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CHAPTER 1

**TERRITORIAL BOARD OF REGISTRATION FOR PROFESSIONAL ENGINEERS,
ARCHITECTS AND LAND SURVEYORS**

- Article 1 Regulations for the Territorial Board of Registration for
Engineers, Architects and Land Surveyors.
- 2 Rules of Professional Conduct for Professional Engineers,
Architects and Land Surveyors.
- 3 Application for Registration, Examinations and Applica-
tion for Certification.
- Table 1 Fee Schedule of Architectural Examination (effective June
1, 1974).

Article 1

Regulations for the Territorial Board of Registration for
Professional Engineers, Architects and Land Surveyors

- §1101. Territorial Board of Registration or Professional Engineers, Architects and
Land Surveyors: Authority.
- §1102. Same: Meetings.
- §1103. Same: Order of Business.
- §1104. Same: Officers.
- §1105. Same: Budget.
- §1106. Same: Accounting Procedure.
- §1107. Same: Publications of the Board.
- §1108. Same: Amendments of By-Laws.
- §1109. Same: Seals.

NOTE: Rule-making authority cited for Territorial Board of Registration for Profes-
sional Engineers, Architects and Land Surveyors, 22 GCA §32109.

The Professional Engineers, Architects and Land Surveyors Law found in 22 GCA
Chapter 32 include laws concerning examinations, application and registration fees
and requirements for registration.

The regulations of the Territorial Board of Registration for Professional
Engineer, Architects and Land Surveyors are reprinted here in form as exact as
possible to those filed with the Legislative Secretary. The substance of the regulations

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has not been changed. However, for the purpose of uniformity and ease of use, a new system of numbering has been adopted by the Editor. It is hoped that the revised numerical system will eventually be substituted for Professional Engineers, Architects and Land Surveyors.

§1101. Territorial Board of Registration for Professional Engineers, Architects and Land Surveyors: Authority. This Board is constituted in accordance with 22 GCA Chapter 32.

§1102. Same: Meetings. (a) Two (2) regular meetings shall be held each year, one each in January and July.

(b) The Chairman may call additional regular or special meetings when he deems such necessary and shall also call special meetings upon the written request of two (2) members. The members shall be notified by any expedient means at least five (5) 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.

§1103. Same: 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.

§1104. Same: 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 (1) shall 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.

§1105. Same: 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 over-expenditure of an individual item, shall require the approval of the Board.

§1106. Same: Accounting Procedure. (a) **Cash receipt.** A receipt shall be issued for all money received by the Board. The Chairman of the Board or his appointed representative shall receive all money paid to the Board and shall issue a consecutively numbered receipt thereof. Such money shall be turned over to the Cashier in the Building Permit Division who shall properly account for all cash received. A field receipt shall be issued by the Cashier in the Building Permit Division to the Chairman of the Board of Engineering the Architectural Examiners. The Chairman of the Board shall appoint a Board Custodian who shall keep appropriate books on behalf of the Board and shall record in the Cash Receipt Book a record of all money received. The Custodian shall

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close the books at the end of each month and shall submit a report to the Treasurer for his approval. The Custodian shall be bonded for the amount of not less than \$10,000.

(b) **Cash disbursement.** All cash disbursements should be supported by invoices or purchase orders, and shall be approved by the Chairman or Treasurer of the Board for payment. All cash disbursements should be recorded in the end of each month and shall submit a report to the Treasurer for his approval.

(c) **Monthly report.** Monthly financial report shall be prepared as of the last day of the month by the Custodian, appointed by the Chairman, and shall be submitted to the Board not later than the 10th day of the month following. The Public Works Comptroller shall assist the Custodian in the preparation of the monthly financial statement.

§1107. Same: Publications of the Board. The publications of the Board shall be among other things:

(a) A roster of professional engineers, architects, land surveyors, engineers-in-training and roster of corporations, partnerships or associations authorized to practice. These rosters shall be issued biannually with a supplemental roster issued on alternate years.

(b) The complete text of the registration law pertaining to professional engineers, architects, and land surveyors; and rules and by-laws and rules of procedures and rules of professional conduct of the Board to be published biannually or re-issued when required.

(c) The Annual Report of the Board which shall be published annually on August 1. It shall include, among other things, the following:

- (1) Dates of examination held.
- (2) A summary of the law enforcement activities of the Board.
- (3) The audit report for the prior year.

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(4) The names, registration numbers, and addresses of all engineers, architects, land surveyors, and engineers-in-training registered since publication of the annual roster.

§1108. Same: Amendments of By-Laws. Proposed amendments to the by-laws may be amended at any regular or special meeting of the Board by no less than a quorum of the Board, 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. Amendments to the by-laws should become effective after due process in accordance with the provisions of the Administrative Adjudication Law.

§1109. Same: Seals. The official seal of this Board shall consist of the seal of the Territory of Guam, surrounded by the words, "Territorial Board of Registration for Professional Engineers, Architects, and Land Surveyors." The Board has adopted standard seals for use of registered engineers, architects, and land surveyors similar to those shown below. Seals must make a permanent mark on 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. [10]