

**ARIZONA BOARD OF EXECUTIVE CLEMENCY**

**BOARD POLICY #203**

<b>Policy Title:</b> <b>ADMINISTRATIVE DUTIES,</b> <b>RESPONSIBILITIES, and AUTHORITY OF</b> <b>THE CHAIRMAN</b>	<b>Effective Date: July 06, 2017</b>	<b>Policy</b> <b>#203</b>
	<b>Supersedes: August 01, 2016</b> <b>#101A</b>	

**PURPOSE:**

The Governor shall select a member of the Board as Chairman. The term of the Chairman is two years, except that the Chairman may be removed at the pleasure of the Governor. The Chairman shall serve as the spokesperson for the Board.

**AUTHORITY:**

**A.R.S. §31-401; 402;**

**PROCEDURE:**

**203.01 Chairman Responsibilities, Duties, and Authority**

1.1. The Chairman, to the extent allowed by law, may designate in his/her absence, another member to assume their duties and responsibilities. The Chairman:

1.1.1 with the assistance of the Executive Director, shall be the liaison between the Board, the Arizona Department of Corrections [ADC], the Governor, and the legislature.

1.1.2 with the assistance of the Executive Director, shall submit the Board budget and annual report to the members for approval.

1.1.3 may delegate duties and responsibilities to such other Board members and Executive Director as deemed lawfully appropriate.

1.1.4 shall coordinate the evaluation of the Executive Director.

- 1.1.4.1 The Executive Director shall be evaluated annually in accordance with the appropriate job description and using input by each Board member and staff.
- 1.1.4.2 At the beginning of each fiscal year, the board shall identify and provide to the Executive Director the standards established for his/her performance during the year.
- 1.1.5 The Chairman shall design and administer a four-week training course for newly appointed Board members. The course shall be conducted by the office of the Board of Executive Clemency and the Office of the Attorney General. The Chairman shall ensure that the topics and hours of training are documented and filed in the member's personnel file.
  - 1.1.5.1 The course shall include but not be limited to the following:
    - 1.1.5.1.1 training in all statutes that pertain to the board and participation in a decision making workshop;
    - 1.1.5.1.2 review of policies and procedures;
    - 1.1.5.1.3 review of Arizona statutes that impact Board activities;
    - 1.1.5.1.4 review of Arizona Department of Corrections structure and responsibilities;
    - 1.1.5.1.5 review of Arizona criminal justice system;
    - 1.1.5.1.6 an opportunity to monitor different types of board hearings and participate in mock hearings;
    - 1.1.5.1.7 review of related resource material.
- 1.1.6 The Chairman shall organize and approve in-service training for all members. Members shall attend a minimum of 8 hours of relevant training and education annually. A record of the training topic and hours of training shall be maintained in each member's personnel file.
  - 1.1.6.1 On-line, electronic media, academic, in house training by any agency, organization or qualified sources determined by the Chairman or designee to be relevant to the needs of the board members shall be considered approved training.

1.1.7 The Chairman shall authorize the Executive Director's and board members' semi-weekly payroll unless designated otherwise.

1.1.8 shall set and oversee the Board's annual business meeting.

### **203.2 Annual Business Meeting**

2.1 The Board will hold an annual business meeting called by the Chairman in the month of July. Three members or more shall constitute a quorum and action by a majority quorum shall be action by the Board.

2.2 In consultation with the Chairman, the Executive Director shall prepare the annual meeting's agenda and materials. It shall include, but not be limited to the following:

- a. summary and analysis of the Board's fiscal activities;
- b. review and analysis of the Board's statistical data, decision-making and research data;
- c. overview of the Board's strategic plan and its status;
- d. summary of new legislation related to the Board, and its duties and functions;
- e. any topics related to the next legislative session;
- f. projected needs and concerns for the Board's forthcoming budget;
- g. annual report and budget timeline and review schedule;
- h. executive director evaluation; and
- i. any audit reports.

2.3 This meeting will be open to the public, except if the Board adjourns to an executive session.

2.4 The Board may discuss and finalize the performance evaluation of the Executive Director as permitted by the Open Meeting law.

2.4 There will be an audio recording of the annual business meeting and it will be available for public review except for any portion designated as executive session. Any audio of the executive session shall be kept in a secure location within the administrative office.

2.5 The Executive Director shall provide a record of the minutes of the annual business meeting to board members and staff.

#### **Implementation:**

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