

Readopt with amendment Arch 102.01, effective 3/1/11 (Document #9875), to read as follows:

Arch 102.01 Terms Used. As used in these rules, the following terms shall have the meanings indicated:

(a) "Architect" means, "architect" as defined in RSA 310-A:28, I namely "a person who, by reason of having acquired through professional education and practical experience an advanced training in building construction and architectural design and an extensive knowledge of building standards created to safeguard the public from hazards such as fire, panic, structural failure, and unsanitary conditions, is technically and legally qualified to practice architecture and who is licensed by the board or otherwise authorized by this subdivision to engage in the practice of architecture."

(b) "Architecture" means "architecture" as defined in RSA 310-A:28, II namely "any professional service or creative work requiring the application of advanced knowledge of architectural design, building construction and standards, and involving the constant exercise of discretion and judgment in such activities as consultation, investigation, evaluation, planning, design or responsible supervision of construction in connection with any public or private buildings, wherein the safeguarding of life, health or property is concerned."

(c) "Board" means the New Hampshire board of licensure for architects created by RSA 310-A:29.

~~[(d) "Executive director" means the board's staff director, a person with delegated authority to perform administrative and clerical functions for the board.]~~

~~[(e)]~~**(d)** "Architect retired" means a person who has been licensed as an architect by the board and who chooses to relinquish or not to renew a license and who applies for the honorary status of architect, retired.

Repeal Arch 103.04, effective 8/27/03 (Document #7942), as follows:

~~[Arch 103.04 Staff. The board shall designate an executive director and such other staff members as are necessary to perform the record keeping and other statutory functions of the board and to oversee the board's day to day operations.]~~

Readopt with amendment and renumber Arch 103.05 and Arch 103.06, effective 8/27/03 (Document #7942), as Arch 103.04 and Arch 103.05, and renumber Arch 103.07 as Arch 103.06, so that Arch 103.04 and Arch 103.05 read as follows:

Arch 103.0[5]**4** Organization. ~~[In October of even years, the board shall meet and organize and, by election from among its members, select a chairperson, and vice chairperson and secretary.]~~ **The board shall hold at least 3 regular meetings each year and special meetings at such times as it may deem necessary. The board shall biennially elect or appoint a chairperson and vice-chairperson.**

Arch 103.0[6]**5** Seal. The seal of the board shall be an embossed circular seal ~~[2-1/2" in diameter. The center of the seal shall have a triangle and tee square superimposed upon an outline map of the State of New Hampshire, flanked by 2 branches of leaves. Outside of this center design shall be a single lined circle. Between this line and the outer rope border shall be the words: "Board of Licensure for Architects New Hampshire."]~~ **consisting of an outer Circle and an inner circle. Between the outer and inner circle shall be the words "Office of Professional Licensure and Certification" and "N.H. Board,**

Counsels, and Commissions”. Inside the inner circle shall be an outline of the State of New Hampshire and the letters “OPLC”.

Readopt with amendment Arch 104.01 and Arch 104.02, effective 8/27/03 (Document #7942), to read as follows:

Arch 104.01 Record of Board Actions. Minutes shall be kept of board meetings and of official actions taken by the board. Minutes of board actions which are not confidential under RSA 91-A:3, II or RSA 91-A:5 shall be public records and shall be available for inspection during the board’s ordinary office hours within ~~[144 hours]~~ **5 days** from the close the meeting or vote in questions ~~[unless the 72 hours availability requirement of RSA 91-A:3, III is applicable]~~.

Arch 104.02 Custodian of Records. Persons desiring copies of board records shall submit a request which identifies as particularly as possible the information being sought ~~[and agrees to pay the actual costs incurred by the board for the documents provided]~~. If records are requested which contain both public and confidential information, the board shall delete the confidential information and provide the remaining information.

Repeal Arch 104.03, effective 8/27/03 (Document #7942), as follows:

~~[Arch 104.03 Roster Distribution. Copies of a roster containing names, addresses, and assigned numbers of licensed architects shall be furnished upon request. The fee shall be \$20.00.]~~

Readopt with amendment Arch 105.02, effective 8/27/03 (Document #7942), to read as follows:

Arch 105.02 Quorum. A quorum of the board shall consist of ~~[not less than 3 members]~~ **a majority of the appointed members** and a majority vote by the members present shall be necessary to pass a motion unless otherwise specified by law. In the absence of the chair, vice chair, or secretary, a quorum of the board shall designate a pro tempore officer for the officer or officers absent.

Repeal Arch 105.03 through Arch 105.05, effective 8/27/03 (Document #7942), as follows:

~~[Arch 105.03 Board Meeting Procedures. The board shall conduct its meetings in the following order:~~

- ~~——(a) Call to order;~~
- ~~——(b) Interviews/meetings;~~
- ~~——(c) Reading of the minutes;~~
- ~~——(d) Reading of communications;~~
- ~~——(e) Reading and consideration of applications;~~
- ~~——(f) Unfinished business;~~

~~—— (g) New business; and~~

~~—— (h) Adjournment.~~

~~—— Arch 105.04 Procedures. Roberts Rules of Order, 9th edition dated 1990 shall govern the procedures of the board.~~

~~—— Arch 105.05 Tentative Decisions.~~

~~—— (a) When necessary to conduct the board's business in a timely and efficient manner, the board shall instruct its staff or a committee of the board to prepare a draft document, subject to subsequent review and approval by the board. Such instructions shall be known as tentative decisions.~~

~~—— (b) Tentative decisions shall not be final actions, and shall not be binding upon the board. Changes in the form or the substance of a tentative decision shall be made as often as necessary to produce a final document, which satisfactorily sets forth the final result the board intends to reach. The board's final decision shall be issued only when the necessary majority has voted in favor of the final form of the proposed action, allowing time for printing or servicing the document in question.]~~

PPENDIX A STATE AND FEDERAL STATUTES/REGULATIONS IMPLEMENTED

RULE	STATUTE(S) IMPLEMENTED
Arch 102	RSA 541-A:5
Arch 102.01 intro & (e) renumbered as (d)	RSA 310-A:32, I, (1)
Arc 103.04 (repeal)	RSA 310-A:29; 541-A:16, I(a)
Arch 103.04 (formerly Arch 103.05)	RSA 310-A:29; 541-A:16, I(a)
Arch 103.05 (formerly Arch 103.06)	RSA 310-A:29; 541-A:16, I(a)
Arch 104	RSA 310-A:29; 541-A:16, I(a)
Arch 104.03 (repeal)	RSA 310-A:29; 541-A:16, I(a)
Arch 105.02	RSA 310-A:29; RSA 541-A:16, I(a)
Arch 105.03 through Arch 105.05 (repealed)	RSA 310-A:29; RSA 541-A:16, I(a)