

RESPONDENT SHALL pay to the Board an administrative penalty in the amount of Ten Thousand Dollars (\$10,000.00) in four equal payment of \$2,500, which are to be received on or before the following dates, without demand: February 1, 2018; September 1, 2018; April 1, 2019; and November 1, 2019.

III. COMPLIANCE

If, during the period of probation, an additional allegation, accusation, or complaint is reported or filed against the Respondent's registration, the probationary period shall not expire and shall automatically be extended until the allegation, accusation, or petition has been acted upon by the Board.

If, during the period of probation, it is found that Respondent failed to comply with any of the terms and conditions of this Order, the entire amount of the administrative penalty shall become due immediately, and the probationary period may be revoked and the suspension of Respondent's registration enforced for the duration of the remaining two-year period from the entry of this Order. This is separate and apart from any disciplinary action the Respondent may be subject to arising from subsequent acts under Texas Occupations Code §1051.752.

Upon full compliance with the terms of this Order, the term of probation shall be lifted, and all encumbrances will be removed from Respondent's registration to practice architecture in the State of Texas.

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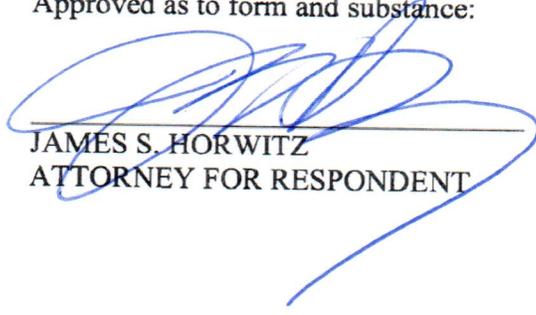
I understand that that I have the right to legal counsel prior to signing this Agreed Order. I have reviewed this Order. By my signature on this Order, I agree to the entry of this Order, and all conditions of said Order, to avoid further disciplinary action in this matter. I waive notice and hearing and judicial review of this Order. I understand that when this Order becomes final, and the terms of this Order become effective, a copy will be mailed to me. I understand that if I fail to comply with all terms and conditions of this Order, I will be subject to investigation and disciplinary sanction, including possible revocation of my registration to practice architecture in the State of Texas, as a consequence of my noncompliance.

DATED: 10-19 - , 2017.



PUI-LAM CHU, Respondent
Texas Architectural Registration No. 1192

Approved as to form and substance:

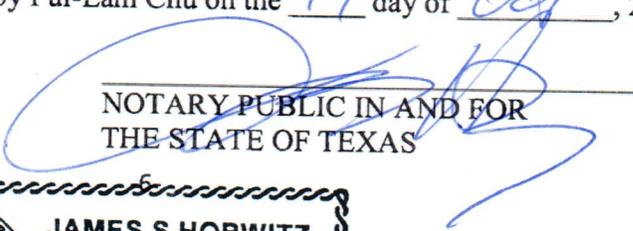


JAMES S. HORWITZ
ATTORNEY FOR RESPONDENT

STATE OF TEXAS §
 §
COUNTY OF HARRIS §

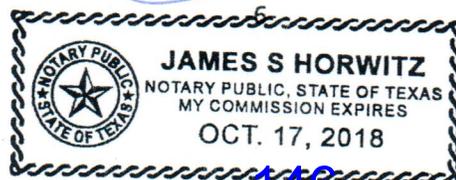
Before me, the undersigned notary public, on this day personally appeared PUI-LAM CHU, a person whose identity is known to me. After I administered an oath to him, upon his oath he said that he read this Agreed Order, he acknowledged to me that he freely and knowingly executed the same for the purposes and consideration therein expressed.

Sworn to and subscribed before me by Pui-Lam Chu on the 19 day of Oct, 2017.



NOTARY PUBLIC IN AND FOR
THE STATE OF TEXAS

Agreed Order (revised 10/18/2017)
TBAE vs. Pui-Lam Chu



WHEREFORE, PREMISES CONSIDERED, the Texas Board of Architectural
Examiners hereby ratifies and adopts the Agreed Order that was signed on the ____ day of
_____, 2017, by PUI-LAM CHU, Respondent, and said Order is final.

Effective this the ____ day of _____, 2017.

DEBRA DOCKERY, FAIA
Chair
TEXAS BOARD OF ARCHITECTURAL EXAMINERS

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**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise, and assist the Board in addressing this uncontested case.

Case Number: 215-17N
Respondent: Olie Chadwick Grauke
Location of Respondent: Bryan, Texas
Date of Complaint Received: March 27, 2017
Instrument: Report and Notice of Violation

Findings:

- Olie Chadwick Grauke (hereafter “Respondent”) is the owner of the business *Transition Design Service* in Bryan, Texas.
- Respondent was previously registered as an architect within the State of Texas under TBAE Registration Number 11139. On January 2, 2008, Respondent’s architectural registration was revoked by operation of law due to Respondent’s incarceration.
- At the time the investigation was opened, the firm was not registered with TBAE. Subsequently, the firm became registered with TBAE, and is in current status at this time.
- On or about March 13, 2009, Respondent received a warning notice for improperly utilizing the title “architect,” despite not being registered with the Board.
- On or about March 16, 2017, the website for Transition Design Service indicated that the firm provided services including “Commercial, Residential and Industrial Architecture.” Additionally, the website stated that Respondent “has been a project architect and principal in charge on a wide variety of projects for three architectural companies.” At the time, neither the Respondent nor the firm were registered with the Board or authorized to offer or engage in the practice of architecture.
- Respondent states that he has made all efforts to comply with the Board’s investigation by bringing his website and third-party websites into compliance with the Board’s laws and rules. He states that his firm’s advertisement of architectural services was based on a mistaken understanding of the Board’s requirements relating to agreements of association and firm registration.

Applicable Statutory Provisions and Rules:

- A person may not engage in the practice of architecture or offer or attempt to engage in the practice of architecture unless the person is registered as an architect. TEX. OCC. CODE §1051.701(a); Rule 1.123 (no person or entity may use any form of the word ‘architect’ or ‘architecture’ in its name or to describe the services which it provides unless registered with the Board).
- Unauthorized use of the term “architect” or “architecture” is a moderate violation under Rule 1.177.

Action Recommended by Executive Director:

- The Executive Director recommends, and Respondent is prepared to accept imposition of an administrative penalty in the sum of **\$2,000** and the imposition of an Order prohibiting Respondent from using any architectural title, practicing architecture, other than subject to an exemption from the Architects’ Practice Act, and from

associating with any business which offer or renders architectural services, or which offers architecture or holds itself out to the public as an architectural firm, unless all architecture on behalf of the firm, is rendered by a registered architect.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise, and assist the Board in addressing this uncontested case.

Case Number: 024-17N
Respondent: Tom Greico
Location of Respondent: Carrollton, TX
Date of Complaint Received: September 14, 2016
Instrument: Report and Notice of Violation

Findings:

- Tom Greico (hereafter “Respondent”) is not and has never been registered as an architect in Texas.
- Respondent’s firm, identified as “Greico Designers Builders” was not registered with the Board as a firm which may lawfully be held out to the public as practicing or offering to engage in the practice of architecture.
- On August 19, 2016, Respondent used the term “Architecture” to describe his specialties and skills on his LinkedIn webpage.
- On July 11, 2017, Respondent offered to engage in the practice of architecture at the website www.greicomodernhomers.com, in that the website included the term “architect,” resulting in a google search results identifying “Tom Greico, Home Builders Association Dallas, Designer, ... Texas, Denton, Architect, Designer Homes....”

