



**LOUISIANA
BOARD OF PARDONS & PAROLE**

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BOARD POLICY

SUBJECT: BUSINESS MEETINGS

PURPOSE: To describe the format for business meetings of the Louisiana Board of Pardons and Committee on Parole.

AUTHORITY: LAC Title 22, Part V and Part XI; La. R.S. 15:574.2

POLICY: The full board shall meet once each quarter when called by the chairman of the board. Additional meetings may be called as needed by either the chairman of the board or a majority vote of the board

PROCEDURES:

- A. The agenda for business meetings of the board may include, but shall not be limited to, the following topics:
1. board rules;
 2. personnel matters;
 3. litigation; and
 4. any other matters the board deems necessary.
- B. Business meetings should be tape recorded and copies of the taped and/or written minutes shall be available upon request.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*