB program changes).
- Training and quality assurance measures for staff (learning a new system).
- Implementation of the new system to users.

Budget

Source Funding

Determine if Business Modernization can be funded using existing budget resources or if a Budget Change Proposal (BCP) is needed. Note, allow up to 18 months for BCP review and approval process.

Personnel Resources

DCA /Contractor

During the Business Modernization Preliminary Activities, the following personnel resources will be utilized. The weekly hours committed will vary depending on which activities are being worked on and other factors. The number of Board/LATC management and line staff participating will fluctuate throughout the course of this project.

- DCA SOLID OCM Staff
 - ✓ Melina Fazlic
 - ✓ Trisha St. Clair
 - ✓ Kim Gese
- Contractor Staff
 - ✓

	<p style="text-align: center;">✓ ✓</p>				
Board/LATC	<p>Board/LATC Licensing, Enforcement and other SMEs, as needed to complete preliminary activities.</p> <table border="1" style="width: 100%;"> <thead> <tr> <th style="width: 50%;">Board</th> <th style="width: 50%;">LATC</th> </tr> </thead> <tbody> <tr> <td> <ul style="list-style-type: none"> • Licensing Staff <ul style="list-style-type: none"> ✓ Tim Rodda ✓ Jeff Olguin ✓ Lily Dong • Enforcement Staff <ul style="list-style-type: none"> ✓ Kristin Walker ✓ Lisa Chullino • Continuing Education Staff <ul style="list-style-type: none"> ✓ Greg Marker ✓ Annamarie Fernandez • Cashiering Staff <ul style="list-style-type: none"> ✓ Arleen McKenzie ✓ Janine Lindsey </td> <td> <ul style="list-style-type: none"> • Licensing Staff <ul style="list-style-type: none"> ✓ Kourtney Nation • Enforcement Staff <ul style="list-style-type: none"> ✓ Stacy Townsend • Cashiering Staff <ul style="list-style-type: none"> ✓ Stacy Townsend ✓ Blake Clark </td> </tr> </tbody> </table> <p>Retired annuitants, student assistants, temporary help, and overtime will be utilized by the Board/LATC as needed to maintain workload productivity and minimize increases in backlog levels.</p>	Board	LATC	<ul style="list-style-type: none"> • Licensing Staff <ul style="list-style-type: none"> ✓ Tim Rodda ✓ Jeff Olguin ✓ Lily Dong • Enforcement Staff <ul style="list-style-type: none"> ✓ Kristin Walker ✓ Lisa Chullino • Continuing Education Staff <ul style="list-style-type: none"> ✓ Greg Marker ✓ Annamarie Fernandez • Cashiering Staff <ul style="list-style-type: none"> ✓ Arleen McKenzie ✓ Janine Lindsey 	<ul style="list-style-type: none"> • Licensing Staff <ul style="list-style-type: none"> ✓ Kourtney Nation • Enforcement Staff <ul style="list-style-type: none"> ✓ Stacy Townsend • Cashiering Staff <ul style="list-style-type: none"> ✓ Stacy Townsend ✓ Blake Clark
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Board/LATC Time Commitment	<p>To ensure timely project completion, the Board/LATC will commit to the following project time schedule:</p> <p><input checked="" type="checkbox"/> 3 days/week <input type="checkbox"/> 4 days/week</p>				
Communication	<p>The Board/LATC will take the following actions to notify internal and external stakeholders of the intent and status of this project:</p> <ul style="list-style-type: none"> • Utilize email and staff meetings to discuss the changes internally. • Mail a letter to shareholders informing them of the changes. • Utilize the Board's/LATC's ListServe, website (including a newsletter article), meetings, and social media accounts to inform the public of the changes. 				

Constraints		
<i>(Use each only once: Least Constrained, Somewhat Constrained, Most Constrained)</i>		
Time	Scope	Resources
Somewhat Constrained	Least Constrained	Most Constrained

Doug McCauley, Executive Officer

1/2/2018

Date

Sylvia Kwan, Board President

1/2/2018

Date

Patricia Trauth, LATC Chair

Date

Kelly Boynton, OCM Manager

Date

Agenda Item J.3

DISCUSS AND POSSIBLE ACTION ON EXECUTIVE COMMITTEE'S RECOMMENDATIONS TO THE BOARD REGARDING 2017–2018 STRATEGIC PLAN OBJECTIVES TO:

- a. Identify Organizational Relationships That Should be Maintained and/or Established in Order to Enhance the Board's Mission to Regulate the Profession and Protect the Public
- b. Encourage Collaboration with Other Related Boards in an Effort to Share Best Practices
- c. Enhance an Onboarding Program for New Board Members to Increase Board Member Understanding of Board Functions and Purpose
- d. Assess and Enhance Existing Committee Charges, Process, Procedures, Appointments, etc. to Improve Effectiveness
- e. Expand Cross-Training Program for Board Staff and Revise Operational Manuals to Retain Knowledge and Increase Organizational Effectiveness
- f. Research and Work With the DCA to Update Communications Technology in Order to Efficiently Notify Stakeholders of Important Information

DISCUSS AND POSSIBLE ACTION ON EXECUTIVE COMMITTEE'S RECOMMENDATIONS TO THE BOARD REGARDING 2017-2018 STRATEGIC PLAN OBJECTIVES TO:

a. IDENTIFY ORGANIZATIONAL RELATIONSHIPS THAT SHOULD BE MAINTAINED AND/OR ESTABLISHED IN ORDER TO ENHANCE THE BOARD'S MISSION TO REGULATE THE PROFESSION AND PROTECT THE PUBLIC

The Board's 2017-2018 Strategic Plan contains an objective assigned to the Executive Committee to identify organizational relationships that should be maintained and/or established in order to enhance the Board's mission to regulate the profession and protect the public.

At its December 16, 2016, Strategic Planning session, the Board discussed the need to share specific strategic information with targeted organizations. The Board agreed that past communications and Strategic Plans, which outlined key organizational stakeholders, could be updated and applied to enhance the existing liaison program. (The purpose of the liaison program [an outreach campaign wherein Board members are assigned specific entities with which to communicate] is to establish and maintain contact with key organizations and schools, share information about key Board initiatives, and update the Board on their activities and objectives.)

Staff updated the list of organizational stakeholders and their contributions to the Board's mission. The Board obtains useful information, feedback, and receives key support from these groups. It is worth noting that the National Council of Architectural Registration Boards and the American Institute of Architects, California Council are the Board's primary external stakeholders; the Board's efforts to work with these organizations are paramount.

At its January 17, 2018, meeting, the Executive Committee reviewed the updated list of Board stakeholders to include the Asian American Architects and Engineers Association (AAAE) (attached). The Document can be used as a reference for Strategic Plan Objectives requiring collaboration or communication with the organizations.

The Board is asked to consider the Executive Committee's recommendation to approve the attached list of organizational relationships, as modified, in furtherance of this objective.

Attachment:

Board Stakeholders (Organizations Only)

BOARD STAKEHOLDERS (Organizations Only)

2017-2018 Strategic Plan Objective 5.1

The table below identifies the Board’s various organizational relationships, and those organizations’ needs and contributions to the Board’s mission.

ORGANIZATIONS	STAKEHOLDER NEEDS	STAKEHOLDER CONTRIBUTIONS
Legislature	Protection of the public interest and efficient administration of program	Comments on clarity, fairness, and appropriateness of regulation
Executive Branch	Protection of the public interest and efficient administration of program	Comments on clarity, fairness, and appropriateness of regulation
Governor’s Office of Emergency Services (CalOES)	Screening and recruitment of inspectors and response to declared emergencies	Comment on public health, safety, and welfare issues
Division of the State Architect (DSA)	Support and information	Comment on public health, safety, and welfare issues
California Building Officials (CALBO)	Information and coordination	Comment on public health, safety, and welfare issues
Office of Statewide Health Planning and Development (OSHPD)	Information and coordination	Comment on public health, safety, and welfare issues
National Council of Architectural Registration Boards (NCARB)	Information, participation, and support	Information and support
American Institute of Architecture, California Council (AIACC)	Regulation of the profession, information, and interstate/international reciprocity	Information and support
National Organization of Minority Architects (NOMA)	Regulation of the profession, information, and interstate/international reciprocity	Information and support
<u>Asian American Architects/Engineers Association (AAAE)</u>	<u>Regulation of the profession, information, and interstate/international reciprocity</u>	<u>Information and support</u>
Architectural Schools	Information and coordination	Information and support
Department of Consumer Affairs (DCA)	Support and information	Information and support
Office of the Attorney General (OAG)	Information and coordination	Information and law enforcement support
Board for Professional Engineers, Land Surveyors, and Geologists (BPELSG)	Information and coordination	Information and support

Contractors State License Board (CSLB)	Information and coordination	Information and support
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DISCUSS AND POSSIBLE ACTION ON EXECUTIVE COMMITTEE’S RECOMMENDATIONS TO THE BOARD REGARDING 2017-2018 STRATEGIC PLAN OBJECTIVES TO:

b. ENCOURAGE COLLABORATION WITH OTHER RELATED BOARDS IN AN EFFORT TO SHARE BEST PRACTICES

The Board’s 2017-2018 Strategic Plan contains an objective assigned to the Executive Committee to encourage collaboration with other related boards to share best practices.

At its December 16, 2016, Strategic Planning session, the Board discussed how architects in many other jurisdictions are regulated by multi-disciplinary boards that include landscape architects, geologists, land surveyors, etc. Such a structure can be advantageous in that it promotes collaboration and sharing of best practices. Members also discussed the importance of related boards for purposes of collaboration to achieve mutually beneficial goals. For example, California’s “zero net energy” building goals were identified by the Board as an issue of interest to other entities. To this end, Board members suggested that the Board further explore the possibility of organizing a collaborative session with related boards to discuss potential opportunities in the context of consumer protection.

Currently, the Board participates in the Architects and Engineers Conference, which is a quarterly meeting of design-related associations and licensing boards. The chief executives of the American Council of Engineering Companies of California, American Institute of Architects - California Council, California Council of the American Society of Landscape Architects, American Society of Civil Engineers, Association of Environmental & Engineering Geologists, California Geotechnical Engineering Association, California Land Surveyors Association, Structural Engineers Association of California, and California Society of Professional Engineers, as well as the respective licensing boards, participate in these sessions. While the meetings focus primarily on legislation, other current initiatives and emerging issues are also discussed.

At its January 17, 2018, meeting, the Executive Committee determined that a session with these related boards should be planned. The Committee recommended that an initial meeting of board presidents and executive officers of the Contractors State Licensing Board; Board for Professional Engineers, Land Surveyors, and Geologists; and Landscape Architects Technical Committee be organized to discuss future issues and opportunities to partner.

The Board is asked to consider the Executive Committee’s recommendation in furtherance of this objective.

DISCUSS AND POSSIBLE ACTION ON EXECUTIVE COMMITTEE'S RECOMMENDATIONS TO THE BOARD REGARDING 2017-2018 STRATEGIC PLAN OBJECTIVES TO:

c. ENHANCE AN ONBOARDING PROGRAM FOR NEW BOARD MEMBERS TO INCREASE BOARD MEMBER UNDERSTANDING OF BOARD FUNCTIONS AND PURPOSE

The Board's 2017-2018 Strategic Plan contains an objective assigned to the Executive Committee to enhance the onboarding program for new Board members to increase Board member understanding of Board functions and purpose.

Staff have reviewed existing Board member orientation materials, as well as the current onboarding process for new members. Currently, upon notification of a new appointment, the Executive Officer (EO) immediately notifies the Board President. The President then calls the new member to welcome them and indicate that staff will be following up. Next, the EO calls the new member to provide basic information about the Board and schedule a time to conduct an orientation. A follow up email contains links and attachments to assist with onboarding, such as the most recent Sunset Review Report. The EO conducts the orientation in person, unless that is not feasible in the short term. Otherwise the orientation is conducted telephonically and is supported via a PowerPoint presentation. New members are also scheduled to attend the Department of Consumer Affairs' (DCA) Board Member Orientation Training (BMOT) required to be completed within six months of appointment.

At its January 17, 2018, meeting, the Executive Committee considered and agreed with the following staff recommendations to enhance the onboarding program:

1. Send a welcome letter from the EO to new Board members via email (see Attachment 1), upon appointment and immediately before the telephone calls from the Board president and EO; and
2. Develop a New Board Member Orientation Checklist designed to facilitate a smooth onboarding process (see Attachment 2).

The Board Member Orientation PowerPoint presentation was updated to enhance new Board member awareness and understanding of the Board's functions and purpose (see Attachment 3). Board staff also received guidance on orientation best practices from the DCA SOLID, which conducts the BMOT. The National Council of Architectural Registration Boards also provides orientation materials to new board members and conducts a face-to-face orientation program at its Annual Business Meetings.

At its January 17, 2018, meeting, the Executive Committee determined that the new Board member welcome letter, New Board Member Orientation Checklist, and updated Board Member Orientation PowerPoint Presentation effectively enhance the Board's onboarding program. The Committee recommended these orientation materials be used to increase Board member understanding of Board functions and purpose.

The Board is asked to consider the Executive Committee's recommendation in furtherance of this objective.

Attachments:

1. New Board Member Welcome Letter (Draft)
2. New Board Member Orientation Checklist (Draft)
3. New Board Member Orientation PowerPoint Presentation (Updated)



Edmund G. Brown Jr.
GOVERNOR

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION

[Date]

[New Board Member Name]

[New Board Member Address]

Dear [New Board Member Name]:

Congratulations on your appointment to the California Architects Board (Board). We look forward to working together to protect the public health, safety, and welfare.

The Board has a strong history of consumer protection and innovation. As a leader within the National Council of Architectural Registration Boards, the Board was the first architect registration board in the nation to develop an evidence-based internship requirement, create a Building Officials Information Guide, Disciplinary Guidelines for prosecutors, and a Consumer's Guide to Hiring an Architect, and establish a multi-platform social media program. We also administer the nation's only Supplemental Examination to ensure architects are knowledgeable about seismic safety, accessibility, and energy efficiency. With an eye on the future of the profession, architect.ca.gov, is the only board-sponsored career website, and serves as a convenient resource for high school and college students interested in a career in architecture. The Board takes pride in our many accomplishments and is regarded in the Legislature and within the Department of Consumer Affairs (DCA) as among the most effective licensing entities.

State law requires board members to complete orientation and training in several important areas, including ethics, conflict of interest laws, and sexual harassment prevention. You can review topics for further information on several key requirements, along with related resources provided by the DCA at the following link: dcaboardmembers.ca.gov.

I will contact you to provide a brief orientation and review the related materials. Please contact me at (916) 575-7232 at any time, should you have questions.

Once again, welcome to the Board. We look forward to working with you!

Best Regards,

DOUGLAS R. McCAULEY
Executive Officer

2420 DEL PASO ROAD,
SUITE 105
SACRAMENTO,
CA 95834

916-574-7220 T
916-575-7283 F

cab@dca.ca.gov
www.cab.ca.gov



Edmund G. Brown Jr.
GOVERNOR

New Board Member Orientation Checklist

BOARD MEMBER INFORMATION

Name: _____ Phone: _____
Date
Seat: _____ Appointed: _____
Term
Email: _____ Expires: _____

DAY OF APPOINTMENT

- Provide new member with the New Member Welcome Letter (via email).
- Call from Board president.

INFORMATION

Executive Officer (EO) contact new member to answer general questions:

- Provide information on Oath of Office (may be administered by Board members, EO, or any authorized officer).
- Review Board Member responsibilities, expectations, and standards.
- Review each of the Board's committees, charges, and members.
- Review Board's highlights for the year to date (accomplishments and new initiatives underway).
- Review per diem allowance, travel expense policies and procedures.
- Provide the locations and dates for upcoming meetings.
- Provide a brief tour of the Board's website.
- Provide link to the *Architects Practice Act* and most recent *Sunset Review Report*.
- Invite to connect on social media: Facebook, Twitter, Instagram.
- Provide Conflict of Interest Form 700 (30 days to complete).
- Provide *Sexual Harassment Prevention Policy and Acknowledgement form*.
- Provide *Non-Discrimination Policy and Complaint Procedures and Acknowledgement form*.
- Provide information to schedule and/or take:
 - Board Member Orientation (1 year to complete)
 - Ethics Orientation (6 months to complete)
 - Sexual Harassment Prevention (6 months to complete)
 - Defensive Driver (6 months to complete)

ADMINISTRATION

- Confirm new member receives personnel forms (provided by DCA Personnel Office):
 - Employee Action Request (EAR) (Std. 686)
 - Designation of Person Authorized to Receive Warrants (Std. 243)
 - State Employee Disability Questionnaire (DWC-AD form100 [DEU])
 - State Employee Race/ethnicity Questionnaire (CalHR 1070)
 - Authorization to Use Privately-Owned Vehicle on State Business (Std. 261)
- Forward completed personnel forms to DCA Personnel Office.
- Forward completed Form 700 to DCA Conflict of Interest Officer.
- Forward signed *Acknowledgement of Receipt and Understanding of Sexual Harassment Prevention Policy* to DCA Personnel Office.
- Forward signed *Acknowledgement of Receipt and Understanding of Non-Discrimination Policy and Complaint Procedures* to DCA Personnel Office.
- Obtain preferred name and address for name plate and rosters.
- Obtain new member photograph and biography for the website.
- Oath of Office filed with Secretary of State.
- Prepare for member's approval his/her article for *California Architects*.

Provide training certificates to DCA Personnel Office:

- Board Member Orientation
- Ethics Orientation
- Sexual Harassment Prevention
- Defensive Driver

FIRST BOARD MEETING

- Administer Oath of Office.
- Present new member with Board lapel pin.
- Introductions to Board members and staff.

NOTES

- Special requirements?

CALIFORNIA ARCHITECTS BOARD

PUBLIC PROTECTION THROUGH EXAMINATION, LICENSURE, AND REGULATION



New Board Member Orientation

Doug McCauley, Executive Officer

Mission and History

The mission of the Board is to protect the public health, safety, and welfare through the regulation of the practice of architecture and landscape architecture in California. The Board has established the following eight goal areas which provide the framework for its efforts to further its mission:

- Ensuring that those entering the practice meet standards of competency by way of education, experience, and examination;
- Establishing standards of practice for those licensed to practice;
- Requiring that any person practicing or offering to practice architecture be licensed;
- Protecting consumers and users of architectural services;
- Enforcing the laws, codes, and standards governing architectural practice in a fair, expeditious, and uniform manner;
- Empowering consumers by providing information and educational materials to help them make informed decisions;
- Collaborating with the profession and academy to ensure an effective licensure system and enforcement program; and
- Overseeing the activities of the Landscape Architects Technical Committee to ensure it regulates the practice of landscape architecture in a manner which safeguards the well-being of the public and the environment.

Mission and History (continued)

Key Events

- 1901
- Building Designers
- Name Change
- Landscape Architects Technical Committee
- California Supplemental Examination (CSE)
- Architectural Experience Program (AXP)

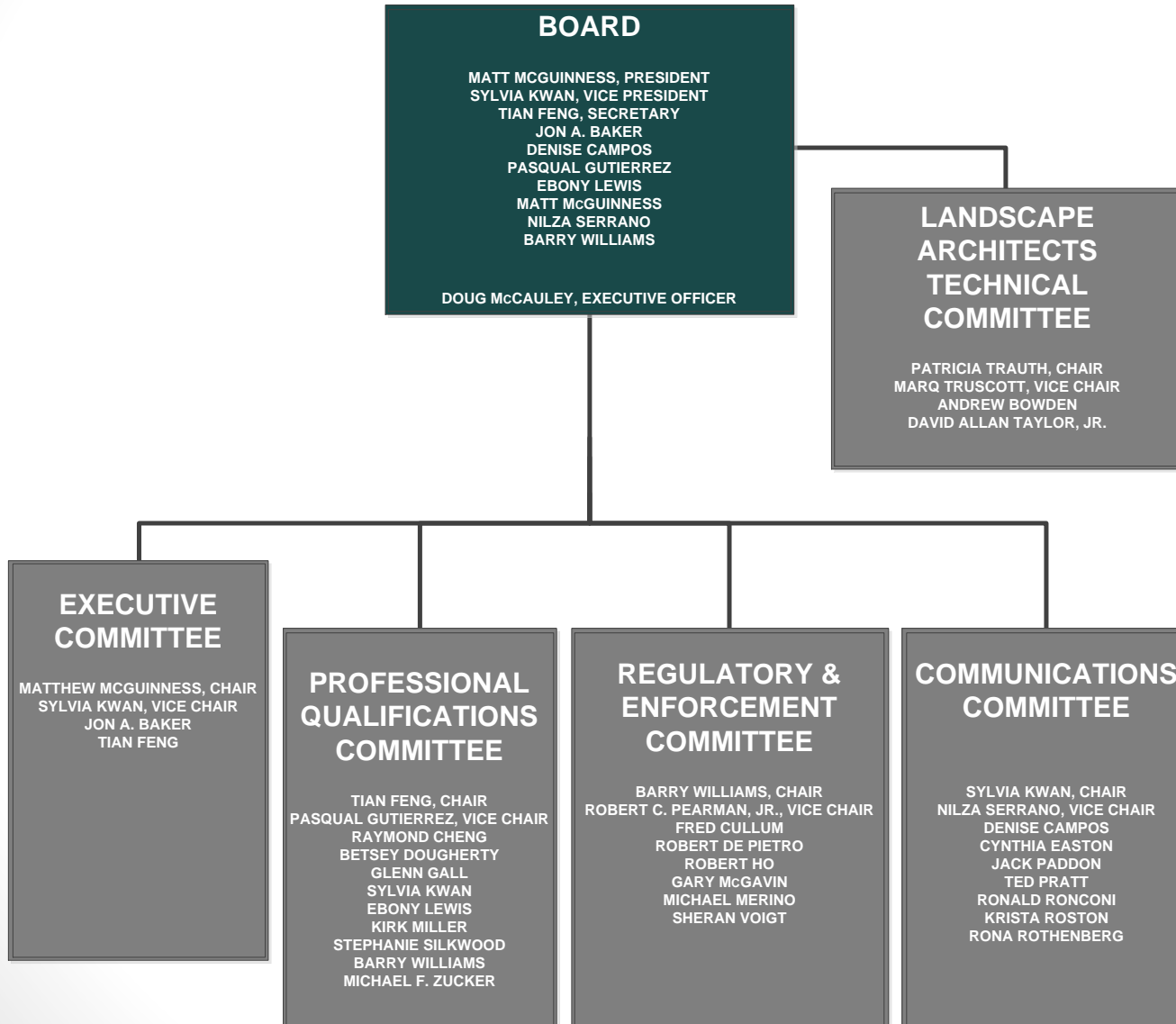
Collateral Organizations

- National Council of Architectural Registration Boards
- American Institute of Architects, California Council
- National Architectural Accreditation Board
- American Collegiate Schools of Architecture
- American Institute of Architecture Students

Structure

- Board
- 10 members (5 architects and 5 public members)
- Staff (25 + 5 LATC)
- Architect Consultants
- Department of Consumer Affairs
 - Legal Affairs
 - Budget
 - Human Resources
 - Contracts
 - Public Affairs
 - Information Services

Organization Chart (2017)



Committees

- The **Executive Committee** is charged with coordinating and leading the Board's public awareness program, organizational relationships, organizational development, and customer service efforts. It takes the lead in: 1) increasing public and professional awareness of the Board's mission, activities, and services; 2) improving the effectiveness of the Board's relationships with related organizations to further its mission and goals; and, 3) enhancing the Board's organizational effectiveness and improving the quality of customer service in all of the Board's programs. The Executive Committee is composed of four members: the President, Vice President, Secretary, and one additional Board member.
- The **Professional Qualifications Committee (PQC)** is charged with: 1) ensuring the professional qualifications of those practicing architects by setting requirements for education, experience, and examination; 2) reviewing the Board's national examination to ensure that it fairly and effectively tests the knowledge, skills, and abilities of importance to architectural practice in California; 3) analyzing and making recommendations on educational and experience requirements relative to entry-level qualifications; and 4) reviewing the practice of architecture to ensure the Architects Practice Act accurately reflects areas of practice. In 2011, the Board's Examination Committee was consolidated into the PQC to promote greater efficiency. As a result, the PQC has the following additional roles and responsibilities: 1) providing general California Supplemental Examination (CSE) oversight; 2) working with the Board's testing experts, examination vendors, and subject matter experts to provide valid, defensible, and efficient examinations; and 3) addressing broad examination policy issues.
- The **Regulatory and Enforcement Committee (REC)** is charged with making recommendations on: 1) practice standards and enforcement issues; 2) establishment of regulatory standards of practice for architects; 3) policies and procedures designed to protect consumers by preventing violations and enforcing standards when violations occur; as well as 4) informing the public and licensees of the Board's standards and enforcement programs.
- The **Communications Committee** is charged with: 1) overseeing all of the Board's communications and identifying strategies to effectively communicate to key audiences; 2) serving as the editorial body for the Board's newsletter, *California Architects*; and 3) providing strategic input on enhancing the use of the Internet to communicate with the Board's stakeholders. The Communications Committee oversees a variety of outreach programs, such as programs to communicate with students, faculty, and Deans.

Outreach and Communications

cab.ca.gov and *architect.ca.gov*

California Architects

Liaison Program

Consumer's Guide to Hiring an Architect

Consumer Tips Card

@CAArchitectsBd

Facebook

Instagram

Bookmark and Coaster

Building Official Contact Program

AIA chapters

Administrative Procedure Manual

- Travel
- Meetings
- Officers
- Committees

Budget

- Budget basics
- Spending Plan v. Fund
- Line Item Budget (v. programmatic)
- Fiscal Year – July 1 – June 30
- Governor's Budget – January
- Legislative Action
- Budget Change Proposal
- Revenue

Budget Report

This data will be updated.

2014-15 Budget

Salary and Wages	1,846,386
General Expenses	254,465
Pro Rata	798,453
Facilities	194,789
Examination	500,551
Enforcement	337,359
	\$3,932,003

* Total salary and wages (not broken down by program area)

Fund Condition

Table 2. Fund Condition

(Dollars in Thousands)	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	FY 2017/18	FY 2018/19
Beginning Balance	\$2,484*	\$2,580*	\$4,067*	\$4,098*	\$5,252*	\$4,869*	\$5,651*	\$4,881	\$5,222
Revenues and Transfers	\$2,836	\$4,156	\$2,791	\$4,153	\$2,773	\$4,288	\$3,049	\$4,272	\$3,032
Total Resources	\$5,320	\$6,736	\$6,858	\$8,251	\$8,025	\$9,174	\$8,700	\$9,153	\$8,254
Budget Authority	\$3,591	\$3,624	\$3,671	\$3,818	\$3,901	\$3,770	\$3,880	\$3,931	\$4,005
Expenditures**/**	\$2,839**	\$2,694**	\$2,797**	\$2,999**	\$3,903**	\$3,523**	\$3,819**	\$3,931***	\$4,005***
Loans to General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Accrued Interest, Loans to General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Loans Repaid From General Fund	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0	\$0
Fund Balance	\$2,481	\$4,042	\$4,061	\$5,252	\$4,121	\$5,651	\$4,881	\$5,222	\$4,249
Months in Reserve	11.1	17.3	16.2	16.1	12.4	17.8	14.9	15.6	12.5

* Includes beginning balance adjustments
 ** Includes direct draws from SCO and Fi\$cal
 *** Projected to spend full budget

Licensing and Examinations

- 5 years
- Architectural Experience Program
- Architect Registration Examination 5.0
- California Supplemental Examination
- Continuing education
- Data

Education

- 5 years
 - B-arc
 - M-arc
- Table of Equivalents
 - Associate degree
 - High school (experience only)
 - Unaccredited baccalaureate

Architectural Experience Program

The Architectural Experience Program (AXP) is an essential step in the path to becoming an architect. Through the AXP, candidates learn about the daily realities of architectural practice, acquire comprehensive experience in basic practice areas, explore specialized areas of practice, develop professional judgment, and refine their career goals. The AXP is developed and administered by NCARB. In most jurisdictions, completion of the AXP is a requirement for initial registration (licensure). The AXP identifies the tasks that are essential for competent practice. The program is structured to prepare candidates to practice architecture independently upon initial registration.

- 3,740 Required Hours
- Six Experience Areas
 - Practice Management
 - Project Management
 - Programming & Analysis
 - Project Planning & Design
 - Project Development & Documentation
 - Construction & Evaluation

Architect Registration Exam

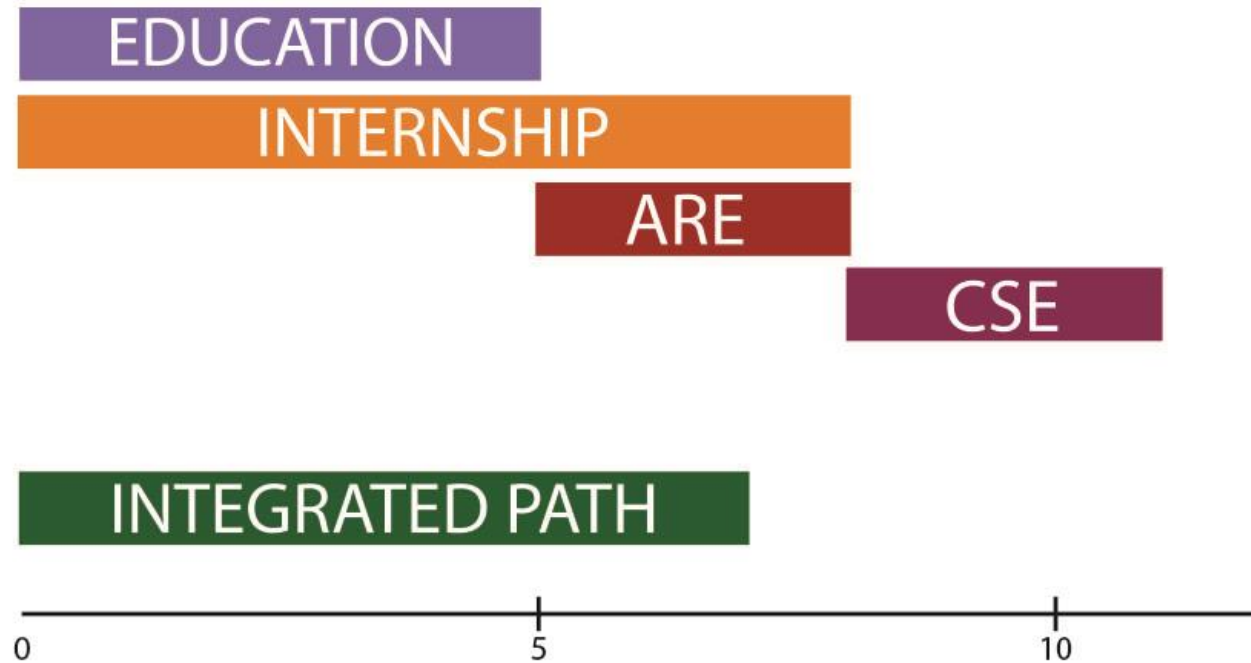
- **6 divisions**
- **90 day re-take policy**
- **5-year Rolling Clock**
- **ARE Divisions**

- Practice Management
The management of an architectural practice, including professional ethics, fiduciary responsibilities, and the regulations governing the practice of architecture.
- Project Management
The management of architectural projects, including organizing principles, contract management, and consultant management.
- Programming & Analysis
The evaluation of project requirements, constraints, and opportunities.
- Project Planning & Design
The preliminary design of sites and buildings.
- Project Development & Documentation
The integration and documentation of building systems, material selection, and material assemblies into a project.
- Construction & Evaluation
Construction contract administration and post-occupancy evaluation of projects.

California Supplemental Exam

- Computer based
- 100 scored items
- 6 month re-take policy
- Occupational Analysis
- Test Plan
 - Context and Predesign – 16%
 - Regulatory – 42%
 - Management and Design – 27%
 - Construction – 15%

Path to Licensure



Licensing Data

Table 6. Licensee Population

		FY 2013/14	FY 2014/15	FY 2015/16	FY 2017/18
Architect	Active	20,504	20,488	20,914	21,025
	Out-of-State	3,768	3,805	3,813	3,853
	Out-of-Country	182	184	189	189
	Delinquent*	3,485	2,815	2,557	2,097
	Issued	481	454	662	698
	Renewed*	12,168	8,295	12,199	8,246

*Data does not include pending renewal applications determined to be incomplete, which range from 200 to 1,200 per FY.