Applicable Statutory Provisions and Rules:

- By referring to the term “Architecture” to describe the services he offers on his LinkedIn webpage, Respondent violated Tex. Occ. Code §1051.701 and 22 Tex. Admin. Code §1.123(a).
- By referring to himself as an “Architect” through the website www.greicomodernhomes.com, Respondent violated Board Rule 1.123(a).

Action Recommended by Executive Director:

- The Executive Director recommends the imposition of an administrative penalty in the sum of **\$1,000**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number: 255-17A
Respondent: Olamide A. Banwo
Location of Respondent: Plano, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Olamide A. Banwo (hereafter "Respondent") is registered as an architect in Texas with registration number 19886.
- On January 17, 2017, Respondent was notified by the Board that he was being audited for compliance with the continuing education requirements for the audit period of January 1, 2015 through December 31, 2015.
- On May 12, 2017, Respondent replied that he had lost his laptop computer and could not locate his continuing education certificates.

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of his continuing education activities for the period of January 1, 2015 through December 31, 2015, Respondent violated Board Rule 1.69. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number: 292-171
Respondent: Christine Fleming
Location of Respondent: Allen, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Christine Fleming (hereafter "Respondent") is registered as an interior designer in Texas with registration number 9833.
- On March 15, 2017, Respondent was notified by the Board that she was being audited for compliance with the continuing education requirements for the audit period of January 1, 2016 through December 31, 2016.
- On April 14, 2017, Respondent replied that she could not locate her continuing education completion certificates.
- Subsequently, she completed supplemental CEPH pursuant to Board Rule 5.79(g)(2).

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of her continuing education activities for the period of January 1, 2016 through December 31, 2016, Respondent violated Board Rule 5.79. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number: 377-17A
Respondent: Mary-Katherine Hines
Location of Respondent: McKinney, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Mary-Katherine Hines (hereafter “Respondent”) is registered as an architect in Texas with registration number 14705.
- On March 15, 2017, Respondent was notified by the Board that she was being audited for compliance with the continuing education requirements for the audit period of January 1, 2015 through December 31, 2015.
- On April 10, 2017, Respondent replied that she made a mistake logging the hours; therefore, she could not produce complete and accurate proof of her continuing education.
- Subsequently, she completed supplemental CEPH pursuant to Board Rule 1.69(g)(2).

Applicable Statutory Provisions and Rules:

- By failing to maintain a detailed record of her continuing education activities for the period of January 1, 2015 through December 31, 2015, Respondent violated Board Rule 1.69. The standard administrative penalty imposed upon a registrant for failing to maintain a detailed record of continuing education activities for a period of five (5) years after the end of the registration period for which credit is claimed is **\$700**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number: 376-17A
Respondent: Scott Christopher Liles
Location of Respondent: Temple, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Scott Christopher Liles (hereafter “Respondent”) is a registered architect in Texas with registration number 15992.
- Based upon the results of a random continuing education audit, it was determined that Respondent falsely reported continuing education compliance to the Board for the audit period of January 1, 2016 through December 31, 2016.
- Subsequently, he completed supplemental CEPH pursuant to Board Rule 1.69(g)(2).

Applicable Statutory Provisions and Rules:

- By indicating at the time of his online renewal that he was in compliance with the Board’s mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 1.69. The Board’s standard assessment for providing false information is **\$700**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$700**.

**TEXAS BOARD OF ARCHITECTURAL EXAMINERS
SUMMARY OF PROPOSED
ENFORCEMENT ACTION**

This document is an internal document relating to an uncontested case to be considered by the Texas Board of Architectural Examiners. This document is prepared to inform, advise and assist the Board in addressing this uncontested case.

Case Number: 297-17A
Respondent: Donald Emil Plattner
Location of Respondent: Keller, TX
Nature of Violation: Violation of Continuing Education Requirements
Instrument: Report and Notice of Violation

Findings:

- Donald Emil Plattner (hereafter "Respondent") is a registered architect in Texas with registration number 18368.
- Based upon the results of a random continuing education audit, it was determined that Respondent falsely reported continuing education compliance to the Board for the audit period of January 1, 2015 through December 31, 2015.
- Subsequently, he completed supplemental CEPH pursuant to Board Rule 1.69(g)(2).

Applicable Statutory Provisions and Rules:

- By indicating at the time of his online renewal that he was in compliance with the Board's mandatory continuing education requirements, Respondent provided the Board with false information in violation of Board Rule 1.69. The Board's standard assessment for providing false information is **\$700**.

Action Recommended by Executive Director:

- The Executive Director recommends an administrative penalty of **\$700**.

CIDQ Bylaw Amendments

There are **four (4) Items** which CIDQ will be bringing forward for a vote at the Annual Meeting in November. My thanks to both delegates and board executive staff who identified the need for these clarifications. Proposed deletions are struck and new language highlighted in red in the specific excerpts included below. For reference, the current Bylaws are attached as well.

Item 1 (Bylaws page 7)

ARTICLE VIII – OFFICERS

Section 7. The President

The President shall:

- A. Be the Chief Executive Officer of the Council.
- B. Preside at all meetings of the Council Board of Directors and of the Assembly of Delegates.
- C. Be charged with the general supervision of the affairs of the Council.
- D. Be an ex-officio member of all committees of the Council except the Nominating Committee.
- E. Ensure that all orders and resolutions of the Council Board of Directors are carried into effect.
- F. Interpret these Bylaws and the Rules of Order in the conduct of meetings and the ruling shall govern.
- G. Not serve as President while concurrently holding any national board **or governing body** position in any organization which operates on a national, ~~provincial~~ **international, or jurisdictional** basis, whose ~~membership is comprised primarily of interior designers~~ **purpose involves or focuses on the practice of** interior design.
- H. At the discretion of the Council Board of Directors, and the finances of the Council permitting, be paid an honorarium in recognition of service as an Officer of the Council.
- I. Be a non-voting member of the Council Board of Directors except in the case of a tie vote, at which time, the President shall cast the tie-breaking vote.

Rationale: This language resolves a “double standard” in that there are a number of member boards that are not, as the language currently states, “comprised primarily of interior designers” so that an ID only board member could not serve while a mixed discipline board member conceivably could. In addition, we eliminated most references to “state and provincial” elsewhere in favor of the broader “jurisdictional” phrasing used throughout the document. Lastly, this change more comprehensively reflects the intent of avoiding a situation in which a President may be more likely to encounter potential conflicts of interest.

Item 2 (Bylaws page 11)

ARTICLE X – COMMITTEES AND TASK FORCES

Section 1. Authorization and Appointment of Committees and Task Forces

Committees and task forces may be established to perform services for the Council. The Council Board of Directors, upon a majority vote, shall create such committees and task forces that it deems in its own discretion appropriate; however, there shall always be a Nominating Committee.

