

RULE

**Office of the Governor
Board of Architectural Examiners**

Organization (LAC 46:I.Chapter 3)

The Board of Architectural Examiners, in accordance with the provisions of R.S. 49:950 et seq., and through the authority granted in R.S. 37:144(C), has amended LAC 46:I.301 pertaining to its executive director, LAC 46:I.303 pertaining to its officers, LAC 46:I.305 pertaining to its other personnel, LAC 46:I.307 pertaining to its meetings, LAC 46:I.309 pertaining to its minutes, LAC 46:I.313 pertaining to the quorum for meetings, LAC 46:I.315 pertaining to its official records, and LAC 46:I.317 pertaining to the National Council of Architectural Registration Boards (NCARB). In addition, the board has adopted a new rule, LAC 46:I.319 pertaining to the powers and duties of the board.

Act 192 of 2024 mandated that all state agencies which make rules (i) systematically review a sufficient number of rules each year so that all rules have been reviewed within a five-year period and (ii) submit a report of their review to the appropriate legislative oversight committee. Executive Order JML 25-038 issued April 1, 2025, mandated that by December 31, 2025, state agencies review at least 50 percent of the rules listed in the order or a minimum of 100 rules, whichever is greater. Each rule should be evaluated to determine if it is necessary, consistent with the law, aligned with the agency's mission, and otherwise complies with the legislation described therein. The list of rules to be reviewed under the executive order included LAC 46:I.301-305 and LAC 46:I.309-315.

Applying the criteria required by Act 192 and EO JML 25-035, the board reviewed Chapter 3 of its rules (LAC 46:I.Chapter 3). It decided that amendments of the rules contained herein should be made and that LAC 46:I.319 pertaining to the powers and duties of the board should be adopted. The amendments to LAC 46:I.301, LAC 46:I.303, and LAC 46:I.305 pertaining respectively to the executive director, the officers of the board, and other personnel of the board describe more completely and accurately the duties of such persons as presently exists. The amendments to LAC 46:I.307, LAC 46:I.309, and LAC 46:I.313 pertaining respectively to board meetings, the minutes of meetings, and the necessary quorum for meetings describe more completely and accurately the meetings, minutes, and quorum of the board as presently exists. The amendment to LAC 46:I.315 pertaining to the official records of the board describes more completely and accurately the existing records maintained by the board. The amendment to LAC 46:I.317 pertaining to the NCARB describes more completely and accurately the relationship between the board and NCARB. LAC 46:I.319, which is new, sets forth more completely the powers and duties of the board. This Rule is hereby adopted on the day of promulgation.

~~§2117. Vacancies~~

~~A. Any vacancy occurring with respect to any person elected shall be filled in the following manner:~~

~~1. the executive director shall give notice of the vacancy to any person who has previously requested such notice in writing and to any architect previously nominated but not elected for the district in which the vacancy has occurred; and~~

~~2. the executive director shall also publish in the official journal of the state an advertisement which will appear for a period of not less than 10 calendar days:~~

~~a. the advertisement in the official journal of the state need not appear more than three times during the 10-day period;~~

~~b. the executive director may publish other such advertisements in his or her discretion;~~

~~c. the advertisements shall:~~

~~i. identify the district in which a vacancy has occurred; and~~

~~ii. state that any resident architect in that district holding a current Louisiana license desiring nomination:~~

~~(a). must furnish a nomination signed by not less than 10 resident architects holding a current Louisiana license by certified mail or email to the board office;~~

~~(b). that a sample of the nomination form may be obtained upon request from the board office, the deadline for filing the nomination; and~~

~~(c). any other information the board may consider necessary.~~

~~3. - 4. ...~~

~~B. If the deadline for submission of nominations has passed and (i) the board has not received a nomination from a qualified architect for election to a district that will become vacant on September 15 or (ii) no architect has been nominated or elected to fill a vacancy on the Architects Selection Board that will occur on September 15 for some other reason, the board shall attempt to fill the upcoming vacancy by repeating the procedures described in the preceding Subsection.~~

~~AUTHORITY NOTE: Promulgated in accordance with R.S. 37:144.~~

~~HISTORICAL NOTE: Promulgated by the Office of the Governor, Board of Architectural Examiners, LR 29:576 (April 2003), amended LR 35:949 (May 2009), amended LR 52:490 (April 2026).~~

§2119. Election Contest

A. The executive director will notify the candidates of the results of the election by email. The 10 calendar days for contesting an election shall commence three work days (excluding Saturdays, Sundays, and legal holidays) after the results of the election are emailed by the executive director.

B. - C. ...

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:144.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Board of Architectural Examiners, LR 29:577 (April 2003), amended LR 52:490 (April 2026).

