

Architects, Engineers, Land Surveyors, and Landscape Architects

Bylaws

November 2024



DEPARTMENT OF COMMERCE, COMMUNITY,
AND ECONOMIC DEVELOPMENT

*DIVISION OF CORPORATIONS, BUSINESS
AND PROFESSIONAL LICENSING*

BYLAWS
(Reference AS 08.48.101(a)(4))
STATE OF ALASKA
**BOARD OF REGISTRATION FOR ARCHITECTS, ENGINEERS,
LAND SURVEYORS, AND LANDSCAPE ARCHITECTS**
May 2014-November 2024

ARTICLE I – Purpose

The board’s mission is to protect the public health, safety, and welfare through regulation of the practice of architecture, engineering, land surveying, and landscape architecture by

1. ensuring that those entering these professions in this state meet minimum standards of competency, and maintain such standards during their practice; and
2. enforcing the licensure and competency requirements in a fair and uniform manner.

ARTICLE II – Officers

At the first meeting of each calendar year, the board shall elect or appoint from its members the following officers: chair, vice-chair, and secretary. The vice-chair shall act as chair in the chair’s absence. The secretary of the board shall act on behalf of the vice-chair in the vice-chair’s absence. **The term of office shall be the fiscal year of the Board. If the chair’s Board term ends while they are in office the vice-chair shall be elevated to chair for the remainder of the term. If the vice-chair’s Board term ends while they are in office, the secretary shall be elevated to vice-chair for the remainder of the term. If the secretary’s Board term ends while they are in office, an election of a replacement will occur at their last meeting.**

ARTICLE III – Meetings and Procedures

1. Board meetings are held as provided in AS 08.48.051.
2. Special meetings may be held as considered necessary by the board chair.
3. Public testimony at board meetings must conform to the published agenda and time limits on testimony may be established by the board chair.
4. In general, the board shall conduct its meetings under the most recent version of “Roberts Rules of Order **for Small Boards**.” In the exercise of

the board chair's discretion, with concurrence by the board, strict adherence to those rules may be relaxed.

5. All permanent board members, including the chair, shall vote on all matters that come before the board unless a conflict of interest causes a member to be recused. Recusal of a Board member shall be determined in accordance with the Alaska State Ethics Act. ~~The temporary, advisory landscape architect position may not vote, but may otherwise fully participate at board meetings. (Sec. 31, ch. 47, SLA 1998, as amended by sec. 2, ch. 46, SLA 2001; sec. 2, ch. 38, SLA 2005; and sec. 2, ch. 23, SLA 2009.)~~
6. If a former board member whose term on the state board has expired is serving on NCEES, NCARB, or CLARB committee, or as an officer of a regional or national board, at the time that the state board's term expired, the former state board member may continue to serve on the NCEES, NCARB, or CLARB committee, or as an officer of a regional or national board, until the expiration of the former state board member's term on the NCEES, NCARB, or CLARB committee, or as an officer of the regional or national board. **If there is a progression of officer positions, the former member may continue through that progression until its completion.**
7. The board chair may appoint two board members to an Investigative Advisory Committee. Those board members will meet ~~once a month~~ **periodically** with the Division investigator assigned to the board to review complaints against licensees and make recommendations to the investigator.
8. **These By-laws may be adopted, amended or repealed by a majority of the Board members. This action is authorized only at a properly noticed and conducted meeting of the Board. Proposed text for By-laws actions must be available to Board members and the public at least 21 days in advance of the meeting where a vote will be taken.**

ARTICLE IV – Board Historical Information

Board historical information shall be maintained by the executive secretary **administrator** of the board **and published on the website and/or the Guidance Manual as applicable.**

ARTICLE V – Conduct of Board Members

All board members shall exercise good professional judgment as representatives of the board during and between meetings.

1. No board member may assert that he or she speaks on

behalf of the Board unless specifically authorized to do so by the board.

2. ~~In general, requests made by individual board members of the administration shall be made through, or by authorization of, the board.~~

ARTICLE VI – Board Committees

The board recognizes two types of committees: standing committees and special committees.

1. Standing committees are appointed for a ~~definite time period~~ **an ongoing duration** to conduct specific assignments on behalf of the board. The board will provide a standing committee with instructions regarding its mission and the limits of its authority. Standing committees include
 - A. Guidance Manual Committee;
 - B. Legislative Liaison Committee;
 - C. ~~Investigative Advisory Committee~~ **Planning and Implementation Committee**
 - D. ~~Budget Committee~~ **Outreach Committee**
 - E. **Continuing Education Committee**
 - F. **Emeritus Committee**.
2. Special committees, **which may also be organized as working groups or ad hoc committees**, are appointed to conduct preliminary research, coordination, and the formulation of conclusions and recommendations regarding significant **specific** issues facing the board **for specific durations**. The board chair will appoint a chair of the committee and will provide the committee chair with written instructions in sufficient detail to accomplish the committee's assignment. ~~A special committee shall prepare a schedule for the conduct of its activities, subject to approval by the board or the board chair.~~ **Special committees shall follow the requirements for public notice established by the Division.**
3. The board chair will determine the need for and assignment of members of a committee under the following general guidelines:
 - A. Committee membership, mission, and duties will be determined by the board chair. The committee size depends upon the availability of board members and the complexity of the issue to be addressed. **Issues may be assigned to a committee by a motion of the Board.**

- B. Committees may be made up of one or more board members, **but fewer than a quorum of the board.**
- C. As a general rule, a board member should not serve as chair of more than one committee at a time.
- D. ~~A board member may not serve on more than three committees at one time.~~
- D. Most committee work is expected to occur between scheduled board meetings. All board members should endeavor to actively participate in their assigned committees.
- E. At scheduled board meetings each committee will provide a progress report.
- F. The board may
 - (i) accept the committee’s conclusions and recommendations as presented;
 - (ii) accept the committee’s conclusions and recommendations as altered or supplemented by the board;
 - (iii) reject the committee’s conclusions and recommendations and act on the issue as it considers appropriate; or
 - (iv) return the issue to the committee with a request for further work by the committee.

ARTICLE VII – Alaska Statutes Governing Board

Alaska Statutes that govern board membership, conduct, and activities include:

AS 08.01.030	Quorum
AS 08.48	Architects, Engineers and Land Surveyors
AS 08.48.011	Board Created
AS 08.48.051	Organization and Meetings
AS 08.48.055	Executive Administrator of the Board
AS 08.48.281	Prohibited Practice
AS 39.52	Alaska Executive Branch Ethics Act
AS 39.52.960(8)(D) and (E)	Ethics Act Definitions
AS 40.25	Public Record Disclosures
AS 44.62	Administrative Procedure Act