Such committees or task forces may be appointed from time to time to perform special and limited functions as assigned. ~~The President shall appoint the committee and task force members.~~

Rationale: it is actually the PE that appoints these leaders as appointments occur in the fall of the year before the PE is President. Also, this level of detail was considered more appropriate as part of the Policies & Procedures Manual.

Item 3 (Bylaws page 13and 14)

ARTICLE XI – COUNCIL SERVICES TO MEMBER BOARDS

Section 2. Council Certificates

The Council Certificate carries the recommendation that an applicant, because of having demonstrated minimum competency by passing the Examination, be accorded favorable consideration by any Member Board to which that person may apply for registration, licensing, certification, or membership. **CIDQ will provide representatives of Member Boards verification for any Certificate Holder, active or inactive.**

ARTICLE XII – COUNCIL SERVICES TO MEMBERS OF THE INTERIOR DESIGN PROFESSION

Section 2. Council Certificate

Candidates who successfully complete the Examination receive a certificate attesting to same. Upon **subsequent** request ~~by the applicant~~ **active Certificate Holder** and payment of the fee stipulated, the Council will forward **Certificate Holder** confirmation to any ~~member board party requested~~ **party requested**. ~~that the applicant is a Certificate Holder, provided that the Certificate Holder has maintained a current record.~~ **If the Certificate Holder has not maintained a current record, payment of the stipulated fee must occur prior to receiving the Council Certificate confirmation.-**

Rationale: Article XI, Section 2 makes it clear that Member Boards receive verification regardless of Certificate Holder status. Article XII Section 2 clarifies that requests from Certificate Holders are subject to a fee (currently \$35) if not active. This language change reflects intent and practice, and mirrors policy language.

Item 4 (Bylaws page 15)

ARTICLE XV – AMENDMENTS

These Bylaws may be amended at any annual or special meeting of the Assembly of Delegates by resolution submitted to the Member Boards not less than 75 days prior to ~~the meeting at which the resolution is to be~~ **its vote considered. Outside of a physical meeting, Member Boards may vote in any manner applicable by law, including through electronic transmission.** An affirmative vote by not less than two-thirds of all the Member Boards shall be required to secure adoption of any amendment to these Bylaws. All amendments so adopted shall become effective immediately, unless otherwise specified.

Rationale: The ability for the Assembly of Delegates to vote electronically was previously established in Article VII below. This addition to Article XV language brings the two sections parallel.

ARTICLE VII – ASSEMBLY OF DELEGATES (Bylaws page 5)

Section 8. Voting

Amendments to these bylaws shall be made in accordance with Article XV. Voting by the Member Boards, as noted in these Bylaws, or as otherwise required by law, will require a two-thirds vote of the Member Boards at a physical meeting where quorum is present. Outside of a physical meeting, member boards may vote in any manner applicable by law, including through electronic transmission and require the affirmative vote of two-thirds of all Member Boards.



BYLAWS OF THE COUNCIL FOR INTERIOR DESIGN QUALIFICATION, INC. Revised November 2016

ARTICLE I – NAME

The name by which this corporation shall be known in law is COUNCIL FOR INTERIOR DESIGN QUALIFICATION, INC. (herein “Council”).

ARTICLE II – OFFICES

The principal office of the Council shall be established and maintained at such place as the Council Board of Directors may from time to time determine. A statutory office of the Council shall be maintained in the City of Wilmington, County of New Castle, State of Delaware, at the office of the Council designated registered agent in Delaware.

ARTICLE III – TERMS & DEFINITIONS

The term for which this Council is organized is perpetual.

“Council Certificate” is defined as the document verifying the successful passage of the NCIDQ Examination in its entirety.

“Certificate Holder” shall mean any individual who has successfully passed the NCIDQ Examination in its entirety.

“Council” is defined as the legal corporate entity of the Council for Interior Design Qualification, Inc. Membership in the Council is defined in Article VI herein.

“Jurisdiction” shall mean any governmental or legislative subdivision of the United States, Canada or other country including any state, province, commonwealth, territory, dependency, and the District of Columbia, which has a law regulating the title and/or practice of interior design.

“Jurisdictional Board” shall mean the local body legally authorized to examine, recognize, regulate, or discipline interior designers within its specified jurisdiction.

“Member Board” shall mean a jurisdictional board that is a member of the Council.

“Assembly of Delegates” is the body of the Member Board Delegates appointed by the Member Boards of the Council pursuant to Article VII herein.

“Council Board of Directors” is the governing body of the Council, and the Council Board of Directors shall manage the activities and affairs of the Council. The members of the Council Board of Directors are nominated and appointed pursuant to Article IX herein.

"Examination" shall mean the examination(s) developed and administered by the Council to determine minimum competency in the practice of interior design.

“NCIDQ Exam” is a multi-part, minimum competency exam for interior designers. It assesses the exam taker’s ability to demonstrate sufficient professional practice knowledge in the areas of health, safety, and welfare as a means to provide reasonable protection of the public.

“Policies and Procedures” shall mean a set of operational guidelines supplemental and subordinate to the bylaws.

ARTICLE IV – PURPOSES AND POWERS

- A. To aid and assist the general public in safeguarding the health, safety, and welfare of the public.
- B. To aid and assist Member Boards and the general public by establishing and administering an examination to certify practitioners as competent to practice in the profession of interior design.
- C. To study and present new plans, programs, and guidelines for new legislation relative to the practice of interior design as well as plans, programs, and guidelines for recommended codes of conduct and recommended practices to be subscribed to by practitioners in the profession of interior design, and to make all of the same available to the public.
- D. To aid and assist the general public by establishing and administering an on-going certification program for practitioners in the profession of interior design.
- E. To serve as a forum for Member Boards to compile, verify, and maintain records of those persons who become licensed/registered/certified to facilitate reciprocal registration for interior designers in the various jurisdictions.
- F. The above enumeration of specific purposes shall not be construed as limiting or restricting in any way the undertaking of such functions as shall advance the general purposes enumerated.
- G. The Council shall have all powers conferred upon a non-profit, non-stock corporation by the laws of the State of Delaware.

ARTICLE V – NON-PROFIT STATUS

The Council shall not have authority to issue capital stock, is not organized for profit and no part of its net earnings shall inure to the benefit of any private member or individual. Upon any dissolution of the Council, all of its property and assets, tangible and intangible, after payment,

satisfaction and discharge of all its liabilities and obligations, shall be distributed as the Council Board of Directors may determine to such one or more organizations with objects and purposes similar to those of the Council in accordance with the laws of the State of Delaware.

ARTICLE VI – MEMBERSHIP

Section 1. Member Boards and Assembly of Delegates

The membership of the Council shall be the legally constituted Member Boards in good standing with the Council. Membership in the Council shall be attained through approval by the Council Board of Directors. Application shall be made upon forms furnished by the Council. The applicant shall provide the name and address of the jurisdictional board and other required information and provide two copies of the applicable law relating to the examination, recognition, regulation, or discipline of the profession of interior design in its jurisdiction. All members in good standing shall have equal rights and powers.

