# 02 DEPARTMENT OF PROFESSIONAL AND FINANCIAL REGULATION

# 322 STATE BOARD OF LICENSURE FOR PROFESSIONAL ENGINEERS

# Chapter 1: GENERAL PROVISIONS/OPERATION OF THE BOARD

**SUMMARY:** This chapter describes the operation of the Board, the duties of the various officers and committees of the Board and the procedures for the conduct of Board meetings.

1. Definitions
	1. “Act” refers to Title 32, Chapter 19, Maine Revised Statutes Annotated (32 M.R.S.A. Section 1251 *et seq*.).
	2. “Approved Engineering Curricula” means those curricula accredited by the Accreditation Board for Engineering and Technology or approved by the Board.
	3. “Board” means the State Board of Licensure for Professional Engineers.
	4. “Code of Ethics” means the Code of Ethics as set forth in Chapter 4 of these Rules.
	5. “Licensee” means any person holding a license or certificate issued by the Board.
	6. “NCEES” means the National Council of Examiners for Engineering and Surveying.
	7. “PDH” means Professional Development Hour.
2. General
3. **Location:** The Board office is located in Augusta, Maine.
4. **Board Seal:** The seal of the Board is an embossed circular seal one and seven-eighths inches in diameter consisting of two concentric circles. The outer circle is to be two and one-eighth inches in diameter, the inner circle to be one and one-quarter inches in diameter and containing the Great Seal of the State of Maine, with the words “State of Maine” above, and the words “State Board of Licensure for Professional Engineers” below.
5. **Fiscal Year:** The fiscal year of the Board ends on June 30.
6. **Meetings:** A minimum of two regular meetings are held each year.
7. **Procedure**: Robert’s RULES OF ORDER governs the procedure of the Board, except as otherwise provided by the Act, other statute, or the Rules.
8. **Officers and Committees:** The Board annually elects or appoints a Chair and a Vice-Chair from its membership.
9. **National Council:** The Board is a member of the National Council of Examiners for Engineering and Surveying.
10. Duties
	1. **The Chair:** The Chair, when present, presides at all meetings and appoints all committees. The Chair performs all duties pertaining to the office of Chair and signs all official documents.
	2. **The Vice-Chair:** In the absence or incapacity of the Chair, the Vice-Chair exercises the duties and powers of the Chair.
	3. **Vacancies:** If for any reason a vacancy occurs in the office of Chair or Vice-Chair, the office is filled by an election of the Board members either at a regular meeting or a special meeting called for that purpose. Any officers so elected must receive at least 4 affirmative votes.
	4. **Executive Committee:** The Executive Committee consists of 3 members, one of which is the Chair of the Board, who also chairs the Executive Committee. The Executive Committee transacts all business during the interval between meetings and makes a report to the Board at its next meeting.
	5. **Finance Committee:** The Finance Committee consists of 2 members. The Finance Committee reviews all bills, accounts, income and expenses, including the financial records of the Executive Director, and reports to the Board at each regular meeting.
	6. **Rules Committee:** The Rules Committee consists of 2 members. The Rules Committee considers and recommends to the Board modifications of the Act and the Rules governing professional engineering.
	7. **Examination Committee:** The Examination Committee consists of all members of the Board. The Examination Committee coordinates with the National Council of Examiners for Engineering and Surveying in the administration of national examinations.
	8. **Information Committee:** The Information Committee consists of 3 members. The Information Committee makes recommendations for publication of the policy, purpose and principles of the Board.
	9. **Complaint Committee:** The Complaint Committee consists of 3 members: the Complaint Officer (who is a Board Member), the Executive Director, and the Assistant Attorney General assigned to the Board. The Complaint Committee investigates, presents, and advises the Board as to disposition of all complaints.
	10. **Continuing Education Committee:** The Continuing Education Committee conducts audits of the PDHs claimed by Licensees and makes recommendations for changes to the professional development program.
11. Staffing
	1. **The Executive Director:** The Board may appoint an Executive Director.
		1. The Executive Director maintains all correspondence and records on behalf of the Board.
		2. The Executive Director keeps a record of all meetings and maintains a proper account of all funds of the Board.
		3. The Executive Director maintains a roster of all licensed Professional Engineers.
		4. The Executive Director prepares an agenda for each meeting. Meetings will be noticed pursuant to the requirements set forth in 5 M.R.S.A. Section 8053.
		5. The Executive Director completes such other tasks as assigned by the Board

STATUTORY AUTHORITY: 32 M.R.S.A. Section 1306(2)

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