



## OVEREATERS ANONYMOUS

## REGION 5 SECRETARY

September 13, 2022

### **RE: Region 5 2022 Fall Assembly**

Friday, October 28th, 2022, through Sunday, October 30th, 2022.

Dear Region, 5 Intergroups, Representatives, Officers, and Trustee.

The full Assembly will be held in-person only at the Hilton Garden Inn in Chesterton, Indiana. Beginning on October 28<sup>th</sup> through October 30<sup>th</sup>, 2022, and is **open to all Region 5 OA members**.

You can register for the 2022 Fall Assembly at this link:

<https://OARegion5.regfox.com/region-5-2022-fall-assembly>

There is more information about the Hotel in the A03 document below.

This letter is part of the 2022 Fall Assembly **Packet A**. There will be one more Packet released before the Assembly (**Packet B** – containing Reports and other important Region 5 business information) and one Packet released after the Assembly (**Packet C** – containing the Meeting Minutes and other supporting documents).

### **Region 5 2022 Fall Assembly Documents:**

- A01\_Region 5 2022 Fall Assembly Secretary Letter.pdf
  - New – This is the document you are currently reading. This document provides additional information about this Packet and the upcoming Assembly.
- A02\_Region 5 2022 Fall Assembly Agenda.pdf
  - New – This is the proposed Agenda for the 2022 Fall Assembly.
- A03\_Region 5 2022 Fall Assembly Hotel Information.pdf
  - New – Hotel information for the 2022 Fall Assembly.
- A04\_Region 5 Funding Assistance Form-2022.pdf
  - Updated for 2022.
- A05\_Region 5 2022 Spring Assembly Minutes.pdf
  - Minutes from the Spring Assembly in March.
- A06\_Region 5 2022 Summer Conference Minutes.pdf
  - Minutes from the Summer Conference in July.
- A07\_Region 5 2022 Fall Assembly Motions.pdf
  - New – Motions for the Assembly to consider.
- A08\_Region 5 2022 Fall Assembly Chair Application\_EileenC.pdf
  - New – Application for the Chair position for second term.

- A09\_Region 5 2022 Fall Assembly Chair Application\_Juliette.pdf
  - New – Application for the Chair position.
- A10\_Region 5 2022 Fall Assembly Treasurer Application\_LindaP.pdf
  - New – Application for the Treasurer position for second term.
- A11\_Region 5 Bylaws 2022-03-17.pdf
  - Updated after 2022 Spring Assembly.
- A12\_Region 5 Policies and Procedures 2022-03-17.pdf
  - Updated after 2022 Spring Assembly.
- A13\_Region 5 StandRules.11.2017.pdf
- A14\_Region 5 Assembly Info 10\_14\_22.pdf
  - Minor edits before 2022 Fall Assembly.
- A15\_Region 5 Assembly Handbook 2022-03-17.pdf
  - Minor edits after 2022 Spring Assembly.
- A16\_Region 5 Committee Contact Form.pdf
- A17\_Region 5 Business Committee Form.pdf
- A18\_Region 5 Outreach Committee Form.pdf
- **Packet A Combined Print Document.pdf**
  - New – One single PDF with all of the Packet A files (A01 through A18) combined for easy downloading and printing.

#### **What is not included in Packet A**

- Reports from Region 5 Committees and Officers of the Board. These will be in **Packet B** and available on Friday, October 14<sup>th</sup>, 2022.

#### **Region 5 Officer Elections**

At the 2022 Fall Assembly, we will be holding an election for the R5 Chair and R5 Treasurer. There are two Chair applications and one Treasurer application documents in Packet A. Elections will be held on Sunday, October 30<sup>th</sup> in the Morning Session.

If you have any questions, please don't hesitate to email me.

Thank you.

Keri E.

Region 5 Secretary

R5Secretary@outlook.com



**REGION 5 FALL ASSEMBLY**  
**October 28th, 29th, and 30th, 2022**  
**Hilton Garden Inn**  
**Chesterton, IN**

***Responsibility Pledge***

Always to extend the hand and heart of OA  
to all who share my compulsion;  
for this I am responsible.

***OA Promise***

I put my hand in yours, and together we can do  
what we could never do alone.

No longer is there a sense of hopelessness,  
no longer must we each depend upon our own  
unsteady willpower.

We are all together now, reaching out our hands  
for power and strength greater than ours,  
and as we join hands, we find love and understanding  
beyond our wildest dreams.

***Third Step Prayer***

God, I offer myself to Thee - to build with me and to do with me as Thou wilt.  
Relieve me of the bondage of self, that I may better do Thy will. Take away  
my difficulties, that victory over them may bear witness to those I would help  
of Thy Power, Thy Love and Thy Way of Life. May I do Thy will always!

***7th Step Prayer***

My Creator, I am now willing that you should have all of me, good and bad. I  
pray that you now remove from me every single defect of character which  
stands in the way of my usefulness to you and my fellows. Grant me  
strength, as I go out from here, to do your bidding. Amen.

# PROPOSED AGENDA

## 2022 Region 5 Fall Assembly, Chesterton IN

### FRIDAY (October 28<sup>th</sup>, 2022)

*All times listed are Central Time*

3:00 PM CT	<b>Region 5 Board Meeting</b> (Sand Creek, open to visitors)
5:15 PM CT	<b>Open OA Meeting</b> (Sand Creek, hosted by Central Indiana Intergroup)
6:15 PM CT	<b>Check-in</b> (Outside of Sand Creek, hosted by Northwest IN and Greater Ann Arbor Intergroups)
6:25 PM CT	<b>New Representative Orientation</b> (Sand Creek, Region 5 Trustee Liaison)
7:00 PM CT	<b>Evening Session</b> (Sand Creek, Intros, Announcements, Region 5 Updates)
8:00 PM CT	<b>Break</b>
8:10 PM CT	<b>Intergroup Sharing Meeting</b> (Sand Creek - Note: This session will be broadcast over Zoom for OA members who register in advance for this opportunity.)
9:15 PM CT	<b>State/Province Meetings</b> (Sand Creek, or as determined by each state)

### SATURDAY (October 29<sup>th</sup>, 2022)

*All times listed are Central Time*

7:00 AM CT	<b>Hotel Kitchen Opens for Breakfast</b>
7:45 AM CT	<b>Check-in</b> (Outside of Coffee Creek, hosted by Northwest IN and Greater Ann Arbor Intergroups)
8:30 AM CT	<b>MORNING BUSINESS SESSION</b> (Coffee Creek) <ul style="list-style-type: none"><li>• <b>Call to Order</b></li><li>• <b>Opening Ceremonies</b> (OA Responsibility Pledge, Serenity Prayer, For Today, 12 Steps, 12 Traditions)</li><li>• <b>Morning Business</b><ol style="list-style-type: none"><li>1. Roll Call</li><li>2. Adoption of Credentials Report</li><li>3. Assembly Standing Rules</li><li>4. Agenda</li><li>5. Consent Agenda</li><li>6. Responses to 5 Minute Writing Exercise (From previous Assembly)</li><li>7. Mini-Countdown (Years of Abstinence)</li><li>8. Recognitions (New representatives, Former region officers, Former trustees)</li><li>9. Appointments (Minutes approval committee, Copy coordinator, Timer, Tellers)</li><li>10. Executive Committee Reports Q &amp; A (Chair, Vice Chair, Secretary, Treasurer, Trustee)</li><li>11. Announcements</li><li>12. Adjournment</li></ol></li></ul>
9:15 AM CT	<b>Break</b>
9:30 AM CT	<b>Committee Meetings</b> <ol style="list-style-type: none"><li>1. Bylaws Committee (Coffee Creek)</li><li>2. Convention Committee (Sand Creek)</li><li>3. Finance Committee (Coffee Creek)</li><li>4. Media Committee (Sand Creek)</li></ol> <p><b>Note: New Business Motions are due to the Trustee Liaison by 12:30 PM.</b></p>
12:00 PM CT	<b>Luncheon</b> (Back of Michael's Grill in Private Room, advanced registration required)
1:00 PM CT	<b>Emergency New Business Committee Meetings</b> (reconvene, if necessary, in same locations)
1:24 PM CT	<b>Five Minute Writing Exercise</b> (Coffee Creek)

Updated 10/15/22 – KE

1:30 PM CT

**AFTERNOON BUSINESS SESSION** (Coffee Creek)

- **Call to Order**
- **Opening Ceremonies** (Welcome, OA Responsibility Pledge, Serenity Prayer, Concepts of Service 1-7, Concepts of Service 8-12, and More Responses to 5 Minute Writing Exercise)
- **Afternoon Business** (Coffee Creek)
  1. Roll Call
  2. Adoption of Credentials Report
  3. Report of the Minutes Approval Committee of the March and July 2022, Minutes
  4. 7th Tradition Collection
  5. Parliamentary Moment (Parliamentarian)
  6. Candidate presentations and Q&A (3 minutes to talk, 5 minutes for questions)

2:30 PM CT

**Outreach Committee of the Whole Sub-committee Meetings**

1. Intergroup Resources Sub-committee (Coffee Creek)
2. Sponsorship Sub-committee (Sand Creek)
3. PIPO Sub-committee (Coffee Creek)

**Note: New Business Motions are due to the Trustee Liaison by 4:30 PM.**

4:00 PM CT

**Afternoon Session Continued** (Coffee Creek)

1. Discuss the R5 Inventory Survey results with Barb K.
2. Region 5 Convention bids (If any)
3. Announcements
2. Adjournment

4:30 PM CT

**Special Committee Meetings**

1. Bylaws Committee (consider emergency new business, if necessary, Coffee Creek)

5:00 PM CT

**Dinner on Your Own**

8:00 PM CT

**Open OA Meeting** (Coffee Creek, hosted by Central Indiana Intergroup)

**SUNDAY** (October 30<sup>th</sup>, 2022)

*All times listed are Central Time*

7:00 AM CT

**Hotel Kitchen Opens for Breakfast**

8:30 AM CT

**MORNING BUSINESS SESSION** (Coffee Creek)

- **Call to Order**
- **Opening Ceremonies** (Welcome, Serenity Prayer, For Today, The OA Unity with Diversity Policy Statement)
- **Morning Business**
  1. Opening Ceremonies
  2. Roll Call and Adoption of Credentials Report
  3. Business Committee Reports (please be ready to report at the front microphone)
    - a. Bylaws Committee (Marilyn D.)
    - b. 2022 Convention Committee (Kerry M./Preston F.)
    - c. Finance Committee (Linda P.)
    - d. Media Committee (Shirley L.)
  4. Growing Recovery Outreach Committee of the Whole:
    - a. Sponsorship Sub-Committee (Need Chair)
    - b. Intergroup Resources (Cecelia S.)
    - c. PIPO Sub-committee (Need Chair)

5. New Business
  - a. Emergency New Business (if needed)
6. Election for Chair and Treasurer
7. Approval of the 2023 Budget
8. Unfinished Business (If any)
9. Recognition of Outgoing Representatives
10. Green Dot Ceremony
11. Announcements<sup>1</sup>
12. Chair’s Lifeline Drawing
13. Adjournment and OA Promise<sup>2</sup>

10:30 AM CT

**Good of the Order<sup>3</sup>** (Coffee Creek, for Region 5 officers, trustee, committee chairs (current, outgoing, and incoming). All others are asked to leave the room.)

11:00 AM CT

**Hotel Checkout**

11:30 AM CT

**Closed Board Meeting** (Coffee Creek, All officers (current, outgoing, and incoming) need to attend.)

## REGION 5 TIMELINE

### 2022

Sept. 16-19	Region 5 Convention, Chicago, IL, Virtual
Oct. 28-30	Region 5 Fall Assembly, Hilton Garden Inn Chesterton, IN

### 2023

March 10-12	Region 5 Spring Assembly, Location TBD
July 15	Region 5 Summer Conference Call
TBD	Region 5 Convention, Location TBD
TBD	Region 5 Fall Assembly, Location TBD

<sup>1</sup>The name badges will be collected in a bag and returned to the secretary.

<sup>2</sup>Please pick up and discard all handouts and other materials at the end of today’s session.

<sup>3</sup>Representatives and visitors are requested to visit outside the meeting room during the Good of the Order.

## Hilton Garden Inn in Chesterton, IN



To reserve a room at the Hilton Garden Inn in Chesterton, Indiana, please click on this link:

<https://www.hilton.com/en/book/reservation/deeplink/?ctyhocn=CHICTGI&groupCode=OVER22&arrivaldate=2022-10-28&departuredate=2022-10-30&cid=OM,WW,HILTONLINK,EN,DirectLink&fromId=HILTONLINKDIRECT>

or call the hotel directly at 1-888-728-3027 referencing the group code "OVER22". The discounted rate is \$129.00 for King or Doubles. **Please make your reservations by September 28th to get the early bird discount** and to help give Region 5 room credit toward the meeting rooms. The special room rate will be available until September 28th or until the group block is sold-out, whichever comes first. If you need any further information or assistance with hotel reservations, you may contact Hotel Liaison Mike B. at [mburns17@yahoo.com](mailto:mburns17@yahoo.com) or Keri E. at [R5Secretary@outlook.com](mailto:R5Secretary@outlook.com).

You may discover there are cheaper rates at this hotel, however, please make sure you either use the above link or the group name when you call so we can get the meeting rooms for free.

The Hotel address is: 501 Gateway Boulevard, Chesterton, Indiana, 46304

For general information on the hotel please click on this link:

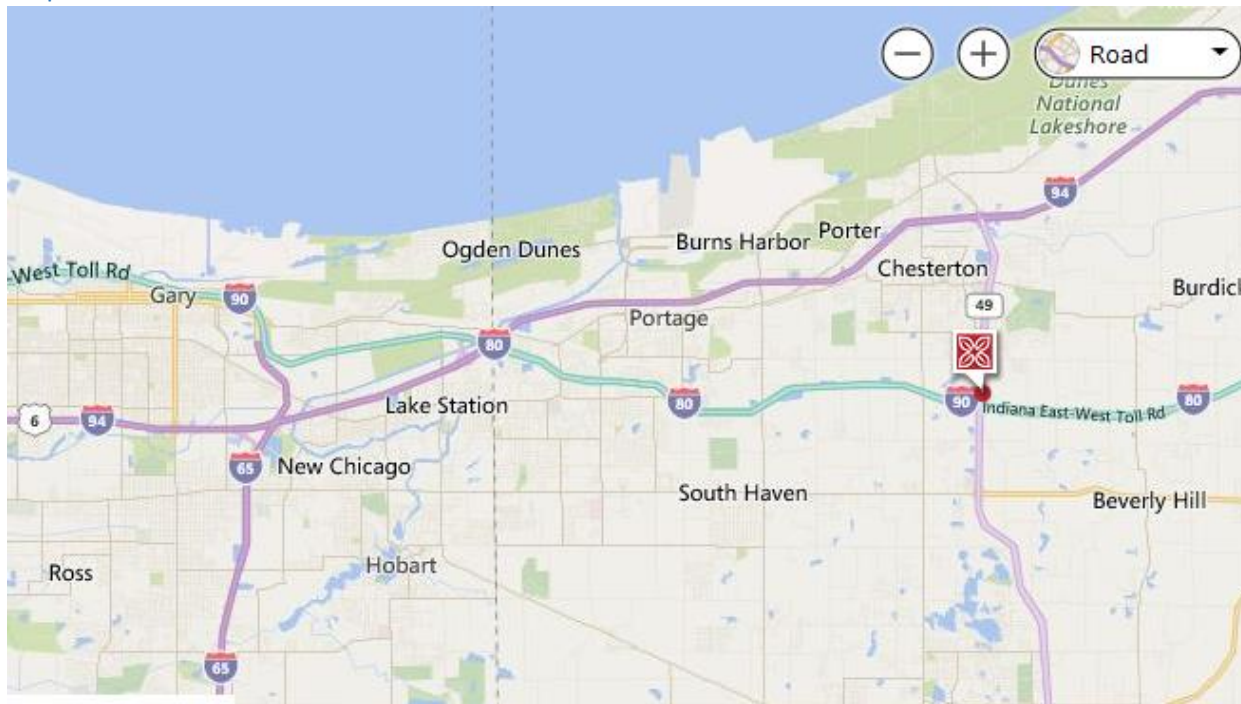
<http://hiltongardeninn3.hilton.com/en/hotels/indiana/hilton-garden-inn-chesterton-CHICTGI/index.html>

A freshly prepared breakfast is offered daily (beginning at 7:00 AM CT) in the Garden Grille restaurant (in the lobby). However, breakfast is not included in the rate since most people bring their own food. Breakfast will be in the hotel lobby if you wish to eat at the hotel or you can go out if you want to.

### Other Hotel Information

Check-in:	3:00 pm
Check-out:	12:00 pm
Refrigerators:	Refrigerators are in every room
WiFi:	Complimentary WiFi
Business Center:	24-Hours
Smoking:	Non-Smoking
Parking:	Self-parking: (No Charge)
Valet:	Not Available
Animals:	Service animals are allowed. Pets are not allowed.

## Map



The Hotel address is: 501 Gateway Boulevard, Chesterton, Indiana, 46304

### Directions

#### From Chicago/I94 -

East on Interstate 94. Exit at Route 49. Go South 3 miles and turn left on Gateway Blvd.

#### From Chicago/I80 -

East on Interstate 90 to Indiana Toll road East/I80. Exit at Route 49. The hotel is located at the top of the exit ramp.

#### From Indianapolis -

Take Interstate 65 North to Indiana toll road East/I80. Exit at route 49. The hotel is located at the top of the exit ramp.

#### From South Bend -

Go west on Indiana Toll road/I80. Exit at route 49. The hotel is located at the top of the exit ramp

#### From Chicago Midway Airport

Exit Airport to IL Rt. 50 North to I-55 South to I-294 South. Merge into I-80/94 East to Ohio. Take I-80 East and exit at IN Rt 49. Hotel is located at the top of the exit ramp.

#### From Chicago-O'Hare International Airport

Merge onto I-190 E toward Chicago. I-190E becomes I-90E. Keep left to take I-90E/I-94E/Dan Ryan Expressway toward Skyway/Indiana Toll Rd. Take I80/90 E to Exit #31. Hotel is located at the top of exit ramp.



