



**LOUISIANA  
BOARD OF PARDONS & PAROLE**

**Number: 05-507-POL**  
**Date: October 26, 2020**  
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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 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 tape recorded and copies of the taped 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 1, 2012. (Technical revisions only)*