

GOVERNMENT OF GUAM
Office of the Governor
Agana, Guam

EXECUTIVE ORDER NO. 64-6

BY-LAWS OF THE BOARD OF ENGINEERING
AND ARCHITECTURAL EXAMINERS
TERRITORY OF GUAM

WHEREAS, Section 47006, Chapter 1, Title XLIII of the Government Code of Guam, authorized the Board of Engineering and Architectural Examiners to make such rules and regulations, not inconsistent with law, needed in performing its duties; and

WHEREAS, the aforesaid Section 47006, Government Code of Guam, provides that such regulations shall be issued upon approval by the Governor and promulgation by Executive Order;

NOW, THEREFORE, by virtue of the foregoing, the attached By-Laws of the Board of Engineering and Architectural Examiners are hereby approved and promulgated, to be in effect this date.

Dated at Agana, Guam, this 19th day of May, 1964.


MANUEL F. L. GUERRERO
Governor of Guam

COUNTERSIGNED:



DENVER DICKERSON
Secretary of Guam

BY-LAWS OF THE BOARD OF ENGINEERING
AND ARCHITECTURAL EXAMINERS
TERRITORY OF GUAM

1. AUTHORITY - This Board is constituted in accordance with Public Law 5-131.
2. MEETINGS
 - a. Two regular meetings shall be held each year, one each in January and July.
 - b. The Chairman may call special meetings when he deems such necessary and shall also call special meetings upon the written request of two members. The members shall be notified by any expedient means at least five days in advance of the purpose, date, time, and place of each meeting.
 - c. The Chairman shall appoint a vice-chairman and a secretary-treasurer at the first regular meeting of the Board after January first each year.
3. ORDER OF BUSINESS
 - a. Regular Meetings
 - (1) Call to order.
 - (2) Reading and approval of minutes of previous regular or special meeting.
 - (3) Report of Secretary-Treasurer.
 - (4) Report of Committees.
 - (5) Unfinished Business.
 - (6) Consideration of applications for and revocations of registration.
 - (7) Adjournment.

- b. Special Meetings
 - (1) Call to order.
 - (2) Special business.
 - (3) Adjournment.

4. OFFICERS

- a. Chairman. The Chairman shall be the Executive Head of the Board, and shall preside at all meetings, appoint special committees, cosign all Certificates of Registration issued by the Board, and sign all vouchers issued by the Board.
- b. Vice-Chairman. The Vice-Chairman shall perform all duties of the Chairman in case the latter is incapacitated, or absent from the meeting.
- c. Secretary-Treasurer. The Secretary shall (1) perform such duties as may be assigned by the Chairman, (2) shall also act as Treasurer of the Board and as such shall conduct all financial transactions in accordance with the applicable procedures of the Government of Guam.

5. BUDGET

Prior to October first of each year, the Board shall prepare a budget for the ensuing fiscal year. The budget shall be presented to the Director of Public Works for inclusion in the operating budget of that Department. The Secretary shall be authorized to certify all necessary expenditures in accordance with the amount appropriated. The transfer of funds from one item to another, or the overexpenditure of an individual item, shall require the approval of the Board.

6. RENEWAL FEES

Renewal fees are due annually in the month of December but no later than December 31. The published list of engineers, architects, land surveyors, and engineers-in-training in good standing will be issued in January of each year and shall include only those registrants in good standing as of December 31. If the renewal fee is not paid by December 31, the registrant is legally prohibited from practicing engineering, architecture, or land surveying and his certificate shall become invalid.

The renewal fee to be paid after December 31 shall be increased by \$1.00 for each month or fraction thereof that payment of renewal is delayed, provided however, that the maximum increased fee for delayed renewal shall not exceed \$10.00 for any one year. A certificate of registration not renewed within two years after it becomes invalid shall become null and void. The Board, for good reason shown (which in the discretion of the Board may include re-examination of the applicant), may reinstate a certificate of registration to any person whose certificate has become null and void as aforesaid. The fee for reinstatement shall be double all unpaid renewal fees up to the amount of the application fee. A fee of \$3.00 shall be charged for re-issue in accordance with Section 46026 of the law.

7. REGISTRATION FEES

An application fee of \$25.00 shall accompany each application for registration as an engineer, architect, land surveyor, or engineer-in-training no part of which is refundable.

8. PUBLICATIONS OF THE BOARD

The publications of the Board shall be among other things:

- a. Roster of professional engineers, architects, and land surveyors, and engineers-in-training.
- b. The complete text of the registration laws pertaining to professional engineers, architects, and land surveyors, and rulings and By-laws of the Board, to be published or re-issued when required.
- c. The Annual Report of the Guam Board of Engineering and Architectural Examiners, which shall be published annually on August 1. It shall include, among other things, the following:
 - (1) Dates of examinations held.
 - (2) A summary of the Law Enforcement activities of the Board.
 - (3) The audit report for the prior year.
 - (4) The names, registration numbers, and addresses of all engineers, architects, land surveyors, and engineers-in-training registered since publication of the annual roster.