Region 5 Overeaters Anonymous  
P.O. Box 221224  
Shaker Hts. Ohio 44122



## REGION 5 FUNDING ASSISTANCE GUIDELINES

1. Intergroups that have an overall average balance of less than \$1000.00 for the 3 months immediately preceding an Assembly may apply for funding assistance.
2. Funding may be limited to:
  - a. Three (3) scholarships per Assembly.
  - b. No more than once a year per Intergroup.
  - c. No more than two assemblies per intergroup will be funded within five (5) years.
3. Maximum amount awarded to an Intergroup is \$300.00 for the first Assembly request and \$150 for the second Assembly request. Funding may include transportation and lodging costs:
  - a. Mileage using current US IRS rate and tolls, or air fare.
  - b. Lodging cost 1/2 of double room for two nights.
4. Make check payable to Intergroup applying for assistance.
5. Advance funding may be disbursed, if requested at least 30 days before the Assembly. Receipts and unused funds **must** be returned to the Region 5 Treasurer within two (2) weeks following the Assembly.
6. Applications must be signed by two Intergroup officers and be accompanied by the Treasurer's reports for the 3 months immediately preceding the application for funding.
7. To apply for funding assistance, complete the attached application and **mail it** to the Region 5 Treasurer, 30 days prior to the Assembly.
8. Exceptions requested that fall outside of these parameters will be presented to the Region 5 Board for consideration.

IG Name: \_\_\_\_\_ IG Number: \_\_\_\_\_

Has your Intergroup ever sent a representative to a Region 5 Assembly? \_\_\_\_\_

If yes, give date of last Assembly attended: \_\_\_\_\_

Assembly for which this funding is requested:

Location: \_\_\_\_\_ Date: \_\_\_\_\_

NAME: \_\_\_\_\_

ADDRESS: \_\_\_\_\_

PHONE: (\_\_\_\_\_) \_\_\_\_\_ (\_\_\_\_\_) \_\_\_\_\_

To assist the committee in determining the amount of funding assistance needed, please complete the following:

Hotel room expenses, tax and tips included \$ \_\_\_\_\_

Transportation: Automobile round trip (current IRS rate) \$ \_\_\_\_\_

Round trip air fare \$ \_\_\_\_\_

Subtotal \$ \_\_\_\_\_

Minus amount your Intergroup will contribute \$ \_\_\_\_\_

Total funds requested \$ \_\_\_\_\_

Application must be signed by two Intergroup officers and be accompanied by three (3) most recent months' treasurer's reports.

\_\_\_\_\_  
*Signature of Officer Office Held Date*

\_\_\_\_\_  
*Signature of Officer Office Held Date*



**Region 5 2022 Spring Assembly**  
**March 11th, 12th, and 13th, 2022**  
**Location: Zoom**

**Saturday, March 12, 2022 – Morning Session**

- 1) The 2022 Spring Assembly Saturday Morning Session was called to order by the Region 5 Chair – Eileen C. at 8:30 AM ET, 7:30 AM CT. Opened with:
  - a) The OA Responsibility Pledge and the Serenity Prayer.
  - b) For Today was read by Pam P.
  - c) The 12 Steps were read by Pat K.
  - d) 12 Traditions were read by Kelly C.

2) Credentials Report:

- a) The Credential Report Roll Call was conducted by the Region 5 Vice-Chair – Deanna B.
- b) Counts were:

Voting Reps Present:	24
Voting Officers Present:	4
<b>Eligible Voters Present:</b>	<b>28</b>
Non-voting Alternates, Guests	10
Parliamentarian	1
Region Trustee	1
<b>Total Attendance</b>	<b>40</b>

- c) The full Credentials Report can be found in Packet C: “C03.2022 Spring Assembly Credentials.pdf”.
- d) The Region 5 Chair declared a quorum to be present.
- e) There was no objection to the Credentials Report as presented. The Credentials Report was approved.

3) Standing Rules:

- a) The Virtual Standing Rules, distributed in Packet A, were read by Bylaws Committee Chair - Marilyn D.
- b) Hearing no objections, the Standing Rules were adopted as is.

4) Agenda:

- a) Corrections to the proposed Agenda for the Assembly.
- b) Hearing no objections, the Agenda was adopted.
- c) The adopted Agenda is in Packet C as file “C04.R5 2022 Spring Assembly Agenda.pdf”.

5) Consent Agenda:

- a) Corrections to the proposed Consent Agenda for the Assembly.
- b) Hearing no objections, the Consent Agenda was adopted.
- c) The adopted Consent Agenda is in Packet C as file “C05.R5 2022 Spring Assembly Consent Agenda.pdf”.

6) Countdown for years of Abstinence was conducted.

7) Introduction of Assembly Newcomers (Green Dots) was conducted.

- 8) Volunteer Service:
  - a) Carol DP was appointed Timer.
- 9) Former Region 5 Officers were introduced:
  - a) Denise O. – Former Region 5 Treasurer and Chair
  - b) Chris B. – Former Region 5 Vice-Chair
  - c) Mike B. – Former Region 5 Vice-Chair
  - d) Marilyn A. – Former Region 5 Vice-Chair, R5 Trustee
  - e) Judy W. – Former Region 5 Secretary
  - f) Joel I. – Former Region 5 Secretary
  - g) Gerri M. – Former Region 5 Treasurer
- 10) Minutes Approval Committee:
  - a) Pam P. and Amanda M. were appointed to the Minutes Approval Committee.
- 11) Nominating Committee:
  - a) Melissa B. (OH), Cecelia S. (MI), Suzette R. (IN), Judy W. (WI), and Kathy C. (KY) were appointed to the Nominating Committee.
- 12) Executive Committee Reports Q/A:
  - a) Region 5 Chair
    - i) Nothing additional to report and no questions.
  - b) Region 5 Vice-Chair
    - i) Nothing additional to report and no questions.
  - c) Region 5 Secretary
    - i) Nothing additional to report and no questions.
  - d) Region 5 Treasurer
    - i) Reviewed Budget items.
    - ii) Discussed updating the process for the monthly reconciliation of bank accounts.
    - iii) No additional questions.
  - e) Region 5 Trustee
    - i) Reviewed WSBC items.
    - ii) Presented new guidelines for sharing copyrighted OA material during online meetings.
    - iii) No additional questions.
  - f) Region 5 DCC
    - i) Reviewed website updating information.
    - ii) Explained Assembly assignments for rewriting and updating sections and pages for the website.
    - iii) Discussed timing and deadlines. Edits Due by March 31<sup>st</sup>.
    - iv) No additional questions.
- 13) Announcements were made.
- 14) The 2022 Spring Morning Assembly was adjourned at 9:41 AM ET, 8:41 AM CT for Committee Meetings starting at 9:55 AM ET, 8:55 AM CT and then lunch with the Third Step Prayer.

## Saturday, March 12, 2022 – Afternoon Session

- 1) The 2022 Spring Assembly Saturday Afternoon Session was called to order by the Chair – Eileen C. at 1:31 PM ET, 12:31 PM CT. Opened with:
  - a) The OA Responsibility Pledge followed by the Serenity Prayer.
  - b) OA Concepts 1-7 were read by Suzette R.
  - c) OA Concepts 8-12 were read by Christine G.

- 2) Volunteer Service:

- a) Maureen R. was appointed Timer.

- 3) Credentials Report:

- a) The Credential Report Update Roll Call was conducted by Region 5 Vice-Chair – Deanna B.

- b) Counts were:

Voting Reps Present:	25
Voting Officers Present:	4
<b>Eligible Voters Present:</b>	<b>29</b>
Non-voting Alternates, Guests	11
Parliamentarian	1
Region Trustee	1
<b>Total Attendance</b>	<b>42</b>

- c) The full Credentials Report can be found in Packet C: “C03.2022 Spring Assembly Credentials.pdf”.
    - d) There was no objection to the Credentials Report as presented. The Credentials Report was approved.

- 4) Minutes Approval Committee for the 2021 Fall (October).

- a) No corrections were proposed.
  - b) As there were no objections to the 2021 Fall Assembly Minutes as presented, the Minutes were approved by the Assembly.

- 5) Linda P. instructed the Assembly on how to make a 7<sup>th</sup> Tradition donation.

- 6) Parliamentarian Moment was presented by Denise O. about eligible voters and amending Motions.

- 7) Outreach Committee of the Whole, lead by Vice-Chair – Deanna B.

- a) Deanna did an opening introduction.
    - i) Preston F. spoke about the existing Sponsorship Task Force sub-committee.
    - ii) Barb K. spoke about the existing IG<sub>2</sub>IG sub-committee.
    - iii) Linda P. spoke about the existing PIPO sub-committee.
  - b) Deanna explained S.M.A.R.T. Goals.
  - c) Joel spoke to the current sub-committees and about their being able to develop some of the new webpage content that we need for the new website design.
  - d) Brainstorming on ideas for 2022 Goals was conducted.
  - e) Voting for the new Goals and Outreach Committee of the Whole Sub-committees for 2022 was conducted.
  - f) Goals and new Outreach Committee of the Whole Sub-committees were approved.
  - g) Members chose new Outreach Committee of the Whole Sub-committees.

- 8) 15-minute break: starting at 3:10 PM ET till 3:25 PM ET, 2:10 PM CT till 2:25 PM CT.

- 9) Outreach Committee of the Whole Sub-committees met in breakout rooms for 1:15 minutes.
  - a) Sponsorship Sub-committee (name to be determined)
  - b) Intergroup Resource Sub-committee
  - c) PIPO Sub-committee
- 10) Announcements were made.
- 11) The 2022 Spring Saturday Afternoon Assembly was adjourned at 3:54 PM ET, 4:54 PM CT with The OA Promise.

**Sunday, March 13, 2022 – Morning Session**

- 1) The 2022 Spring Assembly Sunday Morning Session was called to order by the Region 5 Chair – Eileen C. at 8:30 AM ET, 8:30 AM Central Time. Opened with:
  - a) The OA Responsibility Pledge and the Serenity Prayer.
  - b) For Today was read by Marilyn D.
  - c) The OA Diversity Statement was read by Phil C.
- 2) Volunteer Service:
  - a) Carol DP was appointed Timer.
- 3) Credentials Report
  - a) The Credentials Report Update Roll Call was conducted by the Region 5 Vice-Chair – Deanna B.
  - b) Counts were:

Voting Reps Present:	25
Voting Officers Present:	4
<b>Eligible Voters Present:</b>	<b>29</b>
Non-voting Alternates, Guests	9
Parliamentarian	1
Region Trustee	1
<b>Total Attendance</b>	<b>40</b>

- c) The full Credentials Report can be found in Packet C: “C03.2022 Spring Assembly Credentials.pdf”.
  - d) There was no objection to the Credentials Report as presented. The Credentials Report is approved.
- 4) Business Committee Reports:
  - a) Bylaws Committee
    - i) Report presented by the Bylaws Committee Chair – Marilyn D.
    - ii) No questions.
  - b) Convention Committee
    - i) Report was presented by the Convention Committee Co-Chair – Kerry M.
    - ii) No questions.
  - c) Finance Committee
    - i) Report presented by the Finance Committee Chair – Linda P.
      - (1) Eileen asked about hiring outside help for reviewing finances and the pricing involved.
    - ii) No additional questions.

- d) Media Committee
  - i) Report presented by the Media Committee Chair – Shirley L.
  - ii) No questions.
- e) Nominating Committee
  - i) Report presented by the Nominating Committee Chair – Judy W.
  - ii) No questions.
- 5) Committee of the Whole Reports:
  - a) Sponsorship Sub-committee (name to be determined)
    - i) Presented by Subcommittee Chair – Pamalar B.
    - ii) Pat K. – We need to disable the Sponsorship request elements from the website.
    - iii) No questions.
  - b) Intergroup Resource Sub-committee
    - i) Presented by Sub-committee Chair – Cecelia S.
      - (1) Christine G. – Can Reps represent both in-person and virtual meetings at Region.
    - ii) No additional questions.
  - c) PIPO Sub-committee
    - i) Presented by by Sub-committee Chair – Phil C.
    - ii) No questions.
- 6) New Business:
  - a) Policy Motion P9.

**MOVE TO :**

Update the current Policies and Procedures to clarify the Purpose of the Finance Committee in establishing the Prudent Reserve:

**SUGGESTED LANGUAGE:**

Finance Committee: Prepares the annual budget for approval at the last assembly of the year.  
 Establishes and manages the investments and use of funds of the prudent reserve.  
 This includes maintenance of bank accounts at a level to avoid transaction fees. The Region 5 treasurer serves as chair of this committee.

- i) The Policy Motion P9 was seconded.
- ii) The Policy Motion P9 was presented by the Bylaws Committee Chair – Marilyn D.

b) Policy Motion to Amend P9A.

**MOVE TO :**

Update the current Policies and Procedures to clarify the Purpose of the Finance Committee in establishing the Prudent Reserve:

**PROPOSED WORDING**

**Page C-8, I.H.3**

Finance Committee: Prepares the annual budget for approval at the last assembly of the year, **as well as establishes** and manages ~~the investment and use of funds of~~ the prudent reserve. This includes maintenance of bank accounts at a level to avoid transaction fees. The Region 5 treasurer serves as chair of this committee.

- i) The Policy Amended Motion P9A was seconded.
- ii) The Policy Amended Motion P9A was proposed by the Bylaws Committee Chair – Marilyn D.
- iii) Proposed to accept as a Friendly (housekeeping change) Amendment from Linda P.
- iv) Accepted as a Friendly Amendment.
- v) The proposed Policy Amended Motion P9A was debated pros and cons.
- vi) The proposed Policy Amended Motion P9A was further discussed for five minutes.
- vii) The proposed Policy Amended Motion P9A was brought to a vote.
- viii) The Policy Amended Motion P9A was adopted.

c) Policy Motion P10.

**MOVE TO:**

Establish an ad-hoc committee to recommend funding guidelines for Outreach projects done by Intergroups and Groups. Policies and Procedures, forms, and criteria shall be developed as needed. The Committee shall present their work to the Summer Conference.

- i) The Policy Motion P10 was seconded.
- ii) The Policy Motion P10 was presented by the Bylaws Committee Chair – Marilyn D.
- iii) The proposed Policy Motion P10 was debated pros and cons.
- iv) The proposed Policy Motion P10 was further discussed for five minutes.
- v) The proposed Policy Motion P10 was brought to a vote.
- vi) The Policy Amended Motion P10 was adopted.

d) Emergency New Business Motion P11.

**MOVE TO:**

Create an ad hoc committee to review and update the Region 5 Convention Guidelines (pages D1 – D8). Present status at the Region 5 Summer 2022 Conference Call.

**INTENT:**

This committee will review the existing Convention Guidelines (November 2016) and recommend updates, additions, best practices. Virtual conventions also need to be addressed in the Guidelines.

**IMPLEMENTATION:**

No changes anticipated to documentation until the 2022 Fall Assembly. There may be motions to consider at that time.



**RATIONALE:**

The current Convention Guidelines are very outdated. There is nothing included about how virtual conventions are held/managed. This whole section of our documentation needs thorough review and updates. Current and previous Convention Chairs (and the R5 Trustee) will have much to offer to bring this material up-to-date.

- i) The Emergency New Business Motion P11 was presented by the Bylaws Committee.
  - ii) The Emergency New Business Motion P11 was debated pros and cons.
  - iii) The Emergency New Business Motion P11 was further discussed for five minutes.
  - iv) The proposed Emergency New Business Motion P11 was brought to a vote.
  - v) The Emergency New Business Motion P11 was adopted.
- 7) Convention Bids:
- a) Barb E will check with her Intergroup to see if Greater Cincinnati Intergroup will host the 2023 Region 5 convention.
  - b) Need bid for 2024 Region 5 Convention.
- 8) Recognized outgoing Representatives:
- a) Amanda M.
  - b) Preston F.
  - c) Cassidy S.
- 9) Announcements were made.
- 10) New Ad Hoc Convention P & P Review Committee Volunteers:
- a) Kerry M.
  - b) Pam P.
  - c) Deanna B.
  - d) Barb K.
- 11) New Representative Graduation Ceremony was conducted.
- 12) The 2022 Spring Sunday Morning Assembly was adjourned at 10:07 AM ET, 9:07 AM with The OA Promise.

## Keri J. Evans

Keri E.

Region 5 Secretary

Minutes Approval Committee: Pam P. representing Cleveland Central Intergroup and Amanda M. representing Greater Dayton Intergroup

Date Minutes were approved: 3/18/2022



## Region 5 2022 Summer Conference

July 16, 2022

Location: Zoom Cloud Meeting

### Session 1

1. Region 5 2022 Summer Conference Session 1 was called to order by the Chair – Eileen C. at 8:00 AM Central Time/9:00 AM Eastern Time. Opened with:
  - a. Serenity Prayer
  - b. Responsibility Pledge
2. A Roll Call (Credentials Report) was conducted by the Vice-Chair – Deanna B.
  - a. Counts were:

<b>Voting Reps Present:</b>	24
<b>Voting Officers Present:</b>	4
<b>Eligible Voters Present:</b>	28
Non-voting Alternates, Guests	14
Parliamentarian	1
Region Trustee Liaison	1
<b>Total Attendance</b>	<b>44</b>

- b. Details for the final Roll Call (Credentials Report) can be found in Packet B document “B03\_R5 Summer Conference Credentials 07\_22.pdf”.
3. Agenda
  - a. The Agenda can be found in Summer Conference Packet A document “A02\_R5 Agenda Summer Conference 07\_22.pdf”.
  - b. There was no objection to the Agenda.
4. Report from the Minutes Approval Committee for the Region 5 Spring 2022 Assembly Minutes
  - a. The Minutes were approved by the Committee can be found in Summer Conference Packet A document “A03\_R5 Spring Assembly Minutes 03\_22.pdf”.
  - b. Final approval for the Spring Assembly Minutes will be at the Region 5 Fall 2022 Assembly.
5. Executive Board Reports/Letter and Q & A
  - a. The Secretary Letter can be found in Summer Conference Packet A document “A01\_R5 Secretary Letter Summer Conference 07\_22.pdf”.
  - b. Additional Reports from the Region 5 Board were included in the Summer Conference Packet A documents “A05 through A08”.
  - c. Chair – Eileen C.
    - i. Chair Report was reviewed.
    - ii. No questions were asked.
  - d. Secretary – Keri E.
    - i. Secretary Letter was reviewed.
    - ii. No questions were asked.

