



**LOUISIANA
BOARD OF PARDONS & PAROLE**

Number: 05-507-POL
Date: August 7, 2023
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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 monthly. 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 audio recorded and copies of the audio recording and/or written minutes shall be available upon request.

SHERYL M. RANATZA, CHAIRMAN

**Signature on file*

This policy replaces and supersedes Board Policy 05-507-POL, "Business Meetings" dated October 26, 2020. (Technical revisions only)