

ARIZONA BOARD OF EXECUTIVE CLEMENCY

BOARD POLICY #210

Policy Title: BOARD POLICY AND PROCEDURE	Effective Date: September 1, 2024	Policy #210
	Supersedes: July 06, 2017	Pages: 2

PURPOSE:

The purpose of this policy is to ensure the Board establishes and maintains a detailed system that governs the responsibilities and procedures of the Board’s formal and administrative business.

AUTHORITY:

A.R.S. § 31-402

PROCEDURE:

210.01 Application

- 1.1. The Board shall maintain a structure system that outlines the key rules and procedure relating to the governance of Board business and operational functions.
- 1.2. The Executive Director shall ensure that current Board policies are maintained on the Board’s public website.
- 1.3. The Executive Director will provide every employee and Board member a current Policy and Procedure Manual during the employee’s orientation.
 - 1.3.1. The employee and Board member shall acknowledge in writing their receipt of the manual and their responsibility to read, understand and comply with the policies and procedures.
 - 1.3.2 Each employee and board member shall be responsible for reading, understanding and complying with policy and procedure revisions and additions throughout their employment.

210.02 Format and Organization

2.1 Written policy and procedure shall be organized within one of three chapters of the Board Manual. The chapters shall be titled as:

- a. Chapter One (Numbered 100 Sequence):“Board Governance”
- b. Chapter Two (Numbered 200 Sequence):“Administration”
- c. Chapter Three (Numbered 300 Sequence): “Restricted”

2.2. The heading of the policy shall contain the:

- a. policy title;
- b. effective date;
- c. supersede date;
- d. policy number; and
- e. number of pages.

2.3. The policy shall also note the purpose of the policy, the designated authority related to the subject area and the procedure listed under related topic areas.

2.4. New and revised policy shall be formatted in draft and presented to the Board members for discussion and vote at a Board business meeting.

2.4.1 Policy revisions shall be provided to Board members in both a redline (or tracked changes) version and a clean draft copy.

2.4.2 The Board must approve new and revised policies by a majority vote.

2.4.3 The Board shall determine the new or revised policy effective date.

2.5. The Executive Director shall ensure that each policy is reviewed on a scheduled basis and any procedural changes are revised as they become necessary.

IMPLEMENTATION:

This policy was adopted by the Arizona Board of Executive Clemency in accordance with law.