

**ARIZONA BOARD OF EXECUTIVE CLEMENCY  
BOARD POLICY #103**

<b>Policy Title: Board Hearing Calendar</b>	<b>Revision Date: October 16, 2014</b>	<b>Policy #103</b>
	<b>Effective Date: October 16, 2014</b>	
	<b>Previous/New: May 30, 2014</b>	<b>Pages: 2</b>

**Purpose:**

The purpose of this policy and procedure is to establish guidelines on the drafting and finalization of the Board hearing calendar.

**Policy:**

It is the policy of the Arizona Board of Executive Clemency to establish and publish a Notice of Board Hearings in accordance with state laws. 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. Final monthly calendars are subject to Board approval. Changes to the calendar may be for exigent reason upon approval of the Chairman.

**Authority:**

ARS § 38-431; et al Notice of meetings

**Procedure:**

- A. The Board Hearing Calendar shall be presented in format approved by the Board.
- B. The Board Hearing Calendar may be tentatively set and publicly posted twice a month. 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. Once the upcoming calendar month has been fully set, it shall be submitted to the Board at its regular business meeting for approval.
- C. The Board Hearing Calendar shall reflect the start time of the hearing day. 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.
- D. The calendar shall set the Board's regular business meeting for the last Wednesday of the month. The Board's business meeting will be the first act of business for the Board on this date.

**E.** The Board Hearing Calendar shall also contain all of the following information:

- 1) the month;
- 2) the name of the institution and unit that will be heard on each day;
- 3) the number of hearings scheduled for each institutional unit;
- 4) the date the final calendar was established;
- 5) the time hearings will commence on each day;
- 6) a notice that the calendar is subject to revision;
- 7) the signature of the Board chairperson;
- 8) “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.”
- 9) Persons with a disability may request a reasonable accommodation, such as a sign language interpreter, by contacting the Board’s Executive Director.

**F.** The Executive Director shall be responsible for completing the final Board hearing calendar and shall ensure all of the information provided in section E of this policy.

**G.** At its regular business meeting, the Board shall review the upcoming month’s calendar and shall either accept or reject the calendar as proposed. If the calendar is rejected, the Board may propose amendments to the calendar and amend of necessary. Once the calendar has been accepted by the Board no additional changes to the calendar will be made unless approved by the Chairman for exigent circumstances.

**H.** Once the hearing calendar is approved by the Board, the Executive Director shall distribute a copy of the calendar to the Chairman, each Board member and the Department of Corrections designee(s). The Executive Director shall ensure the approved calendar is posted on the Arizona Board of Executive Clemency’s website.

**Implementation:**

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

Rev. 10/16/2014