

**ARIZONA BOARD OF EXECUTIVE CLEMENCY**

**BOARD POLICY #117**

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| <b>Policy Title:</b><br><br><b>BOARD HEARING CALENDAR</b> | <b>Effective Date: July 06, 2017</b>  | <b>Policy #117</b> |
|   | <b>Supersedes: September 30, 2015</b> |                    |

**PURPOSE:**

The purpose of this policy and procedure is to establish guidelines on the drafting and finalization of the Board of Executive Clemency’s monthly hearing calendar.

**AUTHORITY:**

ARS § 38-431; et al Notice of Meetings

**PROCEDURE:**

**117.01: Calendar Drafting and Approval**

1.1 In conjunction with the Board’s Chairman, the Executive Director shall organize the board’s activities. The calendar shall include all hearings tentatively scheduled within the designated time period and at least fifteen calendar days before the first scheduled hearing.

1.1.1 Board staff will follow the calendaring procedures as outlined by the Executive Director.

1.1.2 The Executive Director shall be responsible for publishing the final Board hearing calendar and shall ensure the calendar contains all the necessary information as outlined in this policy.

1.2 The Board Hearing Calendar shall contain the following information:

- a. the year, month, and version; tentative or final;
- b. the name of the prison complex and unit that will be heard on each day;
- c. the hearing types and numbers scheduled at each unit;
- d. the date the final calendar was established;
- e. the time hearings will commence on each day;
- f. a notice that the calendar is subject to revision;
- g. the signature of the Board Chairman or designee;

- h. “Pursuant to A.R.S. § 38-431.02 notice is hereby given to the members of the Arizona Board of Executive Clemency and to the general public that the Board may, at any time, enter executive session by majority vote and will not be open to the public;” and
  - i. notice that persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Board’s Executive Director.
- 1.3 A separate, internal calendar shall be issued to designate the daily panel chair and recorder assignments.
- 1.3.1 Members with panel chair or recorder assignments conflicts shall notify the Chairman as soon as possible. The Chairman shall make any required reassignments and submit to the Executive Director for redistribution.
- 1.4 Final monthly calendars are subject to approval by the Chairman or designee.
- 1.5 Revisions to the monthly calendar shall require the approval of the Executive Director.
- 1.6 Revised calendars will annotate that the calendar was revised/date.

**117.02: Calendar Distribution and Posting**

- 2.1 In accordance with the Open Meeting Law, the Arizona Board of Executive Clemency will publish a Notice of Board Hearings. The calendar shall be posted twice each month and shall include all hearings tentatively scheduled within the designated time period and at least fifteen calendar days before the first scheduled hearing.
- 2.1.1 The first partial calendar shall reflect all hearings proposed for the first 15 business days of the upcoming month and shall be posted on the agency website. The second proposed calendar shall reflect all hearings to be conducted by the Board in the remaining days of the upcoming month.
- 2.1.2 The order of hearings shall be set in cooperation with the Department of Corrections based on security needs and the sequence will not be known until the day of the hearing. Changes to the daily hearings will only be at the direction of the Executive Director or Board Chairman.
- 2.1.3 Once the upcoming calendar month has been fully set, the Executive Director shall distribute the calendar to board members via email no later than three working (3) days prior to the first day of the following month.

2.2 Once the hearing calendar is approved by the Chairman, the Executive Director or designee shall distribute a copy of the calendar to the Chairman, each Board member and the Department of Corrections designee(s).

2.2.1. The Executive Director shall ensure the approved calendar is posted on the Arizona Board of Executive Clemency's website and a hard-copy shall be posted in the public area at the Board's location.

2.2.2 A current copy of the monthly calendar shall be made available in the Boardroom's Resource Manual and in the Board's file room.

**IMPLEMENTATION:**

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