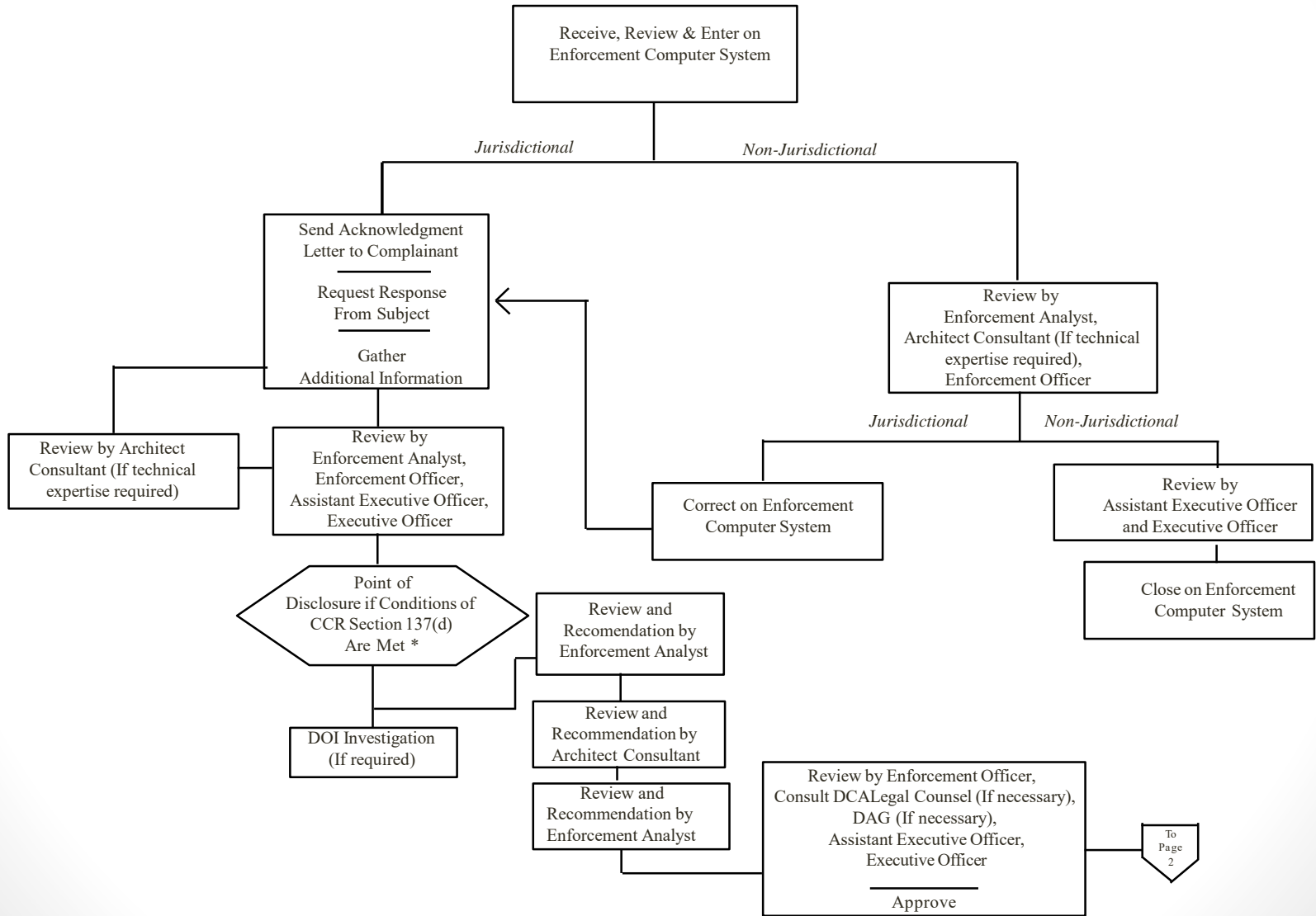
Enforcement

- Architects Practice Act
- Enforcement flow chart
- Citations
- Discipline
- Enforcement data

Common Violations

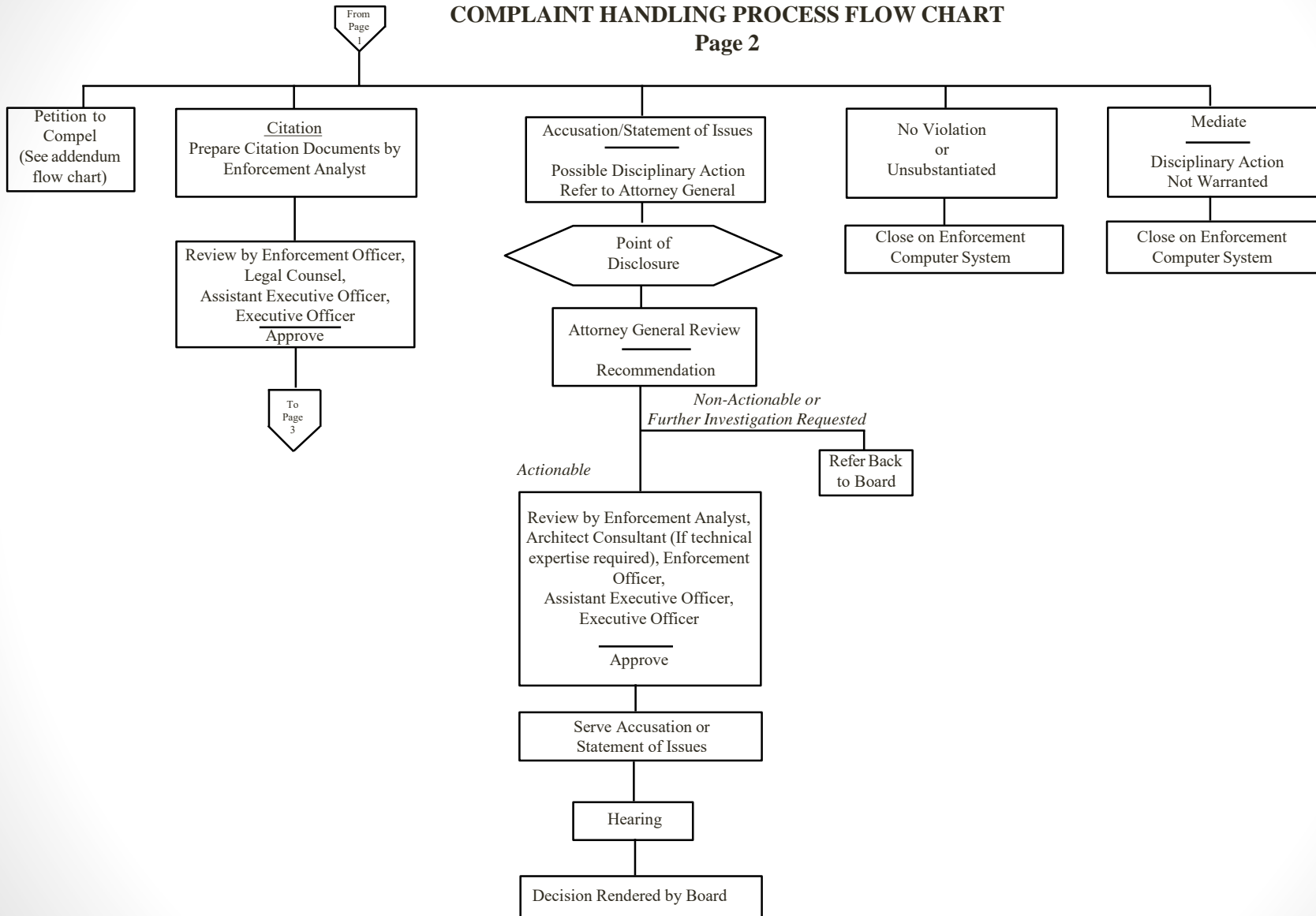
- Unlicensed Practice (title and offering)
- Written Contract
- Rules of Professional Conduct
- Continuing Education

COMPLAINT HANDLING PROCESS FLOW CHART



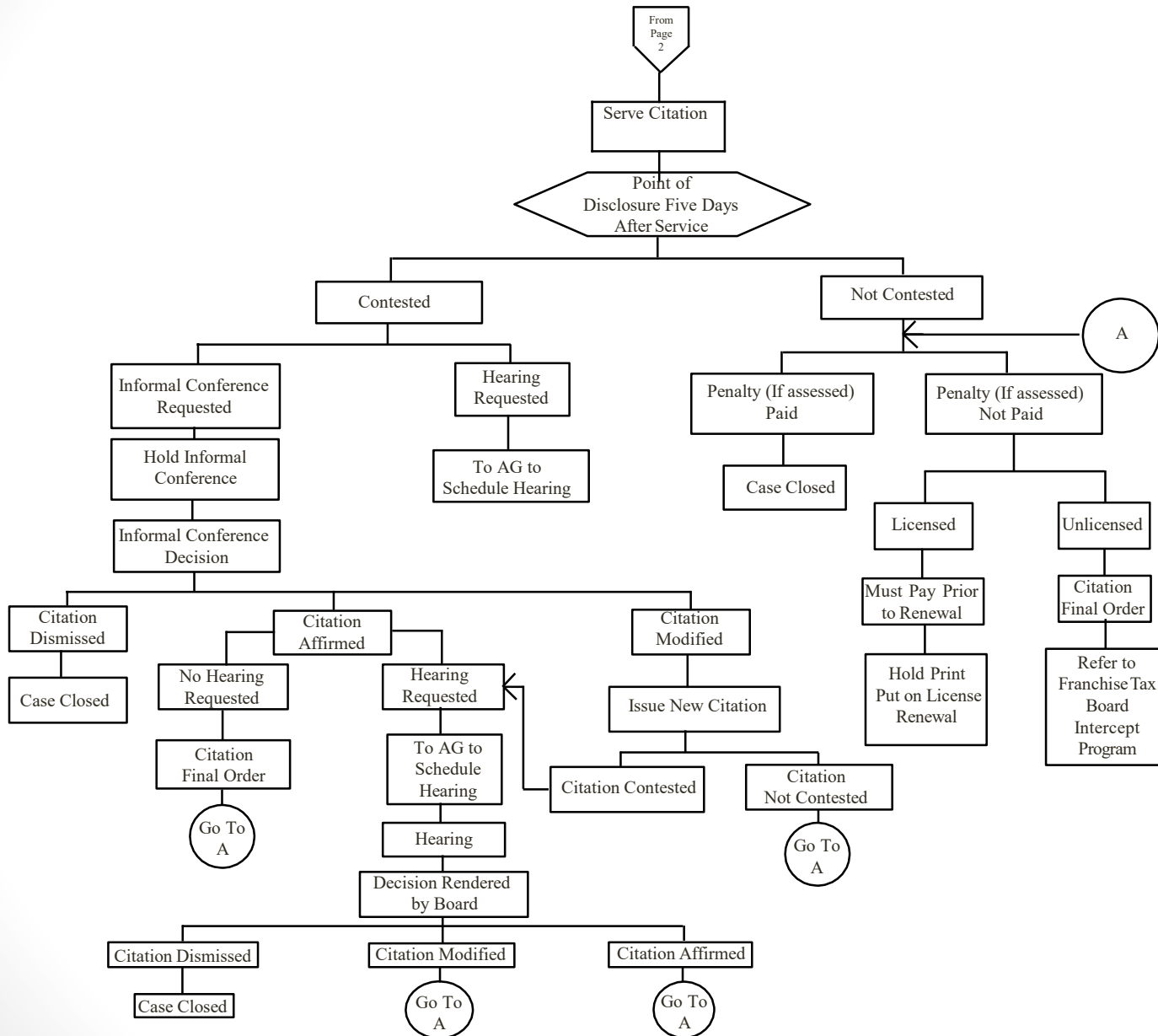
COMPLAINT HANDLING PROCESS FLOW CHART

Page 2



COMPLAINT HANDLING PROCESS FLOW CHART

Page 3



Citations

Traffic ticket

Due process (informal conference, formal hearing, Board action)

\$5,000

Accusations and Denials

Formal discipline of license or denial of licensure renewal

Attorney General

Administrative Law Judge

Office of Administrative Hearings

Board action

Case Aging

Table 10. Enforcement Aging

	FY 2010/11	FY 2011/12	FY 2012/13	FY 2013/14	FY 2014/15	FY 2015/16	FY 2016/17	Cases Closed	Average %
Attorney General Cases (Average %)									
Closed Within:									
1 Year	2 (28.6%)	1 (33.3%)	0 (0%)	0 (0%)	1 (100%)	0 (0%)	0 (0%)	4	19.1%
2 Years	1 (14.3%)	0 (0%)	1 (100%)	1 (100%)	0 (0%)	3 (75%)	1 (25%)	7	33.3%
3 Years	2 (28.6%)	1 (33.3%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (25%)	4	19.1%
4 Years	1 (14.3%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	0 (0%)	1 (25%)	2	9.4%
Over 4 Years	1 (14.3%)	1 (33.3%)	0 (0%)	0 (0%)	0 (0%)	1 (25%)	1 (25%)	4	19.1%
Total Cases Closed*	7	3	1	1	1	4	4	21	100%
Investigations (Average %)									
Closed Within:									
90 Days	116 (38.2%)	144 (51.4%)	199 (71.3%)	120 (52.6%)	157 (46.6%)	254 (61.8%)	178 (61.2%)	1168	54.8%
180 Days	61 (20.1%)	48 (17.1%)	45 (16.1%)	62 (27.2%)	59 (17.5%)	72 (17.5%)	58 (19.9%)	405	19%
1 Year	66 (21.7%)	66 (23.6%)	24 (8.6%)	30 (13.2%)	84 (24.9%)	57 (13.9%)	39 (13.4%)	366	17.2%
2 Years	33 (10.9%)	21 (7.5%)	8 (2.9%)	14 (6.1%)	30 (8.9%)	24 (5.9%)	14 (4.8%)	144	6.8%
3 Years	18 (5.9%)	1 (0.4%)	3 (1.1%)	1 (0.4%)	5 (1.5%)	3 (0.7%)	2 (0.7%)	33	1.5%
Over 3 Years	10 (3.3%)	0 (0%)	0 (0%)	1 (0.4%)	2 (0.6%)	1 (0.2%)	0 (0%)	14	0.7%
Total Cases Closed	304	280	279	228	337	411	291	2130	100%

*Includes Accusations, Statements of Issues, and Petitions to Revoke Probation.

Future

- Integrated Path to Licensure
- Collection of citation penalties
- Continuing Education
- Certifications
- Examinations

Contact Information

- Doug McCauley, Executive Officer
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- Vickie Mayer, Assistant Executive Officer
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- Gabriel Nessar, Administration Technician
gabrial.nessar@dca.ca.gov
(916) 575-7202

DISCUSS AND POSSIBLE ACTION ON EXECUTIVE COMMITTEE'S RECOMMENDATIONS TO THE BOARD REGARDING 2017-2018 STRATEGIC PLAN OBJECTIVES TO:

d. ASSESS AND ENHANCE EXISTING COMMITTEE CHARGES, PROCESS, PROCEDURES, APPOINTMENTS, ETC. TO IMPROVE EFFECTIVENESS

The Board's 2017-2018 Strategic Plan contains an objective assigned to the Executive Committee to assess and enhance existing committee charges, process, procedures, appointments, etc., to improve effectiveness. At its January 17, 2018, meeting, the Executive Committee considered the following in furtherance of this objective:

Committee Charges

Committee charges are written committee descriptions of what is expected of each committee to guide the chair and members. The Executive Committee assessed the Board's existing committee appointments, charges, and policy (Attachment 1), and determined that each committee description effectively summarizes functions and compositions of each. In addition, it was determined that the appointment process, which was updated on June 14, 2012, is a reasonable approach to identifying members for the various committees.

Committee Processes & Procedures

The rules of procedure at committee meetings should be clear and simple to understand. With the goal to improve effectiveness at committee meetings, the Executive Committee recommends that all new committee chairs receive material on how to conduct their meetings according to *Rosenberg's Rules of Order* (Attachment 2), which is considered a more simplified and modern version of the rules of parliamentary procedure than its *Robert's Rules of Order* counterpart. These resources could include: 1) a copy of *Rosenberg's Rules of Order*; 2) *Rosenberg's Parliamentary Procedure Simplified* video tutorial; and 3) a review of the provisions of the Bagley-Keene Open Meetings Act to ensure that each of the Board's committees operate under the same processes and procedures. In addition, the Committee recommends that chairs review the Strategic Plan objectives with staff upon adoption of the plan, and at regular intervals as needed.

The Board is asked to consider the Executive Committee's 1) assessment of the Board's existing committee appointments, charges, and policy, and 2) recommendation to provide *Rosenberg's Rules of Order* material to all new committee chairs to ensure that each of the Board's committees operate under the same processes and procedures.

Attachments:

1. Board Committee Appointments, Charges, and Policy
2. *Rosenberg's Rules of Order*, Revised 2011



CALIFORNIA ARCHITECTS BOARD

Committee Appointments, Charges, and Policy

2018

Committee Appointments

The president shall establish committees, whether standing or special, as he or she deems necessary. The composition of the committees and the appointment of the members shall be determined by the Board president in consultation with the vice president, and the executive officer. When committees include the appointment of non-Board members, all impacted parties should be considered. *(See Committee Policy approved by the Board on June 14, 2012, in Appendix.)*

2017 Board Member Committee Appointments

Jon A. Baker

(Executive Committee)

Denise Campos

(Communications Committee)

Tian Feng

(Executive Committee and Professional Qualifications Committee)

Pasqual V. Gutierrez

(Professional Qualifications Committee)

Sylvia Kwan

(Executive Committee, Professional Qualifications Committee, and Communications Committee)

Ebony Lewis

(Professional Qualifications Committee)

Matthew McGuinness

(Executive Committee and Regulatory and Enforcement Committee)

Robert C. Pearman, Jr.

(Regulatory and Enforcement Committee)

Nilza Serrano

(Communications Committee)

Barry Williams

(Professional Qualifications Committee and Regulatory and Enforcement Committee)

Committee Charges

The **Communications Committee** is charged with: 1) overseeing all of the Board's communications and identifying strategies to effectively communicate to key audiences; 2) serving as the editorial body for the Board's newsletter, *California Architects*; and 3) providing strategic input on enhancing the use of the Internet to communicate with the Board's stakeholders. The Communications Committee oversees a variety of outreach programs, such as programs to communicate with students, faculty, and Deans.

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APPENDIX

Committee Policy

Approved by the Board June 14, 2012

Committees

Board committees are the deliberative bodies that assist the Board in developing policy. Committees make recommendations for consideration by the Board. All Board members should serve on at least one committee each year. Commencing with the committees for the 2014 Strategic Plan, no committee should have more than nine members.

The committees should meet regularly. At a minimum, once the Board's Strategic Plan is adopted in March, committees should conduct a spring meeting so items may be forwarded to the Board for consideration, clarification, direction, etc. Committees' second and subsequent meetings (if necessary) should be scheduled so items can be finalized for the September or December Board meetings to culminate the program of work reflected in the annual Strategic Plan. (New issues that emerge during the course of the year, unless they are critical emergencies, should be referred to the next strategic planning session.) Teleconference meetings can be utilized for meetings on urgent or single-subject issues.

In the event that additional new committee members are needed, the Board president shall ask Board and committee members for suggested interested persons; if an insufficient pool exists, the Board may request names from various organizations, including, but not limited to: The American Institute of Architects, California Council; Society of American Registered Architects; Construction Specifications Institute; California Building Officials, etc.

Chairmanships

Each committee chair and vice chair shall be appointed by the Board president (in consultation with the vice president and executive officer) and shall be a Board member, absent extenuating circumstances (numerous vacancies on the Board). Chairs should serve for two to three years, if possible, and in the best interest of the Board. The Board should endeavor to offer opportunities for all Board members to serve as a chair or vice chair during their tenure on the Board. The list of committee members will be reproduced as part of the Strategic Plan each year so it is memorialized in a centralized location.

Review

Committee chairs should prepare a report for the Board president and president-elect by November 30th each year. The report would consist of a list of committee members, their committee meeting attendance record, and a synopsis of their contributions, as well as a recommendation as to whether they should be reappointed. Staff shall prepare a template for the report with the attendance data. Each chair shall consult with the executive officer in preparing the report.



Rosenberg's Rules of Order

REVISED 2011

Simple Rules of Parliamentary Procedure for the 21st Century

By Judge Dave Rosenberg



MISSION AND CORE BELIEFS

To expand and protect local control for cities through education and advocacy to enhance the quality of life for all Californians.

VISION

To be recognized and respected as the leading advocate for the common interests of California's cities.

About the League of California Cities

Established in 1898, the League of California Cities is a member organization that represents California's incorporated cities. The League strives to protect the local authority and autonomy of city government and help California's cities effectively serve their residents. In addition to advocating on cities' behalf at the state capitol, the League provides its members with professional development programs and information resources, conducts education conferences and research, and publishes Western City magazine.

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ABOUT THE AUTHOR

Dave Rosenberg is a Superior Court Judge in Yolo County. He has served as presiding judge of his court, and as presiding judge of the Superior Court Appellate Division. He also has served as chair of the Trial Court Presiding Judges Advisory Committee (the committee composed of all 58 California presiding judges) and as an advisory member of the California Judicial Council. Prior to his appointment to the bench, Rosenberg was member of the Yolo County Board of Supervisors, where he served two terms as chair. Rosenberg also served on the Davis City Council, including two terms as mayor. He has served on the senior staff of two governors, and worked for 19 years in private law practice. Rosenberg has served as a member and chair of numerous state, regional and local boards. Rosenberg chaired the California State Lottery Commission, the California Victim Compensation and Government Claims Board, the Yolo-Solano Air Quality Management District, the Yolo County Economic Development Commission, and the Yolo County Criminal Justice Cabinet. For many years, he has taught classes on parliamentary procedure and has served as parliamentarian for large and small bodies.

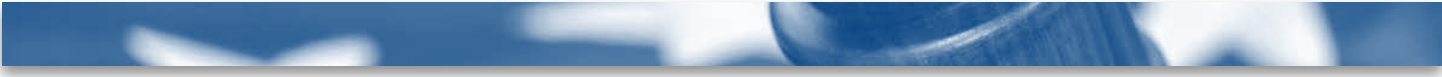


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INTRODUCTION

The rules of procedure at meetings should be simple enough for most people to understand. Unfortunately, that has not always been the case. Virtually all clubs, associations, boards, councils and bodies follow a set of rules — *Robert's Rules of Order* — which are embodied in a small, but complex, book. Virtually no one I know has actually read this book cover to cover. Worse yet, the book was written for another time and for another purpose. If one is chairing or running a parliament, then *Robert's Rules of Order* is a dandy and quite useful handbook for procedure in that complex setting. On the other hand, if one is running a meeting of say, a five-member body with a few members of the public in attendance, a simplified version of the rules of parliamentary procedure is in order.

Hence, the birth of *Rosenberg's Rules of Order*.

What follows is my version of the rules of parliamentary procedure, based on my decades of experience chairing meetings in state and local government. These rules have been simplified for the smaller bodies we chair or in which we participate, slimmed down for the 21st Century, yet retaining the basic tenets of order to which we have grown accustomed. Interestingly enough, *Rosenberg's Rules* has found a welcoming audience. Hundreds of cities, counties, special districts, committees, boards, commissions, neighborhood associations and private corporations and companies have adopted *Rosenberg's Rules* in lieu of *Robert's Rules* because they have found them practical, logical, simple, easy to learn and user friendly.

This treatise on modern parliamentary procedure is built on a foundation supported by the following four pillars:

1. **Rules should establish order.** The first purpose of rules of parliamentary procedure is to establish a framework for the orderly conduct of meetings.
2. **Rules should be clear.** Simple rules lead to wider understanding and participation. Complex rules create two classes: those who understand and participate; and those who do not fully understand and do not fully participate.
3. **Rules should be user friendly.** That is, the rules must be simple enough that the public is invited into the body and feels that it has participated in the process.
4. **Rules should enforce the will of the majority while protecting the rights of the minority.** The ultimate purpose of rules of procedure is to encourage discussion and to facilitate decision making by the body. In a democracy, majority rules. The rules must enable the majority to express itself and fashion a result, while permitting the minority to also express itself, but not dominate, while fully participating in the process.

Establishing a Quorum

The starting point for a meeting is the establishment of a quorum. A quorum is defined as the minimum number of members of the body who must be present at a meeting for business to be legally transacted. The default rule is that a quorum is one more than half the body. For example, in a five-member body a quorum is three. When the body has three members present, it can legally transact business. If the body has less than a quorum of members present, it cannot legally transact business. And even if the body has a quorum to begin the meeting, the body can lose the quorum during the meeting when a member departs (or even when a member leaves the dais). When that occurs the body loses its ability to transact business until and unless a quorum is reestablished.

The default rule, identified above, however, gives way to a specific rule of the body that establishes a quorum. For example, the rules of a particular five-member body may indicate that a quorum is four members for that particular body. The body must follow the rules it has established for its quorum. In the absence of such a specific rule, the quorum is one more than half the members of the body.


The Role of the Chair

While all members of the body should know and understand the rules of parliamentary procedure, it is the chair of the body who is charged with applying the rules of conduct of the meeting. The chair should be well versed in those rules. For all intents and purposes, the chair makes the final ruling on the rules every time the chair states an action. In fact, all decisions by the chair are final unless overruled by the body itself.

Since the chair runs the conduct of the meeting, it is usual courtesy for the chair to play a less active role in the debate and discussion than other members of the body. This does not mean that the chair should not participate in the debate or discussion. To the contrary, as a member of the body, the chair has the full right to participate in the debate, discussion and decision-making of the body. What the chair should do, however, is strive to be the last to speak at the discussion and debate stage. The chair should not make or second a motion unless the chair is convinced that no other member of the body will do so at that point in time.

The Basic Format for an Agenda Item Discussion

Formal meetings normally have a written, often published agenda. Informal meetings may have only an oral or understood agenda. In either case, the meeting is governed by the agenda and the agenda constitutes the body's agreed-upon roadmap for the meeting. Each agenda item can be handled by the chair in the following basic format:



First, the chair should clearly announce the agenda item number and should clearly state what the agenda item subject is. The chair should then announce the format (which follows) that will be followed in considering the agenda item.

Second, following that agenda format, the chair should invite the appropriate person or persons to report on the item, including any recommendation that they might have. The appropriate person or persons may be the chair, a member of the body, a staff person, or a committee chair charged with providing input on the agenda item.

Third, the chair should ask members of the body if they have any technical questions of clarification. At this point, members of the body may ask clarifying questions to the person or persons who reported on the item, and that person or persons should be given time to respond.

Fourth, the chair should invite public comments, or if appropriate at a formal meeting, should open the public meeting for public input. If numerous members of the public indicate a desire to speak to the subject, the chair may limit the time of public speakers. At the conclusion of the public comments, the chair should announce that public input has concluded (or the public hearing, as the case may be, is closed).

Fifth, the chair should invite a motion. The chair should announce the name of the member of the body who makes the motion.

Sixth, the chair should determine if any member of the body wishes to second the motion. The chair should announce the name of the member of the body who seconds the motion. It is normally good practice for a motion to require a second before proceeding to ensure that it is not just one member of the body who is interested in a particular approach. However, a second is not an absolute requirement, and the chair can proceed with consideration and vote on a motion even when there is no second. This is a matter left to the discretion of the chair.

Seventh, if the motion is made and seconded, the chair should make sure everyone understands the motion.

This is done in one of three ways:

1. The chair can ask the maker of the motion to repeat it;
2. The chair can repeat the motion; or
3. The chair can ask the secretary or the clerk of the body to repeat the motion.

Eighth, the chair should now invite discussion of the motion by the body. If there is no desired discussion, or after the discussion has ended, the chair should announce that the body will vote on the motion. If there has been no discussion or very brief discussion, then the vote on the motion should proceed immediately and there is no need to repeat the motion. If there has been substantial discussion, then it is normally best to make sure everyone understands the motion by repeating it.

Ninth, the chair takes a vote. Simply asking for the “ayes” and then asking for the “nays” normally does this. If members of the body do not vote, then they “abstain.” Unless the rules of the body provide otherwise (or unless a super majority is required as delineated later in these rules), then a simple majority (as defined in law or the rules of the body as delineated later in these rules) determines whether the motion passes or is defeated.

Tenth, the chair should announce the result of the vote and what action (if any) the body has taken. In announcing the result, the chair should indicate the names of the members of the body, if any, who voted in the minority on the motion. This announcement might take the following form: “The motion passes by a vote of 3-2, with Smith and Jones dissenting. We have passed the motion requiring a 10-day notice for all future meetings of this body.”

Motions in General

Motions are the vehicles for decision making by a body. It is usually best to have a motion before the body prior to commencing discussion of an agenda item. This helps the body focus.

Motions are made in a simple two-step process. First, the chair should recognize the member of the body. Second, the member of the body makes a motion by preceding the member’s desired approach with the words “I move . . .”

A typical motion might be: “I move that we give a 10-day notice in the future for all our meetings.”

The chair usually initiates the motion in one of three ways:

1. **Inviting the members of the body to make a motion**, for example, “A motion at this time would be in order.”
2. **Suggesting a motion to the members of the body**, “A motion would be in order that we give a 10-day notice in the future for all our meetings.”
3. **Making the motion**. As noted, the chair has every right as a member of the body to make a motion, but should normally do so only if the chair wishes to make a motion on an item but is convinced that no other member of the body is willing to step forward to do so at a particular time.

The Three Basic Motions

There are three motions that are the most common and recur often at meetings:

The basic motion. The basic motion is the one that puts forward a decision for the body’s consideration. A basic motion might be: “I move that we create a five-member committee to plan and put on our annual fundraiser.”

The motion to amend. If a member wants to change a basic motion that is before the body, they would move to amend it. A motion to amend might be: “I move that we amend the motion to have a 10-member committee.” A motion to amend takes the basic motion that is before the body and seeks to change it in some way.

The substitute motion. If a member wants to completely do away with the basic motion that is before the body, and put a new motion before the body, they would move a substitute motion. A substitute motion might be: “I move a substitute motion that we cancel the annual fundraiser this year.”

“Motions to amend” and “substitute motions” are often confused, but they are quite different, and their effect (if passed) is quite different. A motion to amend seeks to retain the basic motion on the floor, but modify it in some way. A substitute motion seeks to throw out the basic motion on the floor, and substitute a new and different motion for it. The decision as to whether a motion is really a “motion to amend” or a “substitute motion” is left to the chair. So if a member makes what that member calls a “motion to amend,” but the chair determines that it is really a “substitute motion,” then the chair’s designation governs.

A “friendly amendment” is a practical parliamentary tool that is simple, informal, saves time and avoids bogging a meeting down with numerous formal motions. It works in the following way: In the discussion on a pending motion, it may appear that a change to the motion is desirable or may win support for the motion from some members. When that happens, a member who has the floor may simply say, “I want to suggest a friendly amendment to the motion.” The member suggests the friendly amendment, and if the maker and the person who seconded the motion pending on the floor accepts the friendly amendment, that now becomes the pending motion on the floor. If either the maker or the person who seconded rejects the proposed friendly amendment, then the proposer can formally move to amend.

Multiple Motions Before the Body

There can be up to three motions on the floor at the same time. The chair can reject a fourth motion until the chair has dealt with the three that are on the floor and has resolved them. This rule has practical value. More than three motions on the floor at any given time is confusing and unwieldy for almost everyone, including the chair.

When there are two or three motions on the floor (after motions and seconds) at the same time, the vote should proceed *first* on the *last* motion that is made. For example, assume the first motion is a basic “motion to have a five-member committee to plan and put on our annual fundraiser.” During the discussion of this motion, a member might make a second motion to “amend the main motion to have a 10-member committee, not a five-member committee to plan and put on our annual fundraiser.” And perhaps, during that discussion, a member makes yet a third motion as a “substitute motion that we not have an annual fundraiser this year.” The proper procedure would be as follows:

First, the chair would deal with the *third* (the last) motion on the floor, the substitute motion. After discussion and debate, a vote would be taken first on the third motion. If the substitute motion *passed*, it would be a substitute for the basic motion and would eliminate it. The first motion would be moot, as would the second motion (which sought to amend the first motion), and the action on the agenda item would be completed on the passage by the body of the third motion (the substitute motion). No vote would be taken on the first or second motions.

Second, if the substitute motion *failed*, the chair would then deal with the second (now the last) motion on the floor, the motion to amend. The discussion and debate would focus strictly on the amendment (should the committee be five or 10 members). If the motion to amend *passed*, the chair would then move to consider the main motion (the first motion) as *amended*. If the motion to amend *failed*, the chair would then move to consider the main motion (the first motion) in its original format, not amended.

Third, the chair would now deal with the first motion that was placed on the floor. The original motion would either be in its original format (five-member committee), or if *amended*, would be in its amended format (10-member committee). The question on the floor for discussion and decision would be whether a committee should plan and put on the annual fundraiser.

To Debate or Not to Debate

The basic rule of motions is that they are subject to discussion and debate. Accordingly, basic motions, motions to amend, and substitute motions are all eligible, each in their turn, for full discussion before and by the body. The debate can continue as long as members of the body wish to discuss an item, subject to the decision of the chair that it is time to move on and take action.

There are exceptions to the general rule of free and open debate on motions. The exceptions all apply when there is a desire of the body to move on. The following motions are not debatable (that is, when the following motions are made and seconded, the chair must immediately call for a vote of the body without debate on the motion):

Motion to adjourn. This motion, if passed, requires the body to immediately adjourn to its next regularly scheduled meeting. It requires a simple majority vote.

Motion to recess. This motion, if passed, requires the body to immediately take a recess. Normally, the chair determines the length of the recess which may be a few minutes or an hour. It requires a simple majority vote.

Motion to fix the time to adjourn. This motion, if passed, requires the body to adjourn the meeting at the specific time set in the motion. For example, the motion might be: “I move we adjourn this meeting at midnight.” It requires a simple majority vote.

Motion to table. This motion, if passed, requires discussion of the agenda item to be halted and the agenda item to be placed on “hold.” The motion can contain a specific time in which the item can come back to the body. “I move we table this item until our regular meeting in October.” Or the motion can contain no specific time for the return of the item, in which case a motion to take the item off the table and bring it back to the body will have to be taken at a future meeting. A motion to table an item (or to bring it back to the body) requires a simple majority vote.

Motion to limit debate. The most common form of this motion is to say, “I move the previous question” or “I move the question” or “I call the question” or sometimes someone simply shouts out “question.” As a practical matter, when a member calls out one of these phrases, the chair can expedite matters by treating it as a “request” rather than as a formal motion. The chair can simply inquire of the body, “any further discussion?” If no one wishes to have further discussion, then the chair can go right to the pending motion that is on the floor. However, if even one person wishes to discuss the pending motion further, then at that point, the chair should treat the call for the “question” as a formal motion, and proceed to it.

When a member of the body makes such a motion (“I move the previous question”), the member is really saying: “I’ve had enough debate. Let’s get on with the vote.” When such a motion is made, the chair should ask for a second, stop debate, and vote on the motion to limit debate. The motion to limit debate requires a two-thirds vote of the body.

NOTE: A motion to limit debate could include a time limit. For example: “I move we limit debate on this agenda item to 15 minutes.” Even in this format, the motion to limit debate requires a two-thirds vote of the body. A similar motion is a *motion to object to consideration of an item*. This motion is not debatable, and if passed, precludes the body from even considering an item on the agenda. It also requires a two-thirds vote.

Majority and Super Majority Votes

In a democracy, a simple majority vote determines a question. A tie vote means the motion fails. So in a seven-member body, a vote of 4-3 passes the motion. A vote of 3-3 with one abstention means the motion fails. If one member is absent and the vote is 3-3, the motion still fails.

All motions require a simple majority, but there are a few exceptions. The exceptions come up when the body is taking an action which effectively cuts off the ability of a minority of the body to take an action or discuss an item. These extraordinary motions require a two-thirds majority (a super majority) to pass:

Motion to limit debate. Whether a member says, “I move the previous question,” or “I move the question,” or “I call the question,” or “I move to limit debate,” it all amounts to an attempt to cut off the ability of the minority to discuss an item, and it requires a two-thirds vote to pass.

Motion to close nominations. When choosing officers of the body (such as the chair), nominations are in order either from a nominating committee or from the floor of the body. A motion to close nominations effectively cuts off the right of the minority to nominate officers and it requires a two-thirds vote to pass.

Motion to object to the consideration of a question. Normally, such a motion is unnecessary since the objectionable item can be tabled or defeated straight up. However, when members of a body do not even want an item on the agenda to be considered, then such a motion is in order. It is not debatable, and it requires a two-thirds vote to pass.