Membership in the Council shall be confined to:

- A. Jurisdictional Boards and self-regulatory organizations duly established by law in the United States, Canada, or other countries for the licensing, certification or registration of interior designers, provided such boards utilize, as part of their criteria for such licensing, certification, or registration, the examination produced and promulgated by the Council for testing persons practicing interior design.
- B. Qualifications of membership shall be limited to such organizations as are admitted to membership by majority approval of the Council Board of Directors. In considering any application for admission to membership, the Council Board of Directors shall give due regard to:
 - i. The aims and purposes of the Council.
 - ii. The prior and current activities of the Member Board applicant.
 - iii. The applicant's standards for admission of its interior design members.
 - iv. Whether such activities and standards of the applicant support the best interests of the Council.

Section 2. Removal

If, after written notification from the Council Board of Directors, a Member Board fails to pay its dues or other financial obligations to the Council or persistently refuses to abide by these Bylaws or the Policies and Procedures enacted by the Council, the Council Board of Directors may remove such Member Board from Council membership.

ARTICLE VII – ASSEMBLY OF DELEGATES

Section 1. Delegates and Credentials

- A. An Official Delegate shall be appointed to the Assembly of Delegates by each Member Board and shall serve until his/her successor is nominated and duly appointed by the Member Board. The Official Delegate should be a current board member of the Member

Board.

- B. The Official Delegate appointed to the Assembly of Delegates must be a Certificate Holder. However, in the event a Member Board does not have a Certificate Holder available to appoint to the Assembly of Delegates, then a non-Certificate Holder would be allowed to participate on the Assembly of Delegates as the Member Board's Official Delegate.
- C. An Official Delegate may not serve concurrently as both an Official Delegate and a Director or Officer of the Council.
- D. Each Member Board admitted under Article VI, 1, A is entitled to be represented at meetings of the Council by one or more representatives of that Member Board. A Member Board may be represented by as many representatives as are able to attend, but only one vote may be cast by each Member Board in good standing and present in person, or to the extent allowed, and in the manner prescribed in the Council's Policies and Procedures, by proxy.
- E. Contemporaneously with the appointment of the Official Delegate, the Member Board may name an Alternate Delegate who qualifies pursuant to Article VII of these Bylaws.
- F. In the event that a voting Official Delegate is unable to be present for all or part of the Annual Meeting or Special Meeting, then the Alternate Delegate if present, may vote on behalf of the Member Board.

Section 2. Annual Meeting

At the discretion of the Council Board of Directors, the Assembly of Delegates shall meet annually to discuss issues of common concern. The time and place shall be determined by the Council Board of Directors. Notice of the meeting shall be communicated to the Member Boards at least 90 days, but not more than 150 days before the scheduled date of such meeting and shall set forth the date, time, and place of such meeting.

Section 3. Special Meetings

Special meetings of the Assembly of Delegates may be called by the President, with the approval of the Council Board of Directors, or by a two-thirds majority of the Member Boards. The Bylaws pertaining to notification for and procedures and conduct of business of Annual Meetings shall apply to Special Meetings.

Section 4. Quorum

A quorum for the transaction of business at any meeting of the Assembly of Delegates shall be the majority of all Member Boards, as represented by their Official Delegate or Alternate Delegate.

Section 5. Resolutions & Other Motions

Resolutions are the substantive matters placed on the agenda for a meeting of the Assembly of Delegates in accordance with this section. All resolutions to be considered at a meeting of the

Assembly of Delegates shall be submitted to the Council Board of Directors not less than 90 days prior to the Annual Meeting. The Council Board of Directors shall review each resolution 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 compliance, consistency or clarity, and to avoid duplication. The Executive Director shall publish and distribute all resolutions to the Member Boards not less than 75 days prior to the Annual Meeting. If the Council Board of Directors takes a position on any resolution, they shall provide a position statement to be published with the resolution.

Member Boards and the Council Board of Directors may offer or amend resolutions at the Assembly of Delegates Meeting. All other motions permitted under *Robert's Rules of Order* may be made by any Official Delegate, Alternate Delegate, or the Council Board of Directors.

Section 6. Order of Business

An agenda outlining the order of business shall be prepared for all Assembly of Delegates meetings. The agenda shall be prepared under the direction of the Council Board of Directors, and sent to all Member Boards at least 45 days before the date set for the particular meeting.

Section 7. Rules of Order

Meetings of the Assembly of Delegates shall be governed by *Robert's Rules of Order* when not in conflict with the Bylaws of the Council.

Section 8. Voting

Amendments to these bylaws shall be made in accordance with Article XV. Voting by the Member Boards, as noted in these Bylaws, or as otherwise required by law, will require a two-thirds vote of the Member Boards at a physical meeting where quorum is present. Outside of a physical meeting, member boards may vote in any manner applicable by law, including through electronic transmission and require the affirmative vote of two-thirds of all Member Boards.

Section 9. Other Participants

Council Officers and Directors, Member Board staffs, when designated by their Member Boards, persons designated by the Council 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 discussion except to vote, or, except as provided in Article VII, Section 5, with respect to Officers and Directors, to initiate action.

ARTICLE VIII – OFFICERS

Section 1. Officers

The Officers of the Council shall be a President, President-Elect, and Past President. As needed for business and governmental purposes, the President-Elect may also be identified as the Treasurer and the Past President may be identified as the Secretary of the organization and shall have the responsibility to ensure a record of the proceedings of the meetings of the Board of Directors is preserved for reference and historical record.

Section 2. Qualifications

To be eligible to serve as an Officer on the Council Board of Directors, all individuals shall:

- A. Be a licensed, certified, or registered interior designer if domiciled or employed in a jurisdiction where interior design is regulated.
- B. Be an Active Certificate Holder in good standing.
- C. Meet at least two (2) of the following five (5) criteria :
 1. Have been an Official Delegate or Alternate Delegate of the Assembly of Delegates for at least two (2) years within the previous eight (8) years;
 2. Have been a member of a CIDQ Member Board for at least two (2) years within the previous eight (8) years;
 3. Have been a member of the Council Board of Directors within the previous eight (8) years;
 4. Have been a member of a CIDQ committee(s) or task force for at least a total of two (2) years within the previous eight (8) years;
 5. Have been a board member of one of the following interior design professional organizations: American Academy of Healthcare Interior Designers (AAHID), American Society of Interior Designers (ASID), Council for Interior Design Accreditation (CIDA), Interior Design Continuing Education Council (IDCEC), Interior Design Educators Council (IDEC), Interior Designers of Canada (IDC), or the International Interior Design Association (IIDA), within the previous five (5) years.

Section 3. Nomination of Officers

The Nominating Committee shall identify a single nominee for each office and shall follow established procedures for selecting candidates pursuant to the Council's Policies and Procedures.

Section 4. Election of Officers

The Assembly of Delegates, by the affirmative vote of two-thirds of all Member Boards shall elect the candidate for President-Elect. The Nominating Committee shall resubmit a revised ballot until a candidate for President-Elect is elected by a vote of two-thirds of all Member Boards.

Section 5. Terms of Office

The President shall serve for a term of one-year commencing on the first day of the Council's Administrative Calendar year, and ending on the last day of the Council's Administrative Calendar year for the ensuing year. The President may not be elected to serve consecutive terms; however, an individual may serve for more than one term.

The President-Elect is the successor to the President and shall serve as President-Elect for a one-year term before taking the office of the President.

The Past-President shall serve for a one-year term immediately after completing his/her term as President.