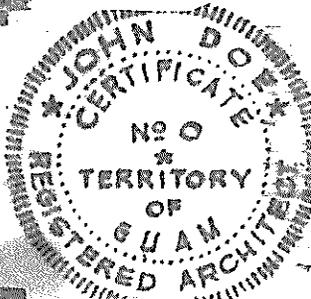
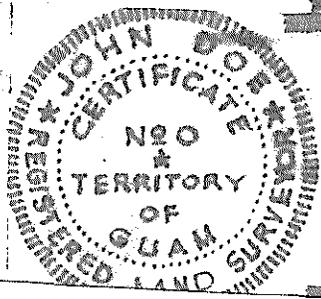
9. AMENDMENTS OF BY-LAWS

These By-Laws may be amended at any regular or special meeting of the Board by no less than three of the Board members present, provided however, that such proposed amendments shall have been submitted in writing to the members of the Board at least 30 days prior to the date of the meeting.

10. SEALS

The official seal of this Board shall consist of the seal of the Territory of Guam, surrounded by the words, "Board of Engineering & Architectural Examiners."

The Board has adopted standard seals for use of registered engineers, architects, and land surveyors similar to those shown below:



Seals must be a type to form a permanent copy in the document being sealed.

These standard seals must be used on all original tracings, blue prints, drawings, specifications, reports, etc., prepared by Registered Engineers, Architects, or Land Surveyors.

11. APPLICATION FOR REGISTRATION

Application forms for registration as Professional Engineer, Architect, Land Surveyor or as Engineer-in-training may be obtained from the Board, care of the Director, Department of Public Works, Agana, Guam.

Applications received by the Board less than 90 days prior to any examination period will not be considered for that examination period. Applications must be neatly written or typed on standard forms approved by the Board.

The names of three or more registered practitioners of the profession in which registration is sought having knowledge of the professional qualifications of the applicant shall be submitted on the application form.

All information received from references will be held in strict confidence by the Board. No member of the Board shall be included in the references. An applicant shall not be admitted to the written part of the examination until satisfactory replies shall have been received from all such references.

12. EXAMINATIONS

a. General

- (1) The application and experience record as filled out and submitted by an applicant for registration is an important part of the examination. The grade given on the basis of the applicant's experience record is based not only on the duration of the time spent in professional work of a responsible character, but also on the importance and nature of the work.
- (2) Upon receipt of an application, and the application fee, the applicant shall be sent a form letter acknowledging the receipt thereof and advising the applicant that the routine of making the necessary investigations will be followed and that he will be notified approximately 45 calendar days before the written examination whether he will be admitted to it.
- (3) The applicant, at least ten days before the first day of the examination, shall notify the Board whether or not he will appear for the examination. Examinations will be given to only those who have so notified the Board.
- (4) An approved applicant shall be given two consecutive opportunities to take the written examination. In the event he does not avail himself of these opportunities, his application shall be held in an inactive file for two years. During this period he may request the Board for permission to take the next regular examination, which request shall

be granted. If, however, during this period, he has not made such request, his papers will be permanently filed and he will then have the status of a new applicant.

- (5) Applicants will be advised if they are to bring a drawing board, instruments, scales, etc. The use of slide rules, notes, reference books, calculating machines, etc., will be permitted unless advised to the contrary.

b. Engineer Examinations:

- (1) The written examination for registration as a Professional Engineer shall be divided into two parts, not to exceed eight hours each, and shall be given within a two-day period.
Part I shall be Fundamental Theory and Fundamental Practice based on Theory.
part II shall be based on Professional Practice, and this part of the examination will be devoted primarily to the field of the applicant's specialization.
- (2) In grading Part II of the examination, one grade shall be given on the basis of the applicant's professional experience, which grade shall be given not only for the duration of time spent in engineering work of a responsible character, but also for the importance and character of his engineering work. Such grade shall be averaged with the one secured from the written examination to secure the final grade for Part II.

- (3) Part I of the written examination may be waived for an applicant for professional engineer who:
- (A) Has a degree based on an accredited curriculum of an approved Engineers Council for Professional Development School.
 - (B) Or, has had at least 15 years of actual experience in engineering work, of which at least ten years have been of an outstanding character.
- (4) Part I, II, of the written examination may be waived with the approval of the Board, for an applicant who:
- (A) Has complied with Section 46013a(2).
 - (B) Has successfully passed a written examination given by a member Board of the National Council of State Boards of Engineering Examiners and is a Registered Professional Engineer in current good standing with that member Board, and if the requirements of that other Registration Board are no less than equal to the requirements of this Board. Certificates of qualification issued by the National Council of State Boards of Engineering Examiners may be accepted by the Board as evidence of this requirement; and
- (5) Each applicant must secure a passing grade for each part of the examination of 70 percent for the examination.

c. Architectural Examinations:

