

TITLE 2
LEGISLATIVE RULES
BOARD OF ARCHITECTS
SERIES 1
RULES OF THE WEST VIRGINIA BOARD OF ARCHITECTS

§2-1-1. General.

1.1. Scope. -- These rules establish the organization and qualifications for licensure as an architect.

1.2. Authority. -- W. Va. Code §30-12-1 et. seq.

1.3. Filing date. -- December 27, 1982

1.4. Effective Date. -- December 27, 1982

§2-1-2. Organization and meetings.

2.1. Name. -- Wherever the word "Board" is used in these rules it shall mean the West Virginia Board of Architects. Wherever the words "President" or "Secretary" are used they shall mean the duly elected officers of this Board.

2.2. Meetings. -- The Board shall hold two (2) regular meetings in each year, as set by the Board. Special meetings may be called by the secretary at the direction of the president or upon the written request of any three (3) Board members. All regular meetings shall be held at a time and place designated by the Board.

2.3. Election of officers. -- During a regular meeting of each year the Board shall elect from its members a president and a secretary, to take office at the beginning of the fiscal year, such holding office until their successors shall have been duly elected. The secretary shall furnish a bond as required by law, the fee for such bond being paid out of Board funds.

2.4. Office of the Board. -- The office of the Board shall be in the office of the secretary.

2.5. Compensation. -- In addition to the compensation of Board members as stipulated by law, the secretary shall receive additional compensation for his services as determined by this Board.

2.6. Seal. -- The Board shall adopt a seal for its own use, inscribed with the words "BOARD OF ARCHITECTS--WEST VIRGINIA" which shall be in the custody of the secretary. It shall be used on all certificates, renewal cards and other official docu-

ments.

§2-1-3. Duties of officers.

3.1. President. -- The president shall preside at all meetings, he shall appoint any necessary committees, sign all certificates and renewal cards issued and sign all minutes after approval. He may issue a call for special meetings through the secretary. In the event the president is unable to attend a regular or special meeting he shall be privileged to designate a Board member to serve as presiding officer or in the absence of such designation by the president, a quorum of Board members may choose a presiding officer.

3.2. Secretary. -- The secretary shall, with the assistance of such clerical help as may be required, conduct and care for all correspondence of the Board, keep the minutes of all meetings, keep all books, records and files and sign all certificates and renewal cards. He shall provide notices of the time and place of all meetings to each Board member. He shall prepare the reports for submission to the Governor and to the Secretary of State as required by law. He shall receive all moneys from fees and renewals and shall regularly transmit same to the Department of Finance and Administration for deposit with the State Treasurer to the credit of the Board.

§2-1-4. Procedure.

4.1. Order of Business. -- (a) Call to order; (b) roll call of members; (c) reading of minutes of last previous meeting; (d) unfinished business; (e) new business; (f) election of officers (July meeting only); (g) adjournment.

4.2. Quorum. -- Three (3) Board members shall constitute a quorum, but action shall not be deemed to have been taken on any matter unless three (3) votes in accord.

4.3. Certificates and renewal cards. -- Certificates of registration shall be issued upon qualification and the payment of the required fee.

Annual renewal cards shall be issued by the Board, signed by the president and secretary, upon receipt of the annual renewal fee. Notice of renewal

cards may be mailed each registered architect at least three (3) weeks before the thirtieth day of June in each year.

§2-1-5. Qualification for certificate.

There are three (3) methods by which an applicant may qualify for a certificate as follows:

5.1. First method - written examination. -- Under this method all applicants must pass the current NCARB architect registration examination.

The qualifications for admission to the NCARB examination are as follows:

(a) Citizen of United States or made declaration of intentions.

(b) Be at least twenty-one (21) years of age.

(c) Be of good moral character.

(d) Hold a Bachelor of Architecture degree from a school of architecture where the degree curriculum has been accredited by NAAB not later than two (2) years after graduation or have passed the current NCARB alternate education requirements.

(e) Have three (3) years practical training in the office of registered architects who are practicing principals or the equivalent as outlined in the official NCARB table of equivalents.

(f) Legal resident of West Virginia.

5.2. Second method - reciprocal. -- Given at the Board's discretion during any regular or special Board meeting, to applicants with following qualifications as may apply:

(a) Having certificate as architect in another state where the qualifications prescribed at time of such registration were equal to those of West Virginia.

(b) Without personal appearance before the Board unless required to do so by Board.

(c) Good moral character.

(d) Applications accompanied by a National Council of Architectural Registration Board Certificate (blue cover) in current form may be processed by the secretary with the consent of the president and such applications need not await a

Board meeting. The secretary shall report such action at the next regular or special Board meeting.

(e) Applications accompanied by a National Council of Architectural Registration Board Record (buff cover) shall be considered at a Board meeting but the information furnished by such record should materially assist in speedier processing.

5.3. Third method - oral examination. -- Under this method candidate is required to appear before the Board for an oral examination to demonstrate his knowledge of professional practice. Under this method candidate will not be accepted by National Council of Architectural Registration Board of Certification until candidate has satisfactorily passed the National Council of Architectural Registration Board qualifications. Qualifications for oral examination are as follows:

(a) An accredited degree from an NAAB approved school or architecture.

(b) Three (3) years of satisfactory experience subsequent to date of degree in the office of an architect practicing as a principal.

(c) Citizen resident of the State of West Virginia.

(d) Be at least twenty-one (21) years of age.

(e) Be of good moral character.

§2-1-6. Architect's seal.

6.1. Each registrant shall obtain a seal authorized by the Board, bearing the registrant's name, registration number and the legend "REGISTERED ARCHITECT, STATE OF WEST VIRGINIA." This shall be impressed on all contract drawings and specifications issued by him.

6.2. An architect shall not impress his seal or permit this to be done upon drawings and specifications which were not prepared under his supervision. Such improper use of seal will be deemed by the Board as dishonest practice. Proof of such practice may be considered sufficient cause for the revocation or suspension of his certificate.

§2-1-7. Amendments to rules.

These rules may be amended by unanimous vote of the Board members at any meeting at which there is a

quorum present provided that a notice of each proposed amendment shall have been mailed or delivered

to each member at least ten (10) days prior to the date of the meeting at which they are to be considered.

E. KEITH DEAN, President
HUNTINGTON

KENNETH MARTIN, Secretary
CHARLESTON

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WEST VIRGINIA BOARD OF ARCHITECTS

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PRINCETON

December 21, 1982

A. James Manchin
Secretary of State
State Capitol Building
Charleston, West Virginia 25305

Mr. Manchin:

Enclosed is a certified copy of the rules and regulations of this Board, entitled West Virginia Board of Architects Report-1980. This is in accordance with Chapter 29A, Article 2, Section 5 of the West Virginia Code of 1931

Sincerely,

Kenneth Martin, Secretary
West Virginia Board of Architects

KM/je

Enclosure

cc: Fredric George, Deputy Attorney General

FILED IN THE OFFICE OF
A. JAMES MANCHIN
SECRETARY OF STATE

THIS DATE 12-27-82
Administrative Law Division