- e. Vice-Chair – Deanna B.
    - i. Vice-Chair Report was reviewed.
    - ii. No questions were asked.
  - f. Treasurer – Linda P.
    - i. Treasurer Report was reviewed.
    - ii. No questions were asked.
  - g. Region Trustee Liaison – Barb K.
    - i. Barb K. shared her screen to review the Trustee Liaison Report to ensure all changes were seen by the Conference attendees.
    - ii. An online survey entailing the new R5 Inventory for all R5 members will be sent out by R5 Secretary – Keri E., immediately following the Summer Conference.
    - iii. No questions were asked.
  - h. Hotel Liaison – Mike B.
    - i. Reviewed the contract, pricing, fees, and additional information for the face-to-face/in-person Fall Assembly in Indiana. The details are available in Summer Conference Packet B document “B04\_R5 Summer Conference Hotel Facts 07\_22.pdf”.
    - ii. Q & A with discussion followed.
    - iii. All Attendees took a poll to gauge interest in attending the face-to-face/in-person only (not hybrid) Fall Assembly.
    - iv. Based on the results, included in Summer Conference Packet B document “B05\_R5 Summer Conference Poll Results 07\_22.pdf”, the Fall Assembly will move forward as a face-to-face/in-person event.
  - i. World Service Business Conference updates from Vice Chair – Deanna B. and Visitor – Chris B.
    - i. World Service Business Conference presentation of each of their experiences.
    - ii. Q & A followed.
    - iii. Additional information available in Summer Conference Packet A documents “A12\_R5 Vice Chair OA WSBC Report 02\_22.pdf” and “A13\_World Service Business Conference Wrap-Up-Report 2022.pdf”.
    - iv. Application to be a R5 WSBC Delegate is available in Packet A document “A19\_R5 Delegate Application For 2023.pdf”.
6. Participants were split into four breakout rooms for Business Committee Meetings (Bylaws, Finance, Convention, and Media).
  7. Region 5 2022 Summer Conference Session 1 was adjourned at 9:30 AM Central Time/10:30 AM Eastern Time for a 10-minute break.

## Session 2

1. Region 5 2022 Summer Conference Session 2 was called to order by the Chair – Eileen C. at 09:40 AM Central Time/10:40 AM Eastern Time.
2. Participants were split into three breakout rooms for Outreach Sub-Committee Meetings (Intergroup Resources, Sponsorship Task Force, and PI/PO).
3. Region 5 2021 Summer Conference Session 2 concluded at 10:25 AM Central Time/11:25 AM Eastern Time.

### Session 3

1. Region 5 2022 Summer Conference Session 3 began immediately after Session 2 at 10:25 AM Central Time 11:25 AM Eastern Time.
2. Business Committee Reports
  - a. Convention
    - i. The Convention Report was presented by the Committee Co-Chair – Kerry M.
    - ii. The Report can be found in Summer Conference Packet B document “B06\_R5 Convention Committee Report Summer Conference 07\_22.pdf”.
    - iii. Q & A with discussion followed.
  - b. Bylaws
    - i. The Bylaws Committee Report was presented by the Committee Chair – Marilyn D.
    - ii. The Report can be found in Summer Conference Packet B document “B07\_R5 Bylaws Committee Report Summer Conference 07\_22.pdf”.
    - iii. Q & A with discussion followed.
    - iv. All Attendees took a poll to gauge interest in changing the timing of R5 Delegate application deadlines, etc. for direction that the Bylaws Committee would follow at the Fall Assembly.
    - v. Based on the results, the timing of R5 Delegate application deadlines, etc. will remain as they are and changes will not be brought to a vote at the Fall Assembly.
  - c. Finance
    - i. The Finance Committee Report was presented by the Committee Chair – Linda P.
    - ii. Linda listed some important reminders and shared her screen to show the location of the files on the R5 website.
    - iii. The Report can be found in Summer Conference Packet B document “B08\_R5 Finance Committee Report Summer Conference 07\_22”.
    - iv. Q & A with discussion followed.
  - d. Media
    - i. The Media Committee Report was presented by Committee Chair – Shirley L.
    - ii. The Report can be found in Summer Conference Packet B document “B09\_R5 Media Committee Report Summer Conference 07\_22.pdf”.
    - iii. Q & A with discussion followed.
3. Committee of the Whole Reports
  - a. Sponsorship Sub-Committee
    - i. The Sponsorship Sub-Committee Report was presented by the Sub-Committee Chair – Pamalar B.
    - ii. The Report can be found in Summer Conference Packet B document “B10\_R5 Sponsorship Sub-Committee Report Summer Conference 07\_22.pdf”.
    - iii. No questions were asked.

- b. Intergroup Resources Sub-Committee
    - i. The Intergroup Resources Sub-Committee Report was presented by Sub-Committee Chair – Cecelia S.
    - ii. The Report can be found in Summer Conference Packet B document “B11\_R5 Intergroup Resources Sub-Committee Report Summer Conference 07\_22.pdf”.
    - iii. No questions were asked.
  - c. PI/PO Sub-Committee
    - i. The PI/PO Sub-Committee Report was presented by Acting Chair – Martha D. (Melissa B. is Co-Chair and Phil C. resigned as Co-Chair).
    - ii. The Report can be found in Summer Conference Packet B document “B12\_R5 PIPO Sub-Committee Report Summer Conference 07\_22.pdf”.
    - iii. No questions were asked.
4. Nominating Committee Report
- a. No Report because the Committee did not meet. Chair (temp.) – Judy W.
  - b. Need volunteers to participate on this Committee. Melissa B. (OH), Cecelia S. (MI), Suzette R. (IN), Judy W. (WI), and Kathy C. (KY) volunteered at the Spring Assembly. Keri E. will email the group as a reminder after the Conference.
  - c. Election for R5 Chair and R5 Treasurer will be held at the Fall Assembly.
  - d. People should read the “Day in the Life” documents in Summer Conference Packet A for the open positions, here: “A16\_A Day In The Life Of The R5 Chair.pdf” and “A17\_A Day In The Life Of The R5 Treasurer.pdf”.
  - e. Application to be a R5 Officer is available in Packet A documents “A18\_Application for Region 5 Officer.docx”.
  - f. Q & A with discussion followed.
5. Intergroup Sharing
- a. Intergroups Representatives were asked to share for up to 10 minutes.
6. Announcements
7. Region 5 2021 Summer Conference was adjourned at 11:18 PM Central Time/12:18 PM Eastern Time.

Keri E.  
Region 5  
Secretary

Minutes Approval Committee: R5 Secretary – Keri E. and R5 Vice-Chair – Deanna B.

Date Minutes were approved: 7/31/22



**REGION 5 2022 FALL ASSEMBLY  
October 28th, 29th, and 30st, 2022**

**Motions**

**Contents**

**Region 5 Bylaws Amendment B1 .....2**



## Region 5 Bylaws Amendment Form – B1

Date: 08/06/2022

### MOVE TO AMEND:

Amend Bylaws page B-8 Article XV - Parliamentary Authority as follows:

### CURRENT WORDING:

All Region 5 Assembly meetings shall be conducted in accordance with the current edition of Roberts Rules of Order Newly Revised where not in conflict with the special Bylaws or special rules that representatives may adopt. A parliamentarian may be requested at the discretion of the chair.

### PROPOSED WORDING:

All Region 5 Assembly meetings shall be conducted in accordance with the current edition of Roberts Rules of Order Newly Revised where not in conflict with the Overeaters Anonymous Twelve Traditions and Twelve Concepts, Region 5 Bylaws, Policies & Procedures or Standing Rules ~~special Bylaws or special rules~~ that representatives may adopt. A parliamentarian may be requested at the discretion of the chair.

### SUBMITTED BY:

Marilyn D, Chair of Bylaws Committee

[Marde0216@aol.com](mailto:Marde0216@aol.com)

330-606-1426

### INTENT:

To bring our Bylaws into conformity with OA, Inc. The OA Twelve Traditions and Twelve Concepts describe how we conduct the business of Region 5 in serving the fellowship; both take precedence over Roberts Rules of Order. The same is true for our Region Bylaws, Policies and Procedures as well as our Standing Rules.

### IMPLEMENTATION:

Update the Region 5 Bylaws and publish electronically to the Region fellowship.

### COST:

Time involved by the Secretary to update the Bylaws and publish

### RATIONALE:

To bring our Bylaws into conformity with OA, Inc.

## Application for Region 5 Officer

- Print this page, and then answer the questions, using separate sheet(s) for items #1-4...  
OR...

Complete all questions in Microsoft Word, and then print the completed application.

Mail your completed and signed application to: **Region 5 Secretary**  
**308 N Carson Ave**  
**Champaign, IL 61821**

- Also Email a copy of this application to: [R5Secretary@Outlook.com](mailto:R5Secretary@Outlook.com)
  - (Questions about this? Contact the Region 5 Secretary)
  - Applications must be received by the Region 5 Secretary by August 29,2022.
- 

Full Name: Eileen Carroll

Address: ██████████ Number of Years in OA: 38

City: ██████████ Name of Home IG: Sunday AM

State / Province: ███ Currently a Region 5 Rep? No

Zip: ██████ Previously a Region 5 Rep? Yes For which office are you applying?

Chair X Vice Chair      Treasurer      Secretary     

1) Give a brief account of your O. A. story: I came into OA because my partner at the time was over 300lbs but the fact that I was around 265lbs I didn't think I had an issue, I just carried it well. (LOL). If you ever think that the articles in the paper, inviting people you meeting don't work, I'm here to tell you they do. I went to my first OA meeting in Daytona Beach Fl. Those people showed me that life could be different with their laughter, hugs, love and showing me that a normal body size was possible for someone like me. They told me to keep coming back and here I am, I've never stopped coming no matter where I'm at in my program.

2) Give a summary of your O.A. service: Intergroup rep for multiple regions (3,5,8), IG chair, pretty much everything at group level (except Treasurer), HIPM committee chair at region (Hospitals, Institutions, Professionals and Military). WSBC delegate, Region 5 Vice-Chair and Region 5 Chair (1 term).

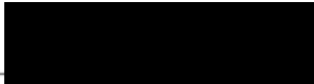
3) Explain why you would like to be a Region 5 officer: I have been the region chair now for 2 years and I have learned more about myself than I have learned in a while. I now know why



when reps come back from IG's, regions and world service they are so excited about what they learned and want us to get excited about also. I never understood the excitement about WSBC until I went to the WSBC representing my intergroup. I actually got to vote on the 2<sup>nd</sup> edition of the 12 & 12 and this year, the Voices of Recovery 2<sup>nd</sup> Edition. I am just understanding what I am supposed to do and with my health issues getting better, I'm hoping to do better than this year. I'm not perfect, not really trying to but I keep going forward. I am a goofball; I can't help it. I didn't get abstinent to be miserable. Life is fun now. I want to get people excited about coming to Region assembly, like me. My life has changed for the better by being the region chair. With the region chairs, I am helping work on the forum for the WSBC for next year. We all have a part to keep OA alive and I want to do what I can to keep it alive. Thank you all for believing in me and my program to keep us going. If I'm meant to be your chair, I will do my best and am grateful for our board members because they help so much.

4) Explain any skills or experience you would bring to the Region 5 board: On my last application I put that I have a sense of humor, so I can't use that this time, so I have a great smile and I look great in a suit! I am a woman of many talents and hope that I can add more to our region in the upcoming 2 years. Responsibilities and Duties of Region 5 Officers are listed in the Policies and Procedures in Article II. By signing this application, you certify that you meet the qualifications for Region 5 Officers can found in the Region 5 Bylaws, Article VI, Section A.

Signature: \_\_\_\_\_



Date: 8/16/2022



**Give a brief account of your OA story**

I came into the rooms in April of 1990 and have been abstinent and trudging the road for 32 years. My earliest memories and photographs show that I had been overweight since the age of 2 and I always felt like I was on the outside looking in. I was raised on the images of Marilyn Monroe, Playboy models and Barbie dolls. As a fat child, teenager and young adult, I tried so hard to conform but because I was powerless over food, could not stop eating, and no one understood the disease concept, I was never able to diet long enough or maintain any weight loss to become what I so desperately wanted to be. I did not match those images and repeated the same old tired solutions until I was 30 years old. Wrapped in a cocoon of disease, I ate. To make matters worse, I am an actor/singer/playwright by trade and image ruled my thoughts. In 1988, I found myself in Alcoholics Anonymous, got two years of sobriety and awakened to what I had been hiding from myself. I began to face what I was and am and entered the rooms of OA. I have released 90 pounds and have kept it off. I am of a normal body weight today. In addition to the weight, and as a result of working the 12 Steps, I have had a spiritual awakening and the problem has been removed (contingent on the maintenance of my spiritual condition). I go to meetings, I sponsor and am sponsored, I am living in 10, 11 & 12 now and I am of service.

**Give a summary of your OA Service**

In 2011, I knew it was my turn. I performed service above the group level for the next 7 years. I became a group rep for my home group and attended my local IG meetings. I love the challenge of Bylaws and became my local intergroup Bylaws Chair. Two years later I was elected Chair of the intergroup and served 4 years in that role until rotating out. I attended multiple (9?) Region 5 assemblies and served on the Twelfth Step Within and Bylaws committees. I attended the WSBC four times, and served for four years on the WSBC literature committee. I am proudly one of a committee of 5 who worked tirelessly and brought forth the Body Image, Sexuality and Relationships book plus the revision of several pamphlets. A motion I spoke to from the conference floor that passed was the introduction of alternating our Unity Day to be inclusive to those who cannot attend events on Saturdays. It was a moment where I experienced how beautifully a Higher Power works with and through all of us. Service above the group level is an entire other matter emotionally. I had a trustee service sponsor to help guide me with the wounds that opened while I was trying to serve Overeaters Anonymous. I don't think I could have been as clear and clean of my own hidden motives, or learned so much about the processes without a service sponsor and her guidance. And HP.

**Explain why you would like to be a Region 5 Officer**

Back to this idea of it being my turn. I have rotated out of service for four years and it was a much needed break. But now, I sense that it is time again. I qualify for service above the intergroup level so in answer to my “what service would You have me do, HP?”, it seems to me given that I do qualify and the truth is not many people do, the Chair of Region 5 seems to be where I fit. HP’s will, of course. I have gotten outside confirmation of this direction. An overwhelming feeling of fellowship (my peeps!) at the Region level, powerful meditation moment, and as I complete this application an increased desire to run. All that said, and this is most important...the real recovery from this disease happens on the ground at meetings between one compulsive overeater and another. I want to serve that. I want to be a part of how this upside down pyramid structure can and does support and serve those crucial on the ground real connections where people are set free.

**Explain any skills or experience you would bring to the Region 5 Board**

Four years of chairing my intergroup and facilitating those meetings taught me or showed me the following:

I rely on and fully trust the group conscience to inform and guide.

I ask for help.

I am one of many and cannot do it all.

I have a practical and working knowledge of the 12 Traditions. I enjoy tackling Bylaws, Policies and Procedures. And I am intrigued by the 12 Concepts.

I am a good listener and I listen to everyone.

I can usually see a bigger picture and can take a long view.

I can apply our principles to current Issues or problems.

I am well organized and thorough.



- c I record what I eat, I weigh and measure, and I have a daily activity plan that includes time for meditation and time for exercise. I am basically a volume eater, but there are certain things I limit because they cause cravings, including sweet foods and flour. I also weigh or measure foods that I know are easy to overeat – like chips, nuts, and crackers. They may not be wheat flour but if they are crunchy, salty, or greasy I know I can overeat them!
- d I try to attend at least 3 meetings a week and call or text someone daily. I have a sponsor and a sponsee. I enjoy giving service and feel that it is part of what keeps me coming back day by day!

2) Give a summary of your O. A. service: I have done service in multiple capacities over time, including treasurer at the group and Intergroup level as well as currently the Region. I chair meetings, act as a Zoom host for meetings, and have previously been a meeting secretary. Before becoming Region Treasurer I served as the Treasurer for the Central Ohio Service Intergroup. I recently retired and moved to Cleveland after 11 years in Columbus but due to the pandemic I had to figure out new ways to get to meetings. I now have 2 Cleveland and 1 Columbus meeting that I call “home”.

3) Explain why you would like to be a Region 5 officer: I have been treasurer for the last 2 years and have found it an interesting challenge. There are two parts to the challenge – learning the role of treasurer including working in Quickbooks and online with our bank and registration systems is one part. This has been interesting and gratifying because it allowed me to gain new computer skills and develop new approaches that streamline the things the treasurer needs to do. The second challenge is learning to work with a group of individuals that come from all over the Region. Originally three Board members were from Columbus and knew one another. Now we live in different cities and meet monthly over Zoom. This means adjusting to other people’s personalities and needs – the old Change me, Bless them education.

4) Explain any skills or experience you would bring to the Region 5 board: The biggest skill I bring to the board is my comfort with computers and computer programs. I like learning new computer skills and mastering them. However, I also bring things like a willingness to change, a desire to be of service to our members, and a perseverance against difficulties. I like to ask questions which can be a great thing or crazy making. But often it can help identify issues that haven’t been discussed or clarified. I hate change – but I am also willing to make it!

Responsibilities and Duties of Region 5 Officers are listed in the Policies and Procedures in Article II. By signing this applications, you certify that you meet the qualifications for Region 5 Officers can found in the Region 5 Bylaws, Article VI, Section A.

Signature: \_\_\_\_\_

Date: \_\_8-10-2022\_\_

# BYLAWS OF REGION 5 of OVEREATERS ANONYMOUS, INC.

## ARTICLE I - NAME

The name of the organization is Region 5 of Overeaters Anonymous, Inc.

## ARTICLE II - PURPOSE

The primary purpose of the organization is to aid those with the problems of compulsive eating through the Twelve Steps and Twelve Traditions of Overeaters Anonymous, guided by the Twelve Concepts of OA Service, and to serve and represent the OA intergroups and groups from which it is formed. This association is organized exclusively for the educational purpose within the meaning of Section 501(c)(3) of the Internal Revenue Service Code of 1954; contributions which are deductible under Section 170(c) of the Internal Revenue Service Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).

### Section 1 - The Twelve Steps

1. We admitted we were powerless over food - that our lives had become unmanageable.
2. Came to believe that a Power greater than ourselves could restore us to sanity.
3. Made a decision to turn our will and our lives over to the care of God *as we understood Him*.
4. Made a searching and fearless moral inventory of ourselves.
5. Admitted to God, to ourselves, and to another human being the exact nature of our wrongs.
6. Were entirely ready to have God remove all these defects of character.
7. Humbly asked Him to remove our shortcomings.
8. Made a list of all persons we had harmed and became willing to make amends to them all.
9. Made direct amends to such people wherever possible, except when to do so would injure them or others.
10. Continued to take personal inventory and when we were wrong, promptly admitted it.
11. Sought through prayer and meditation to improve our conscious contact with God *as we understood Him*, praying only for knowledge of His will for us and the power to carry that out.
12. Having had a spiritual awakening as the result of these steps, we tried to carry this message to compulsive overeaters and to practice these principles in all our affairs.

