



**TEXAS BOARD
OF
PARDONS AND PAROLES**

Number: BPP-DIR. 141.311
Date: September 25, 2023
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Supersedes: August 1, 2022

BOARD DIRECTIVE

SUBJECT: REVIEW AND IMPLEMENTATION OF LEGISLATION

PURPOSE: To establish guidelines for the Texas Board of Pardons and Paroles to review and track proposed legislation and develop implementation action plans for new legislation that impacts agency rules, policies, directives, and manuals.

AUTHORITY: Texas Government Code Sections 314.001 and 508.035(d)

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

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

Fiscal Note – a written estimate of the costs, savings, revenue gain, or revenue loss that may result from implementation of a bill or joint resolution.

Legislative Team – Presiding Officer, Chief of Staff, Board Administrator, General Counsel, and Director of Financial Operations.

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

Legislative Coordinator – Board staff member designated by the Presiding Officer to assist the Legislative Team.

PROCEDURE:

- I. Fiscal Note Request and Response – The Texas Board of Pardons and Paroles (Board) shall respond to the LBB’s request for fiscal impact on proposed legislation.
 - A. Notification – The LBB will notify Board staff via email of a request to review proposed legislation, which may have an impact on the 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 and the impact on the Board. The Director of Financial Operations will provide the detailed analysis of the fiscal impact on the Board. The Chief of Staff will review all fiscal notes that have a fiscal impact on the Board prior to submitting the fiscal note to the Presiding Officer for approval.
 - C. Final Approval – The Presiding Officer will approve all responses prior to submission to the LBB.
- II. General Review and Response – The Board shall review all relevant proposed legislation for potential impact on the Board based upon key terms identified by the Legislative Coordinator with input from the Legislative Team.
- A. The Board will review all bills to identify those that may have an impact on the Board. When the Board determines a bill may have a potential impact, the Board will staff the bill through the Legislative Team.
 - B. The Chief of Staff will review all fiscal notes for every bill the Director of Financial Operations has determined will have a fiscal impact on the Board. The Presiding Officer will determine whether the Board will submit the fiscal impact to the LBB.
 - C. The Presiding Officer will approve all responses to all bills.
- III. Legislation Implementation – When a bill is enacted, the 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, if any, 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 revisions and new policies and directives pursuant to BPP-DIR. 141.330 Policies and Procedures.

SIGNED THIS, THE 25TH DAY OF SEPTEMBER, 2023.

DAVID GUTIÉRREZ, PRESIDING OFFICER (CHAIR)

**Signature on file.*