

# TENNESSEE BOARD OF ARCHITECTURAL AND ENGINEERING EXAMINERS BYLAWS

## PART 1. Mission Statement.

**Section 1.01 Mission Statement.** The mission of the Tennessee State Board of Architectural and Engineering Examiners is:

- to protect the public health, safety and welfare through the regulation of architecture, engineering, landscape architecture and interior design by means of evaluation, education, examination, licensure and disciplinary action; and
- to communicate with its registrants and the public regarding the laws and standards of the professions.

*Administrative History: Adopted September 27, 1992. Revised January 8, 1998.*

## PART 2. Board Seal.

**Section 2.01 Board Seal.** The design of the Board's seal required by T.C.A. § 62-2-203(c) shall be as follows:



This seal shall be affixed to all certificates of registration granted.

## PART 3. Board Meetings.

**Section 3.01 Meetings.** The Board shall hold at least two (2) regular meetings each year, as required by T.C.A. § 62-2-204(a), one of which must incorporate a planning session. The time and location of the meetings shall be determined by the Board. Special meetings may be called by the Board chair. The same bylaws relative to quorum, voting, procedure and conduct of business for regular meetings shall apply to special meetings.

**Section 3.02 Quorum and Voting.** Pursuant to T.C.A. § 62-2-204(c), a quorum of the Board shall consist of not less than five (5) members. However, for the purpose

of formal disciplinary matters involving an architect, engineer, registered interior designer or landscape architect, at least one (1) Board member from the respective profession shall be present. Pursuant to T.C.A. § 62-2-201(c)(6), associate engineer members shall have no voting privileges and are not to be considered as members for quorum or election purposes. All other Board members, including the chair, shall have full voting privileges. A majority vote of the Board members present shall be required for affirmative action unless otherwise provided for in *Robert's Rules of Order Newly Revised*. All votes shall be by public vote or roll call. No secret votes or secret ballots shall be allowed. Board members may participate in regular meetings by electronic means of communication only when necessary to ensure a quorum. Any member participation by electronic means shall be audible to the public at the physical location of the meeting.

**Section 3.03 Public Notice of Meetings.** A schedule of Board meetings for each year shall be placed on the Board website no later than one (1) month before the first Board meeting of the year. An agenda outlining the order of business shall be prepared by the Executive Director under the direction of the Board for each meeting and must be provided to the Assistant Commissioner for Regulatory Boards and posted on the Board website at least seven (7) business days before a regularly scheduled meeting. Substantive changes to the agenda should be made no later than three (3) business days prior to a meeting. For special meetings that fall outside the regularly scheduled Board meetings, an agenda must be provided to the Assistant Commissioner for Regulatory Boards and posted on the Board website at least three (3) business days before the scheduled 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.

**Section 3.04 Teleconferences.** Teleconferences may be scheduled only in cases of necessity when physical presence by a quorum of Board members is not practical. The determination of necessity, and a recitation of the facts and circumstances on which it was based, must be included in the minutes of the meeting. All teleconferences must be conducted in accordance with T.C.A. § 8-44-108.

**Section 3.05 Meeting Procedures.** All Board meetings shall be guided by an agenda prepared and delivered in advance to all Board members. Individuals in attendance who wish to speak must first be recognized by the presiding officer. The presiding officer may deny a request to speak to individuals wishing to address issues not on the agenda.

**Section 3.06 Rules of Order.** The Board shall be governed by the current edition of *Robert's Rules of Order Newly Revised* when not in conflict with the laws, rules or bylaws of the Board. The presiding officer shall rule on all questions pertaining to the bylaws and Rules of Order in the conduct of meetings; such rulings may be appealed to the whole Board.

**Section 3.07 Meeting Minutes.** Pursuant to T.C.A. § 8-44-104(a), minutes of Board meetings "shall be promptly and fully recorded, shall be open to public inspection, and shall include, but not be limited to, a record of persons present, all motions,

proposals and resolutions offered, the results of any votes taken, and a record of individual votes in the event of roll call.”

#### **PART 4. Board Officers and Their Duties**

**Section 4.01 Board Officers.** Pursuant to T.C.A. § 62-2-204(b), officers of the Board shall be the chair, the vice chair, and the secretary.

**Section 4.02 Chair.** The chair shall preside at all meetings when present, establish and appoint all committees and task forces and their respective chairs, and sign disciplinary orders and wall certificates.

**Section 4.03 Vice chair.** The vice chair shall preside at meetings and sign disciplinary orders when the chair is absent.

**Section 4.04 Secretary.** The secretary shall serve as treasurer and chair of the Finance Committee, report on Board finances, sign wall certificates, and ensure that staff records minutes for each meeting. The secretary shall also preside at meetings when both the chair and vice chair are absent.

#### **PART 5. Election of Board Officers.**

**Section 5.01 Qualifications.** Nominees for vice chair and chair must have a minimum of two (2) years experience on the Board to be eligible for these positions.

**Section 5.02 Chair Rotation.** The chair position shall be rotated among the individual professions on an annual basis. The suggested rotation is (1) architect, (2) engineer, and (3) interior designer/landscape architect or public member. The chair and vice chair positions should be considered in a rotating fashion that would allow the vice chair to assume the position of chair. Board member appointment time frame considerations should also be considered when making nominations for the positions.