Motion to suspend the rules. This motion is debatable, but requires a two-thirds vote to pass. If the body has its own rules of order, conduct or procedure, this motion allows the body to suspend the rules for a particular purpose. For example, the body (a private club) might have a rule prohibiting the attendance at meetings by non-club members. A motion to suspend the rules would be in order to allow a non-club member to attend a meeting of the club on a particular date or on a particular agenda item.

Counting Votes

The matter of counting votes starts simple, but can become complicated.

Usually, it’s pretty easy to determine whether a particular motion passed or whether it was defeated. If a simple majority vote is needed to pass a motion, then one vote more than 50 percent of the body is required. For example, in a five-member body, if the vote is three in favor and two opposed, the motion passes. If it is two in favor and three opposed, the motion is defeated.

If a two-thirds majority vote is needed to pass a motion, then how many affirmative votes are required? The simple rule of thumb is to count the “no” votes and double that count to determine how many “yes” votes are needed to pass a particular motion. For example, in a seven-member body, if two members vote “no” then the “yes” vote of at least four members is required to achieve a two-thirds majority vote to pass the motion.

What about tie votes? In the event of a tie, the motion always fails since an affirmative vote is required to pass any motion. For example, in a five-member body, if the vote is two in favor and two opposed, with one member absent, the motion is defeated.

Vote counting starts to become complicated when members vote “abstain” or in the case of a written ballot, cast a blank (or unreadable) ballot. Do these votes count, and if so, how does one count them? The starting point is always to check the statutes.

In California, for example, for an action of a board of supervisors to be valid and binding, the action must be approved by a majority of the board. (California Government Code Section 25005.) Typically, this means three of the five members of the board must vote affirmatively in favor of the action. A vote of 2-1 would not be sufficient. A vote of 3-0 with two abstentions would be sufficient. In general law cities in

California, as another example, resolutions or orders for the payment of money and all ordinances require a recorded vote of the total members of the city council. (California Government Code Section 36936.) Cities with charters may prescribe their own vote requirements. Local elected officials are always well-advised to consult with their local agency counsel on how state law may affect the vote count.

After consulting state statutes, step number two is to check the rules of the body. If the rules of the body say that you count votes of “those present” then you treat abstentions one way. However, if the rules of the body say that you count the votes of those “present and voting,” then you treat abstentions a different way. And if the rules of the body are silent on the subject, then the general rule of thumb (and default rule) is that you count all votes that are “present and voting.”

Accordingly, under the “present and voting” system, you would **NOT** count abstention votes on the motion. Members who abstain are counted for purposes of determining quorum (they are “present”), but you treat the abstention votes on the motion as if they did not exist (they are not “voting”). On the other hand, if the rules of the body specifically say that you count votes of those “present” then you **DO** count abstention votes both in establishing the quorum and on the motion. In this event, the abstention votes act just like “no” votes.

How does this work in practice?

Here are a few examples.

Assume that a five-member city council is voting on a motion that requires a simple majority vote to pass, and assume further that the body has no specific rule on counting votes. Accordingly, the default rule kicks in and we count all votes of members that are “present and voting.” If the vote on the motion is 3-2, the motion passes. If the motion is 2-2 with one abstention, the motion fails.

Assume a five-member city council voting on a motion that requires a two-thirds majority vote to pass, and further assume that the body has no specific rule on counting votes. Again, the default rule applies. If the vote is 3-2, the motion fails for lack of a two-thirds majority. If the vote is 4-1, the motion passes with a clear two-thirds majority. A vote of three “yes,” one “no” and one “abstain” also results in passage of the motion. Once again, the abstention is counted only for the purpose of determining quorum, but on the actual vote on the motion, it is as if the abstention vote never existed — so an effective 3-1 vote is clearly a two-thirds majority vote.

Now, change the scenario slightly. Assume the same five-member city council voting on a motion that requires a two-thirds majority vote to pass, but now assume that the body **DOES** have a specific rule requiring a two-thirds vote of members “present.” Under this specific rule, we must count the members present not only for quorum but also for the motion. In this scenario, any abstention has the same force and effect as if it were a “no” vote. Accordingly, if the votes were three “yes,” one “no” and one “abstain,” then the motion fails. The abstention in this case is treated like a “no” vote and effective vote of 3-2 is not enough to pass two-thirds majority muster.

Now, exactly how does a member cast an “abstention” vote?

Any time a member votes “abstain” or says, “I abstain,” that is an abstention. However, if a member votes “present” that is also treated as an abstention (the member is essentially saying, “Count me for purposes of a quorum, but my vote on the issue is abstain.”) In fact, any manifestation of intention not to vote either “yes” or “no” on the pending motion may be treated by the chair as an abstention. If written ballots are cast, a blank or unreadable ballot is counted as an abstention as well.

Can a member vote “absent” or “count me as absent?” Interesting question. The ruling on this is up to the chair. The better approach is for the chair to count this as if the member had left his/her chair and is actually “absent.” That, of course, affects the quorum. However, the chair may also treat this as a vote to abstain, particularly if the person does not actually leave the dais.

The Motion to Reconsider

There is a special and unique motion that requires a bit of explanation all by itself; the motion to reconsider. A tenet of parliamentary procedure is finality. After vigorous discussion, debate and a vote, there must be some closure to the issue. And so, after a vote is taken, the matter is deemed closed, subject only to reopening if a proper motion to consider is made and passed.

A motion to reconsider requires a majority vote to pass like other garden-variety motions, but there are two special rules that apply only to the motion to reconsider.

First, is the matter of timing. A motion to reconsider must be made at the meeting where the item was first voted upon. A motion to reconsider made at a later time is untimely. (The body, however, can always vote to suspend the rules and, by a two-thirds majority, allow a motion to reconsider to be made at another time.)

Second, a motion to reconsider may be made only by certain members of the body. Accordingly, a motion to reconsider may be made only by a member who voted in the majority on the original motion. If such a member has a change of heart, he or she may make the motion to reconsider (any other member of the body — including a member who voted in the minority on the original motion — may second the motion). If a member who voted in the minority seeks to make the motion to reconsider, it must be ruled out of order. The purpose of this rule is finality. If a member of minority could make a motion to reconsider, then the item could be brought back to the body again and again, which would defeat the purpose of finality.

If the motion to reconsider passes, then the original matter is back before the body, and a new original motion is in order. The matter may be discussed and debated as if it were on the floor for the first time.

Courtesy and Decorum

The rules of order are meant to create an atmosphere where the members of the body and the members of the public can attend to business efficiently, fairly and with full participation. At the same time, it is up to the chair and the members of the body to maintain common courtesy and decorum. Unless the setting is very informal, it is always best for only one person at a time to have the floor, and it is always best for every speaker to be first recognized by the chair before proceeding to speak.

The chair should always ensure that debate and discussion of an agenda item focuses on the item and the policy in question, not the personalities of the members of the body. Debate on policy is healthy, debate on personalities is not. The chair has the right to cut off discussion that is too personal, is too loud, or is too crude.

Debate and discussion should be focused, but free and open. In the interest of time, the chair may, however, limit the time allotted to speakers, including members of the body.

Can a member of the body interrupt the speaker? The general rule is “no.” There are, however, exceptions. A speaker may be interrupted for the following reasons:

Privilege. The proper interruption would be, “point of privilege.” The chair would then ask the interrupter to “state your point.” Appropriate points of privilege relate to anything that would interfere with the normal comfort of the meeting. For example, the room may be too hot or too cold, or a blowing fan might interfere with a person’s ability to hear.

Order. The proper interruption would be, “point of order.” Again, the chair would ask the interrupter to “state your point.” Appropriate points of order relate to anything that would not be considered appropriate conduct of the meeting. For example, if the chair moved on to a vote on a motion that permits debate without allowing that discussion or debate.

Appeal. If the chair makes a ruling that a member of the body disagrees with, that member may appeal the ruling of the chair. If the motion is seconded, and after debate, if it passes by a simple majority vote, then the ruling of the chair is deemed reversed.

Call for orders of the day. This is simply another way of saying, “return to the agenda.” If a member believes that the body has drifted from the agreed-upon agenda, such a call may be made. It does not require a vote, and when the chair discovers that the agenda has not been followed, the chair simply reminds the body to return to the agenda item properly before them. If the chair fails to do so, the chair’s determination may be appealed.

Withdraw a motion. During debate and discussion of a motion, the maker of the motion on the floor, at any time, may interrupt a speaker to withdraw his or her motion from the floor. The motion is immediately deemed withdrawn, although the chair may ask the person who seconded the motion if he or she wishes to make the motion, and any other member may make the motion if properly recognized.

Special Notes About Public Input

The rules outlined above will help make meetings very public-friendly. But in addition, and particularly for the chair, it is wise to remember three special rules that apply to each agenda item:

Rule One: Tell the public what the body will be doing.

Rule Two: Keep the public informed while the body is doing it.

Rule Three: When the body has acted, tell the public what the body did.




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DISCUSS AND POSSIBLE ACTION ON EXECUTIVE COMMITTEE’S RECOMMENDATIONS TO THE BOARD REGARDING 2017-2018 STRATEGIC PLAN OBJECTIVES TO:

e. EXPAND CROSS-TRAINING PROGRAM FOR BOARD STAFF AND REVISE OPERATIONAL MANUALS TO RETAIN KNOWLEDGE AND INCREASE ORGANIZATIONAL EFFECTIVENESS

The Board’s 2017-2018 Strategic Plan contains an objective assigned to the Executive Committee to expand the cross-training program for Board staff and revise operational manuals to retain knowledge and increase organizational effectiveness.

Continuing efforts are underway to update, and create as needed, procedure manuals for performing job duties in the Administration, Enforcement, and Examination/Licensing Units at the Board. Procedure manuals outline: 1) steps taken to complete a procedure; 2) who executes the procedures; 3) timeline to complete the procedure; and 4) timeframe to complete a step. Key staff have recently completed the Department of Consumer Affairs’ SOLID training entitled *How to Build a Procedure Manual*, which provides technical guidance in their efforts to advance this objective.

Management also conducts regular staff meetings, professional development group sessions, and one-on-one meetings, with the goal of imparting programmatic updates, enhancing knowledge retention, measuring programmatic performance, and improving overall organizational effectiveness.

At its January 17, 2018, meeting, the Executive Committee considered these efforts to expand the cross-training program for Board staff and revise its operational manuals, and recommended approval of the approach taken to advance the objective.

The Board is asked to consider the Executive Committee’s recommendation.

DISCUSS AND POSSIBLE ACTION ON EXECUTIVE COMMITTEE'S RECOMMENDATIONS TO THE BOARD REGARDING 2017-2018 STRATEGIC PLAN OBJECTIVES TO:

f. RESEARCH AND WORK WITH THE DEPARTMENT OF CONSUMER AFFAIRS TO UPDATE COMMUNICATIONS TECHNOLOGY IN ORDER TO EFFICIENTLY NOTIFY STAKEHOLDERS OF IMPORTANT INFORMATION

The 2017-2018 Strategic Plan contains an objective assigned to the Executive Committee to research and work with the Department of Consumer Affairs (DCA) to update communications technology to efficiently notify stakeholders of important information.

Normally, when the Board's newsletter, *California Architects*, is published, it is posted on the Board's website, distributed via email to self-subscribers, and is Tweeted. In an effort to provide increased distribution of the newsletter, staff consulted with DCA Office of Information Services and identified a way to compile and broadcast to all email addresses stored in our systems using the ListServe communications technology. Subsequently, on November 6, 2017, the newsletter was emailed to all licensees and active candidates, and was promoted on Facebook and Twitter. This approach resulted in an increase from approximately 2,200 to more than 28,000 recipients.

At its January 17, 2018, meeting, the Executive Committee determined that the use of ListServe communications technology to distribute *California Architects* advances the objective. The Committee recommended that the Board continue to use this technology for future newsletter distribution and other matters of importance.

The Board is asked to consider the Executive Committee's recommendation in furtherance of this objective.

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB)

1. Review of 2018 NCARB Regional Summit Agenda
2. Discuss and Possible Action on NCARB Resolutions:
 - a. 2018-A (*NCARB Legislative Guidelines and Model Law/Model Regulations* Amendment – Health, Safety, and Welfare [HSW] Category Realignment)
 - b. 2018-B (*Certification Guidelines* Amendment – Revision to the Education Evaluation Services for Architects [EESA] Requirement for the Education Alternative to Certification)
 - c. 2018-C (Amendment and Restatement of the *NCARB Model Rules of Conduct*)
 - d. 2018-D (Amendment and Restatement of the *NCARB Bylaws*)
3. Consider and Take Action on Candidates for 2018 NCARB and Region VI Officers and Directors

REVIEW OF 2018 NCARB REGIONAL SUMMIT AGENDA

The 2018 NCARB Regional Summit is a joint meeting with regions 1-6 on March 9-10, 2018, in Wichita, Kansas. The Board is asked to review and discuss the relevant issues for the meeting.

Attachment:

2018 NCARB Regional Summit Agenda



NCARB

REGIONAL SUMMIT

2018 NCARB Regional Summit AGENDA

Hyatt Regency

Wichita, Kansas

March 9-10, 2018

Thursday, March 8

4:00 – 6:00 p.m.

Registration Available

6:30 – 9:30 p.m.

Networking Reception

[Wichita Art Museum](#)

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

Friday, March 9

7:00 a.m.

Breakfast for Attendees and Guests

8:00 – 9:30 a.m.

Plenary Session

Welcome

Engebretson/Hoffman

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

President Remarks

Erny

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

Officer Candidate Speeches

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

Introduction of Resolutions

Vidaurri

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

9:30 – 10:00 a.m.

Break



NCARB

REGIONAL SUMMIT

10:00 a.m. – 5:00 p.m.

Regional Meetings

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

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

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

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

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

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

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

6:30 p.m.

Regional Dinners

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

Saturday, March 10

7:00 a.m.

Breakfast for Attendees and Guests

8:00 – 9:00 a.m.

Joint Regional Session

Members will reconvene to report out from the regional meetings.

9:00 – 9:15 a.m.

Break

9:15 – 10:00 a.m.

Breakout Discussions

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



NCARB

REGIONAL SUMMIT

Discussion questions will include:

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

10:00 – 10:15 a.m.

Break

10:15 a.m. – 12:00 p.m.

Summit Closing

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

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

Noon – 1:30 p.m.

Luncheon with Guest speaker

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

1:45 p.m.

Meet in the Lobby to depart for Tours

2:15 – 5:00 p.m.

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

Allen House

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

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

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

AIA CE Credits: TBD



NCARB

REGIONAL SUMMIT

Corbin Education Center

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

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

AIA CE Credits: TBD

DISCUSS AND POSSIBLE ACTION ON NCARB RESOLUTIONS:

- a. 2018-A (*NCARB LEGISLATIVE GUIDELINES AND MODEL LAW/MODEL REGULATIONS* AMENDMENT – HEALTH, SAFETY, AND WELFARE [HSW] CATEGORY REALIGNMENT)**
- b. 2018-B (*CERTIFICATION GUIDELINES* AMENDMENT – REVISION TO THE EDUCATION EVALUATION SERVICES FOR ARCHITECTS [EESA] REQUIREMENT FOR THE EDUCATION ALTERNATIVE TO CERTIFICATION)**
- c. 2018-C (AMENDMENT AND RESTATEMENT OF THE *NCARB MODEL RULES OF CONDUCT*)**
- d. 2018-D (AMENDMENT AND RESTATEMENT OF THE *NCARB BYLAWS*)**

The Board will discuss Resolutions that will be acted upon at the 2018 NCARB Annual Business Meeting in June 2018.

Attachment:

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



NCARB

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

JANUARY 2018

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

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

- Resolution 2018-A:** *NCARB Legislative Guidelines and Model Law/Model Regulations* Amendment—HSW Category Realignment 1

- Resolution 2018-B:** *Certification Guidelines* Amendment—Revision to the EESA Requirement for the Education Alternative to Certification 6

- Resolution 2018-C:** Amendment and Restatement of the *NCARB Model Rules of Conduct* 10
 - Exhibit A:** Proposed Changes to the *NCARB Rules of Conduct* 12

- Resolution 2018-D:** Amendment and Restatement of the *NCARB Bylaws* 31
 - Exhibit B:** Proposed Changes to the *NCARB Bylaws* 33

Resolution 2018-A

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

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

SUBMITTED BY: Education Committee

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

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

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

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

NOW, THEREFORE, IT IS HEREBY:

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

“Health, Safety, and Welfare Subjects

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

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

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

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

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

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

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

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

OCCUPANT COMFORT: Air Quality, Lighting, Acoustics, Ergonomics

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

PRESERVATION: Historic, Reuse, Adaptation

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

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

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

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

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

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

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

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

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

ADVOCATES:

- Education Committee
- Experience Committee

SPONSORS' STATEMENT OF SUPPORT:

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

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

Health, Safety, and Welfare Subjects and Acceptable Topics

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

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

[Acceptable Topics](#)

Applicable Laws and Regulations

Ethics

Insurance to Protect Owner and Public

Business Management

Risk Management

Information Management

Design for Community Needs

Supervisor Training

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

[Acceptable Topics](#)

Project Delivery Methods

Contract Negotiation

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

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

[Acceptable Topics](#)

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

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

[Acceptable Topics](#)

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

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

[Acceptable Topics](#)

Construction Documents
Materials and Assemblies
Fixtures, Furnishings, & Equipment

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

Acceptable Topics

Construction Contract Administration

Bidding and Negotiation

Post Occupancy Evaluation (POE)

Building Commissioning

This proposed revision:

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

REFERENCES:

Legislative Guidelines and Model Law/Model Regulations

AXP experience area definitions

ARE practice area definitions

RESOLUTION 2018-B

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

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

SUBMITTED BY: Education Committee

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

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

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

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

NOW, THEREFORE, IT IS HEREBY:

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

“2.2 Alternatives to the Education Requirement

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

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

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

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

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

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

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

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

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

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

ADVOCATES:

Education Committee

National Architectural Accrediting Board

SPONSORS' STATEMENT OF SUPPORT:

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

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

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

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

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

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

This proposed resolution:

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

REFERENCES:

[NCARB Education Guidelines](#)

[Certificate Portfolio Applicant Guide](#)

RESOLUTION 2018-C

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

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

SUBMITTED BY: Council Board of Directors

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

NOW, THEREFORE, IT IS HEREBY:

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

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

ADVOCATES:

- Ethics Task Force

SPONSORS' STATEMENT OF SUPPORT:

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

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

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

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

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

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

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

REFERENCES:

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

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

MODEL RULES OF CONDUCT

FOREWORD

INTRODUCTION

GUIDING PRINCIPLES

RULE 1 COMPETENCE

RULE 2 CONFLICT OF INTEREST

RULE 3 FULL DISCLOSURE

RULE 4 COMPLIANCE WITH LAWS

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

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

FOREWORD

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

INTRODUCTION

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

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

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

Certain Committee assumptions are clarified as follows:

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

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

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

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

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

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

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

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

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

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

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

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

DRAFT

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

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

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

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

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

RULE 1 COMPETENCE

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

COMMENTARY

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

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

COMMENTARY

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

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

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

COMMENTARY

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

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

COMMENTARY

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

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

RULE 2 CONFLICT OF INTEREST

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

COMMENTARY

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

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

**Partially
Moved to
Rule 2.3**

COMMENTARY

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

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

**Formerly
Rule 2.3**

COMMENTARY

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

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

**Formerly
Part of
Rule 2.2**

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

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

COMMENTARY

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

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

New Rule

COMMENTARY

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

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

RULE 3 FULL DISCLOSURE

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

Formerly Rule 5.5

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

Formerly Rule 3.1

COMMENTARY

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

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

Formerly Part of Rule 3.2 [Split into Two Rules]

COMMENTARY

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

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

Formerly Part of Rule 3.2 [Split into Two Rules]

COMMENTARY

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

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

Formerly
Rule 3.3

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

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

COMMENTARY

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

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

Formerly
Rule 3.4

COMMENTARY

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

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

Moved to
Rule 3.7

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

Partially
Moved to
Rule 3.8

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

Formerly
Part of
Rule 3.7
[Split
into Two
Rules]

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

Formerly
Rule 3.6

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

RULE 4 COMPLIANCE WITH LAWS

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

COMMENTARY

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

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

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

Formerly
Rule 5.4

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

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

COMMENTARY

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

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

Formerly
Rule 4.2

COMMENTARY

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

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

Formerly
Rule 4.4

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

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

Formerly Part of Rule 5.2 [Split Into 3 Rules]

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

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

Exhibit A: Proposed Changes to the NCARB Rules of Conduct

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

COMMENTARY

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

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

Formerly
Part of
Rule 5.2
[Split
Into 3
Rules]

Formerly
Part of
Rule 5.2
[Split
Into 3
Rules]

Former
Rule 5.3
Was
Deleted

COMMENTARY

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

Exhibit A: Proposed Changes to the NCARB Rules of Conduct

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

Moved to
Rule 4.2

COMMENTARY

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

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

Moved to
Rule 3.1

COMMENTARY

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

RESOLUTION 2018-D

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

TITLE: Amendment and Restatement of the *NCARB Bylaws*

SUBMITTED BY: Council Board of Directors

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

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

NOW, THEREFORE, IT IS HEREBY:

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

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

ADVOCATES:

The Board of Directors

SPONSORS' STATEMENT OF SUPPORT:

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

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

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

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

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

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

REFERENCES:

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

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

DRAFT

Exhibit B: Proposed Changes to the NCARB Bylaws

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

ARTICLE I—NAME

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

ARTICLE II—DEFINITIONS

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

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

EXPLANATORY NOTES

ARTICLE II DEFINITIONS

The expanded Definitions

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

Exhibit B: Proposed Changes to the NCARB Bylaws

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

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

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

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

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

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

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

ARTICLE III—PURPOSE

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

ARTICLE IV—MEMBERSHIP

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

EXPLANATORY NOTES

ARTICLE IV MEMBERSHIP

Section 1. Members

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

Exhibit B: Proposed Changes to the *NCARB Bylaws*

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

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

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

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

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

ARTICLE V—MEETINGS

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

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

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

EXPLANATORY NOTES

ARTICLE IV MEMBERSHIP *(cont.)*

Section 2. Removal

- Proposed edits for housekeeping and clarity.

Section 3. Reinstatement

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

ARTICLE V MEETINGS

Section 1. Annual Business Meeting

- Proposed housekeeping edits.

Section 2. Special Meetings

- Proposed housekeeping edits.

Section 3. Delegates and Credentials

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

Exhibit B: Proposed Changes to the NCARB Bylaws

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

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

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

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

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

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

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

EXPLANATORY NOTES

ARTICLE V MEETINGS (cont.)

Section 4. Quorum

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

Section 5. Resolutions and Other Motions

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

Section 6. Voting

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

Exhibit B: Proposed Changes to the *NCARB Bylaws*

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

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

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

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

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

ARTICLE VI—REGIONS

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

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

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

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

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

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

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

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

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

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

EXPLANATORY NOTES

ARTICLES VII and VIII:

Significant revisions proposed for these two Articles to:

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

Explanations for edits proposed in each Section are addressed below.

ARTICLE VII BOARD OF DIRECTORS

Section 1. Membership

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

Section 2. Qualifications and Limitations

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

Exhibit B: Proposed Changes to the NCARB Bylaws

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

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

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

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

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

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

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

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

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

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

EXPLANATORY NOTE

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

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

ARTICLE VII, SECTION 4: Proposed edits:

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

Exhibit B: Proposed Changes to the NCARB Bylaws

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

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

~~E.F. An individual shall qualify to serve as the Immediate Past President during the one-year period immediately following his or her term and with the same limit on succeeding terms as apply to Regional Directors in this Article VII, Section 3, and any vacancy in the office of Public Director shall be filled by the Council Board of Directors as President/Chair of the Board.~~

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

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

SECTION 4. Removal.

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

EXPLANATORY NOTES

ARTICLE VII BOARD OF DIRECTORS

(cont.)

Section 2. Qualifications and Limitations

(cont.)

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

Section 3. Terms of Office

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

Section 4. Removal

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

Exhibit B: Proposed Changes to the NCARB Bylaws

removal of the director.

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

SECTION 5. Nomination and Election of Regional Directors.

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

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

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

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

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

SECTION 6. Vacancies.

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

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

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

EXPLANATORY NOTES

ARTICLE VII BOARD OF DIRECTORS

(cont.)

Section 4. Removal

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

Section 5. Nomination of Directors

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

Section 6. Vacancies (6A - 6C)

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

Exhibit B: Proposed Changes to the NCARB Bylaws

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

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

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

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

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

EXPLANATORY NOTES

ARTICLE VII BOARD OF DIRECTORS

(cont.)

Section 6. Vacancies (cont.)

(6D)

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

(6E)

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

Section 7. Duties

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

*Footnote

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

Exhibit B: Proposed Changes to the *NCARB Bylaws*

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

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

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

ARTICLE VIII—OFFICERS

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

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

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

Section 9. Executive Committee

- This section has been relocated to Article XII Committees.

Section 10. Audit Committee

- This section has been relocated to Article XII Committees.

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

- Edits in accordance with revised Definitions in Article II.

Exhibit B: Proposed Changes to the NCARB Bylaws

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

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

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

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

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

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

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

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

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

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

EXPLANATORY NOTES

ARTICLE VIII OFFICERS

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

Exhibit B: Proposed Changes to the NCARB Bylaws

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

SECTION ~~8-2~~. President/Chair of the Board. The President/Chair of the Board shall be the senior Elected Officer of the Council and shall:

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

SECTION ~~9-3~~. First Vice President/President-Elect and Second Vice President. The ~~Vice Presidents~~ First Vice President/President-Elect and the Second Vice President, in order, shall, in the absence of the President/Chair of the Board, exercise the duties of and possess all the powers of the President/Chair of the Board. In addition, the First Vice President/President-Elect shall:

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

EXPLANATORY NOTES

ARTICLE VIII OFFICERS (cont.)

Section 2 (formerly Section 8):

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

Section 3 (formerly Section 9):

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

Exhibit B: Proposed Changes to the NCARB Bylaws

of the Board of Directors.

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

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

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

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

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

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

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

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

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

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

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

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

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

EXPLANATORY NOTES

ARTICLE VIII OFFICERS (cont.)

Section 4. Treasurer

(formerly Section 10)

- Housekeeping edits.

Section 5. Secretary

(formerly Section 11)

- Housekeeping edits.

Section 6. Chief Executive Officer

(formerly Section 12)

- Housekeeping edits.

Exhibit B: Proposed Changes to the *NCARB Bylaws*

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

ARTICLE IX—COUNCIL SERVICES TO MEMBERS OF THE ARCHITECTURAL PROFESSION

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

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

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

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

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

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

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

EXPLANATORY NOTES

ARTICLE IX SERVICES TO MEMBERS OF THE PROFESSION

Sections 1-3:

- Housekeeping edits.

Section 4. Revocation of Certification

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

Exhibit B: Proposed Changes to the NCARB Bylaws

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

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

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

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

ARTICLE X—COUNCIL SERVICES TO MEMBER BOARDS

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

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

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

EXPLANATORY NOTES

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

Section 4. Revocation of Certification

- Simplified language in the last paragraph of this section.

ARTICLE X SERVICES TO MEMBER BOARDS

All Sections

- Housekeeping edits.

Exhibit B: Proposed Changes to the *NCARB Bylaws*

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

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

SECTION 1. Dues and Fees.

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

SECTION 2. Operating Fund.

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

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

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

EXPLANATORY NOTES

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

Sections 1 3

- Housekeeping edits.

Exhibit B: Proposed Changes to the *NCARB Bylaws*

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

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

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

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

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

ARTICLE XII—COMMITTEES

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

EXPLANATORY NOTES

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

Sections 4 and 5.

- Housekeeping edits.

Exhibit B: Proposed Changes to the NCARB Bylaws

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

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

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

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

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

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

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

EXPLANATORY NOTES

ARTICLE XII COMMITTEES

SECTION 1. Board Committees

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

Section 2 Executive Committee

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

Edits made subsequent to relocation include:

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

Exhibit B: Proposed Changes to the NCARB Bylaws

independent auditor of the Council's financial records.

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

Committee Membership.

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

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

SECTION 6.

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

EXPLANATORY NOTES

ARTICLE XII COMMITTEES (cont.)

Section 3. Audit Committee

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

Edits made subsequent to relocation include:

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

Section 4. Advisory Committees

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

SECTION 5. Committee Membership

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

Section 6. Reports of Committees (formerly Section 2)

- Housekeeping edits.

Exhibit B: Proposed Changes to the NCARB Bylaws

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

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

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

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

EXPLANATORY NOTES

ARTICLE XII COMMITTEES (cont.)

Section 7 General Procedure of Committees (formerly Section 3)

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

Former Section 4:

- Language relocated to Section 7, above.

Section 8. Permanent Advisory Committees (formerly Section 5)

Clauses A C:

- Housekeeping edits.

Clause D:

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

Clause E:

- Housekeeping edits.

Clause F:

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

Exhibit B: Proposed Changes to the *NCARB Bylaws*

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

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

ARTICLE XIII—INDEMNIFICATION

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

EXPLANATORY NOTES

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

Clause G:

- Housekeeping edits.

Clause H:

- Housekeeping edits; and, enhanced committee scope.

Clause I:

- Housekeeping edits.

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

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

ARTICLE XIII INDEMNIFICATION

- Housekeeping edits.

Exhibit B: Proposed Changes to the *NCARB Bylaws*

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

~~ARTICLE XIV—SEAL~~

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

~~ARTICLE XV—AMENDMENTS~~

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

EXPLANATORY NOTES

ARTICLE XIV SEAL

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

ARTICLE XIV AMENDMENTS: (formerly ARTICLE XV)

- Housekeeping edits.

Agenda Item K.3

CONSIDER AND TAKE ACTION ON CANDIDATES FOR 2018 NCARB AND REGION VI OFFICERS AND DIRECTORS

The Board will discuss 2018 elections of officers and directors of the NCARB and Region VI. Attached are the candidates' election materials.

Attachment:

Candidates for NCARB and Regional Office

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

David L. Hoffman, FAIA, NCARB
First Vice President/President-elect
Wichita, Kansas

Terry L. Allers, AIA, NCARB
Second Vice President
Fort Dodge, Iowa

Robert M. Calvani, NCARB, AIA
Treasurer
Albuquerque, New Mexico

Alfred Vidaurri Jr., FAIA, NCARB, AICP
Secretary
Fort Worth, Texas

Kristine A. Harding, NCARB, AIA
Past President
Huntsville, Alabama

Stephen D. Schreiber, FAIA, NCARB
Director, Region 1
Amherst, Massachusetts

Paul D. Edmeades, RA, AIA, NCARB
Director, Region 2
Bel Air, Maryland

John E. Cardone Jr.
Director, Region 3
Lake Charles, Louisiana

Stephen L. Sharp, NCARB, AIA
Director, Region 4
Springfield, Ohio

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

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

Maria Brown
Member Board Executive Director
Salem, Oregon

Darryl R. Hamm
Public Director
Harrisburg, Pennsylvania

Michael J. Armstrong
Chief Executive Officer

1801 K Street NW, Suite 700K
Washington, DC 20006
202/783-6500
FAX 202/783-0290
www.ncarb.org

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MEMORANDUM

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

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

DATE: February 26, 2018

SUBJECT: FY19 Candidates for National and Regional Office

I am pleased to present a roster of candidates seeking office on the NCARB Board of Directors and Regional Executive Committees for FY19 (July 1, 2018 – June 30, 2019).

These candidates have announced their interest and submitted information for your consideration. The Officers, Public Director and Member Board Executive Director candidates will address the membership at the Regional Summit in Wichita, Kansas on March 9-10, 2018.

We are grateful for their willingness to serve in these important roles.

Please do not hesitate to contact me or Josh Batkin, the Director of Council Relations at ibatkin@ncarb.org, if you have any questions or would like to submit your candidacy for consideration before the Annual Business Meeting this June in Detroit, MI.

Enclosed: FY19 Candidate Packet



FY19 Candidates for National and Regional Office

National Council of Architectural Registration Boards

1801 K Street NW, Suite 700K, Washington, DC 20006

Tel: 202/783-6500 | Fax: 202/783-0290

www.ncarb.org

FY19 Board of Directors Candidates



First Vice President

Terry Allers, NCARB, AIA
Iowa

Article VIII – Section 9 of the Bylaws: 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.

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.



Second Vice President

Robert Calvani, NCARB, AIA
New Mexico

Article VIII – Section 9 of the Bylaws: 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.



Treasurer

Alfred Vidaurri, JR., FAIA, NCARB, AICP
Texas

Article VIII – Section 10 of the Bylaws: The Treasurer shall 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 such duties and have such powers additional to the foregoing Council Board of Directors may designate.

FY19 Board of Directors Candidates



Secretary

Bayliss Ward, AIA, NCARB
Montana

Article VIII – Section 11 of the Bylaws: The Secretary shall record or cause to be recorded all votes, consent, and the proceedings of all meetings of the Council and 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 meeting of the Board of Directors, a temporary Secretary is designated by the person presiding at the meeting shall perform the duties of the Secretary.



Region 1 Director

Stephen D. Schreiber, FAIA
Massachusetts

The Regional Director will be expected to attend and actively participate as a voting member in all NCARB Board of Directors meetings and conference calls as well as other key Council meetings. In addition, the Regional Director will be asked to serve as Board liaison to a community or task force.



Region 2 Director

Paul D. Edmeades, RA, AIA, NCARB
Maryland

The Regional Director will be expected to attend and actively participate as a voting member in all NCARB Board of Directors meetings and conference calls as well as other key Council meetings. In addition, the Regional Director will be asked to serve as Board liaison to a community or task force.

FY19 Board of Directors Candidates



Region 3 Director

John Cardone, Jr.

Louisiana

The Regional Director will be expected to attend and actively participate as a voting member in all NCARB Board of Directors meetings and conference calls as well as other key Council meetings. In addition, the Regional Director will be asked to serve as Board liaison to a community or task force.



Region 4 Director

Kenneth Van Tine, AIA, NCARB, LEED AP

Michigan

The Regional Director will be expected to attend and actively participate as a voting member in all NCARB Board of Directors meetings and conference calls as well as other key Council meetings. In addition, the Regional Director will be asked to serve as Board liaison to a community or task force.



Region 6 Director

Jon Baker, FAIA, LEED AP

California

The Regional Director will be expected to attend and actively participate as a voting member in all NCARB Board of Directors meetings and conference calls as well as other key Council meetings. In addition, the Regional Director will be asked to serve as Board liaison to a community or task force.

