

## **Establishment of Working Groups Procedure**

### **Sex Offender Management Board**

**04/20/2026**

#### **Purpose:**

This procedure establishes a standardized process for the creation, operation, and oversight of working groups formed by the Arizona Sex Offender Management Board (AZSOMB) to assign responsibility, address specific issues, develop recommendations, and carry out defined tasks as required by Arizona Revised Statutes (A.R.S.) § 13-3828.

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#### **Authority**

The AZSOMB may establish working groups as needed to support the AZSOMB. Working groups operate in an advisory capacity. The AZSOMB has final authority regarding all working group recommendations and work products in accordance with A.R.S. § 13-3828.H.

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#### **Establishment of a Working Group**

A working group may be proposed by any AZSOMB member or by AZSOMB Staff.

The proposal may include the statement of purpose, scope of work, expected outcomes, proposed membership composition, anticipated deliverables, and estimated timeline/duration.

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#### **Approval**

A simple majority of members voting is required to establish a working group.

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#### **Charter Development**

Each working group shall operate under a written charter approved by the AZSOMB Chair. The charter shall include the purpose and objectives, scope of work, guiding principles, membership composition, deliverables and timelines, and reporting requirements.

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## **Membership and Appointments**

Membership shall be based on subject matter expertise and may include:

- AZSOMB members (Limited to 10)
- Representatives of relevant agencies
- External subject matter experts

Appointments shall be determined by the AZSOMB Chair or designee. The AZSOMB Chair shall designate a working group leader.

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## **Expectations for Working Groups**

- Operate within the scope defined by the Chair.
- Meet as necessary to fulfill their responsibilities.
- Strive for consensus. When consensus cannot be reached, differing perspectives shall be documented.
- Provide monthly updates to the Board.
- Produce deliverables within the established timelines.
- Coordinate with AZSOMB staff as needed.
- Final recommendations, reports, or materials shall be submitted to the AZSOMB for review and action.
- The AZSOMB retains final decision-making authority.