## Section 2 - The Twelve Traditions

1. Our common welfare should come first; personal recovery depends upon OA unity.
2. For our group purpose there is but one ultimate authority - a loving God as He may express Himself in our group conscience. Our leaders are but trusted servants; they do not govern.
3. The only requirement for OA membership is a desire to stop eating compulsively.
4. Each group should be autonomous except in matters affecting other groups or OA as a whole.
5. Each group has but one primary purpose - to carry its message to the compulsive overeater who still suffers.
6. An OA group ought never endorse, finance, or lend the OA name to any related facility or outside enterprise, lest problems of money, property, and prestige divert us from our primary purpose.
7. Every OA group ought to be fully self-supporting, declining outside contributions.
8. Overeaters Anonymous should remain forever nonprofessional, but our service centers may employ special workers.
9. OA, as such, ought never be organized; but we may create service boards or committees directly responsible to those they serve.
10. Overeaters Anonymous has no opinion on outside issues; hence the OA name ought never be drawn into public controversy.
11. Our public relations policy is based on attraction rather than promotion; we need always maintain personal anonymity at the level of press, radio, films, television, and other public media of communication.
12. Anonymity is the spiritual foundation of all these Traditions, ever reminding us to place principles before personalities.

## Section 3 - Twelve Concepts:

1. The ultimate responsibility and authority for OA world services reside in the collective conscience of our whole Fellowship.
2. The OA groups have delegated to the World Service Business Conference the active maintenance of our world services; thus, the World Service Business Conference is the voice, authority and effective conscience of OA as a whole.
3. The right of decision, based on trust, makes effective leadership possible.
4. The right of participation ensures equality of opportunity for all in the decision-making process.
5. Individuals have the right of appeal and petition in order to ensure that their opinions and personal grievances will be carefully considered.
6. The World Service Business Conference has entrusted the Board of Trustees with the primary responsibility for the administration of Overeaters Anonymous.
7. The Board of Trustees has legal rights and responsibilities accorded to them by OA Bylaws, Subpart A; the rights and responsibilities of the World Service Business Conference are accorded to it by Tradition and by OA Bylaws Subpart B
8. The Board of Trustees has delegated to its Executive Committee the responsibility to administer the OA World Service Office.
9. Able, trusted servants, together with sound and appropriate methods of choosing them, are indispensable for effective functioning at all service levels.
10. Service responsibility is balanced by carefully defined service authority; therefore, duplication of efforts is avoided.



11. Trustee administration of the World Service Office should always be assisted by the best standing committees, executives, staffs and consultants.
12. The spiritual foundation for OA service ensures that:
  - a. no OA committee or service body shall ever become the seat of perilous wealth or power;
  - b. sufficient operating funds, plus an ample reserve, shall be OA's prudent financial principle;
  - c. no OA member shall ever be placed in a position of unqualified authority;
  - d. all important decisions shall be reached by discussion, vote and, whenever possible, by substantial unanimity;
  - e. no service action shall ever be personally punitive or an incitement to public controversy; and
  - f. no OA service committee or service board shall ever perform acts of government, each shall always remain democratic in thought and action.

### **ARTICLE III - MEMBERSHIP AND VOTING**

- A. Geographical definition: Those areas as designated by the World Service Office (WSO).
- B. Any group as defined by OA, Inc. Bylaws, Subpart B, Article V, Section 1a and Section 2, may be a member group in the organization.
- C. The voting membership of Region 5 representing the entire membership of OA in the region shall be called the Region 5 Assembly and shall be comprised of:
  1. Duly elected Region 5 representatives or their alternates.
  2. All Region 5 officers, excluding the chair. The chair shall have the ability to vote only when an anonymous method is used.
- D. The region trustee shall attend each Region 5 Assembly as liaison to and from the World Service Office. The trustee shall serve with no vote, but shall have a voice at the Region 5 Assembly.
- E. Each intergroup shall be entitled to send Region 5 representatives according to the following formula: one Region 5 representative for every ten (10) groups or portion thereof currently registered with WSO. Groups contesting the World Service count may have additional Region 5 representatives seated with the permission of the Assembly.

### **ARTICLE IV - INTERGROUPS**

- A. Composition
  1. Each state/province may have at least one intergroup.
  2. Each intergroup shall be composed of groups within its state/province when feasible.
  3. Two or more groups may form an intergroup.
  4. In a state/province having only one group, that group may function as an intergroup.
  5. At a meeting of which members have been given notice, each group shall elect its representative to the intergroup to be called "intergroup representatives."
- B. It shall be the purpose of each intergroup to service and represent its member groups in accordance with the Twelve Steps, Twelve Traditions and Twelve Concepts of OA Service.
- C. Functioning
  1. Intergroups may conduct the business of their groups by any method they choose.

2. With prior notice to all member groups, intergroups shall convene at least once a year for election of officers and selection, when necessary, of delegates to the World Service Business Conference (WSBC) of Overeaters Anonymous.
3. Intergroups may meet more often if necessary for the purpose of conducting further business.

#### **ARTICLE V - ELECTION AND ELIGIBILITY OF REGION 5 REPRESENTATIVES**

- A. Each Region 5 representative and alternate shall be elected by the intergroup they represent to serve for a two-year term. Elections shall be held at an intergroup meeting for which all member groups have been given prior notice.
- B. Region 5 representatives and alternates shall be selected for judgment, experience, stability, willingness, and for faithful adherence to the Twelve Steps, Twelve Traditions, and Twelve Concepts of Overeaters Anonymous.
- C. Region 5 representatives and/or voting alternates shall have at least one (1) year of current abstinence upon submitting their qualifications. Permission for any exception may be requested by an intergroup from the Region 5 executive board at least fifteen (15) days prior to the Region 5 Assembly.
- D. Each Region 5 representative/alternate shall be the sole judge of his/her abstinence and maintenance.

#### **ARTICLE VI - OFFICERS**

- A. Election of Officers
  1. The officers shall be chair, vice chair, secretary and treasurer.
  2. Officers shall be elected at the last Region 5 Assembly of each year.
  3. No Region 5 representative or former Region 5 representative shall be considered for an office until he/she has
    - a. Served actively for one year at Region 5 as a Region 5 representative.
    - b. Attended at least three (3) Region 5 assemblies, not necessarily consecutively, prior to submitting an application.
    - c. Declared themselves as practicing all Twelve Steps to the best of their ability and be committed to the Twelve Traditions of OA and Twelve Concepts of OA Service.
    - d. Officers shall have at least two years of current continuous abstinence, one year of which shall be of maintenance of a healthy body weight. Each person shall be the judge of his or her own recovery including abstinence and maintenance of a healthy body weight.
  4. All elected officers shall live within the boundaries of Region 5.
  5. The applicant(s) for the office of Region 5 chair must have attended at least one (1) World Service Business Conference as a delegate and have at least two (2) years of service beyond the group level prior to submitting an application.
  6. Officers shall be elected by the Region 5 representatives and shall serve two-year terms. Terms shall commence at the adjournment of the assembly during which they are elected.
  7. Chair and treasurer shall be elected in even numbered years; vice chair and secretary in odd numbered years.

8. a. The election shall be by written or electronic ballot. To be elected, a nominee must receive a majority of the votes cast. If more than one written or electronic ballot is necessary for any position, on subsequent written or electronic ballots, the name of the candidate with the lowest number of votes shall be dropped from the written or electronic ballot, except that the top 2 candidates must remain.
- b. In the event that no candidate is elected a vacancy is declared. The Executive Board shall fill this vacancy at the next or a special meeting of the Executive Board by appointing a qualified member to the position to serve until the next assembly where an election would then take place.
9. No person shall serve more than five (5) consecutive years in any one office.
10. No person shall serve more than eight (8) consecutive years as a Region 5 officer.

**B. Vacancies**

1. If an officer fails to attend two consecutive Region 5 assemblies without prior notification to the chair, the office may be declared vacant by a majority vote of the assembly representatives present at the second meeting missed by the officer.
2. If an officer resigns before the mailing of the agendas, notice of the vacancy and resume forms will be sent out with the agendas. Resumes may be returned up until the time of the assembly at which the election will take place. If an officer resigns after the agenda mailing, Region 5 representatives will be notified at the assembly, resumes will be turned in by 5:00 p.m. on Saturday, and elections will take place as the first order of business on Sunday morning.
3. The member shall take office immediately after the election.

**C. Any officer may be removed for cause by a majority of the assembly.**

**D. Resignation**

1. Any officer who advises another officer of Region 5 that he/she has returned to compulsive overeating will be considered as having resigned as of the moment of receipt of such notice.
2. Any officer may resign at any time for any reason by giving the chair of Region 5 written notice of the resignation.

## **ARTICLE VII - REGION 5 TRUSTEE**

**A. Nominations of the Region 5 Trustee**

1. At least one hundred fifty (150) days prior to the scheduled opening of the annual WSBC, all intergroups within Region 5 shall be notified by the Region 5 officers of the forthcoming WSBC, with a request to all qualified members from Region 5 to submit nominations to Region 5.
2. At least ninety (90) days prior to the annual conference of OA, each region shall choose up to three proposed and qualified nominees from that region. Resumes of these nominees must be sent to the Board of Trustees within one week of their selection. Copies of these resumes will be sent to all members of the conference at least forty-five (45) days prior to the WSBC.
3. Qualifications for Region 5 trustee set by World Service require that in no case shall the nominee have less than seven (7) years in the Fellowship; five (5) years of service beyond the group level; attendance as a delegate to at least two (2) World Service Business Conferences; five (5) years of continuous recovery in Overeaters Anonymous as

- evidenced by 1) five (5) years of current continuous abstinence, maintenance of a healthy body weight for at least two years and 2) emotional and spiritual growth as a result of incorporating into their lives the Twelve Steps and Twelve Traditions as a new way of living. These qualifications must be met at the time application for trustee is submitted to the WSO. Specifically, such trustee nominees must also have given away a Fourth-Step inventory, declared themselves as practicing the Twelve Steps to the best of their ability, and as committed to the Twelve Traditions of Overeaters Anonymous to be affirmed on their trustee application forms. Upon election, the Region 5 trustee shall make a commitment of adherence to the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service and continual recovery including abstinence and maintenance of a healthy body weight throughout the entire term(s) of office. Each person shall be the judge of his or her own recovery including abstinence and maintenance of a healthy body weight, and that he or she agrees to comply with and be bound by all the terms and provisions of the prevailing Overeaters Anonymous, Inc. Bylaws.
4. The nominee(s) chosen at the Region 5 Assembly shall be submitted to the WSBC for election.
  5. All Region 5 trustee nominees shall live within the boundaries of Region 5.

#### **ARTICLE VIII - EXECUTIVE BOARD**

- A. The Region 5 officers shall serve as the Executive Board of Region 5. All officers have a vote. Two (2) members constitute a quorum.
- B. The Executive Board shall:
  1. Have general supervision of the affairs of Region 5 between Region 5 assemblies.
  2. Make recommendations to the Region 5 Assembly.
  3. Perform such duties as are specified in these Bylaws.
  4. Be subject to the orders of the Region 5 Assembly and none of its acts shall conflict with the action taken by the Region 5 Assembly.
  5. Appoint an officer to act as a board liaison to any standing or special committee as needed.
- C. The Executive Board shall meet at the call of the chair or a majority of its members.
- D. Officers may participate in and act at any meeting of the Executive Board through the use of a conference telephone or other equipment by means of which all participating in the meeting can communicate with each other at the same time. Participation in such meeting shall constitute attendance and presence in person at the meeting.

#### **ARTICLE IX -STANDING COMMITTEES**

- A. The Region 5 Assembly shall appoint such committees as are deemed necessary for the welfare and operations of the groups and intergroups within Region 5.
- B. The chair may delegate to any such committees any of the powers of the Region.
- C. Members of any such committees shall be current Region 5 representatives.
- D. Each committee may prescribe its own rules for calling and holding meetings and its methods of procedures, subject, however, to the rules prescribed by the Region.
- E. Any committee shall act only in the interval between Region 5 assemblies and shall be subject at all times to the direction of the Region.
- F. Vacancies shall be filled by the committee chair.

- G. All standing committees are bound by the Twelve Traditions.

## **ARTICLE X - MEETINGS**

- A. The Region 5 Assembly shall meet two (2) times a year.
- B. Any Region 5 officer(s) or trustee may call special meetings as necessary.
- C. Proper notification shall consist of written notices emailed to voting members at least thirty (30) days prior to the date of the Region 5 Assembly.
- D. At a Region 5 Assembly held upon proper notification, two Region 5 officers and any Region 5 representatives present shall constitute a quorum for the transaction of any Region 5 business.
- E. The Region 5 Board may determine that an assembly cannot meet in a single, physical location. In that case, the Region Board shall arrange to hold an assembly using electronic methods. This action may be taken up to one week prior to the start of an assembly. Notification of this action shall be posted on the Region 5 website and shall be emailed to all Region 5 Intergroups and registered representatives within 24 hours.

## **ARTICLE XI - FINANCIAL STRUCTURE**

- A. The activities of the Region shall be financed primarily by the contributions of its member groups and the Region 5 Convention.
- B. Secondary source of financial income to the Region may be from such occasional projects as authorized by the Region.
- C. The Region may accept donations from OA members, groups or intergroups conforming with the general practice of OA.
- D. Notification of bequests must be received within one (1) year of a member's death and must also conform to the general practice of OA.
- E. The Region shall not accept the responsibility, trusteeship or enter into the distribution or allocation of funds set up outside of the Region.

## **ARTICLE XII - REGION 5 RECORDS**

- A. The Region 5 financial records shall be open to all members of OA by written request and upon presentation of the request to an officer or Region 5 representative, a month before the requested examination.
- B. The minutes may be examined upon request at any meeting

## **ARTICLE XIII - REGION 5 DELEGATES TO W.S.B.C.**

If Region 5 was represented at the previous WSBC by fewer than forty percent (40%) of its intergroups and other eligible service bodies it may send up to five (5) additional delegates to WSBC. Preference shall be given to delegates selected from intergroups and service bodies, which would not otherwise be represented by delegates. WSBC delegates/alternates selected under this article shall have at least 1 year current abstinence and at least 2 years of service beyond the group level.

## **ARTICLE XIV- AMENDMENTS TO THE BYLAWS**

- A. These Bylaws representing our Table of Organization may be amended at any time by two-thirds

(2/3) of the voting members present at any regular or special meeting of the Region except Article II Section 1, Section 2 and Section 3. The Twelve Steps, Twelve Traditions and Twelve Concepts **cannot** be amended at the region level. All proposed amendments to the Bylaws shall be submitted to the secretary, at any time, by voting representatives, committees, intergroups or groups. The secretary shall submit the proposed amendment to the Bylaws Committee to review at the next committee meeting. The Bylaws Committee chair shall then provide notice of the proposed amendment to the secretary for transmittal to the voting members at least thirty (30) days prior to the date of the Region 5 Assembly.

- B. Amendment without previous notice may be approved by a nine-tenths vote if notice of the amendment is given at an earlier meeting of the Assembly.
- C. Editorial changes may be made by the Region 5 Board when correcting an oversight or typographical error in these bylaws. Such changes cannot alter the intent or effect of the bylaw. Changes will be reported by the next assembly/conference call by the Region 5 Chair.

## **ARTICLE XV- PARLIAMENTARY AUTHORITY**

All Region 5 Assembly meetings shall be conducted in accordance with the current edition of *Robert's Rules of Order Newly Revised* where not in conflict with the special Bylaws or special rules that representatives may adopt. A parliamentarian may be requested at the discretion of the chair.

## **ARTICLE XVI - LEGAL DISCLAIMER**

No member of the Assembly or member of any intergroup which is a member of the Region, and no trustee, officers or employee or member of a committee or person connected with the Region or any other private individual shall receive at any time any earnings or pecuniary profit from the operation of the Region; provided that this shall not prevent the payment to such person reasonable compensation for services rendered to or for the Region in effecting any of its purposes as shall be entitled to share in the distribution of any of the assets upon the dissolution of the Region. All members of the Region and all members of local groups which are members of the Region shall be deemed to have expressly consented and agree that upon dissolution or winding up of the affairs of the Region whether voluntary or involuntary, the assets of the Region, then remaining in the hands of the Region 5 officers, after all debts have been paid shall be delivered and paid over, in such amount as the Region 5 officers may determine or as may be determined by a court of competent jurisdiction upon application of the Region 5 officers, exclusively to charitable, religious, scientific, literary or educational organizations which would then qualify under the provisions of Section 501 (c) (3); of the Internal Revenue Code of 1954. Notwithstanding any other provision of these articles, the Region shall carry only those activities permitted to be carried on by (1) an organization exempt from Federal Income Tax under Section (c) (3) of the Internal Revenue Law, or (2) an organization contribution to which are deductible under Section 170 (c) of the Internal Revenue Code of 1954 (or the corresponding provision of any future United States Internal Revenue Law).



## **REGION 5**

# **POLICIES & PROCEDURES**

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**Reminder:** Any reference to ‘in-person’ or ‘hotel’ or ‘ballot’ is not applicable to a virtual/online event (Assembly, Convention, etc.).

## **I. REGION 5 GENERAL POLICIES**

### **A. Date and Location of Assemblies**

1. The Region 5 assembly will be held in the months of March or April and October or November where it does not conflict with a major US or Canadian holiday or scheduled Board of Trustees meeting or World Service Convention.
2. Assemblies will be held in a central location as determined by the Region 5 board. Assembly locations may rotate at the discretion of the Region 5 board.
3. When the Assembly is held in a central location the hosting intergroup will be solicited by the vice chair from all intergroups within the following areas for each assembly:
  - a. During even numbered years: Michigan, Ohio and Southwestern Ontario/Kentucky
  - b. During odd numbered years: Wisconsin, Indiana and Region 5 intergroups within Illinois.
4. When the Assembly is not held in a central location the local intergroup will be the hosting intergroup.
5. The hosting intergroup will
  - a. Provide volunteers to serve at the registration table on Friday evening and Saturday morning.
  - b. Coordinate the Friday afternoon and Saturday night OA meetings.
  - c. Assist the Region 5 vice chair and/or Region 5 secretary with any other needs of the assembly.