FY19 Board of Directors Candidates



Public Director

Darryl R. Hamm
Pennsylvania

The Public Director will be expected to attend and actively participate as a voting member in all NCARB Board of Directors meetings and conference calls as well as other key Council meetings. In addition, the Public Director will be asked to serve as Board liaison to a community or task force.



Member Board Executive Director

Maria Brown
Oregon

The Member Board Executive Director will be expected to attend and actively participate as a voting member in all NCARB Board of Directors meetings and conference call as well as other key Council meetings. In addition, the Member Board Executive Director will be asked to serve as Board liaison to a committee or task force.



ALLERS ASSOCIATES ARCHITECTS, PC

822 Central Avenue | Suite 320 | Fort Dodge, IA 50501
Telephone 515.573.2377 | www.allersarchitects.com



Terry L. Allers
NCARB, AIA

Candidacy for
First Vice President of the National Council of Architectural Registration Boards

1913 North Seventh Street
Fort Dodge, Iowa 50501

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

Dear Friends:

It is difficult to believe that I began my service to the Council twelve years ago. When I look back on those years I feel very blessed to have met so many wonderful people who have dedicated their time and talents to this great organization. Because of your dedication, NCARB has made significant progress in providing improved services to its member boards and its members in order to protect the public's health, safety, and welfare.

For the past year it has been my honor to serve as Second Vice President on the NCARB Board of Directors. This position has given me the opportunity to serve on the Executive Committee and as the NCARB Board liaison to the MBE Committee.

You may remember that one of the initiatives that I asked NCARB to consider while campaigning for Secretary is a program to train AXP Supervisors. For those of you who were at the Committee Summit you are aware that Harry Falconer introduced a Supervisor Training Workshop at the meeting in December where participants received 1.5 HSW hours. There is much work yet to come, however, NCARB is continuing to work on the development of this program.

I am also excited about how the Council is moving forward with many initiatives resulting from your valuable efforts.

- As part of our "blue sky" initiatives, the Board of Directors is currently considering information gained from surveys, focus groups and interviews as well as the feedback from the 2017 Annual Business Meeting Workshop relating to refreshing the current Strategic Plan.
- There will be a number of important resolutions prepared by Committees and Task Forces that will be introduced at the Regional Summit in March for your review prior to finalizing them for a vote at the Annual Meeting in June.

Good organizations are not possible without the support of the volunteers, organizational leadership, and staff. Over time it remains clear that volunteers who recognize the importance of an organization that strives to prepare design professionals to protect the health, safety, and welfare of the public are the foundation for success of that organization. With your assistance there is more important work for us to do together. I would be extremely honored to represent each of you by continuing my service to NCARB as your First Vice President.

Therefore after careful thought and consideration, and after discussing my intentions with many of you, my friends and colleagues in NCARB, it is with great anticipation and excitement that I announce my candidacy for First Vice president of the NCARB Board of Directors. I am ready to hear from each of you and engage in a conversation of how together we can build on our successes and continue to make this a great organization of member boards. I look forward to our discussions in the coming weeks and I hope to see many of you at the Regional Summit in Wichita in March.

With kindest personal regards,

Terry L. Allers, NCARB, AIA
NCARB Board Second Vice President

allerst@allersarchitects.com

O. 515-573-2377

C. 515-570-2825



Terry L. Allers
NCARB, AIA

Candidate for
First Vice President
National Council of
Architectural Registration
Boards

1913 North Seventh Street
Fort Dodge, Iowa 50501
515-573-2300
allerst@allersarchitects.com

Education	Bachelor of Architecture, 1970 Iowa State University
Practice	Allers Associates Architects, PC President (1979 to present) 39 year-old, 5-person firm practicing in: health care facilities, educational institutions, worship facilities, financial institutions, and commercial office projects
Registration	Iowa Minnesota NCARB Certification since 1974

NCARB Service

Second Vice President of NCARB Board 2017
Treasurer of NCARB Board 2016
Secretary of NCARB Board 2015
MBE Committee 2017
Experience Advisory Committee 2016
P & D Committee 2015
BEA Sub-Committee 2015
Region 4 Director 2013,2014
Committee on Examination 2014
Audit Committee 2014, 2015
NCARB/NAAB 2015 Procedures Task Force
NCARB Awards Jury 2013
Region 4 Vice Chair 2012
Region 4 Treasurer 2011
BEA Committee 2006, 2007, 2008, 2009, 2010
Education Committee 2012
NAAB Accreditation Team Pool, having served on
Accreditation Visits in 2010, 2011, 2012 and selected
to Chair a Team in 2013
AXP Mentor

Iowa Architectural Examining Board

Board Member serving three 3-year terms
Chairperson 2007, 2012, 2013; Vice Chair 2010, 2011
Code Definition Task Force 2009

AIA Iowa Chapter

AIA Member since 1974
Board of Directors 1993, 1994, 1995
Professional Development Committee Chair
Architecture in the Schools Task Force
AIA Citizen Architect 2012 – 2017

Iowa Architectural Foundation

Board of Directors 1998 to 2004
President 2004
Community Design Committee 2002 to present
CDC Event Co-chair for four communities
Endowment Committee 2005

Community

Fort Dodge Municipal Housing Agency

Board of Directors for 26 years
Chairman 9 terms 1990 – 2012

Good Shepherd Lutheran Church

Chairman 6 terms, Elder 4 terms, and SS Teacher 9 years

Trinity Regional Health Foundation Board of Directors

Member 1998 - 2004
President 2003 & 2004

Fort Dodge Chamber of Commerce/Growth Alliance

Catalyst Award 2012 for Leadership in Service to Community
Member 1986 to present
Board Member 2000 to 2005
Chamber Ambassador 2001 to present
Vice President of Membership Services 2000 to 2004
'Small Business of the Year' Award to
Allers Associates Architects, PC 2000
Image Committee 2007 to 2010, 2012 to present
Fall Fest Committee for 10 years

Citizens Community Credit Union Board of Directors

2007 to present
Chair 2010, 2014, 2015

Historic Vincent House Advisory Committee

Board Member 1999 to present

National Council on Youth Leadership (NCYL)

North Central Iowa Chapter
Charter Board Member and Secretary 1993 to 2008

Fort Dodge YMCA

Board of Directors 1983 to 1989
President 1986 to 1987

Fort Dodge YMCA Foundation

Current Board Member 2000 to present

Main Street Fort Dodge

Board Member 1990 to 1999
Design Committee Chair 1990 to 1999
1992 Project of the Year State Award - Building Survey

Sertoma Service Club

Member since 1980
President 2004, 2005
Five terms on the Board of Directors

Donated Design for Veterans Memorial Park

Habitat for Humanity

Donated Design for Four Homes for Fort Dodge

Fort Dodge Development Corporation

Board Member 2012 to present

Awards

Iowa Chapter AIA Design Award 1993
Metal Architecture Renovation of the Year 1995
Chamber of Commerce Catalyst Award 2012





Robert Calvani
NCARB, AIA

Candidacy for
Second Vice President for National Council of Architecture Registration Boards

1306 Rio Grande Blvd. NW
Albuquerque, NM 87104

To: Officers
Member Board Members
Member Board Executives

Date: January 29, 2018

Re: Candidacy for NCARB Second Vice President

Dear Friends,

As I complete my year as Treasurer of NCARB, I want to thank NCARB and the jurisdiction's for your support. It has been a true honor to serve NCARB and its members.

I am extremely enthusiastic about a number of initiatives that are gaining momentum within our organization.

NCARB's advocacy of the member boards will always be a priority of the Council. Support of the jurisdictions mission to protect the health, safety and welfare of the public and facilitate licensure remains foremost in what we do. New initiatives regarding support with legislatures, sunset opportunities, de-regulation, data sharing, transmittals and licensure will increase our service and value to our member boards.

Increased value to our customers is important as well. New initiatives to bring value to the certificate and increased awareness of who we are to other possible certificate holders will be beneficial.

We are currently looking at new revenue streams within our mission in order to increase our services and reduce fees to our members, certificate holders and licensure candidates.

With the completion of my current term as Treasurer of the NCARB Board of Directors, I am eager to continue my commitment and elevate my service to the Council and I am seeking your support to serve as Second Vice President.

I always enjoy the opportunity to visit with many of you at various meetings. In March we will be gathering in Wichita, Kansas for the 2018 Regional Seminar. I look forward to discussing these programs and initiatives and address any questions or concerns you may have. Please do not hesitate to call or contact me at 505-280-3901 (cell), 505-255-6400 (office) or email me at rcalvani@nca-architects.com.

Thank you for your consideration of my candidacy for Second Vice President of the National Council of Architectural Registration Boards.

Respectfully,

Robert Calvani, NCARB, AIA
Treasurer, NCARB



Robert Calvani

NCARB, AIA

Candidate for
Second Vice President
National Council of
Architectural Registration
Boards

1306 Rio Grande Blvd. NW
Albuquerque, NM 87104
505.280.3901
rcalvani@nca-architects.com

PRACTICE NCA Architects & Planners
Albuquerque, NM
Principal Architect (Founded 1976)

EDUCATION Master of Architecture, UCLA
Bachelors of Architecture, UNM

REGISTRATION New Mexico
Texas
Colorado
Arizona
Nevada

NCARB Service

- NCARB Treasurer 2017-2018
- Board Liaison to Model Law Task Force 2017-2018
- NCARB BOD Executive Committee 2016-2018
- NCARB Secretary 2016-2017
- Board Liaison to Procedures & Documents 2016-2017
- Audit Committee 2015-2018
- Board Liaison to Continuing Education Committee 2015-2016
- Board Liaison to Intern Committee & Intern Advisory Committee 2014-2015
- Regional Director 2014-2016
- NAAB Visiting Team Nomination 2010-2017
- WCARB Region 6-Chair 2012-2014
- WCARB Executive Committee 2011-2014
- Regional Leadership Committee FY13-14
- Test Specification Task Force FY12-13
- Test Specification Steering Committee FY12
- Practice Analysis Task Force-Steering Committee 2011-2013
- Practice Analysis Task Force-Team Leader FY12
- Practice Analysis Task Force 2011-2012
- ARE Specification Task Force Examination Committee (COE) 2007-2008
- ARE Multiple Choice Subcommittee-Chair ARE Multiple Choice Subcommittee-Assistant Chair FY12-13
- ARE Multiple Choice Subcommittee-Assistant Chair FY11
- ARE Subcommittee Building Systems Coordinator 2007-2010
- ARE Subcommittee Building Systems 2004-2008
- NCARB Certificate Holder 1981-Pres.

NM Board of Examiners for Architects (since 2003)

- Chair
- Vice Chair
- Rules & Regulations Committee
- Enforcement Sub Committee

Professional & Community Service

- A.I.A.**
- NM Construction Industry Division Board
- Albuquerque Economic Development Board
- Council of Facility Planners International
- Ronald McDonald House Advisory
- Executing Association of Greater Albuquerque
- UNM Alumni President- Southern Chapter
- Casa Esperanza Advisory
- Del Norte Rotary Club- Charter
- El Caballero Norte Community Board
- Eastdale Little League Board
- Junipero Serra Club Board
- San Juan Diego Friary Advisory
- Sigma Chi Housing Corporation Board
- St. Edwards Church Advisory

Awards

- 2013 American Concrete Institute, NM Chapter *Excellence in Concrete Award*
- 2013 National Association of Industrial & Office Properties (NAIOP) *Award of Excellence: Merit Award*
- 2011 National Association of Industrial & Office Properties (NAIOP) *Award of Excellence: Merit Award*
- 2011 AIA Albuquerque *General Design Citation Award*

Feb 1, 2018

To: Officers, Board Members, Board Executives

Re: Candidacy for NCARB Treasurer

Dear Friends,

I have had the great honor of serving as Secretary of the NCARB Board this past year. It has been a busy, but exciting time for the Council and I have continued to gain important insight and knowledge as a part of the Executive Committee. I have enjoyed my work with the P&D Committee and their full agenda, and I am completing my second year on the Audit Committee.

This time last year, I expressed my interest and desire to enhance services to our Certificate Holders and Member Boards; development of our Strategic Plan; and defining our role and voice as we enter our "Second Century of Service". Today, I remain committed to those goals while I understand the important financial balance that we are facing in our second year of a long range financial forecast and planned deficits. Soon you will hear on how we performed during our first year, and it is my commitment to remain diligent and proactive in these matters. As you know, starting last year the Board made strategic investment decisions related to the Council's new technology business venture that will potentially create new revenue streams. I am sure that you will be excited to hear an update on the progress made.

With all of this in mind, I fully understand the fiduciary responsibility and importance of the NCARB treasurer and am officially announcing my candidacy for Treasurer of the NCARB Board of Directors.

I look forward to utilizing my background and experience as the owner of a large business to work closely with the NCARB Board, staff, accountants, and financial advisor to safeguard our financial interest. We have an outstanding team of experts dealing with all our financial interest and I am committed to maintain those high standards in the years to come.

Having been directly involved with NCARB as a volunteer for the past fourteen years has given me the opportunity to learn and gain valuable experience in so many programmatic areas of our organization. Attached you will find my resume that reflects my experience with NCARB, NAAB, State licensing board, and my civic involvement over the years.

I look forward to seeing you and having additional discussions at our Region Summit. Your support, honest feedback, and friendships have been very important to me over the year. Thank you for all that you do, and I look forward to being with you soon in Wichita, Kansas. Please do not hesitate to contact me at any time.



Alfred Vidaurri, Jr. FAIA, NCARB, AICP
NCARB Secretary
AV@freese.com
817- 735-7404



Education

M.A., Architecture,
University of Texas at
Arlington

B.S., Architecture,
University of Texas at
Arlington

Professional Training

Campus Master Planning,
Harvard University

Registrations

Registered Architect,
Texas, Oklahoma,
North Carolina,
Georgia

Registered Interior
Designer, Texas

National Council of
Architectural Registration
Board

LEED-Accredited
Professional BD+C
American Institute
of Certified Planners

Contact Information

4055 International Plaza,
Suite 200
Ft. Worth, TX 76109-4895
817-735-7300
817-735-7404 (direct)
AV@freese.com

Alfred Vidaurri, Jr., FAIA, NCARB, AICP

Alfred Vidaurri is an Owner/Vice President at Freese and Nichols, Inc., a 700- person firm headquartered in Texas. His experience is varied and includes work for higher education, government and healthcare clients in master planning, program management and architectural design. Most recently he has focused on corporate communications, marketing and corporate branding.

National Council of Architectural Registration Boards (NCARB)

NCARB Board of Directors Secretary (2017-Present)
NCARB Board of Directors Region 3 Director (2015-2017)
NCARB Board of Directors Audit Committee (2016-Present)
NCARB Board Liaison P&D Committee (2017-Present)
NCARB Board Liaison Ethics Task Force (2016-2017)
NCARB Board Liaison Examination Committee (2015-2016)
NAAB/ACSA Path Forward Task Force (2015)
NCARB Regional Leadership Committee (2013-2015)
NCARB P&D Committee (2013-2014)
NCARB BEA Tri-National Representative to Mexico (2010, 2013)
NAAB ARC13 NCARB Representative (2013)
NCARB Education Committee (2011-2012)
NCARB Broadly Experienced Architect Committee Chairman (2011-2012)
NCARB Broadly Experienced Architect Committee (2007-2012)
NCARB Broadly Experienced Architect Task Force (2008)
NCARB Credentials Committee at Annual Meeting (2008)
NCARB ARE Structures Committee (2005-2006)

Southern Conference, Region 3, NCARB

NCARB Region 3 Regional Director (2015-Present)
NCARB Region 3 Chairman (2013-2015)
NCARB Region 3 Vice Chairman (2011-2013)
NCARB Region 3 Treasurer (2010-2011)
NCARB Region 3 Secretary (2009-2010)
Southern Conference Educators Conference (2007, 2011, 2014, 2016)

National Architectural Accrediting Board (NAAB)

Accreditation Teams:
2016 Massachusetts College of Art and Design, Boston, MA
2015 Portland State University, Portland, WA
2015 NCARB Rep to the NAAB/ACSA Path Forward Committee
2014 Southern Poly Technical University, Marietta, GA

Texas Board of Architectural Examiners

Texas Board of Architectural Examiners, Chairman (2009-2015)
Texas Board of Architectural Examiners, Vice Chairman (2008)
Texas Board of Architectural Examiners, Member (2004-2015)

Civic

Fort Worth AIA – Design Award - Past Chairman
City of Fort Worth (Fairmount Historical District) - Past Chairman
City of Fort Worth (Mid-Southside Revitalization Plan) - Former Member
City of Fort Worth (Fairmount Association) - Former Vice President
Texas Health Research Institute - Leadership Council Former Member
United Way Tarrant County - Proposal Review Committee Past Member
University of Texas at Arlington - Distinguished Alumni Committee
University of Texas at Arlington - Judge, Student Excellence Program
University of Texas at Arlington Alumni Association - President
University of Texas at Arlington Alumni Association - Board of Director
University of Texas at Arlington Alumni Association (School of Architecture) - Past Vice President
University of Texas at Arlington (School of Architecture) - Advisory Committee
“Vision North Texas” Planning Workshop - Volunteer
Society for College and University Planning Annual Conference - Proposal Judge

Presentations

Texas Facilities Commission, Sustainability (2017)
Oklahoma Engineering Conference, Sustainability (2017)
University of Texas at Arlington, “Path to Licensure” (2016)
Dallas Young Architects Forum, Dallas, TX (2015)
Texas Architects Convention, New Architects Ceremony, Houston, TX (2014, 2015)
City of Houston Mentor-Protégé Presentation (2013)
Texas Architecture Convention, New Architects Ceremony, Fort Worth, TX (2013)
Dallas Institute of Art, Sustainability Presentation (2011)
Fort Hood Department of Public Works, Sustainability Workshop (2010)
Texas College and University Facilities Conference (TCUF) (2010)
Texas Section - American Planning Association (2009)
Texas Higher Education Coordinating Board Conference (2005)
Southern Association of Colleges and Schools Annual Meeting (SACS) (2004, 2002)
American Association of Community Colleges (AACC) (2003)
Southern Association of Community College Business Officers Conference (2000)

Professional Organizations

American Institute of Architects
American Planning Association
American Institute of Certified Planners
National Council of Architectural Registration Boards
U.S. Green Building Council
Texas Society of Architects
Fort Worth American Institute of Architects

Service Awards/Honors

American Institute of Architects - College of Fellows (2015)
NCARB Presidents Medal (2014)
American Society of Interior Designers, Design Ovation (2008)
United Way Award of Excellence



bayliss architects, p.c.

p.o. box 1134
bozeman, mt 59771-1134

ph: 406-586-5007
fx: 406-585-8337

baylissarchitects.com

February 5, 2018

Dear Friends,

As I approach completion of my third year serving as the Region 5 Director on the NCARB Board, I am never ceased to be amazed at the work that our volunteers do. It is nothing short of incredible. My experience serving as an officer and director of the Region, along with my service on committees has energized me and fuels my desire to continue to serve this fantastic organization. NCARB has established a pathway towards the unification and progression of architectural practice. I am very proud to be a small part of NCARB and its wonderful, talented team of volunteers who dedicate their time and commitment to develop those ideas. It is the passion of these volunteers and all of us regulating the profession throughout the country, that has placed NCARB in this position. At the January Board of Directors meeting, I formally declared my candidacy for Secretary on the FY19 Board of Directors.

Like many of you, my leadership experience comes from running my firm for the past 25 years. Through good times and bad, I have practiced in many different states as well as the United Kingdom. I have been a certificate holder since 1998, personally involved with NCARB since 2008, serving on several committee's and different task forces. I have also served on the Board of Architects and Landscape Architects in Montana for over 13 years. The last eleven years I have had the pleasure of being the President of this energetic board.

It would be an honor and a privilege to serve as Secretary of the NCARB Board of Directors. I believe in this organization and I find myself recharged and motivated to continue the important work of the Council. In addition to my role as Board liaison for Continuing Education Subcommittee and the Education Committee, I also serve on the Model Law Task Force. The charges for this task force include a complete review and overhaul of Model Law with a desired outcome of compiling a revised document that reflects current regulations and practice. This document will hopefully become the standard for all jurisdictions to follow so that certificate holders will be able to practice across state lines without the current impediments of different rules and regulations. I believe strongly that this is a very important task since I practice across several different jurisdictions and specifically asked to continue my service on this Task Force.

Serving as your Secretary would allow me to further my desire to see the Council through the launch and implementation of the updated Strategic Plan which is scheduled to be introduced during the Annual Business Meeting in June 2019. Being a part of the strategic planning discussions at the Board level allows for new ideas to be talked about, helps to steer this organization down a path that is changing as rapidly as technology. While the practice of architecture is changing, the basic skill sets of an Architect can never be forgotten and NCARB must continue to establish the standards that Member Boards use to regulate our profession.

I feel that we must continue to "strengthen" the brand of NCARB, continue to strive for consistency among all the jurisdictions, continue to educate the public on the importance of the licensure and the NCARB certificate and most importantly, serve the Member Boards by listening to our constituency, the member board members and the member board executives.

I will be reaching out to all of you in the next few weeks to discuss your ideas and answer any questions or concerns that you may have.

Thank you for your consideration, and I look forward to seeing you all at the Regional Summit in Wichita.

Respectfully,

Bayliss Ward NCARB, AIA
bayliss@baylissarchitects.com

person

place

lifestyle

sustainability



Education: M.A., Architecture, Montana State University, Bozeman, Montana
B.A. Architecture, Montana State University, Bozeman, Montana

Registrations: Montana, Wyoming, Idaho, Nevada, Utah, Texas, Nebraska, North Dakota, Minnesota.

Bayliss Ward is the owner and principal architect of Bayliss Architects, located in Bozeman, Montana. He possesses a wide range of experience and a strong sense of creative design. He is a longstanding member of the Bozeman area and has developed an excellent rapport with his peers and clients. His project experience includes large scale commercial/office projects, high density residential, master planning, medical facilities, classroom facilities, and large custom residential homes.

National Council of Architectural Registration Boards (NCARB)

NCARB Continuing Education Subcommittee Board of Directors Liaison (2017-Present)
NCARB Education Committee Board of Directors Liaison (2017-Present)
NCARB Model Law Task Force (2017-Present)
NCARB Model Law Task Force Board of Directors Liaison (2016-2017)
NCARB Board of Directors Regional Director (2015-2017)
NCARB Integrated Path Evaluation Committee Board of Directors Liaison (2015-2016)
NCARB Licensure Task Force Board of Directors Liaison (2015-2016)
NCARB Procedures & Documents Committee (2014-2015)
NCARB Project Development and Documentation Group/ ARE 5.0 Case Study Task Force (2014-2015)
NCARB Future Title Task Force (2014-2015)
NCARB Test Specification Task Force (2013-2014)
NCARB Credentials Committee (2012-2013)
NCARB Governance Task Force/ Regional Leadership Committee (2012-2013)
NCARB ARE Graphics Grading Subcommittee (2012-2013)
NCARB Regional Leadership Committee (2012-2015)
NCARB Practice Analysis Task Force (2011-2012)
NCARB ARE Subcommittee: Graphics Group 1 (2008-2012)

NCARB Central States Conference, Region 5

NCARB Board of Directors Region 5 Director (2016-Present)
NCARB Central States Conference Region 5 Regional Director (2015-2016)
NCARB Central States Conference Region 5 Chair (2012-2015)

Montana State Board of Architects and Landscape Architects

President (2007-Present)
Vice President (2006-2007)
Architect Member (2005-2006)

Civic

Board of Appeals, Building Codes – City of Bozeman
Board of Appeals, Fire Codes – City of Bozeman

Professional Organizations

American Institute of Architects
National Council of Architectural Registration Boards

Service Awards and Honors

Historic Preservation Award for Excellence, Bozeman, Montana 1997
Historic Preservation Award for Excellence, Bozeman, Montana 1998
Historic Preservation Award for Excellence, Bozeman, Montana 2005

Dear Region 1 Colleagues:

I am a candidate for Regional Director for NCARB Region 1 (NECARB).

It has been an honor to have served as Vice-Chair and Chair of the Region for four years.

During my tenure on the Executive Committee, I was the principal organizer of our successful meetings in Amherst, Mass, and Norwich, VT. These meetings focused on the education and mentorship of future architects.

I have also tried to represent the diverse interest of the New England boards at the national level, through my participation on the Regional Leadership Council and the Procedures+Documents Committee.

For example, I was a strong advocate for changing the qualifications of the public member on the Board of Directors, and modifying the way that public member is selected. It was Region 1's amendment, at the 2015 annual meeting, that changed the process of choosing the public member from "selected by the board" to "elected by the members at large".

At the national level, I am particularly interested in issues of education, experience and transportability of credentials. Recent efforts to "increase the value of the NCARB certificate" may actually weakening it; and that efforts to streamline the paths to licensure may also be diminishing the rigor it takes to become an architect. While there is a limit to what a regional director can accomplish on a big board of directors, I have the experience and insight to contribute to the national conversations in meaningful ways.

The regional director has a tricky job. On one hand s/he is part of the national board, where the interests of all 54 jurisdictions must be considered. On the other hand s/he is on the Region 1 executive committee, and must be able to communicate the concerns of the region to the national board, and vice versa.

My service to NCARB began in 1996 when Gary Johnson appointed me to the New Mexico board. I was subsequently appointed to the Florida board by Jeb Bush (2003) and to the Massachusetts board by Mitt Romney (2006). I have a heck of an autograph collection of unsuccessful US Presidential candidates!

I fully recognize that some in Region 1 have been pleased with parts of my service as Chair (to the degree that the nominating committee did not include me on the slate). I have taken your criticisms—as expressed in person or in our post meetings surveys—very seriously and have tried to improve my leadership skills. Your evaluations of our most recent business building, in October, were very strong.

In January, I was replaced on the Massachusetts board after 11 years of service as member, vice-chair, and chair. I am still eligible to serve on the BoD, because I am your current chair.

My resume is attached.

I ask for your support in March.

Stephen Schreiber, FAIA
Chair, Region 1
Chair, UMass Department of Architecture

Stephen Schreiber, FAIA
Amherst, Massachusetts

Education:

Harvard University, Master of Architecture, 1984
Letter of commendation
Dartmouth College, Bachelor of Arts, 1979

Academic:

University of Massachusetts Amherst, 2005 to present
Professor, Director, and Chair (founding)
University of South Florida, 2000 to 2005
Professor and Dean
University of New Mexico, 1989 to 2000,
Associate Professor and Director
University of Miami, 1987 to 1989,
Visiting Professor
Boston Architectural Center, 1983 to 1987, instructor



Practice:

Stephen Schreiber Architect, 1990 to present
Daniel Mulliken, North Easton, MA, 1986-7
Notter Finegold Alexander, Boston, MA 1985-6
Moshe Safdie, Boston, MA 1984-5

Notable Service:

Member of Architect Registration Boards
New Mexico (1996-2000), appointed by Gov. Gary Johnson
Florida (2003-2006), appointed by Gov. Jeb Bush
Massachusetts (2006-2017, chair 2016-17), appointed by Gov. Mitt Romney
Association of Collegiate Schools of Architecture (ACSA)
President (2005-2006)
National Council of Architecture Registration Boards (NCARB)
Chair, Region 1 (2014-2017)
Procedures+Documents (2014-2017)
NCARB Education award juries (2004, 2015)
Broadly Experienced Architect (2002-2005)
ARE Subcommittees (1997-2002)
Amherst Planning Board (2008-present)
Chair

Selected Awards:

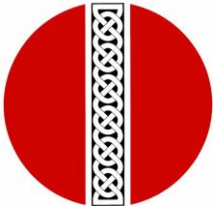
American Institute of Architects (National)
Fellow of American Institute of Architects, 2004
Exemplary university research, 2005
American Institute of Architects (Tampa Bay)
Award of Excellence, 2003
American Institute of Architecture Students (South Florida chapter)
Outstanding teacher, 2001
Landscape Architecture Magazine
Design award for University Village project (with others), 2000

Licenses/Registration:

Massachusetts, Architect, 1985 to present
New Mexico (1989-2001)
Florida (2000-2007)



PAUL D. EDMEADES
ARCHITECT
RA AIA NCARB



1418 Saratoga Drive
Bel Air, MD 21014
410.627.1768
pedmeades@eslarch.com

Professional Registrations

Maryland
North Carolina
Pennsylvania
Connecticut

Education

Master of Environmental Design
Yale University
Bachelor of Architecture
University of Virginia

Professional Associations

American Institute of Architects
Current Member
National Council of Architectural
Registration Boards (NCARB)
Certificate Holder

Other Professional Service

Building Code Board of Appeals,
Harford County, Maryland
Former Member
Historic Preservation Commission,
Bel Air, Maryland
Current Member
Liriodendron Foundation to preserve
historic mansion, Bel Air, Maryland
Former Member &
Previous President

PAUL D. EDMEADES, RA, AIA, NCARB

Candidate for Regional Director
Region 2

REASONS FOR MY CANDIDACY

I have been working for a number of years on tasks for the Maryland Board, NCARB and our Region. For the last year I have served as Regional Director for Region 2. I believe I have an understanding of NCARB's mission and how it relates to the Boards in our region. I feel that I have the skills and patience to research, understand, analyze and develop programs and initiatives for NCARB that will further the mission of the national organization and that will also serve the needs of the jurisdictions in our Region. I look forward to continuing to be in a place where I can make a difference for NCARB and our Region

NCARB CREDENTIALS

I am an architect and am NCARB Certified
NCARB Record 19,810
NCARB Certificate 16,517

PROFESSIONAL PRACTICE

Richter, Cornbrooks, Matthai, Hopkins, Baltimore, Maryland
Position: Associate

Worked on numerous private and governmental projects including a 500,000 SF computer center for the National Headquarters of the Social Security Administration in Woodlawn, Maryland.

Home Maintenance Corporation, New Haven, Connecticut

Position: Principal Architect and Energy Director

Provided professional assistance to a community based organization to empower the citizens to develop and implement strategies for housing rehabilitation and energy conservation in an inner city neighborhood. We worked as a team in the following areas:

1. Funding: The team provided financial counseling to help residents leverage funds from banks, Community Development Block Grants and a state energy conservation loan program.
2. Housing Rehab: The team implemented a strategy to maximize the use of available funds through self help training and a tool lending library.
3. Energy Conservation: The team implemented major energy conservation packages as a part of the reconstruction of each house.
4. Solar Energy: The team implemented a pilot passive solar project as part of a demonstration project.
5. Renewable Resources: The team received a grant from the National Center for Appropriate Technology and developed a renewable resources plan for the area of New Haven in which we were working.

Edmeades & Stromdahl, Ltd., Bel Air, Maryland

Position: President and Principal in Charge

Architectural firm with a specialty in public safety facilities. For over 20 years the firm worked on numerous fire stations, police stations and public safety training centers. I presented at several national symposia regarding the design and construction of public safety training facilities and fire station design.

Presentations

Fire Training Facility Design

Seminar regarding site selection, site evaluation, and project design for fire training academies and related facilities. Seminar was presented at "Burn Building Design and Construction Symposia" hosted by the Maryland Fire and Rescue Institute, University of Maryland. Symposium presented in the following locations:
Philadelphia
Chicago
Memphis
Dallas
Charlotte

Fire Station Design

Seminar regarding fire station programming, site selection and design presented at the Fire Department Instructors Conference in Indianapolis, Indiana

Library Design

Presentation titled "Sharing Costs, Sharing Spaces: Knowing if a Multi-Purpose Facility is Right for your New Library" for Maryland Library Association Convention (MLA) in Ocean City, MD and for the Public Library Association Convention in Washington D.C.

Paul D. Edmeades, Independent Consultant

Independent Research and Consulting in the following areas:

1. Fire Station Design: Researching fire station design concepts in response to recent cancer studies that indicate high cancer rates among first responders due to exposure at emergency response scenes and exposure in current fire stations during daily activities. I have been researching new fire station floor plan arrangements and new design strategies to lower exposures to carcinogens in the fire station environment.
2. Ongoing work with energy conservation. On one recent project I explored new envelope design and insulation strategies for a super insulated house and a second project I explored the envelope design for an existing house to approach super insulation values

EXPERIENCE ON MARYLAND STATE BOARD

Board Member 2006 to present.

Chair (Appointed Chair in 2017)

I have helped draft legislation to change Maryland Law so that our laws and corresponding regulations better serve the health, safety, and welfare of the public in Maryland. I have also worked to have our laws and regulations better serve and protect the architects the Board regulates. I have worked on the following:

1. Changing a prescriptive continuing education statute to an enabling statute for the Board to adopt Regulations
2. Modernizing Maryland law to allow design professionals to submit documents to code officials using verifiable digital signatures
3. Implementing an emeritus architect statute for retired Maryland architects

Some of the regulations I have helped draft are as follows:

1. Rewriting the General Regulations regarding the steps to licensure in Maryland
2. Rewriting the Continuing Education Regulations after the passage of the new continuing education statute
3. Writing the regulations regarding digital signatures.

NCARB COMMITTEE AND REGIONAL SERVICE

Region 2 Chair FY17

Region 2 Vice Chair / Treasurer FY14, FY15, FY16

Practice Education Committee FY10, FY11, FY12, FY13

Regional Leadership Committee FY17

Procedures & Documents Committee FY17

Examination Committee FY18 (Board Liaison)

Audit Committee FY18

COMMUNITY SERVICE

Street Ministry Outreach, Baltimore, Maryland

With a colleague, I developed an outreach in Baltimore to young people with drug problems and to men and women with alcohol problems. We assisted with finding rehab treatment and housing.

Church of the Ascension, New Haven, Connecticut

Multifaceted outreach to an inner city neighborhood through an Episcopal Parish.

Karatana

Member for 40 years. A Christian group that has a multilevel outreach to numerous individuals providing counseling and support

February 7, 2018



To: Regional Officers, Board Members, Member Board Executives and Members of NCARB SC/Region 3

MEMBERSHIP

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

Re: Candidacy for 2018 Region 3 Director

Dear Region 3 Members,

Thank you for allowing me the opportunity to serve as your Regional Director this past year. We have accomplished a lot; I am enthusiastic about our future, and look forward to the challenges ahead. Serving in this capacity has given me the opportunity to listen, learn, and to express the thoughts and views of our Region. It has been a very rewarding and gratifying experience.

Communication, integrity and transparency are fundamental characteristics which I have always supported and embraced. I will always welcome and value your input, and I sincerely thank you for allowing me to serve in this capacity. It has been a tremendous experience for me to be able to represent you and I am very proud to be a part of this very dedicated and energetic Region.

It is with great pleasure and enthusiasm that I announce my candidacy for Regional Director and humbly ask for your support in the upcoming election. There are exciting challenges ahead and I would be honored to serve you again in this capacity. I am committed to our Region and pledge to represent all of our Members to the very best of my ability.