Section 6. Vacancies

A vacancy in the office of the President shall be filled by the President-Elect who shall complete the remaining term and fulfill his/her scheduled term the following year. In the event of a vacancy in the office of President-Elect, the Nominating Committee shall provide a candidate for President-Elect for election by the Assembly of Delegates, who meets the established criteria set forth in Section 2 above, to serve as President-Elect for the remaining term. In the event of a vacancy in the office of Past President, the Council Board of Directors shall, by vote, elect one of the previous Past Presidents to complete the term.

The Council Board of Directors, by unanimous vote, may remove a President, President-Elect, or Past-President from office with or without cause.

Section 7. The President

The President shall:

- A. Be the Chief Executive Officer of the Council.
- B. Preside at all meetings of the Council Board of Directors and of the Assembly of Delegates.
- C. Be charged with the general supervision of the affairs of the Council.
- D. Be an ex-officio member of all committees of the Council except the Nominating Committee.
- E. Ensure that all orders and resolutions of the Council Board of Directors are carried into effect.
- F. Interpret these Bylaws and the Rules of Order in the conduct of meetings and the ruling shall govern.
- G. Not serve as President while concurrently holding any national board position in any organization which operates on a national or provincial basis, whose membership is comprised primarily of interior designers.
- H. At the discretion of the Council Board of Directors, and the finances of the Council permitting, be paid an honorarium in recognition of service as an Officer of the Council.
- I. Be a non-voting member of the Council Board of Directors except in the case of a tie vote, at which time, the President shall cast the tie-breaking vote.

Section 8. The President-Elect

The President-Elect shall:

- A. In the absence or incapacity of the President, exercise the duties of and possess all the powers of the President.
- B. Oversee the receipt and disbursement of all funds of the Council.

- C. Work with the Executive Director in the development of a proposed budget for the Council Board of Directors' review and approval.
- D. Make recommendations regarding investments for the Council's funds.
- E. Ensure accurate record keeping of the Council's accounts and financial activities.
- F. Oversee the strategic planning process for the Council.
- G. Attend all Council Board of Directors and Assembly of Delegates meetings.
- H. Be a voting member of the Council Board of Directors.

Section 9. The Past-President

The Past-President shall:

- A. Serve as an advisor to the President and Council Board of Directors.
- B. Provide historical knowledge and guidance.
- C. Be a voting member of the Council Board of Directors.

Section 10. Contracts and Disbursements

The Council Board of Directors may authorize any Officer(s) or agent(s) to enter into any contracts to execute and deliver any instrument, or to acknowledge any instrument required by law to be acknowledged in the name of and on behalf of the Council. Such authority may be general or confined to specific instances, but the appointment of any person other than an Officer should be made by instrument in writing. When the Council Board of Directors authorizes the execution of any other instrument in the name of and on behalf of the Council, without specifying the executing Officers(s), the President, President-Elect, or the Executive Director may execute the same.

All checks, drafts, or other orders for the prompt payment of money, notes or other evidences of indebtedness issued in the name of the Council, shall be by such Officer(s) of the Council and in such manner as shall from time to time be determined by resolution of the Council Board of Directors.

ARTICLE IX - THE COUNCIL BOARD OF DIRECTORS

Section 1. Membership

At least three (3) of the seven (7) Certificate-holder Directors shall have served as an Official Delegate, Alternate Delegate, or as a member of a CIDQ Member Board for at least two (2) years within the seven (7) preceding the commencement of each Director's term. If the Nominating Committee is unable after diligent effort to identify candidates who have served as an Official Delegate, Alternate Delegate, or as a Member of a CIDQ Member Board, it is authorized to select candidates who have not so served.

Section 2. Qualifications

- A. To be eligible to serve as an At-Large Director on the Council Board of Directors, all individuals except the Public Member shall:
1. Be a licensed, certified, or registered interior designer if domiciled or employed in a jurisdiction where interior design is regulated.
 2. Be an Active Certificate Holder in good standing.
 3. Meet at least one (1) of the following five (5) criteria:
 - a. Have been an Official Delegate or Alternate Delegate for at least two (2) years within the previous eight (8) years;
 - b. Have been a member of an CIDQ Member Board for at least two (2) years within the previous eight (8) years;
 - c. Have been a member of a CIDQ committee(s) or task force for at least a total of two (2) years within the previous eight (8) years;
 - d. Have been a member of the Council Board of Directors within the previous eight (8) years; or
 - e. Have been a board member of one of the following interior design professional organizations: AAHID, ASID, CIDA, IDCEC, IDEC, IDC, or IIDA within the previous five (5) years.
- B. One of the At-Large Directors shall be a Public Member Director, who serves as representative of the public. This Public Member Director shall be charged to represent the public's health, safety, and welfare interest in the interior design profession. To be eligible for election to serve as the Public Member Director, the applicant shall:
1. Not be, nor have been, a practitioner or educator of interior design or architecture.
 2. Not be, nor have been, the spouse, child, parent, or significant other of a practitioner or educator of interior design or architecture.
 3. Be unaffiliated with any Officer, Director, Council Delegate, member of Member Board (present, incoming, or immediately outgoing) or Council staff member. "Unaffiliated" shall be herein interpreted as currently not in, nor anticipated to be in, a contractual business relationship. "Business" shall be defined herein, as including, but not limited to acting as a client, partner, employer, or employee in any endeavor for business and profit.

Section 3. Terms of Office

At-Large Directors shall serve for a two-year term, unless terminated or unable to fulfill his/her term, or to complete a term of office to replace a Director prior to completion of a full term of office. At-Large Directors may be elected to serve on the Council Board of Directors for multiple terms, two of which may be consecutive.

At-Large Directors' terms shall be staggered. Two (2) At-Large Directors' terms will expire one year and three (3) At-Large Directors' terms, one of which is the public member, will expire the next year, ensuring continuity to the Council Board of Directors.

Section 4. Nomination of At-Large Directors

The Nominating Committee shall identify a single slate of candidates and shall follow established procedures for selecting candidates pursuant to the Council's Policies and Procedures.

Section 5. Election of At-Large Directors

The Assembly of Delegates, by the affirmative vote of two-thirds of all Member Boards must elect At-Large Directors for the Council Board of Directors. In the event that one or more candidates is not elected, the Nominating Committee shall resubmit alternate candidates until the requisite number of At-Large Directors are approved by two-thirds of the Assembly of Delegates.

Section 6. Vacancies

In the event an At-Large Director is terminated with or without cause, or is unable to fulfill his/her term, the Council Board of Directors shall direct the Nominating Committee to provide a candidate for election by the Assembly of Delegates. If the At-Large Director is the Public Member, the Council Board of Directors shall appoint a qualified Public Member to serve the remaining term. Qualifications as identified in Article IX Section 2 shall apply to persons filling vacancies. Elections must be held within 80 days from the date of vacancy.

Section 7. Removal

The Council Board of Directors, by two-thirds vote, may remove an At-Large Director, with or without cause.

Section 8. Duties

The activities and affairs of the Council shall be managed by the Council Board of Directors, which shall have the right and authority to manage the affairs, property and funds of the Council and all policies and procedures of the Council. All actions taken by the Council or activities undertaken by the Council, except for Bylaw amendments and the election of Officers and Directors require the approval of the Council Board of Directors.