### **B. Events at the Assembly**

1. The Intergroup Sharing Meeting will be held on Friday evening of the assembly weekend. The Region 5 Chair shall solicit volunteers and assign a leader for this meeting. (See suggested format in Article III.)
2. A presentation/discussion may be given at the assembly when time allows. The format will be the same as at WSBC if a presentation is planned. The Region 5 chair may appoint a committee to present the topic for discussion.
3. Saturday lunch at the assembly will be paid for by Region 5 for all Region representatives and alternates provided that registration fees are received by the deadline.
4. Region 5 will pay for the Region 5 trustee's lunch at the assemblies.
5. An orientation meeting will be scheduled for all new representatives and alternates prior to the start of the assembly business meeting. The Region trustee or other Region officer as determined by the Region chair will facilitate at the meeting. Parliamentary procedure pamphlets may be distributed to each new representative and alternate. The Region vice chair will be responsible for maintaining an inventory of *The Twelve Concepts of OA Service* (pamphlet). (See Instructions for Leaders of Orientation Meeting for First Time Region Representatives, Article V.)

6. The Saturday night open OA meeting will be facilitated by the hosting intergroup. (See suggested format in Article IV.)
7. Each officer is responsible to register for each Region 5 assembly but hotel reservations for officers are made by the hotel liaison.

**C. Elections**

1. Application Procedure for Region 5 Officer:
  - a. Application forms shall be posted with each scheduled assembly agenda.
  - b. Completed application forms must be received by the Region 5 Secretary at least sixty days prior to the election assembly. Applicants are required to attend the election assembly.
  - c. In the event that no applications are received for a position, nominations from the floor will only be accepted in the morning meeting of the election assembly.
  - d. It is required that applicants have regular access to email and virtual communication tools.
2. Elections shall be held during the Sunday morning session of the last region assembly of each year.
3. At the close of the election assembly, the outgoing officers' duties transfer to the newly elected officers. However,
  - a. The outgoing Secretary completes the minutes of that assembly and coordinates with the new secretary to post Packet C before the duties of that office cease.
  - b. The outgoing Treasurer shall satisfy the requirements set in the Region 5 Policies and Procedures Article II, Section E, Paragraph 6, subparagraph f no later than December 31 of the current year.
4. Rules for Questions/Presentation of Nominees
  - a. A Region 5 representative/alternate shall ask only one question of a nominee, unless there are no other questions and time allows.
  - b. Total time for a nominee's question and answer period is five (5) minutes, in addition to a three (3) minute presentation by the nominee.
5. Voting for all officers (and Region Trustee nominees when appropriate) shall take place simultaneously on one printed ballot listing all nominees (with spaces for write-ins when nominations from the floor are necessary).
  - a. Each ballot counts as a single ballot.
  - b. Mark ballot only when instructed by the chair to do so.
  - c. If voting for a candidate, mark the ballot with an "X" next to the candidate's name.
  - d. Do not vote for more candidates than instructed.
  - e. Fold ballot once when finished voting. Give ballot to teller when instructed to do so.
  - f. All ballots collected by the tellers will be counted as votes cast.
6. If a vacancy is declared due to a lack of affirmative votes for any candidate, the executive board shall, at its next meeting or at a special meeting, appoint a member to the position. The executive board may ask each qualified member to submit an application for consideration. The member appointed will serve until the next assembly.

7. In the event that there are no applicants for Region trustee at a fall assembly where applications are needed, or if a vacancy occurs where there is no Region assembly prior to the date required for submission of applications, the following options may be taken:
  - a. The Region board will solicit applications from Region 5 intergroups and representatives.
  - b. All requirements set by the World Service Office must be met prior to the Region 5 board considering completed application(s).
  - c. A majority vote of the Region 5 board will constitute affirmation of the applicants.
  - d. Notification of affirmation process results shall be sent to Region 5 intergroups.

**D. Amendments to Standing Rules and Policies**

1. Standing Rules and General Policies may be amended with a majority vote with prior notice or by a two-thirds vote without prior notice.
2. Standing Rules and General Policies may be temporarily suspended by a two-thirds vote.
3. Editorial changes may be made by the Region 5 Board when correcting an oversight or typographical error in these policies. Changes cannot alter the intent or effect of the policy. Changes will be reported by the following assembly/conference call by the Region 5 Chair.

**E. Miscellaneous**

1. Only OA and AA Conference-approved literature may be sold at any Region 5 event.
2. A place shall be provided at Region 5 assemblies and conventions where intergroups can sell their goods at a time and place specified by the Region 5 board.
3. Only new or updated materials are to be distributed at Region 5 assemblies.
4. No mailing lists will be released other than for Region 5 business.
5. Items for discussion must be in motion form. Such motions may be made by a committee, an intergroup, a group, or a voting representative.
6. Registrations for assemblies are not refundable.
7. Registrations for conventions are not refundable after posted deadline.

**F. Region 5 Convention**

1. The Convention Committee is to be made up of at least one person from each state and province when possible.
2. Region 5 Convention expenses are paid for all current Region 5 officers. (After the election assemblies, the newly elected officers are considered the current officers.) One of the complimentary rooms negotiated with the hotel is to be used by the convention chairperson.
3. Only U.S. funds will be accepted.
4. Any profit from the convention is to be split: 25% to the hosting intergroup(s) and 75% to Region 5.
5. The Convention Committee will submit the registration form and the program to the board for approval. The board will review them for compliance with the Traditions and past practices.
6. Convention speakers must have a minimum of one (1) year of current, continuous abstinence.

7. The Region 5 Convention chair's assembly expenses are funded as follows: 75% by Region 5 and 25% by the hosting intergroup. This includes expenses for the two assemblies preceding a convention when the chair presides over the Region 5 Convention Committee and the assembly following a convention when the chair makes a report to the assembly. This shall apply only if the chair is not an official rep from the intergroup, and only for one chair.

**G. Committees**

1. There shall be the following Business Committees:
  - a. Bylaws
  - b. Finance
  - c. Convention
  - d. Media
2. The Outreach Committee shall be a "Committee of the Whole" to address issues regarding
  - a. Twelfth Step Within
  - b. Public Information/Professional Outreach
  - c. Intergroup OutreachThe Outreach Committee will meet during the Saturday afternoon session at each Assembly once the Assembly has been called to order, approval of the credentials report, approval of the minute's approval committee, a 7th Tradition collection and a 3 minute Parliamentary presentation.
3. The Chair shall appoint members to the following special committees:
  - a. Nominating Committee
  - b. Minutes Approval Committee
4. Each Region 5 business committee or ad hoc committee should have a representative from each state and province when possible.
5. Each committee must meet at least once during the assembly.
6. Only Region 5 representatives, voting alternates or a Region 5 officer (when provided for) may serve as committee chair; except the chair of the Convention Committee, may be a past Region 5 rep who has one (1) year of continuous current abstinence, is practicing the 12 Steps, who has been active in OA events or workshops, and who lives near the site of the convention.
7. Each committee chair shall give a verbal report to the assembly. A written report shall be given to the secretary by the end of the assembly.
8. Committee budget requests shall be given to the Finance Committee chair by three weeks before the Fall Assembly.
9. Committee chairs are responsible to keep a current statement of purpose for their committee and to develop and prioritize their own agendas.
10. Committee chairs shall maintain written and/or telephone contact with committee members when appropriate.
11. Each committee may recommend to the Region 5 chair an individual to be appointed as next committee chair.
12. Committee chairs will meet with the Region 5 chair immediately following the assembly.
13. To offer consistent and efficient functioning, committee appointments will be for a one-year term.

14. The Executive Board may appoint an officer to be a board liaison to any standing or special committee.

## **H. Committee Purpose**

1. Bylaws Committee:
  - a. Keep the Region 5 Policies and Procedures, Bylaws, and the Standing Rules pertinent and current.
  - b. Provide a mechanism for critical new business motions to be processed at Region 5 assemblies when delay of consideration would adversely affect the operations of Region 5 or OA as a whole within Region 5.
2. Convention Committee:

Hold an annual Region 5 Convention to provide personal recovery opportunities for the maximum number of the fellowship and to raise funds for the region.
3. Finance Committee:

Prepares the annual budget for approval at the last assembly of the year, as well as establishes and manages the prudent reserve. This includes maintenance of bank accounts at a level to avoid transaction fees. The Region 5 treasurer serves as chair of this committee.
4. Media Committee:
  - a. To create, solicit, edit, and submit for approval and distribution and/or posting content pertinent for Region 5's media presence, including the newsletter *Freedom from Bondage*.
    - i. The newsletter Freedom from Bondage will be maintained as a webpage on the Region 5 website.
    - ii. Website will be updated regularly:
      1. All Content will be created by OA members and approved by the Region 5 executive board before being published to the website.
      2. Announcements will spotlight important upcoming Region / Intergroup sponsored events, content on OA.org, campaigns being conducted by Region 5 committees, and volunteer requests for service positions.
      3. When new content is posted the Secretary will send out a notification by email to OA members.
  - b. To give guidance and suggestions regarding best use of media and technology.
  - c. Perform other duties regarding technology and media as assigned by the Region 5 Board.
5. Outreach Committee of the Whole:

Meets during the spring assembly to determine the outreach goals of Region 5 for the following year and forms subcommittees to accomplish those goals. The subcommittees meet at each Assembly and the Summer Conference Call.

6. Nominating Committee:  
Seek out qualified members who are willing to serve as a Region 5 officer or trustee. A Nominating Committee will be appointed by the Region 5 chair at the first assembly each year. This committee shall be chaired by a member appointed by the Region 5 Chair and shall consist of at least one member from each state or province when available. Such members will have at least one year of active service at the Region 5 level, when possible.

## **II. RESPONSIBILITIES AND DUTIES OF OFFICERS AND REPRESENTATIVES OF REGION 5**

### **A. General Duties**

1. Officer Expenses  
All officers' expenses are to be paid by Region 5. It should not cost the officer to serve as an officer. Expenses shall include but not be limited to:
  - a. Travel: All officers are to be reimbursed for all of their travel expenses to and from Region 5 assemblies. (If an officer is traveling with another intergroup, it is suggested they share expenses.)
  - b. Personal Auto: Region 5 follows IRS guidelines for mileage reimbursement for not-for-profit volunteers plus all tolls and parking fees.
  - c. Vehicle Rental: Region 5 will reimburse an officer for the use of a rental vehicle, tolls, and parking fees.
  - d. Air: Region 5 will reimburse airfare for an officer to get to and from the assembly. An officer may elect to travel by air when the site of the assembly is in excess of 250 miles from the officer's home, or when a medical condition exists, or a business or personal schedule conflict occurs.
  - e. Meals: Region 5 Officers shall be reimbursed for actual non-alcohol expenses. The amount of \$40.00 per day shall be used for budgeting purposes.
  - f. Lodging: Region 5 will provide officers with individual rooms with the provision that, when possible and appropriate, the officers will share the room with another person who will be responsible for one-half the room cost and personal incidentals.
  - g. Miscellaneous expenses: Postage, envelopes, printing, general office supplies, and gratuities (when and where appropriate) that are needed to fulfill the duties of the officer will be reimbursed by Region 5.
2. Bills/Receipts  
All bills/receipts should be sent to the Region 5 Treasurer within 30 days of expenditure with an expense form for payment.
3. Bonding  
All officers and Hotel Liaison will be bonded.

4. Intergroup Sharing  
All officers shall attend the Intergroup Sharing Meeting whenever possible.
5. Service, Traditions and Concepts workshops  
All officers shall be prepared to conduct Service, Traditions and Concepts workshops and any workshops for the purpose of strengthening meetings, abstinence, and sponsorship throughout the region. The officer shall be reimbursed for expenses incurred to facilitate such workshops over two (2) hours in length, or a retreat focused on these topics.
6. Board Liaisons  
An officer may be appointed to serve as a board liaison to any special or standing committee. The liaison shall be a non-voting member of the committee. During and between Assemblies, the liaison may help prepare an agenda, call and attend the committee meetings.

**B. Duties of the Region 5 Chair**

1. Region Assembly, Board and Special Meetings
  - a. Requests agenda input from board members.
  - b. Establishes agenda in concert with Region 5 secretary.
  - c. Presides at Region 5 assemblies, board and special meetings as called.
  - d. Arranges for a parliamentarian.
  - e. May call emergency business meetings if and when necessary.
  - f. Perform duties as designated by the Region 5 Assembly.
  - g. Creates script for Assembly with input from Parliamentarian.
2. Region Committees
  - a. Serve as ex-officio member of all committees.
  - b. Either confirms or denies appointment of Region 5 committee chairs subsequent to consultation with committees or appointed region representatives.
  - c. Time permitting, visits each Region 5 committee during assemblies.
  - d. Meets with committee chairs immediately after the closing of the last general business session of the assembly and at other times as might become necessary.
3. Schedules and Chairs the Summer Board/Committee Conference Call.
  - a. Schedules call to be held no later than the first week of August.
  - b. Provides agenda to include (at the minimum):
    1. Time for questions of all reports
    2. Time for intergroup sharing
  - c. The agenda may also include time for meetings for all Business Committees and Outreach Committee of the Whole.
  - d. Except for Committee business, no motions or official business shall be conducted during this meeting.
  - e. Attendance shall be taken
  - f. Minutes of the call shall be made available on the Region 5 website.



4. Region Convention
  - a. Serves as liaison with Region 5 officers and Convention Committee.
  - b. Checks to ensure convention dates do not conflict with World Service Office meeting, Region Chairs Committee meetings, and local, national or religious holidays. Convention should not be scheduled within 3 weeks of the Region Assembly, if at all possible. Exceptions should be discussed and agreed upon by the Board.
  - c. Attends convention and works at walk-in registration with other R5 officers; handles money as necessary.
5. World Service Business Conference
  - a. Attends WSBC, Regional Chairs Committee meetings and represents unaffiliated groups within Region 5.
  - b. Prepares and presents a conference report to the Region 5 board and makes available to other interested members.
6. Management
  - a. Oversees the signing of all trustee applications in accordance with WSO Bylaws.
  - b. Provides leadership to region officers and committee chairs.
  - c. Assists in the planning and implementation of activities designed to achieve the objectives of the region in an effective and timely manner.
  - d. Maintains ongoing communication with the Region 5 trustee.
  - e. Keeps up to date about WSO/WSBC activities and information.
  - f. Helps with guidance and information about the application of the Twelve Traditions within the region.
  - g. Keeps a file of region correspondence and other pertinent notes and information.
7. Traditions and Concepts
  - a. Serves as guardian of the Twelve Traditions and brings attention and application of the Twelve Concepts of OA Service.
  - b. Shall conduct workshops as in Section E under Responsibilities and Duties of the Officers and Representatives of Region 5.

**C. Duties of the Region 5 Vice Chair**

1. Region Assembly
  - a. Performs duties in the absence of the chair.
  - b. Act as liaison with host intergroup.
  - c. Takes roll call for Credentials Report.
  - d. Solicit a hosting intergroup per *Region 5 Policies and Procedures*, Article I, Section A, Item 3.
  - e. Performs duties as designated by chair.
2. Other Functions.
  - a. Attends Region 5 Convention.
  - b. Performs other region responsibilities in the absence of the chair, as needed.
  - c. Shall conduct workshops as in Section E under Responsibilities and Duties of the Officers and Representatives of Region 5.

- d. Is the direct link between the Region 5 Executive Board and the Hotel Liaison.
  - 1. Presents hotel recommendations for Board approval
  - 2. Presents hotel contracts for Board approval.
- e. Chairs the Outreach Committee of the Whole during the Spring Assembly.
- f. Is a member of the Nominating Committee.

**D. Duties of the Region 5 Secretary**

- 1. Region Assembly
  - a. Records minutes of Region 5 assemblies and executive board meetings and collects all reports.
  - b. Maintains mailing list of intergroups and region representatives with current phone numbers, postal and email addresses.
  - c. Makes above list available to region board and newsletter editor and is included in the minutes of each assembly.
  - d. Updates mailing list at Region 5 assemblies and distributes at following assembly.
  - e. Assembles minutes and all reports; produces and distributes same along with the updated mailing list to all intergroups and region representatives.
  - f. Gives notice of Region 5 assemblies.
  - g. Assembles, emails or mails packet consisting of:
    - 1. Secretary letter of introduction and current information.
    - 2. Proposed Agenda.
    - 3. Minutes of previous assembly including committee reports and credentials report.
    - 4. Copy of Standing Rules.
    - 5. Updated bylaw, policy or Convention Guidelines changes, if any.
    - 6. New business motions or proposals, if any.
    - 7. Officer candidate applications, if any.
    - 8. Hotel reservation information.
    - 9. Current Region 5 board reports.
    - 10. Assembly registration form with pre-addressed envelope when email address is unavailable.
    - 11. Any other current pertinent information.
  - h. Prepares sign-in sheets, name tags, and committee member lists for registration at each assembly.
  - i. Prepares a list of new region representatives and sends to trustee.
  - j. Receives assembly registration forms with checks and forwards checks to Region 5 treasurer to deposit.
  - k. Assembles and has posted a packet for the Summer Board/Committee Update Conference Call (no fewer than 14 days prior to meeting) consisting of:
    - 1. Officer Reports,
    - 2. Trustee Report,
    - 3. Financial Reports (1/1 through 5/31),
    - 4. Business Committee Reports,
    - 5. Outreach Sub-Committee Reports,

6. Day in the Life write-ups,
7. Any applicable forms (support fund applications, assembly funding request, officer application forms), etc.
- l. Perform duties as designated by chair.
2. Management
  - a. Maintains legal, historical and current files:
    1. Bylaws.
    2. Minutes and reports.
    3. Standing Rules for Region 5 Assemblies.
    4. Letterhead, logo and other original forms.
    5. Handbooks, guidelines and other materials produced by Region 5.
    6. Correspondence pertinent to Region 5.
    7. Other pertinent records.
  - b. Keeps and maintains all appropriate Region 5 equipment.
3. Other Functions
  - a. Answers mail, email and phone calls and initiates correspondence as needed.
  - b. Shall conduct workshops as in ***Region 5 Policies and Procedures*** Article II, Section E, Responsibilities and Duties of the Officers and Representatives of Region 5.
  - c. Attends Region 5 Convention.

**E. Duties of the Region 5 Treasurer**

1. Management
  - a. Maintains custody of all funds and securities belonging to Region 5 and deposits them in the name of Region 5 in such bank or banks as the treasurer may choose, with consent of the assembly.
  - b. Keep accurate accounts of the finances of Region 5.
  - c. Records donations and deposits within a month of receipt.
  - d. Records and issues disbursement checks.
  - e. Schedules and manages bill payment via internet banking services.
  - f. Balances and reconciles bank and credit card accounts monthly. Bank and credit card account reconciliations and statements to be uploaded monthly for Finance Committee review. All banking and credit card information will be available for audit by the Finance Committee at each assembly.
  - g. Unscheduled payments in excess of \$200 shall be countersigned or approved by another officer of Region 5. Unscheduled payments of \$500 or more shall be countersigned by another officer of the Region.
  - h. Prepares a financial report for each Region 5 assembly following the guidelines of the treasurer's instruction manual and includes receipts, expenditures, net worth from one assembly to the next and year-to-date, and how this compares to the budget.
  - i. Presents a financial report at each Region 5 assembly.
  - j. Presents a monthly financial status report to the Region 5 officers.