I will continue to work with you to accomplish the goals and objectives which are so important to us and respectfully ask for your consideration and support. Please feel free to contact me at (337) 491-1381 or E-mail at Jcardone@cityoflc.us. I look forward to seeing all of you at the Regional Summit in Wichita, Kansas.

Sincerely,

A handwritten signature in blue ink that reads "John Cardone, Jr." with a stylized flourish at the end.

John Cardone, Jr.
Regional Director
NCARB/SC Region 3
Jcardone@cityoflc.us
(337) 491-1381

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Ridgeland, MS 39158
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exec@scncarb.org
www.scncarb.org

Robert McKinney, Ed. D., NCARB, AIA
Chair

Richard H. McNeel, NCARB, AIA
Vice-Chair

Julie M. McLaurin, NCARB, AIA
Treasurer

Miguel A. Rodriguez, NCARB, FAIA
Secretary

Julie Hildebrand
MBE Representative

Jenny Owen
Executive Director



John Cardone, Jr
3917 St. Philippe Dr.
Lake Charles, La. 70605
(337) 478-8056
Jcardone@cityoflc.us

John Cardone, Jr. City Administrator for Lake Charles, Louisiana was appointed to serve as the first public member on the Louisiana State Board of Architectural Examiners in 2002. He served as Board Secretary in 2005-2006, 2012-2013, 2018-2019 and Board President in 2006-2007, 2014-2015. He also served on the Complaint Review Committee (CRC) from 2004-2008, 2012, 2013, 2014, and 2015.

During this time he has been actively involved at the Regional level and has served as SC/NCARB Secretary, Treasurer, Vice-Chair, Chair and currently serves as Regional Director on the NCARB Board of Directors.

In 2016 John was elected as the Public Director on the NCARB Board of Directors and was the recipient of the NCARB Presidential Medal of Distinguished Service award. John has volunteered and been actively involved on several NCARB Committees.

Profession: City Administrator
Lake Charles, Louisiana
Responsible for the Management and General Operations of the City

Education: Louisiana State University
College of Business Administration – Bachelor of Science

NCARB Service: Board of Directors – Regional Director (Region 3) - 2017-2018
Public Director – 2016-2017

Interior Architect Workgroup – 2017-2018
Regional Leadership Committee - 2016-2017
Procedures and Documents - 2016-2017
Audit Committee - 2016-2017
Regional Leadership Committee - 2015-2016
Procedures and Documents Committee (Chair) - 2015-2016
Public Members Task Force - 2015-2016
Internship Committee - 2014-2015
Internship Advisory Committee - 2014-2015
Public Members Task Force - 2014-2015
Procedures and Documents - 2013-2014
Procedures and Documents - 2012 - 2013
Procedures and Documents - 2011- 2012
Procedures and Documents - 2010 – 2011
Committee on Education - 2006-2007

SC/NCARB Service: Regional Director – 2017-2018
Regional Chair - 2015-2016, 2016-2017
Regional Vice-Chair – 2013, 2014
Regional Treasurer – 2011, 2012
Regional Secretary – 2010

LSBAE: Board Member - 2002 - Present
Board President – 2006-2007, 2014-2015
Board Secretary – 2005-2006, 2012-2013, 2018-2019
Complaint Review Committee (CRC) - 2004-2008, 2012, 2013, 2014, 2015

Community and Professional Service:

- IMCAL (Imperial Calcasieu Regional & Development Commission) 2007-2017
- IMCAL Executive Committee 2011-2017, Board Secretary 2013, Chair 2015
- MPO (Metropolitan Planning Organization) Technical Advisory Committee 2003-2017
- United Way for Southwest Louisiana
- Christmas in April (Rebuilding Together) - Member and Chairman,
- Board of Councilors, Christus St. Patrick Hospital
- Community Advisory Council - Christus St. Patrick Hospital
- American Heart Association – Company Leader
- Our Lady Queen of Heaven Parish Council and Chairman
- Parish Building Committee
- Parish Finance Committee
- Consolata Cemetery Board of Directors
- Team Green, Clean City, Beach Sweep and Recycling Program
- American Public Works Association
- Code Enforcement Association 1987, 1990 second Vice President
- Restoration of Central School - Arts and Humanities
- Emergency Management Institute – National Incident Management Systems
- Emergency Management Institute – National Response Plan
- Emergency Management Institute – Homeland Security/Emergency Preparedness
- Emergency Management Institute – Advance Incident Command Systems
- Building Plan Examiner, Building Code Analyst, Legal Aspects of Code Administration

February 10, 2018

Dear Colleges,

Five years ago I was appointed to my state board. It was at that time I began my service to the Council. I strongly believe that involvement in an organization requires active participation in support of the organizations goals. Since my initial appointment I have served my state board as Vice-Chair, a delegate to NCARB meetings and currently serve as Chair. I also immediately sought involvement in NCARB. I have served Region 4 as Secretary/Treasurer for one year, two years as Vice Chair and am currently completing my third year as chair. I was an active member of the Region 4 committee for the successful Education Symposiums held in Minneapolis, MN, Louisville, KY and most recently Kent, OH. I have also participated on 3 visiting teams for the National Architectural Accrediting Board (NAAB) and currently serve on the Regional Leadership and P & D committees. I'm excited about the changes and direction NCARB is taking and support the organization through active participation.

Therefore after careful thought and encouragement from many of you, I would like to announce my candidacy to continue my service to the Council as Director of Region 4. I do not take this position lightly and would like to continue promoting our common goals for the profession and region. I would also like to continue participating in developing the relationship between the Regulators and the Architectural Educators within our region.

It is with your support that I seek to service you and NCARB as Director of Region 4.

Thank you for your support,



KENNETH VAN TINE
AIA, LEED AP



Experience: Kenneth R. Van Tine has been involved in a variety of architectural projects as a founding principal of PDA Architects in 1989 and inFORM studio, p.c. (Formerly Van Tine | Guthrie Studio of Architecture, p.c.) in April 2000. Experience includes healthcare facilities, education, religious, commercial office, retail, libraries, museums, air transportation, R & D and municipal.

Education: Bachelor of Architecture, Lawrence Institute of Technology (1986)
Bachelor of Science in Architecture, Lawrence Institute of Technology (1984)

Academic Experience: Visiting Critic: University of Michigan, University of Detroit Mercy, Lawrence Technological University

Registrations:

N.C.A.R.B. Certification	LEED AP (2009)		
Michigan - 1989	Texas - 1996	Indiana - 2000	Wisconsin - 2005
Illinois - 1995	New York - 1996	Kentucky - 2002	Iowa - 2007
Maryland - 2012	Virginia - 2012	DC - 2012	Oklahoma - 2012
New York - 2010	Virginia - 2013	West Virginia - 2013	Louisiana - 2013
Missouri - 2013	Colorado - 2014	Connecticut - 2014	Massachusetts - 2014
New Mexico - 2015	Nebraska - 2015	Kansas - 2015	Florida - 2016
North Dakota - 2017	Oregon - 2017		Rhode Island - 2011
			S. Carolina - 2012
			Pennsylvania - 2013
			Alabama - 2013
			Nebraska - 2015
			Minnesota - 2016

Member Board Service:

State of Michigan	2011 to present (current Chair)	NAAB Accreditation Visits	2014, 2015, 2016, 2018
NCARB Region 4 Treasurer	2012 to 2013	ARE 5.0 committee	2015
NCARB Region 4 Vice Chair	2013 to 2015	Regional Leadership Committee	2015, 2016, 2017
NCARB Region 4 Chair	2015 to present	P & D Committee	2015, 2016, 2017

Memberships:

- NCARB (1986 - present)
- American Institute of Architects member (1996 - present)
- United States Green Building Council member (2009 - present)

Professional Service

- AIA Detroit House Tour Committee (2003 through 2007)
- AIA Mentorship Program (2011 to present)
- AIA Michigan Design Retreat Presenter
- NCARB IDP Supervisor & Mentor

Community: Volunteers time supporting local non-profit organizations (Life Remodeled and Gleaners food bank) in Detroit, Habitat for Humanity, Compassion Evangelical Hospital - Guinea West Africa, and local youth programs.

February 2, 2018

Region 6 Members
(via electronic distribution)

Re: Regional Elections

Greetings,

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



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

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

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

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

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

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

Thank you,

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

Jon Alan Baker, FAIA, LEED AP
Partner



DARRYL R. HAMM

7023 Kendale Drive
Harrisburg PA 17111
Cell 717 580-9454

darrylhamm@comcast.net

To: Member Board Members
Member Board Executives

Date: February 9, 2018

Subject: Declaration of Candidacy for Second Term as Public Director

It is again with great excitement I declare my candidacy for a second term as the Public Director on the FY19 NCARB Board of Directors. I am in the midst of serving my first term and have thoroughly enjoyed it. I continue to serve as a public member on the Pennsylvania Architect Licensure Board for the past six plus years and share the same objective of protecting the public health, safety and welfare with my esteemed registered architect board members.

When I was first appointed to the Pennsylvania Board, I was encouraged to get involved with NCARB. At that time, opportunities for involvement in Council activities by public or consumer members were limited. Needless to say, I accepted the opportunity to serving on the Public Member Task Force as Chairman. I am proud of the work the Task Force did in availing opportunities for consumer and public members of state boards to serve on the Council's Board. I also served on the Procedures and Documents Committee as well as the Professional Conduct Committee.

At President Erny's and others request, I worked hard at increasing the public/consumer members prominence and voice through several initiatives with the great cooperation of NCARB staff.

In today's political and business climate, there are a lot of opportunities that lay ahead for the Council and each of its Member Boards. I believe my service on the Pennsylvania Architects Licensure Board and as third year Chairman of the Board of Keystone Service Systems, a \$120M non-profit enterprise position me to be a valuable addition as the public director of the NCARB board. I understand non-profit governance and oversight while upholding the three basic duties of care, loyalty and obedience as a board member. Further, I fully embrace the concepts of collaboration and consensus with the challenges and issues facing the NCARB board.

As reflected in my resume, most of my adult life has been about service to others in many similar ways of protecting the health, safety or welfare of the public. Regulating licensure of architect aspirants by the states, and being involved with NCARB in developing the standards, rigor and tools for the states to use in such licensure is a noble and worthwhile undertaking. What we all do is important and I want to continue my service to the greater good of the public in this regard.

I stand at the ready to serve all of you as the public director on your board for yet another year and will not let you down. I respectfully and humbly solicit your support. Thank you for your consideration


DARRYL R. HAMM



DARRYL R. HAMM

7023 Kendale Drive
Harrisburg, Pennsylvania 17111
Cell: (717) 580-9454

darrylhamm@comcast.net

Darryl Hamm has over 35 years in manpower analysis, general administration, training and logistics management, labor relations, and human resource management in military, federal civilian, state and corporate environments. He has served as a Hearing Examiner for certain federal civilian employment adverse action appeals. In addition, he has served as an Adjunct Professor at Pennsylvania State University - Harrisburg, Central Penn College and Eastern University teaching graduate and undergraduate level business management courses that range from labor management relations to Corporate Social Responsibility and Ethics to Strategic Leadership.

FORMAL EDUCATION

- MBA, Shippensburg University, **with honors**
- BA in Organizational Management, Eastern University, **with honors**. Most outstanding thesis and servant leader awards.
- Reserve Components National Security Course, National Defense University, Washington D.C.

HIGHLIGHTS OF EXPERIENCE

- Commonwealth of Pennsylvania, Dept of Corrections, Human Resource Analyst (Labor Relations)
- Leadership and Career Development Consultant for Highmark Blue Shield

MILITARY SERVICE – Retired August 31, 2006

- 36+ years of full-time military service in the Army National Guard with positions of increasing responsibility as an armor crewman, clerk, logistician, emergency preparedness liaison officer at Pennsylvania Emergency Management Agency and military personnel officer. **SECRET Security Clearance**.
- Most recent rank of **Chief Warrant Officer Five (CW5)** and assigned as the **first Command Chief Warrant Officer** for the Pennsylvania Army National Guard. Mentor and guide junior warrant officers. Served on the Warrant Officer Advisory Council as a regional chair for the National Guard Bureau, Washington DC.

PENNSYLVANIA STATE ARCHITECTS LICENSURE BOARD

Member (Public-at-large) and Secretary, nominated by Governor Tom Corbett
Oct 2011 – Present (*appointed in 2011 and reappointed in 2014*)

NCARB SERVICE:

- Public Director, NCARB Board of Directors – 2017-2018
 - Board Liaison Ethics Task Force
 - Board Liaison Professional Conduct Committee
 - Member Audit Committee
 - Presenter, NCARB/CLARB Joint Orientation Training - 2018
- Procedures & Documents Committee – 2016-2017
- Professional Conduct Committee – 2016 – 2018
- Chairman Public Member Task Force – 2015-2016

PROFESSIONAL SERVICE:

- Member State Committee, U.S. Dept of Defense Employer Support of Guard and Reserve (ESGR), Trained and Certified as an OMBUDSMAN
- Chairman, Board of Directors, (and former Chair of Quality Committee and Member of Finance Committee) Keystone Service Systems, Inc (2011-present)
 - Member of Leadership Development Committee of Keystone Human Services. <http://www.keystonehumanservices.org/keystone-service-systems/>

COMMUNITY SERVICE, MEMBERSHIPS AND AFFILIATIONS:

- President of Council, St John Lutheran Church, Hummelstown PA
- Life Member, Military Officers Association of America, Alexandria VA
- Life Member, U.S. Army Warrant Officers Association, Herndon VA
- Life Member, National Guard Association of United States, Washington DC
- Life Member, AMVETS
- Member, American Legion
- Robert Burns Masonic Lodge, Harrisburg PA
- Tall Cedars of Lebanon, Harrisburg PA
- Harrisburg Consistory
- Zembo Shrine
 - Past President of Concert Band
- Past President, Harrisburg Chapter 76, National Sojourners
- Past Commander, York Camp, Heroes of '76



Oregon

Kate Brown, Governor

State Board of Architect Examiners

205 Liberty St. NE, Suite A

Salem, OR 97301

503-763-0662

www.orbae.com

February 2, 2018

To: Ms. Elizabeth Bern, Chair, MBE Committee; MBE Committee Members; and Member Board Executives

Dear Fellow Member Board Executives:

I am pleased to announce my intention to run for an additional term as Member Board Executive Director on the National Council of Architectural Registration Boards. The Oregon State Board of Architects Examiners continues to be in full support in this endeavor.

It has been an honor and privilege to serve as your voice on the Board this past year.

I've listened to each of your stories regarding professional successes, challenges and opportunities. Those stories have been at the forefront of my mind as I sit at the board table and share the various perspectives that make each of our boards' unique. I have been forthcoming and honest with the Board; and have not shied away from providing an opinion that has at times differed from others at the table.

I believe that one of my greatest strengths continues to be my unique experience working with multiple professional licensing boards under an umbrella agency, followed by my employment with an autonomous Board. I see the benefits for each agency structure. I can also share my insights of working as an executive director both remotely and in an office setting.

It has been an honor to serve on various NCARB Committees over the last eight years with many of you. I hold fast to the belief that the accomplishments achieved are due in large part to the body of volunteers who have brought distinct perspectives to each committee.

The MBE community is an essential part of the regulatory landscape. We are the historical knowledge that our boards' look to for information and affirmation. The same can be said for the NCARB Board of Directors. For an organization to remain relevant and proactive it must understand the importance of input from those on the front line.

If selected Member Board Executive Director on the National Council of Architectural Registration Boards for an additional term, I will continue to seek your input to ensure that each of us is represented through one voice, and to look for opportunities for the continued engagement and sharing of best practices.

In closing, I ask for your support and thank you for your consideration.

Sincerely,

Maria Brown

MARIA BROWN

Member Board Executive

**Candidate for Member Board Executive Director
National Council of Architectural Registration Boards**

**205 Liberty Street NE
Suite A
Salem, Oregon 97301
maria@orbae.com**



SUMMARY OF QUALIFICATIONS

Maria Brown is the Executive Director of the Oregon State Board of Architect Examiners. She has over nineteen years of experience in all aspects of management, administration, and regulation. Maria has served as Administrator for six separate professional licensing boards. Her vast array of experience includes working under an umbrella agency, as well as an autonomous board.

Maria has volunteered her service to several national organizations and was one of eighteen individuals appointed to the Appraisal Subcommittee Advisory Committee for Development of Regulations. The Committee was created by Congress to address the 2010 Dodd-Frank Wall Street Reform and Consumer Protection Act.

EMPLOYMENT HISTORY

Oregon State Board of Architect Examiners Salem, OR <i>Executive Director</i>	Jan 15 – Present
Idaho Bureau of Occupational Licenses Boise, ID <i>Board Administrator</i>	Feb 06 – Dec 14
Idaho Department of Commerce and Labor Boise, ID <i>Technical Records Specialist II</i>	Oct 04 – Feb 06

VOLUNTEER SERVICE

Member Board Director National Council of Architectural Registration Boards	2017 – Present
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Audit Committee Board Member Liaison National Council of Architectural Registration Boards	2017 – Present
Resiliency Work Committee National Council of Architectural Registration Boards	2017 – Present
Member Board Executive Committee Member National Council of Architectural Registration Boards	2017 – Present
Resiliency Work Group National Council of Architectural Registration Boards	2016 – 2017
Procedures and Documents Committee National Council of Architectural Registration Boards	2016 – 2017
Member Board Executive Committee- Chair National Council of Architectural Registration Boards	2015 – 2016
Appraisal Subcommittee Advisory Committee Member Federal Appraisal Subcommittee	2014 - 2015
President Elect Association of Appraiser Regulatory Officials	2014 – 2014
Vice President Association of Appraiser Regulatory Officials	2013 - 2014
Education Committee Chair Association of Appraiser Regulatory Officials	2012 - 2014
Member Board Executive Committee Member Council of Landscape Architectural Registration Boards	2012 – 2014
Secretary Association of Appraiser Regulatory Officials	2012 - 2013
Director at Large Association of Appraiser Regulatory Officials	2011 - 2012
Member Board Executive Committee Member National Council of Architectural Registration Boards	2010 – 2012
Education Committee Co - Chair Association of Appraiser Regulatory Officials	2010 - 2011
Alternate Director at Large Association of Appraiser Regulatory Officials	2009 - 2011

**Region 1 – New England Conference
FY19 Candidates for Executive Committee**



Chair

Janet L. Hansen, AIA, NCARB, LEED AP
Maine



Vice-Chair

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



Secretary/Treasurer

Thomas Lonardo, RA, NCARB
Rhode Island



Secretary/Treasurer

David Barkin, AIA, NCARB
Connecticut

Region 1 NECARB By-Laws and Policies

ARTICLE VII - EXECUTIVE COMMITTEE, REGIONAL DIRECTOR AND OFFICERS a) EXECUTIVE COMMITTEE: The Executive Committee shall consist of the Chairperson, Vice Chairperson, Secretary-Treasurer and Regional Director. The Executive Committee shall: a. manage, direct and administer the affairs of the Conference b. put into effect all general policies, directives, and instructions adopted at meetings of the Conference c. perform all duties required by these bylaws and the bylaws of NCARB

The purpose of the Spring Meeting shall be to elect the Conference's officers, to select the Conference's nominee for NCARB Regional Director, and to transact any other business, which may properly come before the meeting. The purpose of any special meeting shall be described in the notice of such a meeting.

OFFICERS: The regional officers of the Conference shall be a Chairperson, Vice Chairperson, and Secretary-Treasurer. Any nominee for such office shall be a member of a member board or an incumbent officer at the time of his or her election. In the absence of the Chairperson at a meeting the Vice Chairperson shall serve as a temporary Chairperson. In the event of a vacancy in the office of the Chairperson, the position shall be filled for the balance of the term by the Vice Chairperson. In the event of a vacancy in the office of the Vice Chairperson or the Secretary-Treasurer, the Executive Committee shall fill such position for the balance of the term elected from the Executive Committee.

TERM OF OFFICE: The Chairperson, Vice Chairperson, and Regional Director to NCARB shall be one year. The Regional Director, Chairperson, and Vice Chairperson may be reelected for a maximum of three consecutive years. Secretary-Treasurer shall be elected for a term of one year and may be re-elected for a maximum of five one year terms. Any officer or the Regional Director shall be permitted to complete their term of office if that person's term as a Member Board Member expires before completion of their term. The end of the term for all offices shall be at the close of the NCARB Annual Meeting. The terms for members of the Executive and Nominating Committees shall also end at the close of the Annual Meeting.

FY18 Current NECARB Region 1 Executive Committee:

- Director: Stephen D. Schreiber
- Chair: Janet L. Hansen
- Vice-Chair: Jennifer Arbuckle
- Secretary/Treasurer: Thomas D. Lonardo

FY19 Slate of Officers:

- Director: Stephen D. Schreiber
- Chair: Janet L. Hansen
- Vice-Chair: Jennifer R. Arbuckle
- Secretary/Treasurer: Thomas D. Lonardo
David Barkin

CURRICULUM VITAE



Janet L. Hansen, AIA, NCARB, LEED AP
144 Fore Street, P.O. Box 618, Portland, ME 04104 p. 207.772.3846 f. 207.772.1070
email: jhansen@smrtinc.com
Web: www.smrtinc.com

PROFESSIONAL PRACTICE:

SMRT - Portland, Maine 1992 - Present
Principal and Architect

Heery Architects - London, England, UK 1986
Architect

JRH Architects - Dallas, Texas 1984 - 1992
Principal and Architect

RepublicBank Dallas - Dallas, Texas 1982 - 1984
Facilities Staff Designer

Indiana University - Bloomington, Indiana 1981-1982
Facilities Staff Drafter

New England Nuclear - No. Billerica, Massachusetts 1980-1981
Facilities Staff Drafter

Charles Nelson Associates - Newton, Massachusetts 1977-1980
Architectural office experience while attending architectural school

PROFESSIONAL REGISTRATIONS:

Maine Architectural Registration No. ARC1991
Massachusetts Architectural Registration No. 10806
Rhode Island Architectural Registration No. 2752
New Jersey Architectural Registration No. AI 15488
New Hampshire Architectural Registration No. 3014
New York Architectural Registration No. 030554
Connecticut Architectural Registration No. 11469
North Carolina Architectural Registration No. 11301
Virginia Architectural Registration No. 0401014677

Illinois Architectural Registration No. 001.
Puerto Rico Architectural Registration No. 21683
Certificate Holder: National Council of Architectural Registration Boards No. 51701
Certificate Holder: National Council for Interior Design Qualification No. 005096

EDUCATION:

Bachelor of Arts
Colby College, Waterville, ME 1975

Bachelor of Architecture
Boston Architectural College, Boston, MA 1982

NCARB COMMITTEES

NCARB, Written Exam Committee, Graphic (3 years)
NCARB, Grading Committee for Graphic Exam (2 years)
NCARB, 5.0 Item Development Subcommittee - PPD (2 years)
NCARB, Regional Leadership Committee (1-year -NCARB, Procedures and Documents Committee (1-year)

PRESENTATIONS:

Maine Economic Real Estate and Development Association - Assessing Your Space Needs

NAAB ACCREDITATION VISITS:

2012- Roger Williams University
2013- American University of Sharjah
2014 - University of Louisiana, Lafayette
2017 - City College of New York, NYC

BOARD POSITIONS:

Chair, Maine State Board for Licensure of Architects, Landscape Architects and Interior Designers 2015- 2017
Vice President, Properties, Pine Tree Council, Boy Scouts of America, 2006-present
Chair of New England Council of Architectural Registration Boards (NECARB), 2017

SELECTED REPRESENTATIVE PROJECTS:

Maine Turnpike Authority - Portland, ME (LEED Certified)
Space planning and interior design services for the fit-up of a new 3-story, 55,000 s.f. office building for the Maine Turnpike Authority. The facility includes space for Troop G of the Maine State Police, retail sales of E-ZPass and administrative office space. The project achieved LEED certification.

Alton E. "Chuck" Cianchette Scout Service Center Pine Tree Council, Boy Scouts of America - South Portland, ME (LEED Registered)
Project Manager for the design of the new 24,000 s.f. facility that includes a gallery and exhibition space, a scout store, conference space and office space for Scout business administration.

Disability RMS - One Riverfront Plaza - Westbrook, ME
Space planning and interior design for new 140,000 s.f., 6-story office building housing a state-of-the-art computing facility with raised access floor and clean agent fire suppression for major disability insurer.

Armed Forces Reserve Training Center, Westover AFB - Chicopee, MA
Principal-in-Charge for a new 120,000 s.f., \$30 million training center for Army Reserve, Marine Corps and Massachusetts National Guard Units. The project also includes a 23,000 s.f. vehicle maintenance facility and other minor new structures and renovations. SMRT teamed with Consigli Construction for this design/build project for the Army Corps of Engineers, Louisville District Office.

Martin's Point Healthcare Medical Office Building - Portland, ME (LEED Certified)
Design of a 2-story, 42,000 s.f. medical office building with 3-story, 130-car parking garage on an historical point on the Portland Peninsula.

Long Creek Youth Development Center - South Portland, ME
Project architect for a 160-bed replacement facility on the campus of the historic Maine Youth Center to serve Southern Maine's juvenile population.

University of Southern Maine Glickman Family Library - Portland, ME
Renovation and interior design of the upper three floors of the Glickman Family Library on the Portland campus of the University of Southern Maine.

Armed Forces Reserve Training Center - Ceiba, PR (LEED Gold)
Principal-in-Charge for a contemporary, sustainable facility inspired by the stoic simplicity of 19th century military and public buildings found throughout Puerto Rico. The four-building, 79,000 s.f. design/build project houses Army Reserves and National Guard units and includes a vehicle maintenance facility. Interior spaces include Recruiting/Retention offices, Physical Readiness program areas, and training classrooms. The complex incorporates Anti-Terrorism Force Protection (ATFP) standards.

NAVFAC Fitness Center, Newport Naval Station - Newport, RI
Principal-in-Charge for a new \$19.3 million, 66,000 s.f. fitness center facility to be delivered by the design/build method in conjunction with Consigli Construction Company. Three major components - a gymnasium, natatorium and fitness areas - will be enhanced by an indoor elevated running track, racquetball courts, activity and parent/child fitness areas and outside tennis courts and a softball field. The project will be certified to LEED Silver standards and built to Anti-Terrorism Force Protection (ATFP) standards.

Directorate of Public Works, Ft. Buchanan - Guaynabo, PR
Principal-in-Charge for a new \$17 million complex for the Public Works Department. The project includes an 18,000 s.f. administration building, an 18,000 s.f. shops and warehouse building as well as a 2,000 s.f. entomology building. The project has a 357,000 kWh annual output photovoltaic array as well as a rainwater harvesting system. The project is expected to attain a LEED Gold Certification.

Training Service Center, Ft. Lee - VA
Principal-in-Charge for a 30,000 s.f. building which will support simulated weapon training. The building has two simulation classrooms with 10 lanes each, a multi-use classroom, welding and fabrication shops and a high-bay warehouse.

Region 1 Candidate Statement for Janet Hansen, AIA, NCARB, LEED AP

Dear NECARB Colleagues,

After a year as Chair of Region 1 (NECARB), I feel far better prepared to lead our region and represent our region on the two NCARB committees that the Regional Chairs are automatically a part of – Regional Leadership Committee and Procedures and Documents. I am therefore asking that you support my candidacy to continue as the Chair of Region 1.

This year has been a time of change for many of the New England Boards with new members, new chairs and in some cases new Board Executives. At our Fall meeting, I was able to meet many of you and hope to see as many of you as possible at the Regional Summit.

Region 1 has accomplished one of our goals that we set for ourselves at the Annual Meeting in Boston by updating our Bylaws. These Bylaw changes will be on “the docket” for approval at our upcoming Regional Summit.

The second goal that we agreed to explore in Boston was to make recommendations for uses of the surplus monies in Region 1’s bank account. The committee that took this on has recommended hosting an Educator’s Forum similar to those hosted by other Regions. Discussions on this matter are still ongoing and will continue at the Regional Summit.

I look forward to seeing everyone in Wichita in March and as always, please do not hesitate to contact me to share any thoughts or concerns you might have.

Respectfully,

A handwritten signature in cursive script that reads "Janet Hansen". The signature is written in black ink and is positioned above the printed name.

Janet Hansen



JENNIFER R. ARBUCKLE, AIA, NCARB, LEED AP

EDUCATION	Syracuse University, School of Architecture Bachelor of Architecture (B. Arch) 1990
PRACTICE	E4H ARCHITECTURE 1996-present Partner 140 people across 5 locations (VT, MA, ME, NY, TX) Healthcare Architecture, Planning, and Interior Design Firm Founded in 1990, based in Burlington VT office. Freeman French Freeman, Burlington VT 1992-1996 Omega Design, Syracuse, NY 1990-1992
CERTIFICATES	National Council of Architectural Registration Boards (NCARB) - <i>Certificate Holder since 2003</i> LEED Accredited Professional - LEED AP 2008-present American Institute of Architects 1995-present
REGISTRATIONS	Vermont (base) 1995-present New York 2009-present Massachusetts 2013-present New Hampshire 2015-present
REGISTRATION BOARD SERVICE	Vermont Board of Architects 2008-present Chair 2014-present
NCARB SERVICE	NECARB (Region 1) – Vice Chair 2017-present NCARB Education Committee 2017-present
PROFESSIONAL/CIVIC SERVICE & MEMBERSHIPS	Ronald McDonald House Charities 2014-present <i>Volunteer Cook</i> The Healthcare Advisory Board The Center for Health Design

Region 1 Candidate Statement of Jennifer R. Arbuckle

February 5, 2018

Dear Region 1 colleagues:

My name is Jennifer Arbuckle and I am currently the Chair of the Vermont Board of Architects. I am also the current NECARB (Region 1) Vice-Chair – and I would like to continue serving in that role.

I've attached a resume – but briefly: I have been a VT Board member since 2008 and Chair since 2014. I have been a practicing licensed architect for over 20 years and an NCARB certificate holder since 2003. I am actively registered in 4 states. I am a partner in a medium-sized firm (140 people) that practices across the country and beyond. One of my roles in the firm is to work with our younger employees to encourage their professional growth and development as they begin their careers in architecture.

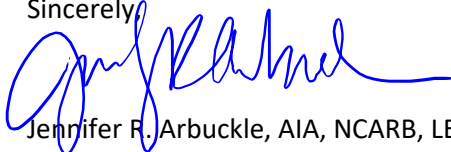
As an active participant in regional and national meetings, I feel that I have a good understanding of the requirements of the position and think that I can contribute a balanced professional perspective on the needs of Region 1. I think that I can thoughtfully represent Region 1 at the national level, as needed.

I have also been serving on the NCARB Education Committee since 2017, and although that is a brief time – it's been very informative, and I have really benefitted from the conversations with colleagues that occur while working on committee assignments. I have asked to continue to serve in that role for the upcoming year.

I believe that my many years of active practice has prepared me well to continue in the NECARB Vice-chair position. As a leader in a firm with many employees and multiple locations, I bring an ability to work well with many to the position. Like all of you, I understand the needs of the profession from a practical perspective and can make sure that your viewpoints are heard. I enjoy the (sometimes) spirited discussions that occur with peers around the region, and welcome the opportunities to hear other perspectives.

I am excited about the opportunity to continue serving the region as an officer and would welcome your support.

Sincerely,



Jennifer R. Arbuckle, AIA, NCARB, LEED AP

THOMAS D. LONARDO, RA
Cranston, Rhode Island



EDUCATION

Bachelor of Architecture
University of Miami
Coral Gables, Florida 1976
President of the School
of Architecture 1975-1976

NCARB

Certificate Holder 1991
Professional Conduct
Committee 2016-2017

**PROFESSIONAL
AFFILIATIONS**

Executive Board Member Rhode Island Board of
Examination and Registration of Architects
Chair RI Board of Examination and Registration of
Architects 2017-2018
Secretary RI Board of Examination and Registration
of Architects 2015-2017
Building Officials & Code Administrators International
Past Chairman and Executive Board Member of the
Cranston Housing Authority
Arbitrator – American Arbitration Association

**OTHER
PROFESSIONAL
ENDEAVORS**

Associate Professor: Architecture & Building
Technologies New England Institute of Technology

AWARDS

Credited with receiving 5 National Design Awards. Four were honored by American School and University Portfolio for elementary and high school design. Fire Chief Magazine also awarded a National Bronze Medal for the design of Johnston Fire Station No. 1 and a Notable Award for the Johnston Fire Station #4. In addition, he also received the Thomas & William Gilbane Project Achievement Award.

EXPERIENCE

Thomas Lonardo + Associates Architects 1990- present
The Providence Partnership Architects Providence, RI
1976-1980
Charles M. Sieger Architects, Miami, Florida 1975-1976

**PROFESSIONAL
REGISTRATIONS**

Rhode Island -1909
Connecticut - 7758
Florida - 92295
Massachusetts - 8788
New York - 033066-1
North Carolina – 11376
South Carolina – 8549

Region 1 Candidate Statement for Thomas D. Lonardo RA, NCARB

Dear Region 1 Colleagues:

I am honored to once again be considered for the office of Secretary Treasurer by the Nominating Committee. I have served the Rhode Island Board for the past three years and the past two years as Secretary. As Chair to the Rhode Island Board, I have numerous responsibilities, particularly to ensure that the practice of architecture is committed to providing for the health, safety and welfare of the general public.

It has been a true honor to have served on the Rhode Island Board as it has provided me with new and challenging professional experiences, as well as a chance to further interact within the architectural community. During my tenure on the Rhode Island Board, I have had the opportunity to meet many of you and to exchange ideas about our profession as well as to learn about many of the related boards and their procedures, and goals for the profession. I have also enjoyed many of these conferences in New Orleans, Seattle, Savannah, Jersey City, Boston, Portland, Exeter, and New Haven as I continue to benefit from all of these opportunities and to share ideas with so many exceptional colleagues. My experience was also broadened in 2007 when I became an arbitrator for the American Arbitration Association and continue to serve the Association as an arbitrator and listed on their roster of neutrals. In 2016 I was appointed to NCARB's professional conduct committee by President Harding and in 2017 reappointed by President Erny.

As many of you know, I have also been a practicing architect and owner of my firm for over twenty nine years, and a member on NCARB since 1992. My experience is well rounded within the architectural profession, and I believe that each day brings with it a new opportunity for me to learn and experience more. I am committed to always assisting people within our community, and believe that my determination and experience will be as asset to the Secretary Treasurer position for our region.

