

**CHAPTER 3200**  
**STATE DESIGNER SELECTION BOARD**  
**PROCEDURAL RULES**

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**3200.0200 OFFICERS.**

At the first meeting after the last day of June of each year, the voting members shall elect from among their numbers persons to serve as chairman, vice-chairman, and secretary. Persons so elected shall take office at the first meeting following their election and shall serve for one year or through the duration of the meeting at which their successors are elected. Officers may be reelected.

**Statutory Authority:** *MS s 16B.33 subd 2*

**3200.0300 MEETINGS.**

The board shall meet at the call of the chair or at the request of any two members.

Meetings of the board shall be public; participation by persons other than members of the board, its staff, and the candidates shall be by express request or permission of the board.

**Statutory Authority:** *MS s 16B.33 subd 2*

**3200.0400 NOTICE OF MEETINGS.**

Notice of meetings shall be posted at an appropriate public place and shall be published in the State Register.

**Statutory Authority:** *MS s 16B.33 subd 2*

**3200.0500 QUORUM.**

A quorum shall consist of three voting members. No business shall be transacted without a quorum.

**Statutory Authority:** *MS s 16B.33 subd 2*

**3200.0600 RESTRAINTS ON DISCUSSION.**

Board members shall not discuss with candidates any matters relating to the projects under consideration except during scheduled interviews before the board.

**Statutory Authority:** *MS s 16B.33 subd 2*

**3200.0700 DESIGNER SELECTION CRITERIA.**

In making its selection of designers the board shall consider the criteria listed below:

- A. qualifications and technical competence in the required field of design;
- B. ability to deal with aesthetic factors;
- C. capacity to accomplish the work and services within the required constraints;
- D. availability of appropriate personnel;
- E. geographic relationship of the designer's base to the project site; and
- F. awards previously made to a designer by the state. This is in the interest of equitable distribution of commissions.

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The criteria do not necessarily have the same weight, nor are their relative weights necessarily constant from one project to another. The board may issue statements regarding criteria as they relate to individual projects.

**Statutory Authority:** *MS s 16B.33 subd 2*