- k. Provide for the annual financial review.
- l. Serves as chair of the Finance Committee.
- m. Prepares the annual Region 5 budget prior to the Fall Assembly.
- 2. Region 5 Convention
  - a. Attends Region 5 convention
  - b. Obtains a safe deposit box at the hotel.
  - c. Has receipt book ready for walk-in registration.
  - d. Prepares financial report for the Convention Committee chair and Region 5 assembly upon receipt of all monies and/or bills.
  - e. Instructs hosting Convention Committee on recording registrations and depositing monies into the Region 5 bank account as specified in the Treasurer's Manual.
- 3. Mail
  - a. Maintains a post office box to receive all mail for Region 5.
  - b. Sorts mail and distributes same to appropriate people in a timely manner.
- 4. Finance Committee
  - a. Assists in preparing budget.
- 5. Equipment and Supplies
  - a. Keeps and maintains the treasurer's computer, printer, and other such equipment as needed.
  - b. Keeps the Region 5 Treasurer's Manual updated.
- 6. Other Functions
  - a. Prepares and submits non-profit status filing within Region 5 as applicable.
  - b. Receives funding assistance applications.
  - c. Is responsible for keeping the officers bonded by providing the appropriate forms to the officers of the board.
  - d. Shall conduct workshops as in ***Region 5 Policies and Procedures*** Article II Responsibilities and Duties of the Officers and Representatives of Region 5, Section E.
  - e. Submits yearend financial data to accountant for tax return preparation and filing.
  - f. On expiration of the term of office after financial review, deliver all money, books and other property of Region 5 to the new treasurer or to the chair.
  - g. Maintain region financial records for the most recent 3 years.

**F. Responsibilities of the Region 5 Representatives and/or Alternates**

- 1. Assemblies
  - a. Completes online or returns paper assembly registration by deadline.
  - b. Brings Region 5 Handbook to all assemblies.
  - c. Attends and participates at Region 5 assemblies. The Region representative shall be present during all business sessions.
  - d. When voting,
    - 1. Consider the group conscience of the intergroup represented.
    - 2. Be mindful of what is in the best interest of Region 5 and OA as a whole.
  - e. Distribute information obtained at the assembly to the intergroup.
  - f. Participate in a Business Committee and a Committee of the Whole subcommittee throughout the term as a Region Representative.

2. Region 5 Handbook
  - a. Update the Region 5 Handbook as material is provided.
  - b. Shall transfer handbook and other materials to successor upon completion of Region 5 representative term.
3. Other Functions
  - a. To facilitate submission of information and documents to Region 5 by making the following procedure known to their intergroup:
    - i) Update intergroup information and submit intergroup minutes, newsletters, and meeting lists on the Intergroups page of region5oa.org.
    - ii) Submit event information or flyers on the Calendar page of region5oa.org.
    - iii) Submit resources on the Region 5 Resources page of region5oa.org.
  - b. Be knowledgeable of the Twelve Traditions, Twelve Concepts and the **Region 5 Handbook**.
  - c. Keep the Region 5 secretary informed of any changes in mailing addresses, phone numbers, or e-mail addresses.

**G. Webmaster**

The chair may appoint a webmaster to maintain the Region 5 website.

1. Reports to the Region 5 Digital Community Coordinator.
2.
  - a. May be outsourced to professional service or employee.
  - b. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
  - c. OA members may serve a maximum of eight (8) consecutive years.
3. May be invited to Region Executive Board Meetings as needed on request.

**H. Hotel Liaison**

The Chair appoints a Hotel Liaison to fulfill the following duties:

1. Serves as liaison between assembly/convention hotel and the Region 5 Board.
2. Researches and recommends hotel sites for Region 5 assemblies and conventions for R5 Board selection. Conducts personal inspections, if necessary.
3. Negotiates contract with hotel on behalf of Region 5 and co-signs contract with Region 5 Vice Chair.
4. Makes room reservations for Region 5 officers at the assembly/convention hotel and advises officers of arrangements. Makes room reservations for the Parliamentarian at Region 5 assemblies.
5. Forwards hotel floor plan, forms, reservation instructions, and/or other hotel promotional material to the Region 5 Secretary for distribution.
6. Informs the Region 5 Secretary of meeting room assignments for the events on the assembly agenda. Informs the Convention Program Committee of the meeting room assignments for the events on the convention program.
7. Notifies assembly/convention hotel of the number of participants for each meal.
8. Periodically checks with hotel to ensure no unexpected events have occurred that would interfere with holding the assembly/convention at the site.
9. Reviews hotel bill with the Region 5 Treasurer.

10. Attends Region 5 Assemblies and Conventions and serves as the Hotel Liaison.
11. Expenses of the Hotel Liaison will be paid by Region 5, including meals, hotel, and travel expenses.
12. Except as noted above, reports to the Region 5 Vice Chair.
13.
  - a. May be outsourced to professional service or employee.
  - b. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
  - c. OA members may serve a maximum of eight (8) consecutive years.
14. May be invited to Region Executive Board Meetings as needed on request.

**I. Duties of the Region 5 Delegate to WSBC**

1. Funding
  - a. The board will approve the number of delegates to be funded in July, contingent upon adequate Region 5 funds. Intergroups will be notified via email after the close of the current WSBC if Region 5 fell below the 40% threshold and if they may submit applications to serve as a Region 5 Delegate to the next WSBC. Intergroups will be notified once the Board has determined who will serve.
  - b. If adequate funding is available, region delegates should attend the Region 5 spring assembly.
2. Applicants
  - a. Preference will be given to intergroups, which have not sent delegates to WSBC for two years.
  - b. It is preferable that delegates come from different intergroups.
  - c. In the event an insufficient number of applications have been filed, nominations for WSBC delegate(s) will be accepted from the floor during the fall assembly.
  - d. If there is a vacancy between the time of the fall assembly and WSBC, the board may appoint members to fill the position(s).
3. Application and Selection Process
  - a. Applicants will file a written application.
  - b. Applications shall be submitted to the Region 5 board 30 days before the fall Region 5 assembly in the year(s) Region 5 is eligible to send delegates.
  - c. The board will screen applications to determine eligibility and then select delegates by a random drawing.
  - d. The term of service of the Region 5 WSBC delegate(s) shall be one year.
4. Responsibilities
  - a. Complete paperwork required of WSO to attend WSBC (including approval signatures.)
  - b. Commit to attend all sessions at WSBC.
  - c. Participate in a committee at WSBC and throughout the following year.
  - d. Submit a written and oral report to their home intergroup.
  - e. Write an article for "Freedom from Bondage" sharing their personal experiences as a delegate to WSBC. (Articles are due the first of the month preceding the assembly.)

- f. Submit an expense report to the Region 5 treasurer complete with all receipts for reimbursement. (Region 5 will be responsible for half the room cost.)

**J. Digital Community Coordinator**

The Digital Community Coordinator is responsible for managing the Region 5 online presence, including virtual meetings, website, and email distribution.

The Chair appoints a Digital Community Coordinator to fulfill the following duties:

1. Manage the R5 Host Email accounts and calendar.
2. On request schedule meetings for the Region 5 executive board, committees, intergroups, and groups.
3. Sends out invitations for scheduled meetings.
4. Provides meeting hosting or establishes co-hosting privileges for co-hosts as requested.
5. Hosts the Region 5 Assemblies, Summer Conference, and Convention as needed.
6. Aids in connecting to a virtual meeting.
7. Supports broadcasting one or more sessions at the Region 5 Assembly.
8. Assists Region 5 Secretary with Website support.
9. Maintains Region 5 email distribution lists. Supports broadcasting events being produced by a Region 5 Board or Committee.
10. Assist with the creation of and use of Region 5 Online Registrations.
11. Reports to the Region 5 Board.
12.
  - a. May be outsourced to professional service or employee.
  - b. Eligibility requirements for OA members filling this service position are the same as Region 5 Representatives defined in the Region 5 Bylaws Article V.
  - c. OA members may serve a maximum of eight (8) consecutive years.
13. May be invited to Region Executive Board Meetings as needed on request.

**K. Region 5 Delegate Support Fund**

Region 5 provides financial assistance to intergroups to send a delegate to WSBC.

1. Funding
  - a. Region 5 will budget funds annually to assist intergroups in sending a delegate to WSBC.
  - b. If funding is awarded and accepted, the delegate should attend the Region 5 Spring Assembly preceding WSBC.
2. Applicants
  - a. The intergroup requesting assistance should complete the Delegate Support Fund Application (procedure and application available on the Region 5 website).
  - b. The application and supporting documentation must be received by the Region 5 Secretary by October 1 of the year preceding the WSBC for which the intergroup is seeking financial assistance.
  - c. The allocation process is:
    - i. The board shall review the applications and follow the procedures listed on the WSO Delegate Support Fund.
    - ii. Once all Region 5 funds have been allocated, the approved amounts, plus all of the applications received will be forwarded to the WSO by November 1.
3. Intergroup Responsibilities

- a. Meet all WSBC delegate requirements as stated in OA Bylaws, Subpart B Voting delegates shall consist of the following persons chosen in accordance with this Article X, Section 3(c)1.
  - i) Qualifications for selection of World Service delegates/alternates shall be set by each intergroup, region (in the case of region delegates) or service board provided that each delegate/alternate shall have at least one-year current abstinence and at least two years of service beyond the group level. (Permission for any exception in qualifications for valid reasons, if deemed credible by the trustees, may be received by application to the World Service Office.)

### **III. INTERGROUP SHARING MEETING SUGGESTED FORMAT**

The Region Chair is responsible for selecting a leader for the Friday night Intergroup Sharing Meeting.

- A. Leader opens with Serenity Prayer.
- B. Introduce yourself and ask attendees to introduce themselves (go around the room).
- C. The leader has the discretion to limit the time for each topic. The meeting will last for one hour.
- D. Open floor for topic, problem, concern, or success. Leader reads statement: "Please keep comments brief and to the point."
- E. Leader thanks everyone for coming and for sharing.
- F. Close with the Serenity Prayer, the Third Step prayer, the Seventh Step prayer, or the OA Promise.

### **IV. SUGGESTED FORMAT FOR OPEN OA MEETING**

The hosting intergroup is responsible for the content of the Saturday night meeting.

- A. Leader opens with the Serenity Prayer
- B. Have someone read "Our Invitation to You."
- C. Have someone read the "Twelve Traditions."
- D. Close the meeting with the Serenity Prayer or the OA Promise.
- E. Appoint a timer to limit pitches to three minutes.



## V. INSTRUCTIONS FOR LEADER OF FIRST TIME REGION 5 REPS ORIENTATION MEETING

### A. Introductions

1. Go around the room and have everyone say his/her name and what intergroup he/she represents. Include city and state if not in name of intergroup.
2. Share about how you felt at your first assembly (briefly) and how long you have been attending Region 5 assemblies (10 minutes).

### B. Format of Assembly Weekends

1. Go over agenda and what will happen specifically at the assembly (elections, presentations, etc).
2. Tell Region representatives about committees and responsibility of serving on a committee.
3. Remind Region representatives of the open meeting or other event in the evening after the assembly.
4. Suggest Region representatives get a sponsor during the assembly.
5. Remind Region representatives of the importance of writing and presenting a report to their intergroup when they return.

### C. Booklets available from Region 5

1. The ***Region 5 Handbook*** includes Bylaws, General Policies, and Convention Guidelines, available from Region secretary for a minimal\* charge. (\*as determined by the board)
2. Distribute parliamentary procedure booklets and "*The Twelve Concepts of OA Service*" (pamphlet, no charge). Region vice chairperson will order copies when needed.

### D. Other Printed Sources of Information

1. ***The Twelve Steps and Twelve Traditions of Overeaters Anonymous***
2. *"OA Handbook for Members, Groups and Intergroups"*
3. *"The Twelve Traditions of OA"* (pamphlet)
4. *"The Twelve Concepts of OA Service"* (pamphlet)
5. Intergroup Starter Kit, Sample Intergroup Bylaws, OA Guidelines
6. *Twelfth-Step-Within Handbook*
7. *Public Information Service Manual*
8. *Professional Outreach Service Manual*



OVEREATERS ANONYMOUS

**STANDING RULES FOR REGION 5 ASSEMBLY**

1. Two (2) Officers and any Region Representatives present shall constitute a quorum for the transaction of any Region 5 business.
2. Parliamentary Rules shall be followed.
3. New motions should be submitted to the Region 5 Secretary electronically, if possible, using the appropriate format/form provided on the "Form" page of [region5oa.org](http://region5oa.org).
4. Please wait until you are recognized by the Chair before you speak. Give your name and intergroup and then state your business. Please use the microphone provided on the floor.
5. Discussion of main motions is limited to three (3) speakers for pro and three (3) speakers for con. Each speaker is limited to three (3) minutes. Discussion of debatable subsidiary motions is limited to two (2) speakers for pro and two (2) speakers for con. Each speaker is limited to two (2) minutes.
6. The group conscience is more important than the technicalities of the actual motion.
7. All committee reports are to be made electronically or in writing and a summary will be included with the Minutes of the Assembly. Motions pertaining to the committee reports may be reported upon during the reports.
8. New business shall include only those items which have been submitted prior to the agenda deadline and should be expressed in motion form.

(Continued on opposite side)

9. Emergency new business consists of items that should not wait until the next assembly. These must be submitted in writing or electronically, prior to 12:30 pm on Saturday of the fall assembly and prior to 5:00 pm on the Saturday of the spring assembly. The Emergency New Business Committee shall determine if these are urgent matters that should be considered at this assembly.
10. All voting Region Reps and Alternates will sit in the front of the room. Visitors (all are welcome) and nonvoting alternates are requested to sit in the rear of the room.
11. No personal tape recorders are to be used at the assembly. The meeting is taped by the Secretary for the purpose of clarity in transcribing the minutes.
12. No merchandise, raffle tickets or other group or intergroup fundraising items shall be sold or displayed in any assembly business session.
13. As a courtesy to those with allergies please avoid perfumes, fragrances, and other strong scents in meeting rooms.
14. No food of any kind shall be consumed in the meeting room during the business sessions.
15. All cell phones, pagers and other electronic devices are to be turned off or muted during business sessions. All private conversation will be conducted outside the meeting rooms.
16. Region Representatives shall be present for the roll call when their Intergroup is named in order to be eligible to vote.
17. No animals will be present at assembly except service animals as defined by law.
18. Electronic devices are permitted at Assembly Meetings only to assist attendees to conduct assembly related business.
19. The Chair shall determine the items to be placed on a Consent Agenda. Items for the Consent Agenda may be considered if they are of a routine, non-controversial or of a housekeeping nature.

# Region 5 Assembly Information for Representatives and Visitors

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## The OA Responsibility Pledge

Always to extend the hand and heart of OA to all who share  
my compulsion: for this I am responsible.

**As a Region 5 Representative**, it is your responsibility to deliver to your intergroup (IG) pertinent information from region (from assembly or emailed) as well as to be an advocate for your IG to the region; you represent your IG in region decisions and do service work to support the region. Region 5 has several documents that provide the guidelines within which we as an organization operate.

1. The primary and most important document is the **Region 5 Bylaws**. Our Bylaws are our organization's fundamental operating manual. This document defines our purpose, membership, basic structure, financial structure, and the roles of our elected officers. The Bylaws formalize how decisions can be made and business conducted. Some parts of our Bylaws are inherited from the Bylaws of World Service and cannot be amended by the Region. Other parts may be amended during Assembly by the voting members present at an assembly.
2. The second document is the **Region 5 Policy and Procedures (P&P)**. Our P&P expands on the Bylaws, filling in the details where our Bylaws do not. It also serves as an operation manual. It provides specifics about the various things we do and the service roles we may fill. The P&P also provides suggestions on how to conduct Intergroup Sharing, the assembly Open OA Meeting, and the First Time Region 5 Reps Orientation. The P&P can be amended during Assembly by the voting members present at an Assembly.
3. The **Region 5 Convention Guidelines** provide guidelines for how to hold a Region 5 Convention. This document is utilized by the Region 5 Convention Committee and the Region 5 Convention Hosting Intergroup. The Convention Guidelines are updated periodically as needed.
4. The **Region 5 Standing Rules** are rules or resolutions on administrative matters and functions concerning how a business assembly is conducted. These rules function under the umbrella of our Bylaws and serve to define specifics of the assembly business such as the seating arrangements. The Standing Rules can be amended and they are adopted at each Assembly.

This document's purpose is to provide explanations and clear descriptions on how we conduct business in Region 5. It is based on the above documents and is not intended to replace the above documents nor serve in any way as a new set of rules for conducting business in Region 5. Instead, this document is a general description of how we conduct business within the guidelines of our Bylaws, Policy and Procedures, Convention Guidelines, and Standing Rules.

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## Region 5 Participant Roles and Qualifications

- When registering for assembly, you are asked to indicate your **role at assembly**.
  - **An Officer/Trustee** is an elected service position and serves on Region 5 Executive board. The Officers/Trustee include:
    - **The Region 5 Chair** serves to organize and facilitate Assemblies, Board Meetings and other special meetings as designated by the assembly. The Chair also represents the Region at World Service and with other Regions.
    - **The Region 5 Vice-Chair** serves as a backup to the Region 5 Chair when the Chair is not available and is the liaison with the assembly hosting intergroup and the Region 5 Hotel Liaison.
    - **The Region 5 Secretary** serves to record the Assemblies and Executive Board Meetings. The Secretary facilitates communication between all executive board members, the assembly, intergroups, and OA members in the Region. This service position is responsible for maintaining all Region 5 Documents and is the archivist for the Region 5 history. The Secretary also is the liaison with the Region 5 Web Master.
    - **The Region 5 Treasurer** manages all Region 5 funds and securities. The Treasurer also serves as the Chair to the Region 5 Finance Committee.
    - **The Region 5 Trustee Liaison** is affirmed by the region assembly and is elected by the World Service Business Conference to serve on the World Service Board of Trustees (BOT). The Trustee serves as the liaison between the BOT and Region 5.
  - A **Region Representative** has full privileges/responsibilities to participate in the assembly, including working on committees, being able to speak and vote during business sessions, and reporting back to the Intergroup.
  - A **Region Alternate Representative** has all the privileges/responsibilities of a representative, **except** they cannot vote **unless** filling in for one of the representatives for that intergroup who is unable to serve in that way.
  - A **Visitor** has no voice and no vote in business sessions, but may participate in committee meetings and do other service, such as making copies, being a timer, or being an election teller during the assembly.
- To qualify as a **representative** or **alternate representative**, one needs to have at least one year of current continuous abstinence. A representative needs to be able to have access to and be able to communicate by e-mail.
- The fee that is collected during registration serves to pay for the facilities where the assembly meets and the lunch that is served on Saturday.
- The **maximum number of voting** representatives an IG may send is dependent on number of meetings in the IG and is indicated on the credentials report.