**Section 5.03 Nomination and Election Procedure.** Nominations for chair, vice chair and secretary will be called for at the first meeting of the calendar year, presented to the Board by the Nominations Committee at the second meeting, and voted on at the last meeting before the beginning of the fiscal year. Nominations may be made from the floor at any time.

**Section 5.04 Terms of Office.** Officers shall serve for one year terms, beginning on July 1, and ending on June 30.

**Section 5.05 Vacancies.** In the event of a vacancy in the office of chair, the vice chair shall succeed to the office of chair for the remainder of the term of office. In the event of a vacancy in the office of vice chair, the secretary shall succeed to the office of vice chair for the remainder of the term of office. A special election shall be held to fill the unexpired term of the office of secretary at the meeting immediately following the vacancy.

## **PART 6. Committees.**

**Section 6.01 Standing Committees.** The standing committees of the Board shall be the following: Architect, Engineer, Landscape Architect, Interior Design, Continuing Education, Finance, Grants to Higher Education, Law and Rules/Policies, Outreach, and Nominations.

**Section 6.02 Architect, Engineer, Landscape Architect and Interior Design Committees.** The Architect, Engineer, Landscape Architect and Interior Design Committees shall review applications for registration and continuing education audits for their respective professions, designate Board members to attend regional and annual national regulatory council meetings, and address other profession-specific issues as needed. The Architect Committee shall be composed of the three (3) architect Board members. The Engineer Committee shall be composed of the three (3) engineer Board members and the three (3) associate engineer members. The Landscape Architect Committee shall be composed of the landscape architect Board member, one (1) architect Board member, and one (1) engineer Board member; the landscape architect member shall serve as chair of this committee. The Interior Design Committee shall be composed of the interior designer Board member, one (1) architect Board member, and one (1) engineer Board member; the interior designer member shall serve as chair of this committee.

**Section 6.03 Continuing Education Committee.** The Continuing Education Committee shall review continuing education rules, policies and procedures and recommend changes as needed. This committee shall consist of members from each profession regulated by the Board.

**Section 6.04 Finance Committee.** The Finance Committee shall present quarterly financial reports to the Board and recommend changes to fees as needed.

**Section 6.05 Grants to Higher Education Committee.** The Grants to Higher Education Committee shall review grant proposals, make recommendations to the full Board for disbursement of grant funds and recommend changes to grant guidelines as needed. This committee shall consist of members from each profession regulated by the Board.

**Section 6.06 Law and Rules/Policies Committee.** The Law and Rules/Policies Committee shall review laws, rules and policies and recommend changes as needed. The committee shall also track and review legislation affecting the Board and make position recommendations to the full Board. This committee shall consist of members from each profession regulated by the Board.

**Section 6.07 Outreach Committee.** The Outreach Committee shall explore avenues to promote licensure, plan meetings with deans/program directors of schools of architecture, engineering, landscape architecture and interior design, suggest and prepare articles for inclusion in the Board newsletter, recommend changes to Board publications and documents, and develop new publications as needed. This committee shall consist of members from each profession regulated by the Board.

**Section 6.08 Nominations Committee.** The Nominations Committee shall review officer election criteria and procedures and recommend changes to the bylaws as needed, call for officer nominations, and present a slate of candidates to the full Board. This committee shall consist of members from each profession regulated by the Board.

**Section 6.09 Special Committees and Task Forces.** Special committees and task forces may be appointed at any time by the chair for any purpose pertinent to the work of the Board. Such committee or task force shall be assigned a specific charge or charges and time for completion of its work. Its membership shall be representative of the knowledge and experience required.

## **PART 7. Executive Director.**

**Section 7.01 Executive Director.** Pursuant to T.C.A. § 62-2-205, the Board shall have an Executive Director who shall perform all administrative functions for the Board. The responsibilities of the Executive Director include, but are not limited to, the following:

- Supervise and coordinate all activities relating to the operation of the Board.
- Prepare and distribute meeting agendas under the direction of the Board and ensure that all meeting preparations have been made.
- Attend all meetings of the Board.
- Edit Board newsletters and other publications, including the Board website.
- Approve or deny applications following review by Board members.
- Make presentations to associations, students, etc. regarding registration and practice issues.
- Communicate with state and local professional societies about Board action.
- Participate in national regulatory council meetings.
- Monitor legislation that might affect the Board.
- Supervise preparation of travel requests and contracts.
- Prepare reports and conduct research as requested.
- Supervise Board staff.
- Routinely review and recommend changes to procedures, bylaws, policies, rules, and laws.
- Monitor Board revenue and expenses and prepare quarterly financial reports for the Board.
- Submit a proposed travel budget, meeting schedule, and list of application and exam deadlines for review and approval on an annual basis.

## **PART 8. Amendments.**

**Section 8.01 Amendments.** These bylaws may be amended at any Board meeting by an affirmative vote of two-thirds of the Board members present, provided that thirty (30) days' written notice of the proposed change was given prior to the meeting.

*Authority: T.C.A. § 62-2-203(c).*

*Administrative History: Adopted September 18, 2008; revised and adopted February 19, 2009; revised and adopted April 12, 2012; revised and adopted October 12, 2012; revised and adopted October 7, 2016.*