I appreciate your past confidence and trust in me and today ask for your further support with regard to my re-election to the post of Secretary Treasurer at our upcoming Wichita Regional Conference.

Thank you again for your consideration.

Sincerely,

A handwritten signature in black ink, appearing to read "Thomas D. Lonardo". The signature is fluid and cursive, with the first name "Thomas" being the most prominent.

Thomas D. Lonardo

Candidate for Region 1 Secretary / Treasurer

David H. Barkin AIA, NCARB

Woodbridge, Connecticut

Candidate Statement:

Dear Region 1 members,

Having spent the past 10 years as an architect member of the Connecticut Architectural Licensing Board, recently named Board Chair, I would be honored to serve as the Region 1 Secretary Treasurer. My entire career I have actively supported the profession and my community through volunteer participation. This participation has run the gamut from service on town committees including 9 years on my local Board of Education, service to the local AIA chapter including serving on the Board as Secretary, State appointments – notably 9 years as a trustee to the Connecticut Trust for Historic Preservation. I have made numerous presentations to the public and the profession on a local, state and national level.



Of my public service several areas seem most relevant to the value I can bring as Secretary / Treasurer of Region 1; my time on the AIA Connecticut Board and my service as Trustee at the Connecticut Trust for Historic Preservation where I became Secretary and Vice Chairman respectively. During those combined 12 years of service I learned many lessons of both good and not so good board governance. Those experiences remain with me as I look to advance accountability with all volunteer board participation.

As treasurer I would be particularly interested in maintaining and enhancing financial controls for Region 1. Before ever contemplating a career in Architecture I earned my first degree with a concentration in economics and spent my early career as a financial analyst at General Electric Company completing an intensive 2 year training regimen. I was able to utilize these best business practices as a practitioner while I worked in the private sector over a 27 year period, 20 years as a business owner or principal architect. In my current capacity as Chief Architect one of the key roles I play is protecting the public's interest in significant state capital expenditures. Such focus and interest transfers directly to the role of Secretary / Treasurer.

I would be honored to have your support. The following is an abbreviated resume highlighting my professional background and service to the industry. I encourage any questions you may have.

Respectfully,



David

Licensure:

Connecticut; 1988 – present (28 years 6 months)

NCARB Certificate Holder 39505 (1989)

NCARB Record Number 48359 (established 1987)

Connecticut Licensing Board:

Professional Member 10 Years

Appointed Board Chair November 2017

Candidate for Region 1 Secretary / Treasurer

David H. Barkin AIA, NCARB

Woodbridge, Connecticut

NCARB Committee Participation:

Futures Task Force; 2017 – 2018

ARE 5.0 Forms Assembly Task Force; 2016-2017

ARE 5.0 Case Studies Task Force; 2015- 2016

ARE 5.0 Mapping Committee; 2014-2015

BEA / BEFA Committee; 2013 – 2014

Education:

Duke University (Bachelor Arts, Concentration in Economics. 1980)

Rensselaer Polytechnic Institute (Bachelor Architecture 1986)

University of Connecticut (Master in Public Administration (anticipated) 2018)

Employment:

Chief Architect, State of Connecticut; 2013 – present

Principal, JCJ Architecture; 2006 – 2013

Founder, Barkin Associates Architects P.C.; 1993 – 2005

Cesar Pelli and Associates; 1988 – 1993

Various intern architecture positions; 1986 – 1988

Financial Analyst, General Electric Company; 1980 – 1983

**Region 2 – Middle Atlantic Conference
FY19 Candidates for Executive Committee**



Chair

Philip M. Leinbach, AIA
Pennsylvania



Vice Chair/Treasurer

Ronnie McGhee, AIA, NCARB, LEED AP
District of Columbia



Secretary

George H. Miller, FAIA
New York

AEM

PHILIP M. LEINBACH, AIA

Principal Architect
President

28 Years Experience

27 Years with AEM



EDUCATION:

Bachelor of Architecture, Temple University,
1990 Bob Jones University (Business Courses)
High Point Baptist Academy, 1982

REGISTRATION:

Registered Architect, 1994
Commonwealth of Pennsylvania, RA013616X
NCARB, 1999 also registered in NJ, MD, DE

AFFILIATIONS:

American Institute of Architects
National Council of Architectural Registration Boards
Association For Learning Environments (A4LE)
Recognized Educational Facility Professional (REFP)
Construction Specifications Institute



PROFESSIONAL APPOINTMENTS:

Pennsylvania State Architects Licensure Board, 2012-Present
Board Vice President, 2016; Board Secretary, 2014-2015
National Council of Architectural Registration Boards, 1994-Present
Region 2 Chair 2017-Present; Vice Chair/Treasurer 2016-2017; Secretary, 2014-2016
Regional Leadership Committee 2018
Procedures & Documents Committee 2018
ARE 5.0 Forms Assembly Task Force 2017; Case Study Task Force 2016; Mapping Committee, 2015

PROFESSIONAL PHILOSOPHY:

Mr. Leinbach approaches architecture from a construction background. His philosophy centers around the concept that the greatest design is worthless if it cannot be constructed effectively and efficiently by the skilled contractors in the local marketplace. Mr. Leinbach is a hands-on architect driven to create programmatic and operational value for his clients in every element of his designs. He also recognizes that all project participants have contractual responsibilities to each other. Effective administration of those responsibilities is critical to the success of any project.

EXPERT WITNESS & FORENSICS:

Mr. Leinbach has provided Expert Witness Services (Case File Review, Reports, Strategic Planning, and Testimony) for 16 cases/claims in the past 11 years. The focus of his expertise is establishing Professional Negligence and Breach of the Standard of Care in the performance of Architectural Services on complex, competitively bid construction projects. Mr. Leinbach has been successful in assisting his clients in recovering damages in excess of \$6,000,000 to date.

DESIGN PROJECT EXPERIENCE: *(Representative Project List - All Projects With AEM Architects, Inc.)*

ANTIETAM SCHOOL DISTRICT *Berks County*

Mt. Penn Primary Center Renovations MS/HS
Renovations
Mt. Penn Elementary & MS/HS HVAC & Electrical Upgrades

BETHEL TOWNSHIP *Berks County*

New Municipal/Police Facility & Maintenance Garage Addition

COCALICO SCHOOL DISTRICT *Lancaster County*

Denver Elementary Classroom Addition
High School Gymnasium Addition & Renovation Long
Term Planning & Land Use Study
Athletic Facility Improvements, Parking & Access

ENERSYS *Berks County*

Global Headquarters Expansion

FLEETWOOD AREA SCHOOL DISTRICT *Berks County*

New Athletic Stadium

HAMBURG ARA SCHOOL DISTRICT *Berks County*

New Tilden Elementary School New
Athletic Stadium (2 Phases) New
Perry Elementary School

KUTZTOWN AREA SCHOOL DISTRICT *Berks County*

High School Renovations (Science Lab, Cafeteria Tables, Auditorium)

METHACTON SCHOOL DISTRICT *Montgomery County*

Arcola Intermediate School Auditorium Renovations

OLEY VALLEY SCHOOL DISTRICT *Berks County*

New Elementary Center New
Middle School
High School Renovations (Animal Science Lab, Gymnasium HVAC) Elementary
Center Roof Replacement

READING HOSPITAL & MEDICAL CENTER *Berks County*

New Exeter Township Doctor's Office Building West
Reading Doctor's Office Building Expansion New
Parking Garage & Pedestrian Skyway

SCHUYLKILL HAVEN AREA SCHOOL DISTRICT *Schuylkill County*

High School Classroom & Administration Addition
Athletic Stadium Improvements
High School Renovations (Masonry Repair, Kitchen Expansion, Storage, Secure Entrances)

TULPEHOCKEN AREA SCHOOL DISTRICT *Berks County*

Penn-Bernville Elementary Addition/Renovation
Administration Building Renovations
Bethel Elementary Addition/Renovation
New Athletic Stadium
High School Renovations (Window Replacement, Roof Replacement)

NUMEROUS RELIGIOUS FACILITIES & DESIGN-BUILD COMMERCIAL PROJECTS



Nominations Committee
NCARB Region 2
01-29-18

Dear Members of the NCARB Region 2 Nominations Committee:

I respectfully submit my nomination for the Region Vice Chair-Treasurer position on the Region 2 Board. My candidates statement is below and a brief biography is attached.

As noted above I am submitting my nomination for the Region Vice Chair-Treasurer position on the 2018 Region 2 Board. I believe that my six + years of experiences as Chairman of the DC Board of Architecture, and Interior Design, my efforts to help create an IPAL curriculum for Howard University and my participation in both the regional and national NCARB activities as the District of Columbia's designated representative to the NCARB Region 2, have given me ample insight into the needs and workings of our region and of NCARB itself. These working experiences will allow me to capably represent the goals and needs of the Region 2 for both practitioners and interns, in a critical time of regulatory reform and changes in our profession. My position as educator, regulator, firm principal and business owner and finally as intern development coordinator at both my firm and at Howard University School of Architecture and Design, give me unique insights into our profession and how assist our region and NCARB with its the stated goals of guiding our profession with the protection of public health, safety and welfare. I will use my past experiences and continued participation in the affairs of Region 2 to assist me advocating for and promoting the regions needs and goals

I use the regulatory guidance gleaned from our work with NCARB in both my practice and in executing my duties with the DC Board; I also use these experiences teaching my classes and as the IDP (AXP) Coordinator for Howard University internship program. My participation in NCARB's work assists me weekly: from advising students and staff to start a NCARB Record, to educating them on new developments in both completing their AXP to preparing for the ARE. I expect to learn from all in our region in an effort to better understand current and future needs of each of the jurisdictions in our region to keep NCARB focused and on track with needs of our Region. I will need your creativity, insight and the usual vocal Region 2 support to do this.

Additionally, I have worked in both the federal and private sectors and have served six years on the DC Historic Preservation Review Board. I am registered in three states of our region and hold an NCARB certificate. I have been a registered architect since 1983, registered in Maryland, Virginia and the District of Columbia.

Sincerely,

Ronnie McGhee, AIA, NCARB, LEED, AP

**BRIEF DESCRIPTION:**

Career includes over thirty years of professional practice in architecture including fourteen years as partner-in-charge and owner of a Washington, D.C.-based architectural firm, R. McGhee & Associates specializing in sustainable architecture, urban design, interior design, historic preservation, and adaptive reuse. Mr. McGhee is Licensed in three states, NCARB Certified and is USGBC, LEED, AP.

Designed and completed work on numerous DC Landmark and US Park Service (USPS), National Register Listed properties, served on the DC Historic Preservation Review Board for six years and he is listed with both the DC Historic Preservation Review Branch and US Park Service as a Historic Architect.

Currently the Chairman of the DC Board of Architecture and Interior Designers and Associate Professor at Howard University's School of Architecture, 2001 to present, serving as educator and mentor to many past and present architectural students at Howard University, founding the Intern Development Program for the University. Mr. McGhee is currently the IDP Academic Coordinator for the HU Architecture School.

Experience includes over 160 projects executed including five years as the Chief of Architecture & Engineering at Bolling Air Force Base, responsible for a 45-person planning, design, and construction management department that managed 607 acres, 108 facilities and 1300 housing units valued over \$1 billion.

Recent projects include schools, such as Hearst Elementary and Peabody Early Childhood Education Center, libraries, such as Tenley Library and Anacostia Library, and historic projects, such as Deal Middle School and the Links Foundation Headquarters, which is the first African American organization to achieve LEED Gold.

Believes that architects have a responsibility and a role to play in defining the direction and future of their communities. Mr. McGhee has concentrated his recent work on the design of sustainable new and existing schools, libraries, parks, offices, residences and retail spaces that reflect good construction and urban design practices and foster neighborhood development.

APPOINTMENTS AND AFFILIATIONS:

Howard University Intern Development Coordinator (2014-Present); Chairman of the DC Board of Architecture, Interior Design and Landscape Architecture (2011- Present); American Institute of Architects (1998- Present); National Organization of Minority Architects (NOMA) (2012-Present); USGBC LEED Accredited Professional 2008-Present, NCARB Certified (2010 – Present).

CONTACT INFORMATION:

R. McGhee & Associates
Architecture – Interior Design – Historic Preservation
2031 Florida Avenue, NW – 3rd Floor | Washington, DC 20009
Phone: 202 626 0690 |
www.rmc-architects.com | SBA 8 (a) certified firm
Ronnie@rmc-architects.com

EDUCATION:

Howard University, Washington, DC, Bachelor of Architecture, 1978; Northwestern University, Evanston, Illinois, 1974
Completed Junior year, majoring in Anthropology

RESEARCH INTERESTS:

Architecture, Historic Preservation Design and Policy and Preservation Technology
Sustainable Design, Environmental Policy, Anthropology

SPECIALTIES:

General Architectural Practice, Licenses: DC, MD, VA, Historic Preservation Architecture, Sustainable Design,
(USGBC) LEED, AP, Educator

AWARDS, HONORS, AND DISTINCTIONS:

- 2014 NOMA Architect of the Year Award
- 2014 HU DC NOMAS Educator of the Year Award
- 2014 Citation- Branch Avenue Transit Corridor Plan, Maryland State Component
- 2013 DC AIA Chapter Award: Anacostia and Tenley Branch Libraries in association with Freelon Architects
- 2013 Design Award, Builder Magazine: Mount Rainier Mixed-Use Town Center Development Plan, Mount Rainier, Md. (Merit Award) | Urban or Community Planning
- 2012 Committee of 100 on the Federal City Vision Award, Links Foundation Project;
- 2011 USGBC LEED Gold Certification, Links Foundation Project (the first LEED Gold certified headquarters for an African American Service Organization (the Links, Inc.)
- Unbuilt Award: 2009 Anacostia Public Library AIA North Carolina Merit Award: The Freelon Group in association with R. McGhee & Associates
- Best Renovation, 2004 National Association of Industrial & Office Properties: Potomac Center – Office Building (Hickok Warner Fox Architects)
- First Award 1998 American Planning Association Outstanding Federal Planning Project of the Year: Bolling Air Force Base General Plan
- Honorable Mention 1986 Washington Chapter AIA Historic Preservation Award: The Castle

COURSES TAUGHT:

Materials and Methods, I and II
Construction Documents I
Modern Architecture in Historic Districts
Intern Development Program

REPRESENTATIVE PUBLICATIONS:

2005 Authored Article "*The Whitelaw Hotel: Restoring a Community's Crown Jewel*", *Homes of Color Magazine*, March issue; 2004 Presentation: *New Architecture in Historic Districts*, National Trust for Historic Preservation National Conference, Louisville, Kentucky; 2004 Authored biographical article on Isaiah Hatton published in *A Biographical Dictionary of African-American Architects, 1865-1945*, Dreck Wilson, Editor



George H. Miller FAIA

Candidate for Region 2 Secretary
National Council of Architectural Registration Boards

George H. Miller joined Pei Cobb Freed & Partners in 1975 as a young designer, became a partner in 1989, and assumed his current role as managing partner in 1990. In addition to his substantial contribution to the management of the firm and its projects, he is an internationally recognized leader and advocate on behalf of the profession.

EDUCATION

Pennsylvania State University
BArch 1973

PROFESSIONAL EXPERIENCE

Pei Cobb Freed & Partners
Partner 1989–
1975–1989

Liu Urban Design Associates, New York
1974–1975

Mr. Miller is responsible for the firm's overall administration, operations, and staff management as well as for acquisition of new work. He has been instrumental in developing and refining the firm's hands-on, integrated approach to project management and quality control. Under his leadership, well over a hundred major projects have been shepherded from conception to completion, ranging from cultural landmarks such as Meyerson Symphony Center in Dallas and the National Constitution Center in Philadelphia to the new government complex in Milan and the Bank of China headquarters in Midtown Manhattan.

Among his many leadership positions within the profession, Mr. Miller has served as president of the New York chapter of the American Institute of Architects (2003) and AIA national president (2010). Drawing on his extensive experience organizing large design teams to deliver complex projects, he has played a central role in the development of an effective framework for international collaboration among architects, consultants, and other specialists. Through these and a variety of other initiatives, he continues to promote public understanding of architecture.

AFFILIATIONS

National Council of Architectural Registration Boards

Intern Development Advisory Committee, Co-chair, 2007–2009
President's Blue Sky Task Force, 2004–2008
Procedures & Documents Committee, 2009
Integrated Path to Licensing Task Force, 2014–2015
Ethics Task Force, 2016 to Present

NY State Architectural Licensing Board

Board Member, 2011–2016
Chair, 2017–2019

AIA National

American Institute of Architects, Fellow
President, 2010
Vice President, 2009
AIA National Board Member, 2003–2008
Chair, Committee on Design, 2018
Vice Chair, Committee on Design, 2017
Regional Representative, College of Fellows, 2016–
Chair, AIA Legacy Foundation, 2012–2016
Chair, Honorary Fellows Committee, 2015
Honorary Fellows Committee, 2014

PEI COBB FREED & PARTNERS

Registered Architect:

Colorado, Connecticut, Delaware, Florida, Georgia, Hawaii, Illinois, Indiana, Iowa, Kansas, Kentucky, Maryland, Massachusetts, Missouri, NCARB, Nebraska, Nevada, New Jersey, New York, North Carolina, Ohio, Oklahoma, Pennsylvania, South Carolina, Texas, Utah, Virginia, Washington, District of Columbia

AIA representative to the Clinton Global Initiative, 2011–2013
EVP/CEO Search Committee, 2009–2010
Chair, Strategic Initiatives Task Force, 2008
Co-Chair, IDP Advisory Committee, 2007–2008
Chair, Board Community Committee, 2007
Chair, AIA150 Oversight Committee, 2005–2007
Board Knowledge Committee, 2004–2006
EVP/CEO Search Committee, 2004–2006
Gold Medal and Firm Award Advisory Panel, 2004–2005
Sesquicentennial Blue Ribbon Panel, 2003–2004
Large Firm Roundtable, 1989–

AIA New York State

Regional Director, 2004–2006
Member, Executive Committee, 2004–2006

AIA New York

President, 2003
Vice President, 2002
Treasurer, 2002
Finance Committee, 2001
Co-Chair, Architecture 2018 Conference/Convention
Chair Fellows Committee, 2016
Fellows Committee, 2015
Honors Committee, 2012

Pennsylvania State University

Provost's Advisory Panel, 2017–2019
Stuckeman Advisory Board, 2012–

Other Affiliations

Design Futures Council, Honorary Senior Fellow
Japan Institute of Architects, Honorary Member
Ordre des Architectes, Luxembourg
Royal Architectural Institute of Canada, Honorary Member
Council on Tall Buildings & Urban Habitat
The Municipal Art Society of New York
New York Building Congress
The National Organization of Minority Architects
Society of Architectural Historians
Society of Marketing Professional Services
The Skyscraper Museum
American Institute of Steel Construction
Architectural League of New York
Australian Institute of Architects, Honorary Member
Municipal Arts Society, New York
New York Building Congress, Former Director
New York Foundation for Architecture, Former Director

SELECTED AWARDS

New York State Honor Awards: James William Kideney Gold Medal Award

American Institute of Architects, 2011

President's Medal for Distinguished Service

National Council of Architectural Registration Boards, 2011

President's Award

American Institute of Architects New York, 2007

Matthew W. DelGaudio Award

American Institute of Architects, 2006

Alumni Achievement Award

Pennsylvania State University, College of Arts and Architecture, 2002

PEI COBB FREED & PARTNERS

**Region 3 – Southern Conference
FY19 Candidates for Executive Committee**



Chair

Robert McKinney, Ed. D, NCARB, AIA
Louisiana



Vice Chair

Richard McNeel, NCARB, AIA, LEED AP
Mississippi



Treasurer

Miguel Rodriguez, FAIA, NCARB
Florida



Secretary

Larry W. Bishop, AIA, NCARB
Mississippi



Member Board Executive Representative

Elizabeth C. Bern
Alabama



February 4, 2018

Dear Member Board Members:

MEMBERSHIP

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

John Cardone
Regional Director

Robert McKinney, Ed. D., NCARB, AIA
Chair

Richard H. McNeel, NCARB, AIA
Vice-Chair

Julie M. McLaurin, NCARB, AIA
Treasurer

Miguel A. Rodriguez, NCARB, FAIA
Secretary

Julie Hildebrand
MBE Representative

Jenny Owen
Executive Director

This letter is to announce formally my candidacy for Chair of the Southern Conference of the National Council of Architectural Registration Boards (SCNCARB). The principal role of the Chair is to guide the initiatives and to be responsible for the business of the conference. To fulfill these duties, I fully commit to working with member board members, Board of Directors, Executive Committee, Regional Director, and the executive Director to ensure that Region 3 continues to serve as model of leadership and engagement within NCARB.

My experience this past year as chair, and previous experience as vice chair, treasurer, and secretary for the region prepare me to continue to serve the Region as Chair of Region 3. I have served on the Louisiana State Board of Architectural Examiners (LSBAE) for eleven. In that time, I have served two terms as Secretary and currently serving my second term as President of the Board and served as a member and chair of Complaints Review Committee. As a member of the State Board, I have coauthored revisions to the thresholds for architectural practice, and co-authored legislation to establish funding for support professional architectural education in the state. My engagement on the LSBAE has prepared me to serve at the national and regional levels.

I began my National Council of Architectural Registration Boards service on the Construction Documents and Services and Building Design and Construction Systems committees for the Architecture Registration Exam. Next, I served on the Internship Committee followed by membership on the Examination. I have also served as a juror for both the NCARB Prize and NCARB Award and as the NCARB representative on accrediting teams for the National Architectural Accrediting Board (NAAB). During the course of the past year I have served on the Procedures and Documents Committee and the Regional Leadership Committee.

My work for the Region 3 has allowed me to bridge my academic experience as a professor and administrator at the University of Louisiana at Lafayette with the mission of SCNCARB to re-establish the Educators and Practitioners Conference in 2012 and 2014. This conference provides an opportunity for deans and department heads from the NAAB accredited programs in the regions with member board members and board member executives to discuss current issues in architectural education.

My passion is architecture, and I am committed to serving the architectural profession. Therefore, respectfully I request your support to serve the members of Region 3 as Chair.

Sincerely,

A handwritten signature in black ink, appearing to read "Rob McKinney".

Dr. Robert McKinney, Architect, NCARB

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

Robert McKinney



Education

Doctorate of Education, Leadership in Higher Education	2017
University of Louisiana at Lafayette, Lafayette, Louisiana	
Master of Architecture	(Terminal degree in discipline) 1989
Virginia Polytechnic and State University, Blacksburg, Virginia	
Bachelor of Architecture	(Five-year professional degree) 1988
University of Southwestern Louisiana, Lafayette, Louisiana	

Academic Administrative Experience

Assistant Vice President for Academic Affairs: Faculty	2014-present
University of Louisiana at Lafayette, Lafayette, Louisiana	
Director, Academic Planning and Faculty Development	2012-2014
University of Louisiana at Lafayette, Lafayette, Louisiana	
Director, School of Architecture and Design	2001-2012
University of Louisiana at Lafayette, Lafayette, Louisiana	
Coordinator, Architecture Program	1999-2001
University of Louisiana at Lafayette, Lafayette, Louisiana	
Acting Director, School of Architecture	1998-1999
University of Louisiana at Lafayette, Lafayette, Louisiana	

Academic Faculty Experience

Adjunct Faculty, Education Foundations and Leadership	2018-present
University of Louisiana at Lafayette, Lafayette, Louisiana	
Professor, School of Architecture and Design	2001-present
University of Louisiana at Lafayette, Lafayette, Louisiana	
Associate Professor, School of Architecture	1996-2001
University of Louisiana at Lafayette, Lafayette, Louisiana	
Assistant Professor, School of Architecture	1990-1996
University of Southwestern Louisiana, Lafayette, Louisiana	
Instructor, School of Architecture	1989-1990
University of Southwestern Louisiana, Lafayette, Louisiana	

Architectural Practice

Consultant	2000
Fabian Patin and Associates, Lafayette, Louisiana	
Intern Architect	1997
Architects Southwest, Lafayette, Louisiana	
Intern Architect	1993-1996
Beyt, Rish, Robbins Architects, New Iberia, Louisiana	

Architectural License and Professional Certifications

Licensed Architect	January 2000-present
Louisiana State Board of Architectural Examiners, Baton Rouge, Louisiana	
NCARB Certification	2010-present
National Council of Architectural Registration Boards, Washington, DC	

Robert McKinney

Professional Organizations

American Institute of Architects
National Council of Architectural Registration Boards

Academic Organizations

American Conference of Academic Deans
Association of Collegiate Schools of Architecture
National Architectural Accrediting Board
Professional and Organizational Development Network
Society of Architectural Historians

Academic Service

National

Visiting Team Member and Chair 2011-present
National Architectural Accreditation Board, Washington, DC
Member, Data Committee 2013-2014
Association of Collegiate Schools of Architecture

Professional Architectural Service

National

Chair 2017-present
Southern Conference of National Council of Architectural Registration
Boards Architecture
Member, Regional Leadership Committee 2017-present
National Council of Architectural Registration Boards
Member, Procedures and Documents Committee 2017-present
National Council of Architectural Registration Boards
Member, Architecture Registration Examination Comm. 2013-2015 & 2016-2017
National Council of Architectural Registration Boards
Member, Architecture Registration Examination Comm. 2013-2015 & 2016-2017
National Council of Architectural Registration Boards
Vice Chair 2015-2017
Southern Conference of National Council of Architectural Registration
Boards Architecture
Treasurer 2013-2015
Southern Conference of National Council of Architectural Registration Boards
Architecture
Chair, Educator and Practitioner Conference March 2014
Southern Conference of National Council of Architectural Registration
Boards Architecture
Member, Internship Committee 2012-2013
National Council of Architectural Registration Boards
Chair, Educator and Practitioner Conference February 2012
Southern Conference of National Council of Architectural Registration
Boards Architecture

Robert McKinney

Secretary	2011-2013
Southern Conference of National Council of Architectural Registration Boards Architecture	
Member, Architecture Registration Exam Committee Building Design and Construction Systems	2010-2012
National Council of Architectural Registration Boards	
Member, Architecture Registration Exam Committee Construction Documents and Service	2008-2010
National Council of Architectural Registration Boards	
State	
Board Member, Secretary, President	2007-present
Louisiana State Board of Architectural Examiners	
Secretary and Treasurer	2005-2007
American Institute of Architects Louisiana	
Chair and Member , Louisiana Architects Selection Board	2003-2005
Louisiana Office of Facility Planning and Control	
Associate Member	1997
American Institute of Architects Louisiana Board	
Local	
Director	2007-2013
American Institute of Architects South Louisiana	
Past President	2005
American Institute of Architects South Louisiana	
President	2004
American Institute of Architects South Louisiana	
Vice President	2003
American Institute of Architects South Louisiana	
Treasurer	2002
American Institute of Architects South Louisiana	
Secretary	2001
American Institute of Architects South Louisiana	

Achievements

Summer Research Institute	2012
Mesoamerica and the Southwest: A New History for an Ancient Land	
National Endowment for the Humanities	
Charles E. Peterson Prize Honorable Mention	2009
Academy of Sacred Heart-Chapel, Grand Coteau, LA	
National Park Service	
Lafayette Coca-Cola/BORSF Endowed Professorship in Architecture	2008-2011
University of Louisiana at Lafayette, Lafayette, Louisiana	
Outstanding Advisor,	2006, 2008, 2010
University of Louisiana at Lafayette, Lafayette, Louisiana	
Fellow Center for Culture and Eco-Tourism	2001-2012
University of Louisiana at Lafayette, Lafayette, Louisiana	
Summer Research Award	1997
University of Southwestern Louisiana, Lafayette, Louisiana	



February 8, 2018

Region 3 Members
Southern Conference
NCARB

MEMBERSHIP

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

RE: Candidacy for Vice Chair of Region 3

Dear friends:

Our Wichita Regional Meetings will be in full swing before we know it. Kansas will a wonderful place for ideas and engagement as we discuss, and debate proposed resolutions, and meet with our counterparts.

I would like to thank you for allowing me to serve you as your Vice Chair for Region 3 this past year. Working with you and our board has been an honor and extremely rewarding as it has allowed me to gain insight and to participate in discussions related to issues that affect our region and our profession.

John Cardone
Regional Director

The purpose of this letter is to ask you for your continued support as I announce my candidacy for a second term as your Vice Chair for Region 3.

Robert McKinney, Ed. D., NCARB, AIA
Chair

During my fourteen (14) years of involvement with the Mississippi Board, Region 3, and NCARB, I, like most of you, have seen many positive changes.

Richard H. McNeel, NCARB, AIA
Vice-Chair

- At the State Board level, my focus has been to engage on issues that affect our profession and the public. For example: Continued discussion with engineers who believe they are qualified to practice Architecture, and working with the local AIA component on “Good Samaritan” legislation for professionals that assist others during government declared disasters.
- Regionally, my focus has been to assist you and our board in our continued leadership as a Region within NCARB. Having served on our board for several years, I have worked to make a difference with my participation in meetings and calls on topics related to our budget, the Educators Conference, and communications with the regional leadership. Our good financial shape and leadership team sets a good example nationally.
- Nationally, I have been engaged in the Committee on Examination and ARE for 13 years helping to make our examination the best in the world and I have helped to transition to the new ARE 5.0, and this year I am chairing the Interior Architecture Workgroup.

Julie M. McLaurin, NCARB, AIA
Treasurer

Miguel A. Rodriguez, NCARB, FAIA
Secretary

Julie Hildebrand
MBE Representative

Jenny Owen
Executive Director

In closing, I would like to encourage all of us to support Alfred’s run for NCARB National Treasurer, and John’s run for Regional Director. It is excellent that Region 3 exemplifies leadership on the NCARB Board of Directors, and within all the committees.

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

It has been a wonderful experience to serve you and our Region. Thank you all for your friendship and fellowship. Please contact me with any thoughts or input you may have about how I could better serve you and our great Region.

Best Regards,

Richard McNeel, NCARB, AIA, LEED AP

RICHARD H. MCNEEL, AIA, NCARB, LEED AP



Education Bachelor of Architecture 1979
Mississippi State University
NAAB Accredited

Practice JBHM Architects, PA – Jackson, MS
President (1990 - Present)

JBHM Education Group LLC – Jackson, MS
Co-Founder, Member 2001 - 2013

REGISTRATION *Architecture:* Alabama, Arkansas, Florida, Louisiana, Mississippi, North Carolina, New Mexico, Oklahoma, Pennsylvania, South Carolina, Tennessee, Texas
NCARB Certificate (1984)
IDP Certificate (1982)

MEMBER BOARD SERVICE Mississippi State Board of Architecture

Member	2004-Present
Chair	2007,08,11,12,17
Vice-Chair	2006,10,16

NCARB (National Council of Architectural Registration Boards) SERVICE

NCARB Interior Architecture Workgroup	Chair	2017-2018
NCARB Committee on Examination	Member	2016-2017
NCARB ARE 4.0 Forms Assembly	Chair	2016-2017
NCARB ARE Subcommittee - PPP	Member	2006-2015
	Chair	2014-2015
NCARB ARE Test Spec Subcommittee	Member	2012
NCARB Interior Architecture Task Force	Member	2007-2008
NCARB Interior Task Force	Member	2008-2009
NCARB National Meetings	Delegate	2005-2014
SCNCARB Region 3 Meetings		2005-2014
SCNCARB Member Chairs Meetings		2007, 2008
SCNCARB Educators Conference		2005, 2007, 2011
SCNCARB Region 3 Board	Vice-Chair	2017
	Treasurer	2015, 2016
	Secretary	2013, 2014

NAAB (National Architectural Accrediting Board) SERVICE

NAAB Accreditation Team – NDSU – M/Arch	Member	2018
NAAB Accreditation Team – BGSU – M/Arch	Member	2017
NAAB Accreditation Team – UMASS – M/Arch	Member	2016
NAAB Accreditation Team – ARC/POLLI – B/Arch	Member	2015
NCARB Representative - School Accreditation Team		2011-Present
Mississippi State University – NAAB Visiting Team	Observer	1995

PROFESSIONAL SERVICE

AIA Mississippi Chapter	President	1990
AIA Mississippi Chapter Board of Directors		1984-1991
AIA	Member	1984-Present
Architectural Foundation of Mississippi	President	1991
Architects PAC Mississippi	Chair	1997-2010
Adjunct Faculty Mississippi State University		1992-1996
Alumni Fellow (Architecture) Mississippi State University		1990
Advisory Council - Architecture CADD/MSU	Chair	2013-Present



February 5, 2018

MEMBERSHIP

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

John Cardone
Regional Director

Robert McKinney, Ed. D., NCARB, AIA
Chair

Richard H. McNeel, NCARB, AIA
Vice-Chair

Julie M. McLaurin, NCARB, AIA
Treasurer

Miguel A. Rodriguez, NCARB, FAIA
Secretary

Julie Hildebrand
MBE Representative

Jenny Owen
Executive Director

To: Region 3 Officers and Board Members and Member Board Executives

Re: Miguel A Rodriguez, FAIA NCARB
Candidacy for Treasurer of the Southern Conference, NCARB

Dear Friends and Colleagues:

I'm writing today to formally announce my candidacy for Treasurer of our Conference and ask for your support in that endeavor.

Well over a decade ago, my service to our profession brought me to NCARB. As Florida's delegate, I engaged in the work of our Region and the Council helping move forward important initiatives and serving the region as Treasurer and Vice-Chair. Since then, I have also had the opportunity to serve at virtually every level of all but one of the collaterals. An experience that gives me a broad understanding of the issues, seen from the various stakeholders' perspectives, the ability to lead collaboratively and the experience to do so effectively.

More recently, as your Secretary, you've given me the opportunity to continue that work and I have had the pleasure of leading our Educator / Practitioner Conference and the Council's Education Committee. I have thoroughly enjoyed and learned from that work and benefitted from the wisdom that each of you has shared with me. I am excited by what we have accomplished, but recognize that other opportunities lie ahead, and I believe there is still much that can be done.

Giving back to my profession and community is very important to me, I engage energetically and with full commitment to the duties that are entrusted to me. Today I once again ask that you allow me to continue that service, to work on your behalf, with colleagues around the country to make our profession better, to increase access to all that seek it, and to maintain the professional integrity that is the hallmark of our profession. I also look forward to continuing with the rest of our executive committee to accomplish those goals and ask for your support to do so.

I welcome and value your input and look forward to seeing you all in March and the opportunity to chat with you and/or address any questions you may have about my candidacy or positions on issues. Thank you for your kind consideration.