- Visitors are always welcome. They are encouraged to register. Visitors register and may attend at no cost but may reserve lunch on Saturday for a fee. Visitors may be asked to provide service to help the assembly conduct its business. The service positions include Timer, Copy Coordinator, Check-in Volunteer, or Election Teller.
- The responsibilities of Region 5 Representative and/or Alternates can be found in the Region 5 Policy and Procedures (P&P). The P&P can be found posted on the Region 5 website on the Resources page. It can also be found in Packet A for the assembly. Representatives are asked to familiarize themselves with their responsibilities prior to attending a Region 5 assembly.
- The Region Representatives and Alternates are also responsible to review and familiarize themselves with the information presented in the Region 5 Bylaws, Convention Guidelines and Assembly Information.

## Before Assembly

### Register for the Region 5 Assembly

- This may be done online or by paper form via mail.
  - **The online registration link** can be found attached to the assembly event in the Region 5 Calendar.
  - When you register online you have a **choice of paying by credit card or check**. The check must be sent to Region 5 Secretary at the address listed on the online registration form. *Be aware that the address changes when the secretary moves or rotates out of office.* The check must be received no later than the registration deadline.
- When you register online you can choose to register one person or multiple people at once. Please make sure all information is accurate.
- Representatives must be registered by the **registration deadline**. Only visitors may register at the door.
- **Assembly luncheon** reservations are made and pre-paid at the time of registration. Due to **Health Codes**, we are **not** allowed to bring our own food into the luncheon room. Therefore, if you have special food needs that you feel will not be met by the menu, please talk to the Region 5 Vice Chair or Hotel Liaison as soon as possible once registration has started.
- Select your **business committee preference**. Committee selection during registration does not guarantee a particular committee assignment. It is preferable to serve on the same committee for 2 or more assemblies, but please be flexible. Sometimes the region business is better served by assignment changes. The committee you served on during assembly is the committee you serve on between assemblies. Descriptions of the committees is provided later in this document.
- If you are a visitor you will have the option to volunteer to do service at the assembly. You can volunteer for one or more of the following positions:

- The **Copy Coordinator** assists during committee meetings with making copies at the hotel business center.
- The **Timer** sits at the front of the room to assist the Region 5 with timing the parts of the assembly.
- The **Election Teller** assists during elections with collecting and counting votes.
- If you need a roommate there is a place on the registration to indicate that. The Region 5 Secretary will attempt to match up potential roommates. You may want to reserve a room anyway. There is no guarantee that roommate will be found. It is easier to cancel a reservation than to scramble looking for a room at the last minute.
- There is a donation box in case you wish to donate an additional 7<sup>th</sup> Tradition amount with your registration.
- There is also text box for a coupon code. This for special processing requirements. If you qualify for this you will be given a coupon code prior to your registration for the assembly. Enter that code in the textbox and click the button provided.
- When your registration has been completed and accepted, you will receive a confirmation email. **Print this confirmation email out and bring it with you to the assembly.** Present this ticket to the Check-in table which is usually outside the assembly room. Check-in times are listed on the proposed agenda, which can be found in Packet A.

## Room reservations

- Book your hotel room before the deadline. Refer to Packet A for details.
- The cost of the meeting rooms depends on how many guest rooms are booked in the Region 5 room block. Please be sure your room is reserved using the information given in Packet A.
- It is better to reserve a room before the deadline, then cancel the reservation when you know it is no longer needed, than it is to miss the deadline and still need a room.
- If you miss the deadline or the room block is full, we cannot guarantee the price or availability of rooms. However, **let us know**, so we can try to negotiate with the hotel to include your reservation in our block.
- It is helpful to provide the hotel with the names of all who are sharing a room so all **roommates** can access the room independently.

## Transportation

- Consider **carpooling** with other intergroups to travel to region assembly, especially as it rotates around the region.

## Before Assembly – New Reps

- Talk with your Intergroup's previous Region Rep about region service.
- The **Region 5 Handbook** is a notebook of resources for Region 5 participants.



- If you received a handbook from the previous representative, you will want to update it from Packets A & B, which are sent out by email from the R5 Secretary before assembly and posted on the assemblies page of [region5oa.org](http://region5oa.org).
- The page numbers of most of the documents that go in the Handbook have a section letter followed by a page number. (For example, the first page of the Bylaws is B-1, the first page of the Policies is C-1, and the first page of the Convention Guidelines is D-1. These page numbers are unrelated to the labels given to documents in the packets.)
- The packets are described in the assembly packets section of this document.
- Most of the Handbook documents are not updated each assembly. The table of contents, for instance, changes only occasionally, usually due to a major change in pagination in one or more of the sections.
- Most of the documents that go in the Handbook have the revision date in the footer. Make sure that the documents in your Handbook agree with the latest version in the packets.
- If you do **not** have a Region 5 Handbook, contact the Secretary for assistance at [R5Secretary@outlook.com](mailto:R5Secretary@outlook.com) by the registration deadline for the Assembly you are attending. There will be an extra charge (prices will vary) for any physical materials provided by Region 5.
- **Read the secretary's letter carefully**—it is the first document in each packet.
- *Become familiar with these documents in **preparation** for the assembly.*
- If this is your first time at an assembly make plans to attend **the New Representative (also know as Green Dot) Orientation** as scheduled on the proposed agenda.

### **Before Assembly – Returning Reps**

- Update handbook from Packets A and B sent by the R5 Secretary before assembly.
- Finish any outstanding committee follow-up work.
- Discuss issues with your Intergroup that they would like you to bring up to the assembly.
- Ask if the Intergroup needs help of any sort from Region 5.
- There is no time for reading documents once you are at Assembly, so read the documents that are available in Packet A and B, making notes of questions and comments you have. You will have a limited opportunity to ask questions so **be prepared**.
- The Minutes, Officers, and Committee Reports **will not** be read at assembly, so read them ahead of time.
- Have documents to refer to during assembly. See the Secretary's letter for specifics.
- You will want to **have either hard copies of or electronic access to** at least the Agenda, Bylaws, Policies and Procedures, Convention Guidelines, Standing Rules, and the motions being considered.

## At Assembly-All Reps

- Upon arrival, check in at the check-in table. Present the printed confirmation email from your registration. You will be given your name badge, any items you might have purchased (such as the Assembly Handbook), and any items that might be important for a service position (such as a Committee Folder for Committee Chairs).
  - There will be a book with all of the intergroup information such as address, email and contacts. Please take the time to review this to keep the intergroup information up to date. This book will be kept at the back of the assembly room once the check-in is over. If you don't have your intergroup information with you, please take the time during the weekend to get the latest information and update the book.
- Wear your badge to all events—it identifies you as a voting representative for the business meetings. Your badge also identifies which Business Committee you are serving on and serves as your lunch ticket.
- Newcomers are required to attend the New Representatives (Green Dot) Orientation. Returning reps may consider attending the Green Dot orientation. You may learn something new or get something clarified you didn't understand previously.
- Attend the opening session followed by
  - Intergroup Sharing Meeting-come ready to share questions and ideas.
  - State/Province Meetings
- At assembly business meetings, only those voting representatives present at roll call will be eligible to vote.
- Participate in the meetings of the committee to which you were assigned.
- Enjoy an abstinent luncheon and the company of other Representatives.
- Attend the Open OA Meeting hosted by the hosting IGs.

## Additional Information

### Assembly Packets

- Assembly packets are all of the documents you need to conduct business during an assembly. These packets are posted on the Region 5 Website ([region5oa.org](http://region5oa.org)) Assemblies page under the current assembly. Links to these packets can be found in an email sent out via the Region 5 email distribution list, on the assembly event in the Region 5 Calendar, and on the assembly registration confirmation email.
- Packets A and B are pre-assembly packets, Packet C is a post assembly packet.
- The documents are labeled using the packet letter followed by the number of the document in the order it was sent. *(This is unrelated to the Region 5 Handbook pagination, which consists of the section number followed by the page number within that section.)*
- Packet A generally includes the following:
  - Secretary Letter
  - Hotel information and floor plan
  - Assembly Registration Form
  - Funding Assistance Form
  - Proposed Assembly Agenda
  - Previous Assembly Minutes
  - Region 5 Bylaws
  - Region 5 Policies and Procedures
  - Region 5 Convention Guidelines
  - Region 5 Standing Rules
  - Region 5 Officer Application Form
  - New documents: Motion, Officer Applications, Event Flyers, etc.
  - Region 5 Assembly Information
- Packet B generally includes the following:
  - Secretary Report
  - Chair Report
  - Vice Chair Report
  - Trustee Report
  - Credentials Report
  - Committee Reports
  - New or changed Documents
- Packet C generally includes the following:
  - Secretary Letter
  - The minutes and credentials report of the previous assembly
  - Documents that were updated or distributed at the previous assembly
  - New/updated information, forms, and documents

### Use of Technology

- In assembly sessions, technology is to be used only for **Region 5 business** and emergency personal issues.
- For the safety of everyone at assembly, representatives and visitors will not be allowed to run cords to plug in devices. If you plan on using a computer or tablet at the assembly, please bring an extra battery or battery pack.

- There will be some cords run along the floor of the assembly room at the front of the room. These are necessary and unavoidable for the microphones, speakers, the Region 5 Secretary's computer and the video presentation system. Extra effort will be made to secure these cords in a safe manner to prevent them from being a tripping hazard. Still if you are going to speak at the front of the room for any reason, **be careful when you cross these cords**.
- No personal tape recorders are to be used at the assembly. The meeting is taped by the Secretary for the purpose of clarity in transcribing the minutes.

### Self Care

- **Take care of yourself!** You have been sent to assembly to do service and represent your intergroup. Fulfilling your duties well requires that you are present, well rested, alert, and focused. Relax and enjoy your time as a region representative, knowing that you are providing an important service to your intergroup and to Region 5.
- Dress in layers, as the meeting room temperatures tend to vary widely.

### Assembly Seating

- During assembly business meetings, the **seating arrangement** is generally as follows:
  - a. Head table: Officers, Trustee, and Parliamentarian
  - b. Front of the room: Voting Representatives (and timer)
  - c. Back of the room: Non-Voting Representatives (includes those who missed roll call that session) and visitors:
- As a courtesy to those with allergies please avoid perfumes, fragrances, and other strong scents in meeting rooms.
- No food of any kind shall be consumed in the meeting room during the business sessions.
- All cell phones, pagers, and other electronic devices are to be turned off or muted during business sessions. All private conversation will be conducted outside the meeting rooms. If you need to communicate with someone else present during the business assembly please write a note and pass it to the individual who it is destined for.

### Credentials Report

- A Credentials report is provided by the Region 5 Trustee and is included in Packet B. Make sure you print this out and include it in your Assembly Handbook.
- The **credentials report** will be taken early in each assembly business session. This is how we determine who is able to vote during the business of that session.
- The Region 5 Vice-Chair conducts the roll call. Listen to the instructions carefully when presented. Each State and Intergroup will be called in an Alphabetical order. In the first business session when your intergroup is called, the representatives will stand and identify themselves. After that, the non-voting representatives and visitors will be asked to stand and identify themselves. In later business sessions, each group will simply stand to be counted when they are asked to.
- **Fill in** your copy of the credentials report during roll call.

- If a representative is not present when his/her intergroup representatives are counted, he/she will **not** be able to vote during that session.

## Committee Meetings

- There are three types of committees which you may be assigned to or which you volunteered to serve on.

### a. Business Committees

- a. The **Bylaws Committee** is responsible for keeping the Region 5 Policies and Procedures, Bylaws, and the Standing Rules pertinent and current. The Bylaws committee is also the emergency new business committee which determines if motions generated need to be considered at the current assembly.
- b. The **Finance Committee** manages the investment and use of funds in the Region 5 bank accounts and prepares the budget for approval at the last assembly of the year.
- c. The **Convention Committee** puts on the Region 5 Convention which is held once a year somewhere in the region. The members of this committee are usually limited to Region 5 Representatives from the intergroup hosting the Convention in the upcoming year, the Region 5 Vice-Chair and Region 5 Hotel Liaison.
- d. The **Media Committee** creates a newsletter (*The Freedom from Bondage*) and reviews and suggests content for the Region 5 Website.

### b. Outreach Committee of the Whole

- a. This committee consists of everybody attending the assembly and is concerned with Intergroup Outreach, Public Information, Professional Outreach, and Twelfth Step Within activities. It meets at the spring assembly to determine outreach goals for the following year. It then forms subcommittees to accomplish those goals. These subcommittees meet during the following year to achieve the stated goals.

### c. Special Committees

- a. The **Minutes Approval Committee** is appointed at each of the assemblies by the Region 5 Chair to review and edit the assembly minutes for accuracy.
- b. The **Nominating Committee** is appointed at the spring assembly by the Region 5 Chair to seek out qualified members who are willing to serve as a Region 5 officer or trustee.
- c. **Ad-Hoc Committee(s)** are formed at the discretion of the Region 5 Chair to perform a specific task which may include discovery, review, or the creation of something the Region needs or wants. The Region 5 Chair will appoint members to these committees when they are formed.

- **Committees decide who their Chairs are.** The Region 5 Chair has final approval of this appointment. A committee chair is responsible for making sure the stated goals of the committee are carried out. Typically a committee chair is someone who will be able to at least serve for one year if not longer at that position.
- **Committees will be given time at the Assembly to** meet face-to-face to conduct the business of the committee. It is suggested that committees continue to meet between assemblies on a monthly basis to continue the work at hand.

- Business Committee Chairs will be given a **Committee folder** which contains the report, minutes and notes from previous committee meetings, and a blank form for new minutes, notes and report for the current assembly. This folder also contains information that is pertinent to this specific committee.
- A **roster** shall be completed by all the attending committee members.
- Committee Chair asks one of the committee's members to be the **committee secretary**, keeping the meeting notes/minutes during the meeting. Then this person assists the committee chair converting those notes/minutes to a report as defined by the blank form in the Committee folder.
- **The roster, minutes, and report should be copied.** A copy should be given to each of the committee members. One copy should be placed in the committee folder. A copy coordinator volunteer is provided at each assembly to assist with this. *An electronic version of the report should be emailed to the Region 5 Secretary before the close of the assembly.*
- The Committee Chair will deliver a **report** on what the committee accomplished during the last assembly session. The committee chair should be ready to answer questions.
- **The committee folder** is returned to Region 5 Secretary when the report has been delivered and questions addressed (or the allotted time has elapsed).
- **Motions** created by committee meetings should be submitted to the Region 5 Secretary by email at least 30 days prior to the next assembly unless it is emergency new business. Emergency new business consists of items that should not wait until the next assembly. These must be submitted in writing and electronically to the Region 5 Secretary, prior to 12:30 pm on Saturday of the fall assembly and prior to 5:00 pm on the Saturday of the spring assembly. The Emergency New Business Committee shall determine if these are urgent matters that should be considered at this assembly.

### Writing Motions

- There are three (3) types of motions that have specific formats and forms available at [region5oa.org](http://region5oa.org) on the Forms page and in the committee folders:
  - a. The **Policy Amendment** is for changes to the Region 5 Policies and Procedures, Convention Guidelines, or Standing Rules. This would include changes to the intent of the policy written. This would not include grammar, punctuation, or formatting changes to these documents. The executive board can authorize minor changes as long as it doesn't change the intent.
  - b. The **Bylaws Amendment** is for changes to the Region 5 Bylaws. This would include changes to the intent of the Bylaws. This would not include grammar, punctuation, or formatting changes to these documents. The executive board can authorize minor changes as long as it doesn't change the intent.
  - c. The **New Business motion** is for any business the assembly can consider that is not an Amendment to the Policy and Procedures, Convention Guidelines, Standing Rules or the Bylaws. An example is requesting a budget override.
- Use precise, simple, and positive language when **writing motions**. Ask for assistance from the Bylaws committee or the Region 5 Secretary if you are not sure what to do.

## **The Good of the Order meeting**

- After the final assembly business meeting is adjourned, the current, out going, and new R5 officers, trustee, and committee chairs meet for the Good of the Order. This is a closed debriefing session. **All others** are asked to leave the room.

## **Executive Board Meetings**

- Before and after the assembly, the Region 5 Executive Board holds a meeting to discuss any issues that may need to be handled during the assembly or as a result of the assembly.
- The Executive Board meeting on Friday (before the assembly, typically from 3:00 PM to 5:00 PM) is an open meeting where all Region 5 OA members can attend. Please be quiet and respectful during this meeting. You may ask the Region 5 Chair for permission to contribute to the meeting.
- The Executive Board meeting on Sunday (after the assembly, typically from 11:00 AM to 12:00 PM) is a closed meeting. Only Executive Board Members and those OA members who are invited to attend may be present during this meeting.

## **After the Assembly**

- Check out the many resources available on region5oa.org and oa.org. **Make sure your intergroup information is up to date!**
- Update your handbook with documents included in Packet C, which is sent out after the assembly.
- Write and give a report to your IG.
  - Share the workshop materials, committee activity, and results of the business meetings.
  - *Explain how the decisions will affect your Intergroup.*
- Talk about your region service experience and encourage involvement in Region 5 service.
- Reps rotating out of assembly service:
  - Help identify the next Rep as needed by your IG
  - Give your Region handbook to new Rep.
  - Consider running for a position as a Region 5 officer or trustee

## **Between Assemblies**

- Our business doesn't end when the assembly ends. As a Region 5 Representative you have made a commitment to serve and to carry on the business of the committee between assemblies as needed.
- There are things you will need to do with your committee after the assembly. There will be committee meetings you may need to attend. There is also a Summer Conference Call, which all Region 5 Representatives are asked to attend.



