



**LOUISIANA BOARD OF PARDONS  
AND COMMITTEE ON PAROLE**

**Number: 05-507-POL  
Date: September 20, 2024  
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**BOARD POLICY**

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**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 as necessary when called by the Chairman. 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 shall 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 August 14, 2023.*