

STRIKETHROUGH/UNDERSCORED
(version showing changes)

Title 46
PROFESSIONAL AND OCCUPATIONAL STANDARDS
Part I. Architects

Chapter 3. Organization

§301. Executive Director

A. The name and address of the person designated by the board upon whom service of process may be served in judicial procedures against the board is the executive director at the address of the official place of business of the board.

B. The executive director is responsible for the day-to-day operations of the board office. The board delegates to the executive director certain responsibilities to properly fulfill the board's duties, which may include, but are not limited to, the following:

1. oversee the issuance of licenses for board approval;
2. oversee the investigations of complaints and present proposed adjudications for board action;
3. act as the board's agent with banks and financial institutions and as the board's primary signatory on all checks, and make financial decisions on behalf of the board within the scope of these rules;
4. develop the budget for board approval;
5. collect fees and monitor the expenditure of funds;
6. contract for required business services;
7. report key operations performance measures to the board;
8. engage the board in planning and implementing the strategic plan;
9. oversee and evaluate all staff;
10. facilitate communication to and among board members and make arrangements for board meetings;
11. serve as an agent of the board when communicating with other jurisdictional agencies and the public;
12. issue meeting minutes, reports, and notices required of the board;
13. possess on behalf of the secretary the official records of the board; and
14. perform such administrative, ministerial, and other duties as the board may assign from time to time.

§303. Officers

A. The board shall elect a president and a secretary, each to hold office until their successors shall have been elected. The term of office shall be for one year beginning the first day of January of the ensuing year.

B. The president shall preside at all meetings,; appoint all committees,; sign all ~~certificates of registration and licenses issued,; sign or authorize by signature stamp all checks with the executive director, and perform all other duties pertaining to his office.~~

C. The secretary shall, with the assistance of such executive and clerical help as may be required:

1. be the official custodian of the records of the board and of the seal of the board and see that the seal of the board is affixed to all appropriate documents;
2. sign, with the president, certificates of licensure;
3. sign the minutes of the board meetings after the minutes have been approved by the board; and
4. assume the responsibilities of the president in his absence.

§305. Other Personnel

A. The board may employ such executive, ~~stenographic and office~~ clerical, and other assistance, including an executive director, as is necessary, and shall rent office space as necessary to house the staff and records.

~~B. The board shall employ an executive director who shall have possession on behalf of the secretary of all the official records of the board and who may, under the supervision of the board, perform such administrative and ministerial duties as the board authorizes.~~

~~C.B.~~ In discharging its responsibilities, the board may engage private counsel or, as prescribed in law, utilize the services of the attorney general. The board may also employ such accountants, auditors, investigators, and professionals as it deems necessary.

§307. Meetings

A. There shall be at least four regular meetings each year. If the executive director or the president decide additional meetings are necessary, a special meeting may be called by due notification of all members of the board. A special meeting of the board shall be called by the president upon the request of any two members by giving at least a 10-day written notice to each member of the time and place of such meeting. The LSBAE shall provide for participation via electronic means on an individual basis by people with disabilities.

B. People with disabilities are defined as any of the following:

1. a member of the public with a disability recognized by the Americans with Disabilities Act (ADA);
2. a designated caregiver of such a person; or
3. a participant board member with an ADA-qualifying disability.

C. The written public notice for an open meeting, as required by R.S. 42:19, shall include the name, telephone number and email address of the agency representative to whom a disability accommodation may be submitted.

D. The requestor shall be provided with an accommodation, including the teleconference and/or video conference link, for participation via electronic means as soon as possible following receipt of the request, but no later than the start of the scheduled meeting.

E. A record of all board meetings shall be maintained in accordance with the Open Meetings Law.

F. Each board member shall be given a daily allowance and itemized reimbursement in compliance with state law for expenses related to board meetings and other board-related business, including attending NCARB regional and national meetings.

§309. Minutes

A. The Written minutes of all meetings shall be prepared by the executive director in accordance with R.S. 42:20 of the Open Meetings Law. As soon as the minutes are prepared, the executive director shall provide them to the members of the board for their comments. The

minutes shall be and signed by the secretary and the president at the next regular meeting after the board has approved them. As soon as the minutes are prepared, the executive director shall mail them to the membership for their comments.

§311. Conduct of Meetings

A. Unless required otherwise, by law or by these rules, Robert's Rules of Order shall be used in the conduct of business by the board.

§313. Quorum

A. ~~Four members of the board constitute a quorum.~~ A majority of the total membership of the board constitutes a quorum. All actions of the board shall be by a majority of the members present at a meeting at which a quorum is present.

§315. Official Records

A. Among other official records required by law, or by rules of other agencies in support of law, there shall be kept in the board offices accurate and current records. Such records may be kept in paper or electronic format and may include ~~including~~, but are not limited to:

1. minutes of all meetings of the board;
2. the name and ~~registration~~ license number of all ~~persons~~ individuals to whom certificates of registration are issued, the last known address of all registrants, and all current renewals effected through annual ~~registrations~~ renewals;
3. the name and license number of all firms to whom firm licenses are issued, the last known address of all firms, and all current renewals effected through annual renewals;
34. an individual file for each registrant containing the original application, relevant verification and evaluation data, examination dates, ~~gradesscores~~, and date of original registration;
5. an individual file for each firm containing its original application, relevant verification and evaluation data, and date of original registration;
46. alleged violations and any revocation, rescission and suspension of licenses; and
57. a system of record keeping correctly and currently indicating funds budgeted, spent, and remaining, as well as projections of appropriate requests for consideration in budget development.

§317. National Council of Architectural Registration Boards

A. The board shall maintain membership in the National Council of Architectural Registration Boards (NCARB) and its regional conference. Up-to-date information on the examinations and policies adopted from time to time by NCARB shall be reported to the board regularly.

B. The board will cooperate with NCARB ~~in furnishing transcripts of records and rendering assistance~~ in establishing uniform standards of professional qualification throughout the jurisdiction of NCARB.

C. ~~Effective July 1, 2004, out~~ Out of the funds of the board each board member shall be compensated equal to the rate of compensation allowable for members of the legislature for each day in attending board meetings and hearings, attending NCARB regional and national meetings, issuing certificates and licenses, necessary travel, and discharging other duties, responsibilities,

and powers of the board. In addition, out of said funds each board member, the executive director, and the board attorney shall be reimbursed reasonable and necessary travel, meals, lodging, clerical, and other incidental expenses incurred while performing the duties, responsibilities, and powers of the boards, including but not limited to performing the aforesaid specific activities.

§319. Powers and duties of the board

A. In addition to the powers and duties in R.S. 37:144, the board shall perform its duties and transact its business, including, but not limited to:

1. acknowledge and approve the lists of licensees and certificates issued;
2. review complaints and adjudicate enforcement cases brought under the Architect Licensing Law and these rules;
3. make, adopt, amend, and repeal rules;
4. monitor the budget and operations via key performance measures;
5. strategically plan the focus and initiatives of the board;
6. review and comment on NCARB resolutions for the jurisdictional submittal process consistent with NCARB Bylaws;
7. discuss business matters and authorize the board's voting delegate to represent the board's interest at the NCARB regional and annual business meetings;
8. review and respond to requests to assist the state legislative and executive branch processes;
9. review and respond to other matters as they arise; and
10. make available for public access the names of all licensed persons.