- (1) The examination for registration as a Professional Architect shall be divided into nine parts, as follows: (1) Personal Audience, (2) Academic and Practical Training, (3) History and Theory of Architecture, (4) Site Planning, (5) Architecture Design, (6) Building Construction and Mechanics of Materials, (7) Structural Design, (8) Professional Administration, and (9) Building Equipment Specifications and Supervision, and shall be given as determined by the Board. The several parts of the written examination shall be equivalent in time and subject matter to the standards of the National Council of Architectural Registration Boards.
- (2) Grades shall not be averaged. Re-examination will be required for each part of the examination on which a passing grade of 75 percent was not attained.
- (3) The Board will, if requested by a registrant, administer examinations of the National Council of Architectural Registration Board concurrent with any regularly scheduled examination conducted by the Board. However, the Board will perform no other service in such examinations except as indicated herein.
- (4) Parts three through nine of the examination may, with the approval of the Board, be waived:
 - (1) If the applicant has successfully passed a written examination given by a member board

of the National Council of Architectural Registration Board, is a registered Architect in current good standing with that member board and the requirements of that member board are no less than equal to the requirements of this Board; or (2) If the applicant submits satisfactory evidence he has successfully passed either the Junior or Senior examinations as given by the National Council of Architectural Registration Board, or (3) The applicant has complied with Section 46013c(3).

d. Land Surveyor Examinations:

(1) The written examination for registration as a Land Surveyor shall be divided into two parts, not to exceed eight hours each, and shall be given within a two-day period. Part I shall consist of problems designed to indicate the applicant's knowledge of the fundamentals of land surveying and of his technical qualifications. Part II shall consist of problems designed to indicate the applicant's practical knowledge of land surveying on Guam.

(2) Part I of the written examination may, with the approval of the Board, be waived for an applicant who is a registered professional engineer in current good standing with any member board of the National Council of State Boards of Engineering Examiners, who is registered as a land surveyor by a duly authorized licensing

board of any political subdivision of the United States, provided that the requirements of that board are no less than equal to the requirements of this Board.

- (3) In grading Part II of the examination, one grade shall be given on the basis of the applicant's professional experience, which grade shall be given not only for the duration of time spent in land surveying work of a responsible character, but also for the importance and character of his land surveying work. Such grade shall be averaged with the one secured from the written examination to secure the final grade for Part II.
- (4) Each applicant must secure a passing grade of 70 percent for each part of Part I and Part II for the examination.

13. RE-EXAMINATION

Where an applicant has failed all or a part of any required written examination, he may, at the discretion of the Board, be given a re-examination of the part or parts in which he failed. Re-examinations will be given at the next regularly scheduled examination.

Application for re-examination must be received by the Board at least 60 days prior to the examination period, and shall be accompanied by a re-examination fee of Ten Dollars for each successive time the written examination is taken in one or more subjects.

14. CERTIFICATES OF REGISTRATION

- a. Registration numbers shall be issued consecutively and separately for professional Engineers, Architects and Land Surveyors, upon granting of registration by the Board.

- b. The form of the Certificates of Registration shall be as follows:

"TERRITORY OF GUAM

WHEREAS, _____ (Name) _____ has shown competency and fitness to practice (as a Professional Engineer) (Architect) (Land Surveyor) and has complied with all requirements of the Guam Board of Engineering and Architectural Examiners; therefore, by virtue of the powers vested in said Board by the Government of Guam.

The Guam Board of Engineering and Architectural Examiners hereby issues to him this Certificate of Registration numbered _____ to practice as a (Civil, Structural, Mechanical, Electrical, etc. Engineer) (Architect) (Land Surveyor) in the Territory of Guam as provided by the laws of the Territory of Guam and subject to the powers of revocation as vested in said Board.

In Testimony Whereof, Witness the signature of the Chairman and Secretary under the Seal of the Board this _____ day of _____, 19____.

Chairman

Secretary"

15. ACCREDITED CURRICULA

- a. The official list of accredited engineering and land surveying curricula of the Board shall be that of the Engineer's Council for Professional Development.

- b. The official list of accredited architectural schools of the Board shall be that of the National Architectural Accrediting Board.

16. BY-LAWS APPLICABLE TO ENGINEERS-IN-TRAINING

The term "Engineer-in-Training" shall mean a candidate for registration as a Professional Engineer who is a graduate in an accredited engineering curriculum from a school or college approved by the Board as of satisfactory standing; and who, in addition, has successfully passed an examination in the fundamental engineering subjects (Part I of Engineer's Examination) prior to completion of the requisite years of experience in engineering and who shall have received from the Board a certificate stating that he has successfully passed this portion of the professional examinations.

The foregoing By-Laws of the Board of Engineering and Architectural Examiners for the Territory of Guam were duly adopted by the Board of Engineering and Architectural Examiners, and in certification thereof the undersigned has affixed his signature hereto this 13th day of May, 1964.



F. M. POOLE
Chairman, Board of
Engineering and
Architectural Examiners