



**TEXAS BOARD  
OF  
PARDONS AND PAROLES**

**Number:** BPP-DIR.141.311

**Date:** November 22, 2016

**Page:** 1 of 2

**Supersedes:** BPP-DIR.141.311  
Dated November 24, 2014

## **BOARD DIRECTIVE**

---

**SUBJECT:** REVIEW AND IMPLEMENTATION OF LEGISLATION

**DIRECTIVE:** The purpose of this directive is to establish guidelines for the Texas Board of Pardons and Paroles (Board) to review and track proposed legislation and develop implementation action plans for new legislation that impacts Board rules, policies, directives and manuals.

**AUTHORITY:** Texas Government Code Section 314.001  
Texas Government Code Section 508.035(d)(3)

**DISCUSSION:** The Legislative Budget Board (LBB) is directed to establish a system of fiscal notes identifying the probable impact of each bill or resolution that authorizes or requires the expenditure or diversion of any state funds for any purpose other than those provided for in the general appropriations bill.

**DEFINITIONS:** General Appropriations Bill - a bill introduced by the LBB director which includes all the appropriations for institution, department, agency, or commission.

Legislative Team - Presiding Officer (Chair), Designated Board Member, Board Administrator, General Counsel and Budget Director.

Designated Board Member – Board Member designated by the Presiding Officer to assist the Legislative Team.

Legislative Coordinator – staff member designated to assist the Legislative Team.

**PROCEDURE:**

- I. General Review and Response - The Board shall respond to the LBB's request for fiscal impact on proposed legislation.
  - A. Notification - The LBB will notify the Board staff via email of a request to review proposed legislation that may have an impact on Board as identified by LBB staff. Upon receipt of this request, the Board's Legislative Coordinator will staff the proposed legislation with the Legislative Team.

- B. Responsibilities - The General Counsel will provide a brief synopsis of the bill; the Board Administrator will provide a detailed analysis of the impact on Board; and the Budget Director will provide the fiscal impact of the detailed analysis.
  - C. Final Approval - The Chair will approve all responses prior to submission to the LBB.
- II. Special Review and Response - The Board shall review all relevant proposed legislation based upon key terms identified by the Legislative Coordinator with input from the Legislative Team for potential impact on the Board.
- A. The Board will review all bills to identify those bills that may have an impact on the Board. When the Board determines a bill may have a potential impact on the Board, the Board will staff the bill as outlined in Section I above.
  - B. If the Budget Director determines the bill will have a fiscal impact, the Chair will determine whether the Board will submit the fiscal impact to the LBB.
  - C. The Chair will approve all responses to all bills.
- III. Legislation Implementation - When a bill is enacted, the Board Legislative Coordinator shall prepare implementation action plans to include a review of all appropriate rules, policies, directives and manuals to incorporate all legislative changes.
- A. The General Counsel will review the bill and identify all appropriate Board documents that need to be revised or developed. The General Counsel will prepare revisions or develop policies and directives within 30 days after the governor signs the legislation into law or when the legislation becomes effective.
  - B. Rules - The General Counsel will refer the appropriate rule revisions or proposed rules to the Board Rules Committee Chair.
  - C. Policies and Directives - The General Counsel will refer the revisions and new policies and directives pursuant to BPP-DIR 141.330 (Policies and Procedures).

**SIGNED THIS, THE 22<sup>nd</sup> DAY OF NOVEMBER, 2016.**

**DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)**

*\*Signature on file.*