Tyson Ducote
Executive Director

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Title 46
**PROFESSIONAL AND OCCUPATIONAL
STANDARDS**
Part I. Architects

Chapter 3. Organization

§301. Executive Director

A. ...

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.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:144.

HISTORICAL NOTE: Promulgated by the Department of Commerce, Board of Architectural Examiners, LR 4:333 (September 1978), amended LR 10:738 (October 1984), amended by the Office of the Governor, Board of Architectural Examiners, LR 29:559 (April 2003), amended LR 52:491 (April 2026).

§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 licenses issued, 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.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:144.

HISTORICAL NOTE: Adopted by the Department of Commerce, Board of Architectural Examiners, December 1965, amended May 1973, amended and promulgated LR 4:333 (September 1978), amended LR 10:737 (October 1984), amended by the Office of the Governor, Board of Architectural Examiners, LR 29:559 (April 2003), amended LR 52:491 (April 2026).

§305. Other Personnel

A. The board may employ such executive, 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. 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.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:144.

HISTORICAL NOTE: Promulgated by the Department of Commerce, Board of Architectural Examiners, LR 4:333 (September 1978), amended LR 10:738 (October 1984), amended by the Office of the Governor, Board of Architectural Examiners, LR 29:559 (April 2003), amended LR 52:491 (April 2026).

§307. Meetings

A. - D. ...

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.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:144.

HISTORICAL NOTE: Adopted by the Department of Commerce, Board of Architectural Examiners, December 1965, amended May 1973, amended and promulgated LR 4:333 (September 1978), amended LR 10:738 (October 1984), repromulgated by the Office of the Governor, Board of Architectural Examiners, LR 29:559 (April 2003), amended LR 50:1154 (August 2024), LR 52:491 (April 2026).

§309. Minutes

A. 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 signed by the secretary and the president at the next regular meeting after the board has approved them.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:144.

HISTORICAL NOTE: Adopted by the Department of Commerce, Board of Architectural Examiners, December 1965, amended May 1973, amended and promulgated LR 4:333 (September 1978), repromulgated LR 10:738 (October 1984), amended by the Office of the Governor, Board of Architectural Examiners, LR 29:559 (April 2003), amended LR 52:491 (April 2026).

§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.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:144.

HISTORICAL NOTE: Adopted by the Department of Commerce, Board of Architectural Examiners, December 1965, amended May 1973, amended and promulgated LR 4:333 (September 1978), repromulgated LR 10:738 (October 1984), repromulgated by the Office of the Governor, Board of Architectural Examiners, LR 29:559 (April 2003), repromulgated LR 52:491 (April 2026).

§313. Quorum

A. 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.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:144.

HISTORICAL NOTE: Promulgated by the Department of Commerce, Board of Architectural Examiners, LR 4:333 (September 1978), amended LR 10:738 (October 1984), amended by the Office of the Governor, Board of Architectural Examiners, LR 29:559 (April 2003), amended LR 52:492 (April 2026).

§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 but are not limited to:

1. minutes of all meetings of the board;
2. the name and license number of all individuals to whom certificates are issued, the last known address of all registrants, and all current renewals effected through annual 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;
4. an individual file for each registrant containing the original application, relevant verification and evaluation data, examination dates, scores, 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;
6. alleged violations and any revocation, rescission and suspension of licenses; and
7. 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.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:144.

HISTORICAL NOTE: Promulgated by the Department of Commerce, Board of Architectural Examiners, LR 4:333 (September 1978), amended LR 10:738 (October 1984), amended by the Office of the Governor, Board of Architectural Examiners, LR 29:559 (April 2003), amended LR 52:492 (April 2026).

§317. National Council of Architectural Registration Boards

A. ...

B. The board will cooperate with NCARB in establishing uniform standards of professional qualification throughout the jurisdiction of NCARB.

C. 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 board, including but not limited to performing the aforesaid specific activities.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:144-45.

HISTORICAL NOTE: Promulgated by the Department of Commerce, Board of Architectural Examiners, December 1965, amended May 1973, amended and promulgated LR 4:334 (September 1978), amended LR 10:738 (October 1984), LR 12:760 (November 1986, amended by the Department of Economic Development, Board of Architectural Examiners, LR 15:732 (September 1989), amended by the Office of the Governor, Board of Architectural Examiners, LR 29:560 (April 2003), LR 30:1476 (July 2004), amended LR 52:492 (April 2026).

§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.

AUTHORITY NOTE: Promulgated in accordance with R.S. 37:144.

HISTORICAL NOTE: Promulgated by the Office of the Governor, Board of Architectural Examiners, LR 52:492 (April 2026).

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