Sincerely,

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

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

MIGUEL A. RODRIGUEZ, FAIA



Miguel Rodriguez, FAIA is an experienced architect with over 30 years in the profession and is founding principal of Rodriguez Architects, Inc. located in downtown Coral Gables, FL. Established in 1990, the firm serves clients regionally and specializes in office, retail, hospitality, K-12 educational and industrial facilities.

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

As a member and leader of accreditation teams, Miguel has contributed to the accreditation review of several universities and served as a Director on the Board of the National Architectural Accrediting Board (2010-2013). He also serves as the Chair of the State of Florida Board of Architecture and Interior Design.

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

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

Professional Credentials:

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

Education:

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

Member Board Service:

State of Florida, Board of Architecture & Interior Design		
	Member	2002-2006 / 2011-Present
	Chair	2014-Present
	Vice-Chair	2013
	Probable Cause Panel Chair	2002-2011, 2017-present
	Continuing Education Task Force	1995-2001

NCARB Service:

NCARB Licensure Task Force		2013-Present
NCARB Reciprocity Impediments Task Force		2003-2004
NCARB Education Committee	Chair	2016-Present
ARE 5.0 Cut Score Task Force		2017
SCNCARB (R3)	Treasurer	2003-2004
	Vice-Chair	2004-2005



NAAB (National Architectural Accrediting Board) Service:

Director (NAAB Board):		2010-2013
Accreditation Visits:		2003-2017
	Polytechnic Univ. of Puerto Rico	Member 2003
	Univ. of Texas – San Antonio	Member 2004
	Philadelphia University	Member 2006
	Univ. of Arizona	Member 2009
	University of Arizona	Member 2009
	Cooper Union	Team Chair 2010
	University of Puerto Rico	Team Chair 2014
	Penn State University	Team Chair 2015
	University of Nebraska	Member 2015
	Universidad del Turabo – Puerto Rico	Member 2016
	New York Institute of Technology	Team Chair 2017
	Ohio State University	Team Chair 2017
Eligibility Visits		
	South Dakota State Univ.	Team Chair 2011
	University of Maine-Augusta	Team Chair 2012
	Ferris State University-Kendall College of Art & Design	Team Chair 2013
Substantial Equivalency Visits		
	San Pablo CEU Univ. – Madrid	Team Chair 2012
	European Univ. of Madrid	Team Chair 2012
	Polytechnical Univ. of Madrid	Team Chair 2013
	Pontificia Universidad Católica de Chile	Team Chair 2016
	University of Dammam – Saudi Arabia	Member 2016

Professional Service:

American Institute of Architects	Vice-President	2007-2008
	Regional Director	2004-2006
	Board Knowledge Committee	Chair 2008
AIA Rep. to Pan-American Federation of Architectural Associations	Delegate	2014-2017
Long Range Planning Advisory Group	Member	2004
Continuing Education Strategy Work Group	Member	2005
EVP/CEO Selection Committee	Member	2005
Small Firm Task Group	Member	2005-2006
Continuing Education Quality Assurance Panel	Chair	2006-2007
Convention Cont. Ed. Advisory Committee	Member	2006-2008
Tri-National Committee on Architecture & NAFTA	Delegate	1998-2002
Continuing Education Committee	Member / Chair	2001-2002/2003
Credentials Committee	Member	1997
Pan-American Federation of Architectural Associations	Reg. 3 Vice-Pres.	2014-2017
	President's Advisor on Professional Practice	2018-2020
AIA Florida	President	2001
	Vice-President	1998-2000
	Budget Committee	Member 2000
	Communications Commission	Chair 1998-1999
	Continuing Education Committee	Chair 2003
		Member 2001-2002
	EVP Search Committee	Member 2004
AIA Miami	President	1997
State of Florida – Florida Building Commission		
	Educational Technical Advisory Committee	Member 2002-2004
	Building Construction Permitting & Inspection Task Force	Member 2001
	Governor's Alt. Plan Review & Inspection Task Force	Member 2000

February 14, 2018



Larry W. Bishop, AIA, NCARB
601-948-4601
lbishop@jhharchitects.com

To: Members of NCARB/SC Region 3

Today, I am excited to announce my candidacy for the office of Secretary, Region 3.

I recognize the commitment for leadership that our region exemplifies. I believe that our board members should have the passion to guide our organization and the time to commit to our goals. At this stage of my professional career, following 32 years of architectural firm ownership and 43 years holding an NCARB Certificate, I have the time and commitment to serve our Region and Council.

My first involvement with NCARB responsibilities began as the IDP Coordinator (now AXP Licensing Advisor) for Mississippi, where I attended the first National Conference of State Coordinators. Over the last six years I have had the opportunity to serve on the Mississippi State Board of Architecture where I have served as Secretary/Treasurer and President. I have also served on numerous NCARB committees, with an emphasis on Education.

During this last year, we have seen our current leadership make a definitive effort to be transparent with our member boards. Those efforts build trust and confidence in our leadership.

My goals are to serve our Region and Council. I continue to learn new ideas and develop friendships throughout our organization that have enriched my service on the Mississippi Board.

I ask for your support and vote to allow me to serve as your new Secretary, Region 3.

Sincerely,

A handwritten signature in black ink that reads "Larry W. Bishop". The signature is fluid and cursive, with a long horizontal stroke extending to the right.

Larry W. Bishop, AIA, NCARB

Education

Bachelor of Architecture, University of Tennessee – 1972

Professional Credentials

Member of American Institute of Architects – 1976

NCARB Certificate - 1975

Former Mississippi State IDP Coordinator

2012-Present, Mississippi State Board of Architecture

2015 Secretary/Treasurer, Mississippi State Board of Architecture

2016 President, Mississippi State Board of Architecture

Registration Mississippi - 1975

Professional Experience

2012 - 2018 Senior Architect, JH&H Architects, Planners, Interiors PA

1990 - 2012 President, Bishop Associates Architects PA

1980 - 1990 Vice-President, Lack/Bishop and Associates Architects PA

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS (NCARB) SERVICE

FY14 Continuing Education Committee

FY15 Nominated for NAAB Team

FY15 Education Committee

FY16 Chair; Continuing Education Committee

FY16 Education Committee

FY17 Continuing Education Committee

FY17 Chair; Credentials Committee at Annual Business Meeting

FY18 Strategic Focus Group

NCARB SERVICE HIGHLIGHTS

- **Continuing Education Committee:** Charges included review of selected courses from approximately 200 AIA Continuing Education courses and tours proposed for the National AIA Conventions for qualification as HSW accepted courses. Also, I participated in committee reviews of various NCARB Monographs and developed additional test questions for selected Mini-monographs.
- **Education Committee:** Charges included review of the NCARB Award Program for the University of Massachusetts Amherst. I reviewed and approved each stage of their program and recommended to the Board their funding allocation.
- **2017 Strategic Focus Group:** Working with Mary deSousa, our group explored Industry Trends that are just over the horizon and Technology and Regulation challenges to jurisdictions that impact Health, Safety and Welfare.
- Southern Conference Educator's Conference (2014, 2016)
- Member Board Chair/Member Board Executive Summit (2014, 2016)



www.boa.alabama.gov

February 9, 2018

To: Region 3 Member Board Executives

RE: **Candidacy for MBE Representative of the Southern Conference of NCARB**

Dear Region 3 Member Board Executives:

This letter is to formally announce my intent to run for the MBE Representative of the Southern Conference of the National Council of Architectural Registration Boards (SCNCARB). Currently, I serve as the Chair for the MBE Committee. I also had the privilege of serving on the MBE Committee last year. I have truly enjoyed serving our MBE Community in this capacity. I have learned that the MBE Community is not only an invaluable resource and a wealth of knowledge to fellow MBEs, but also to NCARB's staff and record/certificate holders when evaluating current services and looking to future projects.

It would be my honor and privilege to serve as the voice for the Region 3 MBE Community as the Region's Representative. Thank you for your kind consideration.

I welcome and appreciate any questions, comments and/or input. Please feel free to contact me at (334)242-4179 or at elizabeth.bern@boa.alabama.gov.

Sincerely,

A handwritten signature in blue ink that reads "Elizabeth C. Bern". The signature is written in a cursive style.

Elizabeth C. Bern



Elizabeth C. Bern, MBE Alabama

100 N. Union St., Suite 390, Montgomery, AL 36104 | 334-242-4179 | Elizabeth.bern@boa.alabama.gov

OVERVIEW AND EMPLOYMENT HISTORY

Elizabeth Bern is the Executive Director of the Alabama Board for Registration of Architects. She has worked for the Alabama Board since May 2015. She previously has worked for the State of Alabama as an Assistant Attorney General for the Alabama Department of Human Resources providing legal services for multiple counties in child welfare cases, administrative hearings, and criminal prosecutions. She was also in private practice for many years and served as an adjunct professor teaching legal and paralegal studies.

EDUCATION

JURIS DOCTORATE | MAY 2005 | JONES SCHOOL OF LAW – FAULKNER UNIVERSITY

- Admitted Alabama State Bar 2005

BA PSYCHOLOGY | MAY 2002 | AUBURN UNIVERSITY

RECENT NCARB AND VOLUNTEER SERVICE

NCARB MBE COMMITTEE | CHAIR | JULY 2017-PRESENT

NCARB MBE COMMITTEE | MEMBER | JULY 2016-JUNE 2017

ALABAMA ASS'N OF REGULATORY BOARDS | SECRETARY | OCTOBER 2017- PRESENT

- The mission of the Alabama Association of Regulatory Boards is to facilitate communication for its members and elevate the quality of services provided by state agencies.

ALABAMA ASS'N OF REGULATORY BOARDS | TREASURER | OCT. 2016- SEPTEMBER 2017

ASCENSION DAY SCHOOL BOARD OF DIRECTORS | CHAIR | JUNE 2017- PRESENT

ASCENSION DAY SCHOOL BOARD OF DIRECTORS | VICE CHAIR | JUNE 2016- MAY 2017

ASCENSION DAY SCHOOL BOARD OF DIRECTORS | MEMBER | JUNE 2013 – MAY 2016



www.boa.alabama.gov

February 8, 2018

NCARB Region 3|Southern Conference

Fellow Region 3 Members:

This letter is written in support of Elizabeth Bern, our Alabama MBE, for the position of MBE representative to R3's BoD. As many of you seasoned members know, Elizabeth has had the daunting task of filling Cindy McKim's shoes upon Cindy's retirement in 2015. Those of you who knew Cindy can empathize with our task of finding a worthy replacement.

We think we used up all our luck when we found Elizabeth. After working with her for three years, she has exceeded our expectations. With her legal background, she is a quick study and has developed a surprisingly clear perspective of our board (+ politics), Region 3 (+ politics), and NCARB (a fraction of its politics). She recently expressed an interest in serving Region 3 and received our board's unanimous support. Elizabeth is a fresh face, full of energy, and (IMHO) represents who I believe we want in the forefront of NCARB's MBE leadership looking forward.

I speak for the Alabama board in asking for your support of Elizabeth for R3's MBE board representative.

Thanks,

A handwritten signature in black ink, appearing to read "Marzette Fisher". The signature is stylized and fluid.

Marzette Fisher, Chair
Alabama Board for Registration of Architects

ALABAMA BOARD FOR REGISTRATION OF ARCHITECTS

100 NORTH UNION STREET, #390 • MONTGOMERY, AL 36130-4450
(334) 242-4179 (VOICE) • (334) 242-4531 (FAX)

**Region 4 – Mid-Central
FY19 Candidates for Executive Committee**



Chair
John Rademacher, AIA, NCARB
Ohio



Vice Chair
Wayne Hilbert
Minnesota



Fellow Region 4 NCARB Members

Please accept this correspondence as my request for your support as your NCARB Region 4 Chair.

Architecture has provided me the platform to create and expand my personal and profession life. I am humbled to have had the opportunity to work with amazing people, as we chase our hopes and dreams and capture them in the built environment. The opportunity I have been given has come with the thankful responsibility to generously give back.

This is why I am asking for your support in my continuing service to NCARB. I have been fortunate over the years to serve the Architectural profession, holding local and national positions with the American Institute of Architects, offering my expertise where and when it was needed. I currently serve as a Member of the Ohio Architects Board, as the Chair of NCARB's Experience Committee and Experience Advisory Committee and your current Region 4 Vice Chair.

I am now asking for the opportunity to continue serving as your Region 4 Chair. I look forward to your support as we all strive to create a profession focused educating those that will come after us, assuring the public of unquestioned professionalism, and supporting our peers in their drive to continually excel beyond even their own imaginations.

Thank you for the continued opportunity to serve the members of Region 4.

A handwritten signature in blue ink, consisting of a stylized 'J' and 'R' followed by a horizontal line.

John Patrick Rademacher, AIA, NCARB



John Patrick Rademacher, AIA, NCARB

2018 Biography

John Patrick Rademacher has worked in Architecture, development and construction for more than 36 years. Currently he is a Principal at Elevate Design Group, formally SFA Architects, Inc., in Cincinnati, Ohio, where he has worked for eighteen years. Prior to this position, he served as a Director of Design for regional development and design/build firms for seven years. He is a past Member of the Board Advocacy Committee for the national component of the American Institute of Architects (AIA) and is a Past President of AIA Cincinnati. Mr. Rademacher is currently a Member and the Past President of the Ohio Architects Board, National Council of Architectural Registration Board's (NCARB) Region 4 Vice Chair and the Chair of the NCARB Experience Advisory Committee, previously serving on the ARE 5.0 Item Development Project Management Subcommittee and Continuing Education Committee. As a civically engaged Architect, Mr. Rademacher is currently the Chair of the Miami Township Zoning Commission. Mr. Rademacher has been actively engaged, working on behalf of his clients and community on legislative and project development issues. Mr. Rademacher has used his insights, talents, training and experience to contribute meaningfully, beyond self, to the improvement of the community and human condition.

Mr. Rademacher received a Bachelor's of Architecture Degree from the University of Cincinnati's College of Design, Architecture, Art and Planning (DAAP). He is licensed as an Architect in Ohio, Alabama, Florida, Georgia, Illinois, Indiana, Kentucky, Maryland, Michigan, Minnesota, New Jersey, New York, North Carolina, Rhode Island, West Virginia, Wisconsin and is certified by the National Council of Architectural Registration Boards (NCARB).

Notable projects for Mr. Rademacher include Riverview East Academy for Cincinnati Public Schools, the Summit Behavioral Healthcare Facility for the Ohio Department of Mental Health, Cincinnati State Technical and Community College's Advanced Technology and Learning Center and the renovation of 525 Vine Street building in Downtown Cincinnati. Mr. Rademacher's current clients include the Kroger Company, Ohio State University, Miami University, Sinclair Community College, Wright State University, University of Cincinnati, United States Environmental Protection Agency, United States General Services Administration, Premier Health, St Bernard Elmwood Place City School District and Goshen Local School District.

Mr. Rademacher has volunteered his time supporting local youth including the Boy Scouts of America, YMCA, St. Columban sports programs and the Lionheart Junior Racing cycling program. Mr. Rademacher has lived in the Greater Cincinnati area for more than 50 years and currently resides in Loveland with his wife and two children.



Candidate for Vice-Chair of NCARB Region 4

February 1, 2018

National Council of Architectural Registration Boards
Region 4

Wayne G. Hilbert, NCARB, AIA

Education

Master of Business Administration and
Bachelor of Architecture
University of Minnesota

Registration

NCARB Certification
Licensed in MN, WI, IA, ND, SD, SC, IL
and MO

NCARB/State Board

ARE 5.0 Item Writer, Forms, and Case
Study Coordinator for Practice Mgmt.
2015, 2017
MBC/MBE 2014
NCARB Annual Meetings 2013, 2014,
2016, 2017
NCARB Regional 4 Meetings 2014,
2015, 2016, 2017
MN Board Member since 2013
MN Chair of Designer Section 2014-15
MN Chair of Credentialing Section
2016-17

Involvement

American Institute of Architects
Construction Specification Institute
AIA's Sustainable Assessment Team
2011, Steering Committee and AIA
Sponsoring Member
Freedom by Design, Design Mentor
Rotary International
Club President
National Eagle Scout Association
Reach for the Stars (STEM)
Past Board Member and Treasurer
MN Governor's Design Team
Member of first team
International Volunteer
Jamaica and St Lucia Dental
Volunteer
Cook Islands Math and English Tutor

Awards

Multiple Green Globes Projects
Dakota Business Excellence

Dear NCARB Region 4 Members,

I respectfully submit my name for consideration for the post of Vice Chair of Region 4.

Since being appointed to Minnesota's board in 2013, attending the NCARB meetings and serving as Treasurer of Region 4, I have developed a better understanding of the function of this great institution. I look forward to working with all my colleagues in Region 4 and becoming more involved to help maintain and advance the quality and services of NCARB to our state registration boards and the architecture profession.

To the position of Vice Chair of our Region 4, I am excited to listen to you for your ideas and thoughts and help with the evolution of NCARB.

Thank you for your support.

Sincerely,

Wayne G Hilbert, NCARB, AIA
President/Principal
CNH Architect, Inc
7300 W 147th St, Suite 504
St Paul, MN 55125
952-997-4589
whilbert@cnharch.com

Region 5 will hold nominations for regional officers during the 2018 Region 5 meeting in Wichita, Kansas. This information will be shared with the full membership before the 2018 Annual Business Meeting in Wichita, Kansas.

**Region 6 – Western Conference
FY19 Candidates for Executive Committee**



Chair

Edward Marley, NCARB, AIA, LEEDap
Arizona



Vice Chair

Scott E. Harm, AIA, NCARB
Washington



Secretary/Treasurer

James Mickey, NCARB, AIA
Nevada



Executive Committee

Tara Rothwell
New Mexico



Executive Committee

Corey Solum
Utah



February 16, 2018

To: All NCARB Region 6 Member Board Members

From Edward T. Marley, NCARB, AIA, LEEDap

Greetings Fellow WCARB members:

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

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

Other Professional Service:

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

Recognition:

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

Professional:

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

Education:

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

Personal:

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

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

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

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

Respectfully,



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

SCOTT E. HARM, AIA, NCARB

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



Candidate: Vice Chair; WCARB – Region 6

Dear Fellow WCARB; Region 6 Board Members;

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

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

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

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

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

Most Respectfully;

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

Scott E. Harm, AIA, NCARB

executive
committee
candidate

Western Council of
Architectural
Registration Boards



Why I serve . . .

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

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

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

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

WCARB MISSION STATEMENT

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

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

Why I Serve . . .

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

Respectfully

James S. Mickey *ncarb, aia*

Education

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

Practice

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

Boards and Commissions

American Institute of Architects

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

City of Reno

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

National Council of Architectural Registration Boards

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

Nevada State Board of Architecture, Interior Design and Residential Design

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

Certificates of Licensures | Registrations attained:

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



6490 Vista Valley Trail
Las Cruces, NM 88007

575.644.0775
Trothwellclark@gmail.com

Tara Rothwell

CANDIDATE FOR EXECUTIVE COMMITTEE WCARB – REGION 6

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

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

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

Summary of Qualifications

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

Account Executive/ Architect

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

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

Owner

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

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

Account Executive/ Designer

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

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

Project Manager/ Project Architect – License #4518

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

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

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

- Specialty in Design

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

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

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

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

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

References Upon Request

Interests and activities

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

Volunteer experience

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

Awards received

JLLC Sustainer of the Year; First Step Angel Award



February 14, 2018

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

Dear Esteemed Members:

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

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

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

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

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

Thank you for your consideration.

Respectfully,

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

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

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

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

www.thinkaec.com

COREY R. SOLUM, AIA, NCARB

COREY R. SOLUM / PRINCIPAL, CEO

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

EDUCATION

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

ACHIEVEMENTS / AFFILIATIONS

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

NCARB Certified

Utah Architects Licensing Board (Appointed position)

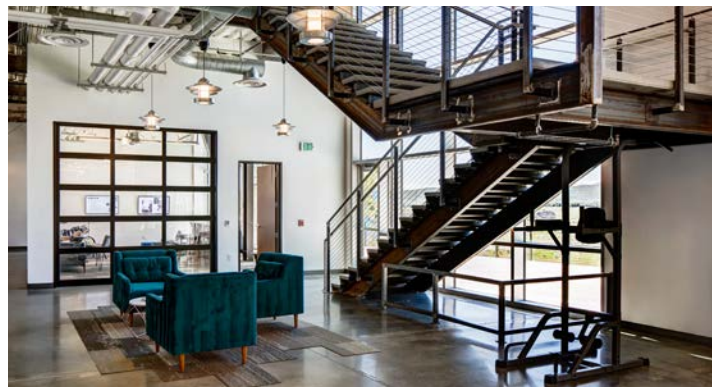
- Chairperson (2018)
- Member (2016-2017)

NCARB Committees

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

Member of American Institute of Architects

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



PROFESSIONAL BACKGROUND

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

REVIEW AND POSSIBLE ACTION ON PROPOSED AMENDMENTS TO BOARD'S DISCIPLINARY GUIDELINES AND CALIFORNIA CODE OF REGULATIONS (CCR), TITLE 16, DIVISION 2, ARTICLE 8, SECTION 154 (DISCIPLINARY GUIDELINES)

The California Architects Board (Board) and Landscape Architects Technical Committee (LATC) staff have been working collaboratively to update the Board's and LATC's *Disciplinary Guidelines*.

The Board previously: 1) approved revisions to the Board's and LATC's *Disciplinary Guidelines* and the proposed language to amend CCR sections 154 and 2680 (Disciplinary Guidelines); 2) authorized staff to proceed with the required regulatory changes to incorporate the revised *Disciplinary Guidelines* by reference; and 3) delegated authority to the Executive Officer to adopt the regulations, provided that no adverse comments are received during the public comment period, and to make minor technical or non-substantive changes to the language, if needed.

In September 2017, legal counsel recommended additional substantive changes which were necessary prior to submission of the regulatory packages. The Board approved the recommended revisions to LATC's *Disciplinary Guidelines* at its September 7, 2017 meeting. Board staff reviewed legal counsel's recommendations as they relate to the Board's *Disciplinary Guidelines* and determined that similar changes would also need to be made to the Board's *Disciplinary Guidelines* prior to submission of the regulatory package.

At its December 7, 2017 meeting, the Board reviewed and approved the necessary revisions to the Board's *Disciplinary Guidelines* that were identified by legal counsel. The Board also questioned why information regarding citations was not referenced in the *Disciplinary Guidelines*, and why fines were not included as possible disciplinary penalties. Board staff and legal counsel were directed to research the Board's questions regarding citations and fines, and present their research and findings to the Board at its next meeting.

Following the meeting, legal counsel researched the Board's statutory authority to assess an administrative penalty or fine through discipline, and found two statutes within the Architects Practice Act that provide such authority:

- Business and Professions Code (BPC) section 5565(d) states that the Board may assess a fine not in excess of \$5,000 for any of the causes of action specified in BPC section 5577 (Conviction of a Crime Substantially Related to the Qualifications, Duties, or Functions of an Architect), and a fine may be assessed in lieu of, or in addition to, a suspension or revocation.
- BPC section 5588(e) states that any licensee who fails to report a civil action judgment, settlement, or arbitration award of \$5,000 or greater against the licensee to the Board within 30 days may be subject to a civil penalty of not less than \$100 and not more than \$1,000, or up to \$20,000 for knowingly and intentionally failing to report as required, as an additional intermediate sanction in lieu of revoking the license.

Based on legal counsel's research, staff revised the Board's *Disciplinary Guidelines* (Attachment 1) to include the fine and civil penalty provisions authorized by BPC sections 5577 and 5588.

In addition, a new section was also added to the *Disciplinary Guidelines* under General Considerations to provide information regarding the Board's citation authority, and changes were made to the descriptions of BPC sections 5536.5, 5577, 5579, 5582.1, 5583, 5584, 5585, 5586, and 140 to more accurately reflect the nature of the violations.

The Board is asked to review the additional proposed revisions to the Board's *Disciplinary Guidelines* (highlighted in yellow) and the proposed regulatory language to amend CCR section 154 (Attachment 2), and take possible action.

Attachments:

1. Board's *Disciplinary Guidelines* with proposed revisions
2. Proposed Regulatory Language, CCR, Title 16, Division 2, Article 8, Section 154

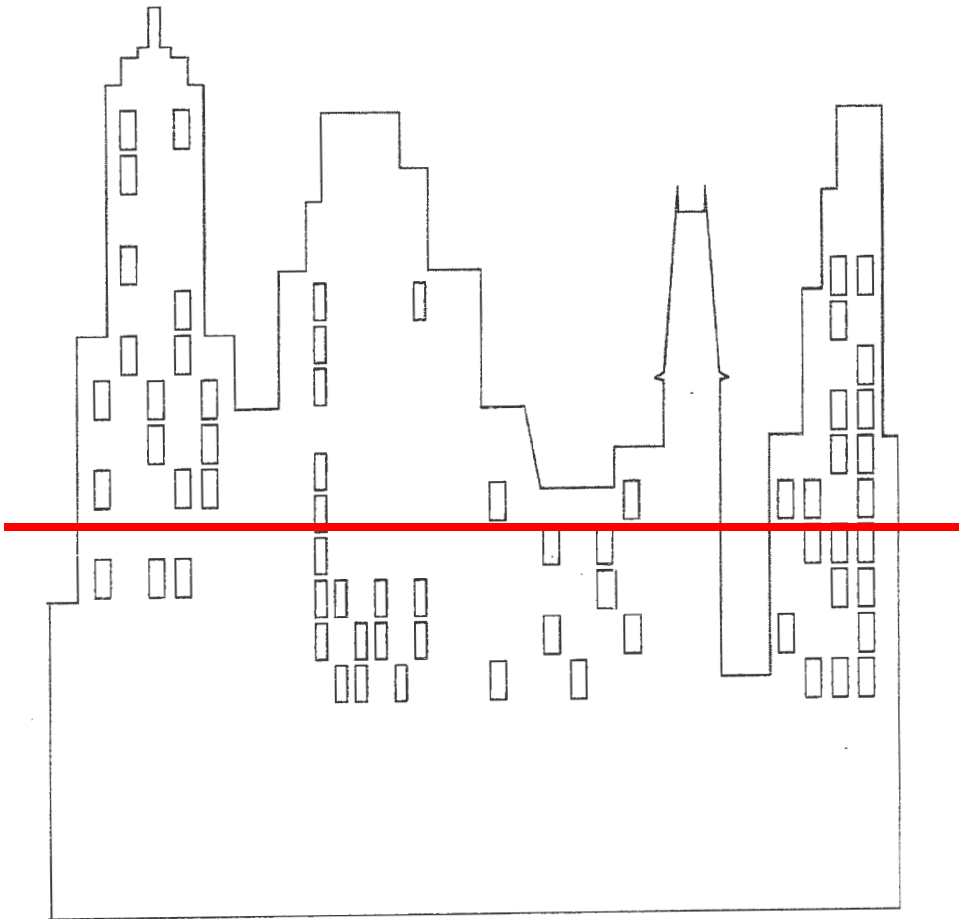
PENDING REGULATORY CHANGE

California Architects Board
*Public Protection Through
Examination, Licensure, and Regulation*



DISCIPLINARY GUIDELINES

~~DISCIPLINARY~~
~~GUIDELINES~~



~~CALIFORNIA~~
~~ARCHITECTS~~
~~BOARD~~

~~Public Protection Through Examination, Licensure, and Regulation~~

~~2000~~

CALIFORNIA ARCHITECTS BOARD

*Public Protection Through Examination,
Licensure, and Regulation*

2420 Del Paso Road, Suite 105

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REPORT 2324**

I. INTRODUCTION

To establish consistency in disciplinary penalties for similar offenses on a statewide basis, the California Architects Board ([CABBoard](#)) has adopted these uniform disciplinary guidelines for particular violations. This document, designed for use by Administrative Law Judges, attorneys, Board licensees, others involved in the Board's disciplinary process, and ultimately the Board, ~~shall~~[may](#) be revised from time to time and will be distributed to interested parties upon request.

These guidelines include general factors to be considered, probationary terms, and guidelines for specific offenses. The guidelines [reference the statutory and regulatory provisions](#) for specific offenses ~~are referenced to the statutory and regulatory provisions.~~

For purposes of this document, terms and conditions of probation are divided into two general categories: (1) Standard Conditions are those conditions of probation which will generally appear in all cases involving probation ~~as a standard term and condition~~; and (2) Optional Conditions are those conditions which address the specific circumstances of the case and require discretion to be exercised depending on the nature and circumstances of a particular case.

The Board recognizes ~~that~~ these recommended penalties and conditions of probation are merely guidelines and ~~that~~ mitigating or aggravating circumstances ~~and/or~~ other factors may necessitate deviations, as discussed herein. If there are deviations from the guidelines, the Board would request that the Administrative Law Judge hearing the matter include an explanation in the Proposed Decision so that the circumstances can be better understood and evaluated by the Board upon review of the Proposed Decision and before final action is taken.

Additional copies of this document may be obtained by contacting the [CABBoard](#) at its office in Sacramento, California. There may be a charge assessed sufficient to cover the cost of production and distribution of copies.

II. GENERAL CONSIDERATIONS

A. Citations

The Board may issue a citation pursuant to Section 125.9 or 148 of the Business and Professions Code, and in accordance with Section 152 of Article 8 of Division 2 of Title 16 of the California Code of Regulations, as an alternate means to address relatively minor violations not necessarily warranting discipline.

Citations are not disciplinary actions, but are matters of public record. The citation program increases the effectiveness of the Board's consumer protection process by providing a method to effectively address less egregious violations.

Citations shall be in writing and shall describe the particular nature and facts of the violation, including a reference to the statute or regulation allegedly violated. In assessing a fine, the Board shall give due consideration to the factors enumerated in subdivision (d) of Section 152 of Article 8 of Division 2 of Title 16 of the California Code of Regulations.

Citations that include an assessment of an administrative fine are classified according to the nature of the violation as follows:

- 1) Class "A" violations are violations that involve an unlicensed person who has violated Business and Professions Code section 5536, including, but not limited to, acting in the capacity of or engaged in the practice of architecture. A class "A" violation is subject to an administrative fine in an amount not less than \$750 and not exceeding \$2,500 for each and every violation.
- 2) Class "B" violations are violations that involve a person who, while engaged in the practice of architecture, has violated a statute or regulation relating to the practice of architecture and which has caused physical damage to a structure or building or to real property or monetary damage to a client or member of the public or a person who has committed a class "C" violation and has one or more prior, separate class "C" violations. A class "B" violation is subject to an administrative fine in an amount not less than \$1,000 and not exceeding \$2,500 for each and every violation.
- 3) Class "C" violations are violations that involve a person who, while engaged in the practice of architecture, has violated a statute or regulation relating to the practice of architecture and which has not caused either the death or bodily injury to another person or physical damage to a structure or building or to real property or monetary damage to a client or a member of the public. A class "C" violation is subject to an administrative fine in an amount not less than \$250 and not exceeding \$1,000 for each and every violation.

Notwithstanding the administrative fine amounts listed above, a citation may include a fine between \$2,501 and \$5,000 if one or more of the following circumstances apply:

- 1) The citation involves a violation that has an immediate relationship to the health and safety of another person.
- 2) The cited person has a history of two or more prior citations of the same or similar violations.
- 3) The citation involves multiple violations that demonstrate a willful disregard of the law.
- 4) The citation involves a violation or violations perpetrated against a senior citizen or disabled person.

Payment of a fine with or without an informal conference or administrative hearing does not constitute an admission of the violation charged, but represents a satisfactory resolution of the citation for purposes of public disclosure.

After a citation is issued, the person may:

- 1) Pay the fine/comply with any order of abatement and the matter will be satisfactorily resolved.
- 2) Request an informal conference. Following the informal conference, the citation may be affirmed, modified, or dismissed, including any fine levied or order of abatement issued.
- 3) Request an administrative hearing to appeal the citation regardless of whether or not an informal conference was held.

Failure to pay a fine, unless the citation is being appealed, may result in disciplinary action. Where a citation is not contested and a fine is not paid, the fine shall be added to the fee for renewal of the license.

AB. Proposed Decisions

The Board requests ~~that~~ Proposed ~~d~~Decisions following administrative hearings include the following:

- a. Specific code sections violated, along with their ~~definitions~~descriptions.
- b. Clear description of the underlying facts demonstrating the violation committed.
- c. Respondent's explanation of the violation if he/or she is present at the hearing.
- d. Findings regarding aggravation, mitigation, and rehabilitation where appropriate.
- e. When suspension or probation is ordered, the Board requests that the disciplinary order include terms within the recommended guidelines for that offense unless the reason for departure from the recommended terms is clearly set forth in the findings and supported by the evidence.

BC. Stipulated Settlements

The Board will consider agreeing to stipulated settlements to promote cost-effective consumer protection and to expedite disciplinary decisions. The respondent should be informed that in order to stipulate to a settlement with the Board, he or she may be required to admit to the violations set forth in the accusation or statement of issues. All proposed stipulated settlements must be accompanied by a memorandum from the Deputy Attorney General addressed to Board members explaining the background of the case and defining the allegations, mitigating circumstances, admissions, and proposed penalty, along with a recommendation for the Board to adopt the stipulated settlement.

CD. Cost Reimbursement

The Board seeks reimbursement of its investigative and prosecution costs in all disciplinary cases. The costs include all charges incurred from the Office of the Attorney General, the Division of Investigation, and Board services, including, but not limited to, expert consultant opinions and services. The Board seeks reimbursement of these costs because the burden for payment of the costs of investigation and prosecution of disciplinary cases should fall upon those whose proven conduct required investigation and prosecution, not upon the profession as a whole.

DE. Factors to be Considered -

In determining whether revocation, suspension, or probation is to be imposed in a given case, factors such as the following should be considered:

1. Nature and severity of the act(s), offense(s), or crime(s) under consideration.
2. Actual or potential harm to any consumer, client, or the general public.
3. Prior disciplinary record.
4. Number and/or variety of current violations.
5. Aggravating evidence.
56. ~~Mitigating~~on evidence.
67. ~~Rehabilitation evidence.~~Evidence, if any, of rehabilitation submitted by the respondent.
7. ~~In the case of a criminal conviction, compliance with terms of sentence and/or court-ordered probation.~~
8. ~~Overall criminal record.~~

98. Time passed since the act(s) or offense(s) occurred.
9. Any financial benefit to the respondent from his or her misconduct.
10. Whether or not the respondent cooperated with the Board's investigation, other law enforcement or regulatory agencies, and/or the injured parties.
11. Recognition by the respondent of his or her wrongdoing and demonstration of corrective action to prevent recurrence.