The Council Board of Directors shall exercise all authority, rights, and powers granted to it by the laws of the State of Delaware and shall perform all duties required by said laws and these Bylaws, in accordance therewith. It shall not delegate any of the authority, rights, or power or any other duties imposed upon it by these Bylaws or otherwise, unless said delegation is specifically provided for in these Bylaws.

Section 9. Meetings of the Council Board of Directors

The Council Board of Directors shall meet in regular or special meetings to transact business in any manner allowed applicable by law, including through electronic transmission and telephonically by means in which all persons participating in the meeting can hear each other. Any agreement made, or action taken by the Council Board of Directors unanimously or otherwise, outside of such a meeting, shall not constitute or be an action of the Council Board of Directors or the Council, nor shall it be binding on any Director unless such action is taken by the unanimous written consent of all Board Members.

Regular meetings of the Council Board of Directors shall be held at such time and place as the

Board may determine. Special meetings of the Board of Directors may be called by the President at his/her discretion at any time, but it shall be the duty of the President to call such a meeting at any time that he/she is requested to do so by the written request of five members of the Council Board of Directors who shall specify therein the purposes of such special meeting. Notice of any special meeting shall state the purpose or purposes thereof and no other business shall be transacted at any such special meeting. All Directors shall be given due notice in writing of the time and place of all meetings.

The Council Board of Directors must meet to act on behalf of the Council. The President and/or President-Elect and three (3) At-Large Directors must be present for any regular or special meeting of the Council Board of Directors for there to be a quorum. The Executive Director shall ensure that the minutes of all meetings of the Council Board of Directors are recorded. In the absence of the Executive Director, the President shall designate one of the Directors to ensure that the minutes of all meetings of the Council Board of Directors shall be recorded.

Each At-Large Director and voting Officer shall be entitled to one vote at any meeting of the Council Board of Directors, and any action taken by the Council Board of Directors where a quorum is present shall require the affirmative approval of three (3) Directors who are present and voting.

At all meetings of the Council Board of Directors, the President, or in his/her absence, the President-Elect shall preside.

ARTICLE X – COMMITTEES AND TASK FORCES

Section 1. Authorization and Appointment of Committees and Task Forces

Committees and task forces may be established to perform services for the Council. The Council Board of Directors, upon a majority vote, shall create such committees and task forces that it deems in its own discretion appropriate; however, there shall always be a Nominating Committee.

Such committees or task forces may be appointed from time to time to perform special and limited functions as assigned. The President shall appoint the committee and task force members.

The Council Board of Directors may delegate to any of its members the authority to supervise the work of any of the committees or task forces.

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

Section 2. General Procedure of Committees and Task Forces

Every committee or task force shall perform in accordance with these Bylaws and with the directions of the Council Board of Directors. With the approval of the Council Board of Directors, every committee or task force may call and hold meetings and meet with other organizations or their representatives.

No committee or task force member shall incur financial obligations unless funds have been properly appropriated therefore and specific authorization has been given by the Council Board of Directors. No chair, or any committee or task force member, shall contract, bind, commit, encumber, or represent the Council orally or otherwise to any matter unless specifically authorized to do so.

Section 3. Terms of Committee and Task Force Appointments

The term of committee appointments shall expire at the end of the calendar year during which the appointment was made, except as otherwise directed by the Council Board of Directors.

Section 4. Standing Committees

The following committees are hereby authorized as basic to proper functioning of the Council:

A. Nominating Committee

The Nominating Committee shall:

1. Be composed of the most Immediate Past-President, defined as the most recent past-president whose term has been completed on the Council Board of Directors, one current Delegate or Alternate Delegate, one current committee or task force chair, and one current sitting At-Large Director (excluding the Past President and President). All members of the Nominating Committee shall be voting members.
2. Be ineligible for nomination to office and ineligible for nomination to the Council Board of Directors.
3. Have a chair appointed by the President no later than December 31st of the preceding year.
4. Be responsible for providing a slate of Officers and At-Large Directors as required in these Bylaws and pursuant to the Nominating Committee policies and guidelines.

B. Examinations Committee(s)

The Examinations Committee(s) shall:

1. Be responsible for the development and grading of the examinations.
2. Be responsible for the improvement of the process and other duties as determined by the Council Board of Directors.
3. Consist of a chair that is a Certificate Holder and if domiciled or employed in a jurisdiction where interior design is regulated be a licensed, registered, or certified interior designer.

C. Finance Committee

The Finance Committee shall:

1. Review the strategic plan of the Council and develop the annual work plan and budget for presentation to the Council Board of Directors.
2. Monitor all financial matters, including investments.
3. Perform other duties as determined by Council Board of Directors.

ARTICLE XI – COUNCIL SERVICES TO MEMBER BOARDS

To accomplish the objectives of this Council, as stated in Article IV of these Bylaws, as recognition of the privilege and responsibility of membership in the Council, every Member Board shall be required to accept the actions and decisions of the Council and Council Board of Directors. This acceptance shall extend to all of the following Council services provided to Member Boards to the greatest extent permitted within the context of their individual jurisdictional laws.

A Member Board that does not adhere to the Council Bylaws, upon action taken by the Council, may have its membership rights revoked and no longer be entitled to any Council services or other rights and privileges of membership in the Council. The Council shall retain all membership dues paid by such Member Board.

Section 1. Examination

The Council shall produce examinations designed to test the knowledge, skills, and abilities required for the competent practice in interior design and shall issue appropriate description material on the examination for use by the Member Boards and candidates. The procedures and fees shall be established by the Council Board of Directors.

Section 2. Council Certificates

The Council Certificate carries the recommendation that an applicant, because of having demonstrated minimum competency by passing the Examination, be accorded favorable consideration by any Member Board to which that person may apply for registration, licensing, certification, or membership.

Section 3. Forms and Documents

To ensure uniformity in the reporting of an applicant's education, experience, registration (if applicable), and other necessary supporting examination data for determining eligibility for examination or reciprocal licensure, the Council shall study, prepare, and distribute forms and documents appropriate for use by the Council, Member Boards, and applicants.

Section 4. Research

The Council may engage in research pertinent to all matters relating to legal recognition of interior designers and the practice of the profession of interior design.

ARTICLE XII – COUNCIL SERVICES TO MEMBERS OF THE INTERIOR DESIGN PROFESSION

Section 1. Council Record Maintenance

The Council shall maintain an active data bank of Certificate Holders. Fees for this record maintenance are established by the Council Board of Directors and are due on a schedule established by the Council Board of Directors. Applicants neglecting to remit annual maintenance fees waive the right to be maintained in the current record.

Section 2. Council Certificate

Candidates who successfully complete the Examination receive a certificate attesting to same. Upon request by the applicant and payment of the fee stipulated, the Council will forward confirmation to any Member Board that the applicant is a Certificate Holder, provided that the Certificate Holder has maintained a current record.

ARTICLE XIII – FINANCES, FUNDS, ACCOUNTING AND INVESTMENTS

Section 1. Dues and Fees

- A. Membership Dues. The annual membership dues from each Member Board shall be established by the Council Board of Directors.
- B. Fees. The fees for Council services and products shall be established by the Council Board of Directors.

