



**LOUISIANA
BOARD OF PARDONS & PAROLE**

**Number: 05.515-DIR
Date: September 30, 2014
Page: 1 of 3**

BOARD DIRECTIVE

SUBJECT: PUBLIC COMMENTS

PURPOSE: To establish guidelines for the Pardon Board and Committee on Parole regarding public comments.

AUTHORITY: La. R.S. 15:572, 15:574.2, and 42:14

REFERENCES: ACA Standard 2-1093, Board Policies 02-209, "Hearings Before the Board of Pardons, 05-500, "Parole Hearing Process", 05-505, "General Procedures", and 05-509, "Victims-Parole Panel Hearings

POLICY:

It is the policy of the Louisiana Board of Pardons & Parole (Board) to provide the public with a reasonable opportunity to appear before the Board and to speak on any issue under the jurisdiction of the Board, with the exception of an individual parole determination.

DISCUSSION:

The Board shall provide access and opportunity for public comments on issues under the jurisdiction of the Board, as determined by the Chairman. Persons not employed by the Board who wish to have items placed on the Board's posted agenda shall follow these procedures. See also Board Policy 02-211, "Hearings Before the Board of Pardons." The hearing room is relatively small and, therefore, the number of individuals allowed to attend the hearing may be limited due to space and security considerations. All members of the general public are subject to security procedures and processes employed by the Louisiana Department of Public Safety & Corrections.

PROCEDURE:

A. Public Comments

1. At regularly called Business Meetings, the Board will afford the public an opportunity to present comments on subjects within the Board's jurisdiction that are not on the posted agenda.

2. Persons who desire to make public comments to the Board at these meetings shall notify, in writing, on or before the date of the meeting. If notification is made on the date the meeting, such notification must be made to onsite Board staff at least ten (10) minutes prior to the meeting's posted start time. The notification must include the topic to be addressed.
3. The Chairman shall have discretion in setting reasonable limits on the time allocated for public comments. If several persons have notified Board staff of their desire to address the Board on the same topic, it shall be within the discretion of the Chairman to request that those persons select a representative amongst themselves to express such comments, or limit their comments to an expression of support for views previously articulated.
4. Public comments shall be heard prior to the conclusion of the Board meeting, with deviation from this practice within the Chairman's discretion. If a person who is registered to speak on a non-posted topic is not present when called upon, their opportunity to speak at that meeting shall be forfeited.
5. Public comment presenters may submit related documentation (a minimum of 10 copies) to the Board staff no later than three (3) calendar days prior to the posted meeting date when the comments are to occur. Such documentation shall be distributed to the Board at the meeting. Any documentation submitted after the above-referenced date will not be distributed to the Board until after the comments. Distribution will occur only if the required minimum of 10 copies is provided to the Board staff.

B. Disability Accommodations

1. Persons with disabilities who have special communication or accommodation needs and who plan to attend a meeting may contact the Board Office at (225)342-9191. Requests for accommodation shall be made at least two (2) business days prior to a posted meeting.
2. The Board shall make every reasonable effort to accommodate these needs. The Board Central Office staff will contact the requestor to provide specific information concerning the accommodation.

C. Conduct and Decorum

1. The Board shall receive public comments as authorized by this directive, subject to the following additional guidelines:
 - a. Comments shall remain pertinent to the issues denoted on the written notification submitted cards;
 - b. A presenter who is determined by the Chairman to be disrupting a meeting shall immediately cease the disruptive activity or leave the meeting room if ordered to do so by the Chairman; and
 - c. A presenter may not assign a portion of his or her allotted presentation time to another speaker.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This policy supersedes and replaces Board Policy 05-515, dated August 1, 2012.