Architects, Engineers, Land Surveyors, and Landscape Architects

Bylaws

May 2010

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 2010

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 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.

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." In the exercise of the board chair's discretion, strict adherence to those rules may be relaxed.

5. All permanent board members, including the chair, are entitled to vote on all matters that come before the board unless a conflict of interest causes a member to be recused. 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 membership 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.

7. The board chair may appoint two board members to an Investigative Advisory Committee. Those board members will meet once a month with the Division investigator assigned to the board to review complaints against licensees and make recommendations to the investigator.

ARTICLE IV – Board Historical Information

Board historical information shall be maintained by the executive secretary of the board.

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 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;

D. Budget Committee.

2. Special committees are appointed to conduct preliminary research, coordination, and the formulation of conclusions and recommendations regarding significant issues facing the board. 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.

3. The board chair shall 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.

   B. Committees may be made up of one or more board members.

   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.

   E. Most committee work is expected to occur between scheduled board meetings. All board members should endeavor to actively participate in their assigned committees.

   F. At scheduled board meetings each committee will provide a progress report.

   G. 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 which 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 Secretary 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