Section 2. Operating Fund

- A. All dues from Member Boards and all other receipts from activities of the Council shall be placed in the operating fund of the Council. The operating fund of the Council shall be administered by the President-Elect who, with the approval of the Council Board of Directors, may delegate certain responsibilities.
- B. General Budget. At the Council Board of Directors Meeting concurrent with the Annual Meeting, the Council Board of Directors shall adopt a general budget, which shall document the anticipated income and expenditures for the next fiscal year. Financial statements will be provided by the Finance Committee and reviewed regularly by the Council Board of Directors and audited annually by an independent auditor for accuracy. The budget shall show in detail:
 - 1. The anticipated gross income and net income from all sources during the fiscal year; and
 - 2. The expenditures estimated as incidental and necessary to carry on the activities and affairs of the Council in a proper, diligent, and efficient manner.
- C. Authority to Expend and Disburse Money. No Officer, At-Large Director, committee or task force chair or member, 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 on 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 authorized by the Council Board of Directors in the manner herein set forth, and the Council Board of Directors has made an appropriation to pay the same. All checks shall be signed by an authorized representative or representatives as directed by the Council Board of Directors.
- D. Fiscal Year. The fiscal year and the administrative year of the Council, which may or may not be concurrent, shall be determined by the Council Board of Directors.

Section 3. Securities and Investments

The Council Board of Directors shall have charge of the investment of all funds of the Council not held in its operating fund. It shall sell, purchase, transfer, and convey securities and exercise all rights of proxy, or participation in reorganizations, of depositing securities and similar rights of the Council with respect to its securities, or it may authorize such purchase, sales, transfers, conveyances and the exercise of any or all of said right.

The members of the Council Board of Directors shall not be personally liable for any decrease of capital, surplus, income, balance, or reserve of any fund or account resulting from any of their acts performed in good faith. The accounts of such investments shall be incorporated into the annual report to the Council.

ARTICLE XIV – INDEMNIFICATION

- A. Any present or former At-Large Director, Officer, employee, or agent of the Council, or other such persons so designated in the discretion of the Council Board of Directors, or the legal representatives of such person, shall be indemnified (including advances against expenses) by the Council against all judgements, fines, settlements, and other reasonable costs, expenses, and counsel fees paid or incurred in connection with any action, suit, or proceeding to which any such person or his legal representative may be made a party by reason of his being or having been such a Director, Officer, employee, or agent if the person acted in good faith and in a manner the person reasonably believed to be in or not opposed to the best interests of the Council, and, with respect to any criminal action or proceeding, had no reasonable cause to believe the person's conduct was unlawful and to the extent authorized by the Council Board of Directors. No indemnification or advance against expenses shall be approved by the Board or paid by the Council until after receipt from legal counsel of an opinion concerning the legality of the proposed indemnification or advance.
- B. As a condition precedent to any defense and/or indemnification the individual seeking indemnification must provide written notification to the Council within 15 calendar days after notice of said action, suit, proceeding or claim. At the time of written notice to the Council, the Council shall, in its sole discretion, have the right to either appoint an independent counsel to take over the defense of the claim, pursuant to the approval by the Council Board of Directors and any insurance carrier, or deny a defense to the individual at that time and reimburse the individual after final judgment, if so required.

ARTICLE XV – AMENDMENTS

These Bylaws may be amended at any special or annual meeting of the Assembly of Delegates by resolution submitted to the Member Boards not less than 75 days prior to the meeting at which the resolution is to be considered. An affirmative vote by not less than two-thirds of all the Member Boards shall be required to secure adoption of any amendment to these Bylaws. All amendments so adopted shall become effective immediately, unless otherwise specified.

October 3, 2017

Debra Dockery, Chair

Texas Board of Architectural Examiners: Architects, Interior Designers,
Landscape Architects
P.O. Box 12337
Austin, TX 78711

Gregory L. Erny, FAIA, NCARB
President/Chair of the Board
Reno, Nevada

David L. Hoffman, FAIA, NCARB
First Vice President/President-elect
Wichita, Kansas

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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

Dear Debra Dockery:

In February 2014, NCARB announced the long-anticipated implementation of the *Tri-National Mutual Recognition Agreement for International Practice* (known as “the Agreement”). Your Board has previously indicated on the NCARB annual licensing requirements survey that this Agreement has been accepted for purposes of providing reciprocal licensure in your jurisdiction. With this letter, we are writing to ask you to verify that acceptance is still valid by signing the enclosed *Letter of Undertaking*.

Development, pilot testing, and implementation of the Tri-National Mutual Recognition Agreement was a long and rigorous process supported by volunteers, leadership, and staff from all three countries. The underlying goal has always been to ensure that the qualifications of those U.S., Canadian, and Mexican architects interested in pursuing licensure across our borders are thoroughly vetted.

For background purposes, in the mid-1990s, the leaders and regulators of the architecture profession in Canada, Mexico, and the United States joined together to explore ways to facilitate the mutual recognition of licensure credentials among all three countries. Following many years of negotiations, the *Tri-National Mutual Recognition Agreement for International Practice* and its *Implementation Mechanisms* were signed by the leadership of the Council in October 2005 and ratified by our Member Boards at the Annual Meeting in June 2006. That vote positioned the Council to work in tandem with representatives of Canada and Mexico and proceed with the implementation of the Agreement.

The terms of the Tri-National Agreement are closely aligned with those of the former Broadly Experienced Foreign Architect (BEFA) path, which served as its model. The Agreement requires four basic components:

1. a recognized degree in architecture leading to licensure in the home country,
2. 10 years of comprehensive post-licensure experience in the home country, 2 years of which must be in responsible control,
3. the submission of a dossier documenting project-specific experience related to specific core competencies (see attached), and
4. an in-person interview before a panel of peers conducted in the language of the host country.

1801 K Street NW, Suite 700K
Washington, DC 20006
202/783-6500
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www.ncarb.org

An Equal Opportunity Employer

Prior to being eligible, Mexican applicants must first complete an extensive in-country evaluation and certification process conducted by their local *colegio* and the Consejo Nacional de Registro de Certificación (CONARC).

Similar to the process we are following with the Canada and Australia/New Zealand arrangements, we respectfully request that you document your Board's acceptance of the Tri-National MRA that recognizes the NCARB Certificate for reciprocal licensure issued to architects who have successfully completed the rigorous evaluation process by signing the enclosed *Letter of Undertaking*.

Should you wish further explanation or discussion, please feel free to contact Stephen Nutt, Senior Architect/Advisor to the CEO at snutt@ncarb.org.

Thank you for your support,



Gregory L. Erny, FAIA, NCARB
President / Chair of the Board



Michael J. Armstrong
Chief Executive Officer

Attachments: Letter of Undertaking
Tri-National Competencies

CC: Julie Hildebrand
Board Executive

Letter of Undertaking

with respect to the

TRI-NATIONAL MUTUAL RECOGNITION AGREEMENT FOR INTERNATIONAL PRACTICE

between the

NATIONAL COUNCIL OF ARCHITECTURAL REGISTRATION BOARDS

and the

CANADIAN ARCHITECTURAL LICENSING AUTHORITIES

and the

CONSEJO NACIONAL de REGISTRO de CERTIFICACION

The National Council of Architectural Registration Boards (NCARB)

representing the architectural registration boards of the 50 United States,
the District of Columbia, Guam, Puerto Rico, and the U.S. Virgin Islands.