EF. **Substantial Relationship Criteria**

California Code of Regulations, Title 16, Division 2, Article 2, section 110 states:

For the purposes of denial, suspension, or revocation of the license of an architect pursuant to Division 1.5 (commencing with Section 475) of the Business and Professions Code, a crime or act shall be considered substantially related to the qualifications, functions and duties of an architect if to a substantial degree it evidences present or potential unfitness of an architect to perform the functions authorized by his/her license in a manner consistent with the public health, safety or welfare. Such crimes or acts shall include, but not be limited to, those involving the following:

- (a) Any violation of the provisions of Chapter 3, Division 3 of the Business and Professions Code.

EG. **Criteria for Rehabilitation**

(For cases involving an applicant, the conviction of a crime, the reinstatement of licensure, or the reduction of penalty)

California Code of Regulations, Title 16, Division 2, Article 2, section 110.1 states:

- (a) When considering the denial of an architect's license under Section 480 of the Business and Professions Code, the Board, in evaluating the rehabilitation of the applicant and his/her present eligibility for a license will consider the following criteria:
 - (1) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.
 - (2) Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the Business and Professions Code.
 - (3) The time that has elapsed since commission of the act(s) or crime(s) referred to in subdivision (1) or (2).
 - (4) The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.
 - (5) Evidence, if any, of rehabilitation submitted by the applicant.
- (b) When considering the suspension or revocation of the license of an architect on the grounds that the person licensed has been convicted of a crime, the Board, in evaluating the rehabilitation of such person and his/her present eligibility for licensure will consider the following criteria:
 - (1) Nature and severity of the act(s) or offense(s).
 - (2) Total criminal record.
 - (3) The time that has elapsed since commission of the act(s) or offense(s).

- (4) Whether the licensee has complied with any terms of parole, probation, restitution or any other sanctions lawfully imposed against the licensee.
- (5) If applicable, evidence of expungement proceedings pursuant to Section 1203.4 of the Penal Code.
- (6) Evidence, if any, of rehabilitation submitted by the licensee.
- (c) When considering the petition for reinstatement of the license of an architect, the Board shall evaluate evidence of rehabilitation submitted by the petitioner, considering those criteria specified in subsection (b).

III. DISCIPLINARY GUIDELINES

The offenses are listed by section number in the Business and Professions Code or California Code of Regulations. The standard terms of probation as stated herein shall be included for all probations. The optional conditions of probation as stated herein, are to be considered and imposed along with any other optional conditions if facts and circumstances warrant. The number(s) in brackets ~~listed after each condition of probation~~ refers to the specific standard or optional conditions of probation listed on pages _____.

A. Business and Professions Code Sections

Section 5536

Practice Without License or Holding Self Out as Architect

MAXIMUM: Revocation or denial of license application

MINIMUM: Issue initial license (if applicable), stayed revocation, and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Ethics course [#14]
- b. Cost reimbursement [#16]
- c. Restitution [#17] (if applicable)

Section 5536.1

Signature and Stamp on Plans and Documents; Unauthorized Practice

MAXIMUM: Revocation or denial of license application

MINIMUM: Issue initial license (if applicable), stayed revocation, and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Ethics course [#14]
- b. Cost reimbursement [#16]
- c. Restitution [#17] (if applicable)

Section 5536.22
Written Contract

MAXIMUM: Revocation

MINIMUM: Stayed revocation and 3 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Cost reimbursement [#16]
- b. Restitution [#17] (if applicable)

Section 5536.4
Instruments of Service – Consent

MAXIMUM: Revocation

MINIMUM: Stayed revocation and 3 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Cost reimbursement [#16]
- b. Restitution [#17] (if applicable)

Section 5536.5
State of Emergency Following Natural Disaster – Penalty for Practice Without License or Holding Self Out as Architect

MAXIMUM: Revocation or denial of license application

MINIMUM: Issue initial license (if applicable), stayed revocation, and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Ethics course [#14]
- b. Cost reimbursement [#16]
- c. Restitution [#17] (if applicable)

Section 5558
Mailing Address and Name and Address of Entity Through Which License Holder Provides Architectural Services; Filing Requirements

MAXIMUM: Revocation

MINIMUM: Stayed revocation and 3 years' probation on all standard conditions [#1-10] and the following optional condition:

- a. Cost reimbursement [#16]

Section 5577

Conviction of a Crime Substantially Related to the Qualifications, **Duties**, **Functions**, and **Duties** of an Architect

MAXIMUM: Revocation ~~or denial of license application~~ and \$5,000 fine

MINIMUM: Stayed revocation, 90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

~~a. All standard conditions of probation [#1-7]~~

~~b.a.~~ Cost reimbursement [#1216]

~~e.b.~~ Criminal probation reports [#1418]

c. Fine - Maximum \$5,000

Section 5578

Acts in Violation of the Architects Practice Act

The appropriate penalty depends on the nature of the offense.

MAXIMUM: Revocation

MINIMUM: Stayed revocation and 3 years' probation on all standard conditions [#1-10] and the following optional conditions:

a. Cost reimbursement [#16]

b. Restitution [#17] (if applicable)

Section 5579

Fraud or Misrepresentation in Obtaining **Architect** License

~~MAXIMUM/MINIMUM:~~ Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

a. Ethics course [#14]

b. Cost reimbursement [#16]

Section 5580

Impersonation or Use of Assumed or Corporate Name

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation on [all standard conditions \[#1-10\]](#) and the following [optional](#) conditions:

- a. ~~All standard conditions of probation [#1-7]~~
- ba. ~~Continuing education courses~~ [Ethics course \[#1114\]](#)
- eb. Cost reimbursement [\[#1216\]](#)
- ec. Restitution [\[#1317\]](#) [\(if applicable\)](#)

Section 5582

Aiding ~~&~~ [and](#) Abetting the Unlicensed Practice of Architecture

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation on [all standard conditions \[#1-10\]](#) and the following [optional](#) conditions:

- a. ~~All standard conditions of probation [#1-7]~~
- ba. ~~Continuing education courses~~ [Ethics course \[#1114\]](#)
- eb. Cost reimbursement [\[#1216\]](#)
- ec. Restitution [\[#1317\]](#) [\(if applicable\)](#)

Section 5582.1

Signing Others' Instruments of Service or Permitting Misuse of Name [to Evade Provisions of Architects Practice Act](#)

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation on [all standard conditions \[#1-10\]](#) and the following [optional](#) conditions:

- a. ~~All standard conditions of probation [#1-7]~~
- ba. ~~Continuing education courses~~ [Ethics course \[#1114\]](#)
- eb. Cost reimbursement [\[#1216\]](#)
- ec. Restitution [\[#1317\]](#) [\(if applicable\)](#)

Section 5583

Fraud or Deceit in the Practice of Architecture

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation on [all standard conditions](#) [\[#1-10\]](#) and the following [optional](#) conditions:

- a. ~~All standard conditions of probation~~ [Ethics course](#) [\[#1-7\]](#)[14](#)
- b. Continuing education courses [\[#11\]](#)[15](#)
- c. Cost reimbursement [\[#12\]](#)[16](#)
- d. Restitution [\[#13\]](#)[17](#) (if applicable)

Section 5584

Negligence in the Practice of Architecture

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation on [all standard conditions](#) [\[#1-10\]](#) and the following [optional](#) conditions:

- a. ~~All standard conditions of probation~~ [\[#1-7\]](#)
- b. ~~California Supplemental Examination~~ [\[#9\]](#)
- ea. Continuing education courses [\[#11\]](#)[15](#)
- eb. Cost reimbursement [\[#12\]](#)[16](#)
- ec. Restitution [\[#13\]](#)[17](#) (if applicable)

Section 5584

Willful Misconduct in the Practice of Architecture

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation on [all standard conditions](#) [\[#1-10\]](#) and the following [optional](#) conditions:

- a. ~~All standard conditions of probation~~ [Ethics course](#) [\[#1-7\]](#)[14](#)
- b. Continuing education courses [\[#11\]](#)[15](#)
- c. Cost reimbursement [\[#12\]](#)[16](#)
- d. Restitution [\[#13\]](#)[17](#) (if applicable)

Section 5585
Incompetency or Recklessness in the Practice of Architecture

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- ~~a.~~ ~~All standard conditions of probation [#1-7]~~
- ~~b~~a. California Supplemental Examination [#912]
- ~~e~~b. Continuing education courses [#~~14~~15]
- ~~d~~c. Cost reimbursement [#~~12~~16]
- ~~e~~d. Restitution [#~~13~~17] (if applicable)

Section 5586
Disciplinary Action by a Public Agency for an Act Substantially Related to the Qualifications, Functions, or Duties as an Architect

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Continuing education courses [#15]
- b. Cost reimbursement [#16]
- c. Restitution [#17] (if applicable)

Section 5588
Failure to Report Settlement or Arbitration Award

MAXIMUM: Revocation

MINIMUM: Stayed revocation and 3 years' probation on all standard conditions [#1-10] and the following optional condition:

- a. Cost reimbursement [#16]

Civil Penalty: In lieu of revocation, assess civil penalty of not less than \$100 and not more than \$1,000. If knowing and intentional failure to report, in lieu of revocation, assess civil penalty up to \$20,000.

Section 5600.05

License Renewal Process; Audit; False or Misleading Information on Coursework on Disability Access Requirements

MAXIMUM: Revocation

MINIMUM: Stayed revocation and 3 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Continuing education courses [#15]
- b. Cost reimbursement [#16]

B. General Provisions of Business and Professions Code

Section 125.6

Discrimination by Licensee

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 60 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. ~~All standard conditions of probation [#1-7]~~
- ba.** Cost reimbursement [#1216]

Section 140

Failure to Record and Preserve Cash Transactions Involving Employee Wages or Failure to Make Those Records Available to Board Representative

MAXIMUM: Revocation

MINIMUM: Stayed revocation and 3 years' probation on all standard conditions [#1-10] and the following optional condition:

- a. Cost reimbursement [#16]

Section 141

Effect of Disciplinary Action Taken by Another State or the Federal Government

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Continuing education courses [#15]
- b. Cost reimbursement [#16]
- c. Restitution [#17] (if applicable)

Section 143.5
Provision Prohibited in Settlement Agreements

MAXIMUM: Revocation

MINIMUM: Stayed revocation and 3 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Ethics course [#14]
- b. Cost reimbursement [#16]

Section 480-(a)
Denial of Licenses

An applicant's application may be denied for (1) conviction of a crime substantially related to the qualifications, functions, or duties of the practice of architecture; (2) any act involving dishonesty, fraud or deceit with the intent to substantially benefit himself or another, or substantially injure another; (3) any act ~~which~~that if done by a licensee would be grounds for suspension or revocation of license; or (4) knowingly making a false statement of fact required to be revealed in the application for such license.

~~**RECOMMENDED DISCIPLINE**~~**MAXIMUM:** Denial of license application

MINIMUM: Issue initial license, stayed revocation, and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Ethics course [#14]
- b. Continuing education courses [#15]
- c. Cost reimbursement [#16]
- d. Restitution [#17] (if applicable)

Section 490
Conviction of Crime; Suspension, Revocation – Grounds

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Cost reimbursement [#16]
- b. Criminal probation reports [#18]

Section 496

Subversion of Licensing Examinations or Administration of Examinations

~~RECOMMENDED DISCIPLINE~~ **MAXIMUM:** ~~Denial or r~~ Revocation or denial of license application
MINIMUM: Issue initial license (if applicable), stayed revocation, and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Ethics course [#14]
- b. Continuing education courses [#15]
- c. Cost reimbursement [#16]
- d. Restitution [#17] (if applicable)

Section 499

False Statement in Support of Another Person's Application

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- a. Ethics course [#14]
- b. Cost reimbursement [#16]

~~C. Title 16,~~ California Code of Regulations, Title 16, Division 2

Article 9. Professional Conduct

Section 160

Rules of Professional Conduct

a. Competence

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [#11], and 5 years' probation on all standard conditions [#1-10] and the following optional conditions:

- ~~a. All standard conditions of probation [#1-7]~~
- ~~ba.~~ California Supplemental Examination [#912]
- ~~eb.~~ Continuing education courses [#~~11~~15]
- ~~ec.~~ Cost reimbursement [#~~12~~16]
- ~~ed.~~ Restitution [#~~13~~17] (if applicable)

b. Willful Misconduct

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation on [all standard conditions \[#1-10\]](#) and the following [optional](#) conditions:

- ~~a. All standard conditions of probation [#1-7]~~
- ~~ba. California Supplemental Examination~~[Ethics course \[#914\]](#)
- ~~eb.~~ Continuing education courses [\[#1115\]](#)
- ~~dc.~~ Cost reimbursement [\[#1216\]](#)
- ~~ed.~~ Restitution [\[#1317\]](#) [\(if applicable\)](#)

c. Conflict of Interest

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation on [all standard conditions \[#1-10\]](#) and the following [optional](#) conditions:

- ~~a. All standard conditions of probation [#1-7]~~
- ~~ba. Continuing education courses~~[Ethics course \[#1114\]](#)
- ~~eb.~~ Cost reimbursement [\[#1216\]](#)
- ~~dc.~~ Restitution [\[#1317\]](#) [\(if applicable\)](#)

d. Full Disclosure

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation on [all standard conditions \[#1-10\]](#) and the following [optional](#) conditions:

- ~~a. All standard conditions of probation [#1-7]~~
- ~~ba. Continuing education courses~~[Ethics course \[#1114\]](#)
- ~~eb.~~ Cost reimbursement [\[#1216\]](#)
- ~~dc.~~ Restitution [\[#1317\]](#) [\(if applicable\)](#)

e. Copyright Infringement

MAXIMUM: Revocation

MINIMUM: Stayed revocation, 90 days' actual suspension [\[#11\]](#), and 5 years' probation on [all standard conditions \[#1-10\]](#) and the following [optional](#) conditions:

- a. ~~All standard conditions of probation~~ [Ethics course \[#1-714\]](#)
- b. [Continuing education courses \[#1115\]](#)
- c. [Cost reimbursement \[#1216\]](#)
- d. [Restitution \[#1317\] \(if applicable\)](#)

f. Informed Consent

MAXIMUM: [Revocation](#)

MINIMUM: [Stayed revocation, 90 days' actual suspension \[#11\], and 5 years' probation on all standard conditions \[#1-10\] and the following optional conditions:](#)

- a. [Ethics course \[#14\]](#)
- b. [Continuing education courses \[#15\]](#)
- c. [Cost reimbursement \[#16\]](#)
- d. [Restitution \[#17\] \(if applicable\)](#)

D. Violation of Probation

Maximum Penalty -

Actual suspension; vacate stay order and reimpose penalty that was previously stayed; and/or revoke, separately and severally, for violation of probation and/or for any additional offenses.

Minimum Penalty -

Actual suspension and/or extension of probation.

The maximum penalty is appropriate for repeated similar offenses, or for probation violations indicating a cavalier or recalcitrant attitude. If the probation violation is due in part to the commission of additional offense(s), additional penalties shall be imposed according to the nature of the offense; and the probation violation shall be considered as an aggravating factor in imposing a penalty for those offenses.

IV. MODEL DISCIPLINARY ORDERS

A. Licensee

Revocation of License

Architect License No. _____, issued to respondent _____, is revoked.

Respondent shall relinquish and forward or deliver his or her license to practice architecture and wall certificate to the Board within ten (10) days of the effective date of this Decision. Respondent may not reapply or petition the Board for reinstatement of his or her revoked license for one (1) year from the effective date of this Decision.

Respondent shall pay to the Board its costs of investigation and prosecution in the amount of \$ _____ within thirty (30) days of the effective date of this Decision.

Option: As a condition precedent to reinstatement of his/her revoked license, respondent shall reimburse the Board for its costs of investigation and prosecution in the amount of \$ _____. Said amount shall be paid in full prior to the reinstatement of his or her license unless otherwise ordered by the Board.

Revocation Stayed and License Placed on Probation

Architect License No. _____, issued to respondent _____, is revoked; however, the revocation is stayed and respondent is placed on probation for _____ years on the following terms and conditions:

Public Repeval

Architect License No. _____, issued to respondent _____, is publicly reprovved. This reprovval constitutes disciplinary action by the Board and shall become a part of respondent's license history with the Board.

Surrender of License

Respondent _____ surrenders Architect License No. _____ as of the effective date of this Decision. Respondent shall relinquish and forward or deliver his or her license to practice architecture and wall certificate to the Board within ten (10) days of the effective date of this Decision.

The surrender of respondent's license and the acceptance of the surrendered license by the Board shall constitute the imposition of discipline against respondent. This Decision constitutes disciplinary action by the Board and shall become a part of respondent's license history with the Board.

B. Petition for Reinstatement

Grant Petition with No Restrictions on License

The petition for reinstatement filed by petitioner _____ is hereby granted, and petitioner's architect license shall be fully restored.

Grant Petition and Place License on Probation

The petition for reinstatement filed by petitioner _____ is hereby granted, and petitioner's architect license shall be reinstated and immediately revoked; however, the revocation shall be stayed and the petitioner shall be placed on probation for a period of _____ years on the following terms and conditions:

Grant Petition and Place License on Probation After Completion of Conditions Precedent

The petition for reinstatement filed by petitioner _____ is hereby granted, and petitioner's architect license shall be fully reinstated upon the following conditions precedent:

Upon completion of the conditions precedent above, petitioner's architect license shall be reinstated and immediately revoked; however, the revocation shall be stayed, and petitioner shall be placed on probation for a period of _____ years on the following terms and conditions:

Deny Petition

The petition for reinstatement filed by petitioner _____ is hereby denied.

C. Petition to Revoke Probation

Revocation of Probation

Architect License No. _____, issued to respondent _____, is revoked.

Extension of Probation

Architect License No. _____, issued to respondent _____, is revoked; however, the revocation is stayed, and respondent is placed on probation for an additional _____ year(s) on the following terms and conditions:

D. Applicant

(in cases where a Statement of Issues has been filed)

Grant Application with No Restrictions on License

The application filed by respondent _____ for initial licensure is hereby granted, and an architect license shall be issued to respondent upon successful completion of all licensing requirements, including payment of all fees.

Grant Application and Place License on Probation

The application filed by respondent _____ for initial licensure is hereby granted, and an architect license shall be issued to respondent upon successful completion of all licensing requirements, including payment of all fees. However, the license shall be immediately revoked, the revocation shall be stayed, and respondent shall be placed on probation for _____ years on the following terms and conditions:

Grant Application and Place License on Probation After Completion of Conditions Precedent

The application filed by respondent _____ for initial licensure is hereby granted, and an architect license shall be issued to respondent upon the following conditions precedent:

Upon completion of the conditions precedent above and successful completion of all licensing requirements, including payment of all fees, respondent shall be issued an architect license. However, the license shall be immediately revoked, the revocation shall be stayed, and respondent shall be placed on probation for _____ years on the following terms and conditions:

Deny Application

The application filed by respondent _____ for initial licensure is hereby denied.

V. CONDITIONS OF PROBATION

A. Standard Conditions of Probation (To be included in all ~~C~~ases of ~~P~~robation)

Severability Clause

Each condition of probation is a separate and distinct condition. If any condition of this Decision and Order, or any application thereof, is declared unenforceable in whole, in part, or to any extent, the remainder of this Decision and Order, and all other applications thereof, shall not be affected. Each condition of this Decision and Order shall separately be valid and enforceable to the fullest extent permitted by law.

1. Obey All Laws

Respondent shall obey all federal, state, and local laws and regulations ~~governing the practice of architecture in California~~ and comply with all conditions of probation.

2. Submit Quarterly Reports

Respondent, within 10 days of completion of the quarter, shall submit quarterly written reports to the Board ~~on using the Board's a-Quarterly Probation Report-of-Compliance~~ form (1/00 Rev. 12/2017) obtained from the Board (Attachment ~~A~~).

3. Personal Appearances

Upon reasonable notice by the Board, ~~the~~ respondent shall report to and make personal appearances at times and locations as the Board may direct.

4. Cooperate During Probation

Respondent shall cooperate fully with the Board, and with any of its agents or employees in their supervision and investigation of his/ or her compliance with the terms and conditions of this probation. Upon reasonable notice, ~~the~~ respondent shall provide the Board, its agents or employees with the opportunity to review all plans, specifications, and instruments of service prepared during the period of probation.

5. Maintain Active and Current License

Respondent shall maintain an active and current license to practice architecture in California for the length of the probation period. Failure to pay all renewal fees and meet applicable coursework requirements prior to respondent's license expiration date shall constitute a violation of probation.

6. Notification of Changes to Address, Telephone Number, and/or Employment

Respondent shall notify the Board in writing of any and all changes to his or her address of record, telephone number, and employment within 10 calendar days of such change.

57. Tolling for Out-of-State Practice, Residence or In-State Non-Practice

Respondent shall provide a list of all states, United States territories, and elsewhere in the world where he or she has ever been licensed as an architect or held any architecture related professional license or registration within 30 calendar days of the effective date of this Decision. Respondent shall further provide information regarding the status of each license and registration and any changes in the license or registration status within 10 calendar days, during the term of probation. Respondent shall inform the Board if he or she applies for or obtains an architectural license or registration outside of California within 10 calendar days, during the term of probation.

In the event respondent should leave California to reside or to practice outside the State or for any reason stop practicing architecture in California, respondent shall notify the Board or its designee in writing within ~~ten~~10 days of the dates of departure and return, or the dates of non-practice or the resumption of practice within California. Respondent's probation is tolled, if and when he or she ceases practicing in California. Non-practice is defined as any period of time exceeding ~~thirty~~30 days in which respondent is not engaging in any activities defined in Section 5500.1 of the Business and Professions Code. Periods of temporary or permanent residency or practice outside California or of non-practice within California will not apply to the reduction of this probationary period. Respondent shall not be relieved of the obligation to maintain an active and current license with the Board. It shall be a violation of probation for respondent's probation to remain tolled pursuant to the provisions of this condition for a period exceeding a total of five years.

All provisions of probation other than the quarterly report requirements, examination requirements, cost reimbursement, restitution, and education requirements, shall be held in abeyance until respondent resumes practice in California. All other provisions of probation shall recommence on the effective date of resumption of practice in California. ~~Periods of temporary or permanent residency or practice outside California or of non-practice within California will not apply to the reduction of this probationary period.~~

68. Violation of Probation

If respondent violates probation in any respect, the Board, after giving respondent notice and opportunity to be heard, may revoke probation and carry out the disciplinary order ~~which~~that was stayed. If an accusation or a petition to revoke probation is filed against respondent during probation, the Board shall have continuing jurisdiction ~~until the matter is final~~, and the period of probation shall be extended until the matter is final.

9. License Surrender While on Probation

During respondent's term of probation, if he or she ceases practice due to retirement or health reasons, or is otherwise unable to satisfy any condition of probation, respondent may surrender his or her license to the Board. The Board reserves the right to evaluate respondent's request and exercise its discretion

in determining whether to grant the request, or to take any other action deemed appropriate and reasonable under the circumstances, without further hearing. Upon formal acceptance of the tendered license and wall certificate, respondent will no longer be subject to the conditions of probation. All costs incurred (i.e., cost reimbursement) are due upon reinstatement or relicensure.

Surrender of respondent's license shall be considered a disciplinary action and shall become a part of respondent's license history with the Board.

710. Completion of Probation

Upon successful completion of probation, respondent's license will be fully restored.

B. Optional Conditions ~~of Probation~~

811. Suspension

Respondent is suspended from the practice of architecture for _____ days beginning on the effective date of ~~the~~this Decision.

912. California Supplemental Examination

Option 1 (Condition Subsequent)

Within _____~~days~~six months of the effective date of this Decision, respondent shall take and pass the California Supplemental Examination (CSE) designated by the Board.

If respondent fails to pass said examination within ~~6~~six months, respondent shall so notify the Board and shall cease practice until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that he~~/~~or she may resume practice. Tolling provisions apply during any period of non-practice due to respondent's failure to take and pass said examination. It shall be a violation of probation for respondent's probation to remain tolled pursuant to this condition for a period exceeding a total of three years. Failure to pass the required examination no later than 100 days prior to the termination of probation shall constitute a violation of probation. Respondent is responsible for paying all costs of such examination.

Option 2 (Condition Precedent)

Prior to resuming or continuing practice, respondent shall take and pass the California Supplemental Examination (CSE) designated by the Board within two years of the effective date of this Decision.

This probationary period shall not commence until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that he or she may resume practice. Respondent is responsible for paying all costs of such examination.

1013. Written Examination

Option 1 (Condition Subsequent)

Within one year of the effective date of this Decision, Respondent shall take and pass (specified) sections of the Architect Registration Examination (ARE).

If respondent fails to pass said examination within one year or within two attempts, respondent shall so notify the Board and shall cease practice until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that he/ or she may resume practice. Tolling provisions apply during any period of non-practice due to respondent's failure to take and pass said examination. It shall be a violation of probation for respondent's probation to remain tolled pursuant to this condition for a period exceeding a total of three years. ~~Failure to pass the required examination no later than 100 days prior to the termination of probation shall constitute a violation of probation.~~ Respondent is responsible for paying all costs of such examination.

Option 2 (Condition Precedent)

Prior to resuming or continuing practice, respondent shall take and pass (specified) sections of the Architect Registration Examination (ARE) within two years of the effective date of this Decision.

This probationary period shall not commence until respondent takes and successfully passes said examination, has submitted proof of same to the Board, and has been notified by the Board that he or she may resume practice. Respondent is responsible for paying all costs of such examination.

14. Ethics Course

Within 30 days of the effective date of this Decision, respondent shall submit for prior Board approval a course in ethics that will be completed within the first year of probation.

Failure to satisfactorily complete the required course as scheduled or failure to complete same within the first year of probation shall constitute a violation of probation. Respondent is responsible for submitting to the Board for its approval the specifics of the course required by this condition, and for paying all costs of said course.

1115. Continuing Education Courses

Respondent shall successfully complete and pass professional education courses approved in advance by the Board or its designee, directly relevant to the violation as specified by the Board. The professional education courses shall be completed within a period of time designated by the Board, which timeframe shall be incorporated as a condition of this probation.

Failure to satisfactorily complete the required courses as scheduled or failure to complete same no later than ~~100 days~~ one year prior to the termination of probation shall constitute a violation of probation. Respondent is responsible for submitting to the Board for its approval the specifics of each course required by this condition, and for paying all costs of such courses.

1216. Cost Reimbursement

Respondent shall reimburse the Board \$ _____ for its investigative and prosecution costs. The payment shall be made within _____ days/months of the effective date ~~the Board's of this d~~ Decision ~~is final.~~

Option: The payment shall be made as follows: _____ (specify either prior to the resumption of practice or in monthly or quarterly payments, the final payment being due one year before probation is scheduled to terminate).

1317. Restitution

Within _____ days of the effective date of this Decision, respondent shall make restitution to _____ in the amount of \$ _____ and shall provide the Board with proof from _____ attesting the full restitution has been paid. In all cases, restitution shall be completed no later than one year before the termination of probation.

Note: Business and Professions Code section 143.5 prohibits the Board from requiring restitution in disciplinary cases when the Board's case is based on a complaint or report that has also been the subject of a civil action and that has been settled for monetary damages providing for full and final satisfaction of the parties in the civil action.

1418. Criminal Probation Reports

If respondent is convicted of any crime, Respondent shall provide the Board with a copy of the standard conditions of the criminal probation, copies of all criminal probation reports, and the name of his or her probation officer.

~~**15. Relinquish License and Wall Certificate**~~

~~Respondent shall relinquish and shall forward or deliver the license to practice and the wall certificate to the Board within 10 days of the effective date of this decision and order.~~

1619. Notification to Clients/Cessation of Practice

In orders which provide for a cessation or suspension of practice, within 30 days of the effective date of this Decision, respondent shall ~~comply with procedures provided by the Board regarding notification to, and management of,~~ provide all clients with whom he or she has a current contractual relationship in the practice of architecture with a copy of the Decision and Order of the Board and provide the Board with evidence of such notification, including the name and address of each person or entity required to be notified.

~~IV. REHABILITATION CRITERIA~~

~~California Code of Regulations, Title 16, Division 2, Section 110.1, Criteria for Rehabilitation states:~~

- ~~(a) When considering the denial of an architect's license under Section 480 of the Business and Professions Code, the Board, in evaluating the rehabilitation of the applicant and his/her present eligibility for a license will consider the following criteria:~~
- ~~(1) The nature and severity of the act(s) or crime(s) under consideration as grounds for denial.~~
 - ~~(2) Evidence of any act(s) committed subsequent to the act(s) or crime(s) under consideration as grounds for denial which also could be considered as grounds for denial under Section 480 of the Business and Professions Code.~~
 - ~~(3) The time that has elapsed since commission of the act(s) or crime(s) referred to in subdivision (1) or (2).~~
 - ~~(4) The extent to which the applicant has complied with any terms of parole, probation, restitution, or any other sanctions lawfully imposed against the applicant.~~
 - ~~(5) Evidence, if any, of rehabilitation submitted by the applicant.~~
- ~~(b) When considering the suspension or revocation of the license of an architect on the grounds that the person licensed has been convicted of a crime, the Board, in evaluating the rehabilitation of such person and his/her present eligibility for licensure will consider the following criteria:~~
- ~~(1) Nature and severity of the act(s) or offense(s).~~
 - ~~(2) Total criminal record.~~
 - ~~(3) The time that has elapsed since commission of the act(s) or offense(s).~~
 - ~~(4) Whether the licensee has complied with any terms of parole, probation, restitution or any other sanctions lawfully imposed against the licensee.~~
 - ~~(5) If applicable, evidence of expungement proceedings pursuant to Section 1203.4 of the Penal Code.~~
 - ~~(6) Evidence, if any, of rehabilitation submitted by the licensee.~~
- ~~(c) When considering the petition for reinstatement of the license of an architect, the Board shall evaluate evidence of rehabilitation submitted by the petitioner, considering those criteria specified in subsection (b).~~



CALIFORNIA ARCHITECTS BOARD

400 R STREET, SUITE 4000, SACRAMENTO, CALIFORNIA 95814-6238

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Web: cab.ca.gov



Attachment A

Header banner for California Architects Board with seal, name, and contact information.

QUARTERLY PROBATION REPORT OF COMPLIANCE

1. NAME: (Last/First/Middle) TELEPHONE #: () (Residence)

RESIDENCE ADDRESS OF RECORD:

CITY: STATE: ZIP CODE:

2. NAME OF FIRM: YOUR TITLE:

FIRM ADDRESS:

CITY: STATE: ZIP CODE:

TELEPHONE #: ()

3. On the back second page of this form, detail your architectural activities for the probation period beginning: and ending: Mo. Day Year Mo. Day Year

4. Site List any other activities related to the practice of architecture:

Table with columns for ACTIVITY and DATE for reporting other activities.

5. I declare under penalty of perjury under the laws of the State of California that the information contained in this quarterly report regarding my professional practice is true and correct.

Signature:

Date:

DATE: _____ QUARTER: _____ YEAR: _____

CLIENT NAME: _____ TELEPHONE #: () _____
(Last/First/Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PROJECT TITLE/ADDRESS	PROJECT DESCRIPTION	DATE START-COMPLETE	YOUR INVOLVEMENT

CLIENT NAME: _____ TELEPHONE #: () _____
(Last/First/Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PROJECT TITLE/ADDRESS	PROJECT DESCRIPTION	DATE START-COMPLETE	YOUR INVOLVEMENT

CLIENT NAME: _____ TELEPHONE #: () _____
(Last/First/Middle)

ADDRESS: _____

CITY: _____ STATE: _____ ZIP CODE: _____

PROJECT TITLE/ADDRESS	PROJECT DESCRIPTION	DATE START-COMPLETE	YOUR INVOLVEMENT

CALIFORNIA ARCHITECTS BOARD
PROPOSED REGULATORY LANGUAGE

Article 8. Disciplinary Proceedings

Changes to the original language are shown in single underline for new text and single ~~strikethrough~~ for deleted text.

Amend Section 154 of Article 8 of Division 2 of Title 16 of the California Code of Regulations as follows:

§ 154. Disciplinary Guidelines.

In reaching a decision on a disciplinary action under the Administrative Procedure Act (Government Code Section 11400 et seq.), the Board shall consider the disciplinary guidelines entitled “Disciplinary Guidelines” [2000Rev. 12/201703/2018] which are hereby incorporated by reference. Deviation from these guidelines and orders, including the standard terms of probation, is appropriate where the Board in its sole discretion determines that the facts of the particular case warrant such a deviation - for example: the presence of mitigating factors; the age of the case; evidentiary problems.

Note: Authority cited: Sections 5510.1 and 5526, Business and Professions Code; and Section 11400.20, Government Code. Reference: Sections 125.3, 125.6, 140, 141, 143.5, 480(a), 490, 496, 499, 5536, 5536.1, 5536.22, 5536.4, 5536.5, 5553, 5558, 5560, 5561.5, 5565, 5577, 5578, 5579, 5580, 5582, 5582.1, 5583, 5584, and 5585, 5586, 5588, and 5600.05, Business and Professions Code; and Section 11425.50(e), Government Code.

Agenda Item M

REVIEW OF FUTURE BOARD MEETING DATES

March

1	Board Meeting	Sacramento
9-10	National Council of Architectural Registration Boards (NCARB) Regional Summit	Wichita, KS
23	Landscape Architects Technical Committee (LATC) Meeting	Sacramento

May

16	Executive Committee Meeting	Sacramento
28	<i>Memorial Day</i>	<i>Office Closed</i>

June

13	Board Meeting	Southern California
21-23	American Institute of Architects Conference on Architecture 2018	New York City, NY
23-30	NCARB Annual Meeting	Detroit, MI

July

4	<i>Independence Day</i>	<i>Office Closed</i>
20	LATC Meeting	Southern California

September

3	<i>Labor Day</i>	<i>Office Closed</i>
12	Board Meeting	Bay Area

November

12	<i>Veterans Day Observed</i>	<i>Office Closed</i>
15-16	LATC Meeting & Strategic Planning Session	Sacramento
22-23	<i>Thanksgiving Holiday</i>	<i>Office Closed</i>

December

13-14	Board Meeting & Strategic Planning Session	Sacramento
25	<i>Christmas Day</i>	<i>Office Closed</i>

RECONVENE CLOSED SESSION (WILL NOT BE WEBCAST)

1. Pursuant to Government Code Sections 11126(f)(4) and 11126.1, Review and Possible Action on December 7, 2017 Closed Session Minutes
2. Pursuant to Government Code Section 11126(c)(3), the Board will Meet in Closed Session to Deliberate on Disciplinary Matters
3. Adjourn Closed Session

RECONVENE OPEN SESSION (WILL NOT BE WEBCAST)

The Board will reconvene open session following closed session.

ADJOURNMENT (WILL NOT BE WEBCAST)

Time: _____