AND

The Canadian Architectural Licensing Authorities (CALA)

representing the architectural licensing boards of the 11 provinces and territories of Canada.

AND

The Consejo Nacional de Registro de Certificación (CONARC)

representing the registered and certified architects of Mexico.

WHEREAS, NCARB, CALA, and CONARC have agreed to and signed the Tri-National Mutual Recognition Agreement for International Practice (Agreement) dated October 7, 2005 and implemented February 2014, ratified by the architectural licensing/registration authorities of the United States, Canada, and Mexico.

NOW THEREFORE, this *Letter of Undertaking* shall be signed, without modification, by each individual registration board wishing to participate in the Agreement.

The undersigned registration board, having the authority to license/register persons as Architects within its jurisdiction, wishes to become a signatory to the Agreement by virtue of this *Letter of Undertaking*. In doing so, the registration board agrees to and acknowledges the following:

1. The terms used in this *Letter of Undertaking* shall have the same meaning as defined in the Agreement between NCARB, CALA, and CONARC.
2. The undersigned individual has the authority to sign on behalf of the registration board.

Letter of Undertaking

MRA between NCARB, CALA, and CONARC

3. The undersigned registration board will not impose any additional education, experience, or examination requirements, or require the applicant to provide education transcripts, experience verifications, examination scores, or government identification numbers (including, but not limited to, Social Security Numbers or social insurance numbers). However, the host registration board may impose familiarity with local laws and other local requirements that also apply to all domestic applicants seeking reciprocal licensure.
4. In keeping with the above, the undersigned registration board agrees that it will accept for licensure/registration to practice architecture in its jurisdiction a licensed/registered architect who holds a valid and current NCARB Certificate that has been issued in accordance with the Agreement and satisfies all conditions outlined within the Agreement.

IN WITNESS WHEREOF, the registration board named below has caused the duly authorized person, on its behalf, to execute and deliver this *Letter of Undertaking*.

Entered into on _____, 20____.

By: _____
Name of State Registration Board

Name of duly authorized individual and title

Signature

TRI-NATIONAL COMPETENCIES

A qualified applicant seeking reciprocity through the *Tri-National Mutual Recognition Agreement for International Practice* is required to prepare a dossier of work that demonstrates the following professional competencies.

- A. An Architect in responsible control must be competent to create architectural designs that:**
1. Demonstrate an understanding of the relationship between people and buildings, and between buildings and their environment, and the need to relate buildings and the spaces between them to human needs and scale;
 2. Respond to environmental concerns and address sustainability issues;
 3. Show skill in land-use planning and planning process;
 4. Take account of cultural and social factors.
- B. An Architect in responsible control must be competent to translate a design concept into built form and be able to:**
1. Investigate and interpret design objectives and relevant issues and prepare the brief for a design project;
 2. Advise on project evaluations, feasibility studies and programs;
 3. Evaluate and determine structural, constructional and engineering elements of a building and integrate the advice and design of specialist disciplines into a building project;
 4. Assess the physical influences on buildings and the technologies associated with providing internal conditions of comfort and protection against the climate, and coordinate and integrate services systems to control them;
 5. Meet building users' requirements within the constraints imposed by cost factors and building regulations;
 6. Provide advice on issues of construction, procurement and contract administration;
 7. Generate the documentation and information needed to translate a design concept into a building;
 8. Manage the procurement of buildings, administer contractual arrangements and monitor their construction.
- C. An Architect in responsible control must be competent in the practice of architecture and:**
1. Observe legal and regulatory obligations related to the planning and construction of buildings;
 2. Have adequate knowledge of the industries, organizations and procedures involved in the management and realization of a design project as a building;
 3. Observe the standards of conduct expected of a professional;
 4. Maintain competence in relevant aspects of the practice of architecture.

TBAE Event Calendar 2017

- 02 New Year's Day Holiday *(Skeleton Crew)*
- 10 **Legislative Session Convenes**
- 16 M.L. King Day *(Agency Closed)*
- 19 Confederate Heroes Day *(Skeleton Crew)*
- 26 41st Annual FARB Forum San Antonio *(Julie)*

JANUARY						
S	M	T	W	Th	F	S
1	2	3	4	5	6	7
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15	16	17	18	19	20	21
22	23	24	25	26	27	28
29	30	31				

JULY						
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16	17	18	19	20	21	22
23	24	25	26	27	28	29
30	31					

- 04 Independence Day
- 27 NCARB Licensing Advisors Summit *Chicago, IL (Staff)*

- 04 CLARB MBE Committee Meeting *New York, NY (Julie)*
- 16 **Board Meeting - Member Training**
- 20 Presidents Day *(Agency Closed)*

FEBRUARY						
S	M	T	W	Th	F	S
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26	27	28				

AUGUST						
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- 10 METROCON17 - *Dallas Market Hall*
- 16 **Board Meeting**
FY18 Budget Approval/ED Annual Performance Evaluation
- 21 **First Day of School**

- 02 TX Independence Day *(Skeleton Crew)*
- 08 NCARB 2017 Regional Summit/ MBE Workshop *Jersey City, NJ*
- 13 **Spring Break**

MARCH						
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SEPTEMBER						
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- 04 Labor Day *(Agency Closed)*
- 05 NCARB @ UT Arlington, AIA Dallas, AIA Ft. Worth
- 13 2017 CLARB Annual Meeting *Boise, Idaho*
- 28 2017 LRGV-AIA BCC Conf. *(South Padre Convention Center)*

- 14 Good Friday *(4 hrs. Skeleton Crew)*
- 21 San Jacinto Day *(Skeleton Crew)*
- 25 ASLA TX Conference *Palmer Event Center, Austin, TX*

APRIL						
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OCTOBER						
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- 06 NCARB Experience Committee #1-MBE
- 11 NCARB @ Rice University, University Of Houston
- 13 NCARB @ Nat'l Organization of Minority Architects' Conference, Houston

- 01 **Personal Financial Statement electronic filing Due to the Ethics Commission**
- 29 Memorial Day *(Agency Closed)*
- 29 Last Day, 85th Legislature Regular Session *(Sine die)*

MAY						
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NOVEMBER						
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- 08 **Board Meeting**
- 08 NCARB @ Texas A&M University
- 09 TxA Conference, *Austin, TX*
- 10 2017 CIDQ Council of Delegates Meeting *Hilton Hotel, Old Town, Alexandria, VA*
- 11 Veterans Day
- 22 TBAE Holiday *(Skeleton)*
- 23-24 Thanksgiving Holidays *(Closed)*

- 01 **Last day of the School Year**
- 08 **Board Meeting**
- 19 Emancipation Day *(Skeleton Crew)*
- 22 NCARB Annual Business Meeting - *Boston, MA*

JUNE						
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DECEMBER						
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- 01 NCARB Experience Committee #2-MBE
- 22 Christmas Eve Holiday *(Closed)*
- 25 Christmas Day *(Closed)*
- 26 Day after Christmas *(Closed)*
- 27-29 TBAE Holiday *(Skeleton)*
- 29 NCARB @ AIA Forum, Austin

October 2017