## **Committee Meetings between Assemblies**

- Committees will continue to hold monthly meetings (or as needed) so be sure to attend and to perform such duties as requested by Committee Chairs or other service positions. Your service is very much appreciated and needed. Your contribution makes us a much stronger and effective organization.
- Keep a copy of your committee rosters to make sure you have the ability to communicate with other members of your committees.
- Keep in contact with your Committee Chair as you work on assignments.
- Please complete any assignments in a timely manner.
- Attend all Committee meetings as scheduled by your Committee Chair. If you are unable to make a meeting contact your Committee Chair to see if the meeting can be rescheduled.
- Committee Meetings may be held by phone or by video conference.

## **Phone Committee Meetings**

- The Committee Chair will provide a phone number to call with an access code or meeting number to be entered when prompted. These phone calls may not be toll free.
- Typically it is best to announce yourself when you have connected to indicate that you are at the meeting. The Committee Chair may want to take a roll call for the record.
- Phone Committee Meetings may be recorded by the Committee Chair to enable the creation of minutes and the report.

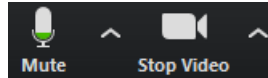
## **Video Conference**

- Region 5 has budgeted to provide video conference service to facilitate committee meetings between assemblies. This service provides the ability:
  - for committees to meet virtually via video conferencing on computers, tablets, and mobile devices
  - to share a white board, apps, and screen for collaboration effort
  - for virtual voting
- How to host a video conference for your committee
  - Contact the Region 5 Secretary. The secretary will schedule the meeting for you and send you instructions on how to connect, work with the software, and close the meeting.
- How to connect to the video conference committee meeting using your computer
  - You can connect using any popular browser. You will need to have internet connection, speakers and a microphone (can be a headset), and a webcam.
  - You will be sent an email invitation to join the meeting. Click on the link and your browser will open. You should be taken immediately to the meeting. Alternately you may need to click on the "Join a Meeting" link. This will open a "Join the Meeting" dialog. Enter the meeting number (provided in the email invite) into the textbox and then click the "Join" button. You may be prompted to download an app. Click the download and run link or button. When installed, the meeting should open. You may



also have "Join from Browser" option. This will preclude the need to download an app, but it has limited functionality. *Note: it is best to download the app.* Once you connect to the meeting you will be prompted for your name. The field will automatically be filled in with your computer name. Either click "ok" or change the value in the textbox and then click "ok".

- Once you have joined, you can join by audio only or include video. ~~Make sure you connect by video.~~ You will have control over your audio and video via the audio and video buttons found in the lower left hand corner. Note: this toolbar may hide itself, so to make it visible, move your cursor over the lower part of the screen.



Clicking the button that looks like a microphone either mutes or unmutes your microphone. Alt-A (PC) or Shift-Command-A (MAC) will also mute and unmute your microphone. A red line or X will appear over the button when it is muted. Clicking the ^ next to the button will open more options, such as testing your microphone. It is suggested you mute your microphone when you connect and unmute it only when you need to speak. This will prevent background noises from disrupting the meeting.

When you connect you may find that your video is disabled. There will be a red line or x over the button that looks like a video camera. Click this button to start or stop the video. Clicking the ^ next to the button will open a menu with more options, such as adjusting your video.

- You can also connect by phone. Instructions for this will be in the invite email. Dial the number provided and, when prompted, enter the meeting number.
- If you connect by video you will also be able to view screen sharing and even share your screen if the host gives you the ability to do that.
- How to connect to the video conference committee meeting using your tablet or smart phone
  - The video conference software also works with iOS and Android devices. Find the video conference software in your app store and install it on your tablet or smart phone.
  - Clicking the link sent to you in the invitation email should start the app and automatically join the meeting. Alternately start the app and select "Join a Meeting". You will be prompted for the meeting number (found in the invitation email) and your name. Then tap the "Join" button.
  - There will be audio and video buttons available that will allow you to mute/unmute or turn on or off the video.
- Video Conference Committee Meetings may be recorded by the Committee Chair to enable the creation of minutes and the report.

## Summer Conference Call

- The Summer Conference Call occurs between the spring and fall assemblies and no later than the first week of August. This event's purpose is to facilitate communication and the continued effort towards the established goals of our committees. It is a time for everybody to get caught up on what is going on around our region. It also is a time to give an update on committee work. There will be no voting or decision-making during this conference call.
- During the Summer Conference Call, the full assembly membership holds a phone or video conference meeting in much the same way that a committee holds a meeting between assemblies. You can find a full description above in the section "[Committee Meetings between Assemblies](#)".
- 14 days before the Summer Conference Call there will one packet of information released. This packet will generally contain:
  - Proposed agenda.
  - Credentials report.
  - Officer reports.
  - Trustee reports.
  - Financial report for the first half of the year.
  - Business committee reports.
  - Outreach subcommittee reports.
  - Special committee reports.
  - Day in the life write ups for Executive Board service position up for election at the upcoming fall assembly.
  - Any applicable forms.
  - Updated documentation from the recent spring assembly.
- During the summer conference call there will be a roll call taken by the Vice Chair. A Credentials report is provided by the Region 5 Trustee and is included in the Summer Conference Packet. It is suggested that you print this out before the Summer Conference call. Listen to the instructions carefully when presented. Each State and Intergroup will be called in an Alphabetical order. When your intergroup is called, the representatives and guests take turns identifying themselves.

## Additional Service Opportunities

- Write articles for your local newsletter, the Region 5 newsletter, or Lifeline magazine about your experience with service beyond your Intergroup. Be sure to tell how it has helped your recovery.
- Offer to lead a workshop or breakout during an intergroup event.
- Hold a meeting to share what you have learned to help foster individual recovery.

# How to submit articles, updated intergroup information, events, and resources to Region 5

## Newsletter Submissions

- Submit articles for our online newsletter <https://www.region5oa.org/forms/submit-newsletter-article/>
- Newsletters are posted online on our website. Thus, newsletter articles should be created with consideration for “No Tradition Breaks”. This includes no last names of OA members or personal identifying email addresses in keeping with the tradition that there are no stars in OA and with our tradition of personal anonymity in public media.

## Intergroup Information Submissions

- To update intergroup information or submit intergroup minutes, newsletters, and meeting lists, click on the “Submit information here” link on the Intergroups page.
  - Enter required information (name and email address)
  - Fill in subject and message
  - Attach any documents (ie: intergroup minutes, newsletters, and meeting lists)
  - Type in the security code shown
  - Click on send
- Intergroups should be careful that whatever they submit to be posted on the Intergroup Information page has no tradition breaks. There can be no last names of OA members or personal identifying email addresses in keeping with the tradition that there are no stars in OA and our tradition of personal anonymity in public media.

## Event Submissions

- To submit event information or flyers, click on “Submit an Event” on the Calendar page.
  - Enter required information (name and email address)
  - Fill in subject and message
  - Attach any documents (IE: Flyers)
  - Type in the security code shown
  - Click on send
- Special Event Flyers should be created with consideration for “No Tradition Breaks”. This includes no names of speakers or facilitators in keeping with the tradition that there are no stars in OA, and no last names in keeping with our tradition of personal anonymity in public media. Please do include:
  - Event Title/Theme
  - Date and time
  - Location (venue and address)
  - Contact names and phone numbers
  - Cost if applicable
  - Optionally include directions and agenda if desired.
  - Please avoid using email addresses with personal identifying features.
- It is best if documents are submitted in Adobe PDF format. If necessary, we can accept other word processor files (.doc, .rtf, .pages).

## Resource Submissions

- To submit a resource, click on the “Submit a Resource” on the Region 5 Resources page.
  - Enter required information (name and email address)
  - Fill in subject and message
  - Attach any documents that would be posted
  - Type in the security code shown
  - Click on "Send"
- Resources are OA related material, stories, forms, or tools that can be used by OA members for their recovery or service. All resources will be reviewed by the Region 5 Executive Board to decide if the document is appropriate for the Region 5 website and has no tradition breaks.

## Miscellaneous Information

- There was a time when our region was labeled Region V. That has changed. We are now known as **Region 5**. If you see Region V anywhere in current documents or correspondence, please ask that it be changed to Region 5.
- **Region 5 addresses** change with rotation of service. The general Region 5 PO Box (where 7<sup>th</sup> tradition is sent) usually changes when a new treasurer is elected. The address for assembly registration and applications for officer changes with the secretary. The address for convention registration is different for each convention.
- Please remember that **Anonymous** is part of our fellowship name and an important principle in our recovery. We honor the anonymity of our fellows and ourselves in order to protect both members and the fellowship. Therefore, in any public media, we withhold last names and faces of all members, including ourselves.
- This has become more challenging in this digital age. Here is an example of a problem that recently occurred in Region 5:
  - A member was the contact person for an OA event, and had her first name and email address (which contained her last name) on the flyer, which was posted on the Intergroup’s webpage. Four years later, that flyer came up as one of the top results of an internet search on that member's first and last name—making her membership known at the public level of communications. This type of problem is difficult to eliminate once it has occurred, but it is completely avoidable. Free email addresses (without last names) can be created through various providers.
- Please take this into consideration before publishing the email address of a member. Anything posted on the internet that isn't password protected is viewable by the public.

## **7<sup>th</sup> Tradition**

### **At Assemblies**

- Be aware that 7<sup>th</sup> Tradition envelope will be passed, usually during the afternoon session. If you wish to participate, be prepared.

### **Options for financial 7<sup>th</sup> Tradition giving**

- Please contribute directly to your face-to-face meetings. That money is used for rent and literature for that meeting, as well as shared with the local intergroup, Region 5, and World Service.
- Contributions may also be made to your intergroup, Region 5, and/or World Service directly. Contributions may be made through online or mailed in payments. Donation forms and/or online donation options are usually posted on the service body's website. If the contribution is to be credited to a meeting or service body, please include the number of that meeting or service body.
- Please make contributions for virtual meetings that you attend, using the meeting's number so that ~~that~~ meeting is credited for the contribution.
- We each have the option of additional automatic contributions to OA at the World Service level through oa.org.
- We also have an option to contribute an additional 7<sup>th</sup> Tradition amount during the registration.
- Give as you are able. Give often and as if our life depends on it, because it does.

### **Ways to be Self Supporting beyond Finances**

#### ***For Individuals***

- Abstinence, live the steps and traditions, support OA through service.

#### ***For Groups***

- Send representatives to intergroup
- Inform intergroup and OA.org of changes in meeting status and contact information.

#### ***For Intergroups***

- Send representatives to region assemblies
- Send delegates to World Service Business Conference
- Inform Region 5 and OA.org of changes in intergroup status and contact information.

## **The OA Promise**

The **OA Promise** is not a prayer, but a pledge to each other. It can be particularly meaningful to look into each other's eyes while reciting it.

### **OA Promise**

I put my hand in yours,  
and together we can do what we could never do alone.  
No longer is there a sense of hopelessness,  
no longer must we each depend upon our own unsteady willpower.  
We are all together now,  
reaching out our hands for power and strength greater than ours,  
and as we join hands, we find love and understanding  
beyond our wildest dreams.



# Region Five Handbook

- Organization & History
- Bylaws
- Policies and Procedures
- Convention Guidelines
- Standing Rules
- Assembly Information

# Region 5 Handbook

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# Region 5 Handbook

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# The Structure of OA

## Individual members

OA's diverse membership consists of more than 6,500 registered groups in over 75 countries.

## Groups

A group consists of two or more people. Each group practices the [Twelve Steps](#) and [Twelve Traditions](#) of OA, guided by the Twelve Concepts of OA Service. No member of a group is required to practice any actions to remain an OA member or to have a voice at a meeting.

## Intergroups and Service Boards

Intergroups and Service Boards consist of two or more groups. Intergroups are usually formed of meetings within a general geographic area. Service Boards are service bodies that provide support for groups and/or intergroups that are not otherwise served

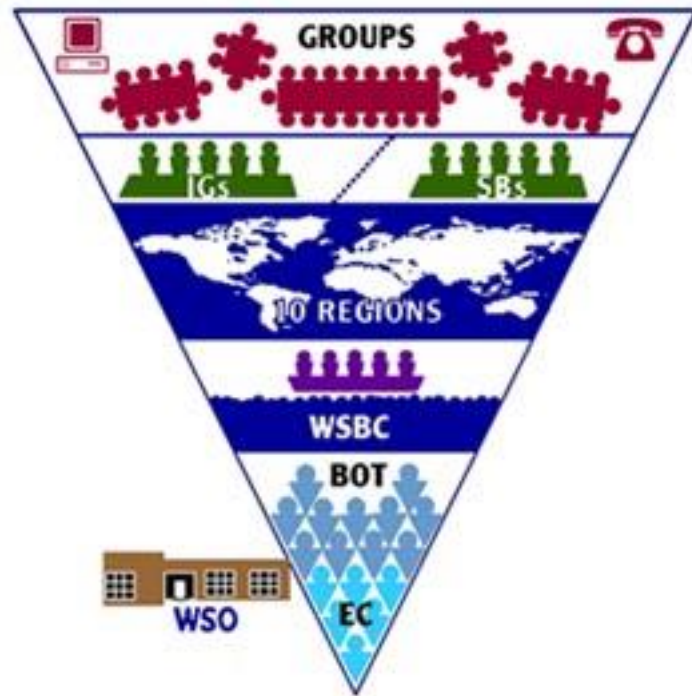
within the existing service structure. This includes national service boards (NSBs), language service boards (LSBs), and virtual service boards (VSBs). NSBs serve groups and intergroups that speak one language (usually not English). LSBs serve groups and/or IGs, usually in different countries, that share a common language. VSBs serve virtual groups (online or telephone meetings).

## Regions

OA has 11 regions worldwide that maintain direct communication with groups and intergroups. Regions sponsor local conventions and assemblies. Regional assemblies also nominate trustee candidates to serve on OA's Board of Trustees (BOT), whose members are elected at the [World Service Business Conference \(WSBC\)](#).

## World Service

The World Service Business Conference (WSBC), attended by delegates from around the world, meets annually each Spring to conduct the business of OA and to elect the 17-member [Board of Trustees](#). The board acts on behalf of all members of the OA Fellowship. The World Service Office (WSO) works with the BOT to provide quality support and services to the entire OA Fellowship. (EC stands for the Executive Board of the BOT.)



WSBC is the worldwide group conscience of OA. Each member has a voice in the Fellowship by participating in the meeting's group conscience. Each group has a voice in that group conscience is by sending a group representative to intergroup. Each intergroup has a voice is by sending representatives to region and delegates to WSBC.

All levels are essential to our continuing recovery as a Fellowship. We can do some kind of service every day. Let's incorporate this valuable tool of the program (service) into our daily lives.



**REGION 5:**

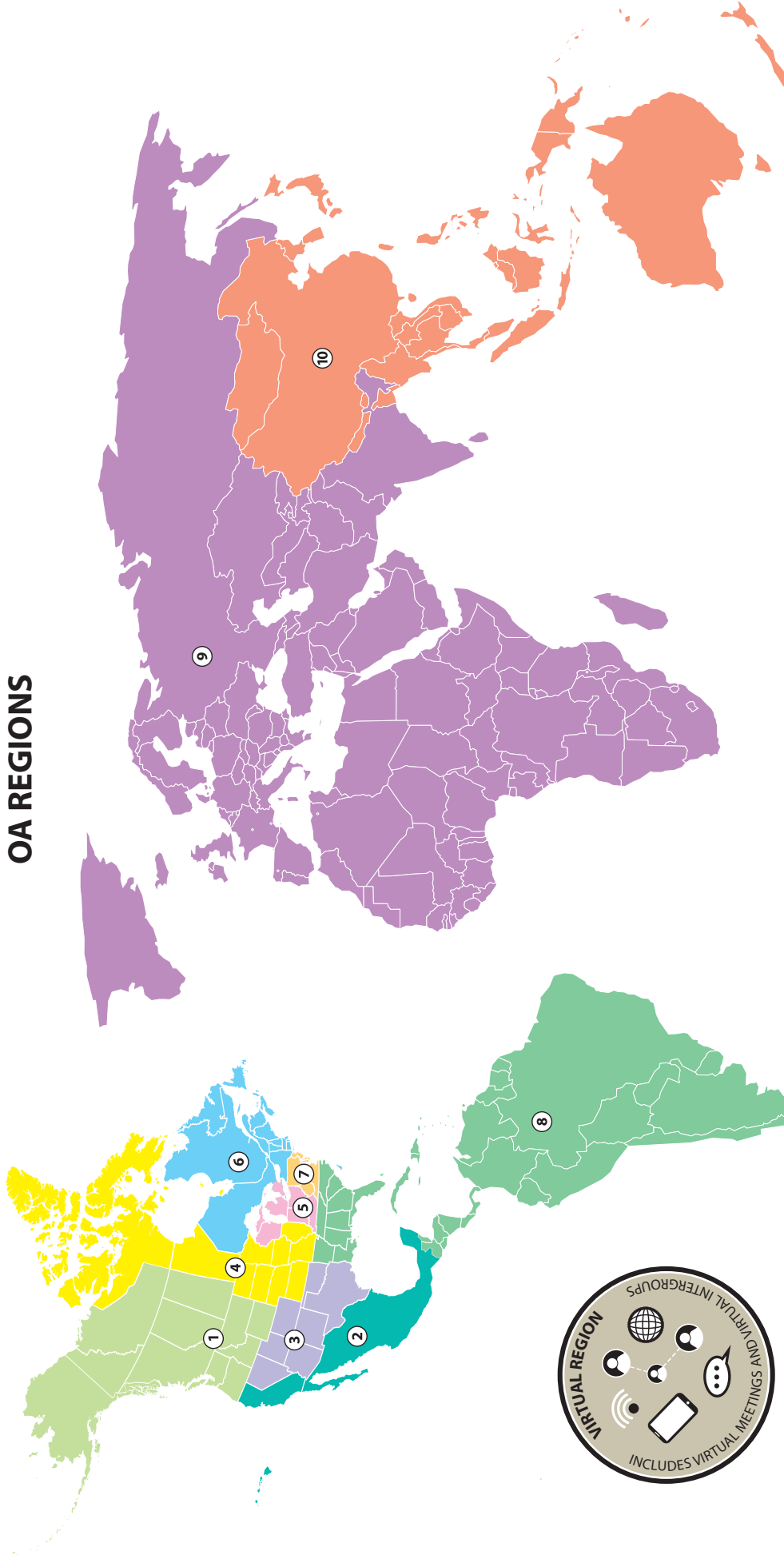
USA: Central Illinois IG and the greater Chicago area, Indiana, Kentucky, Michigan, Ohio, Wisconsin

Canada: Southwestern Ontario

**APRIL/MAY 2019**  
**Regions of Overeaters Anonymous**

<b>Region</b>	<b>Service Areas</b>
<b>Region One</b>	<b>US:</b> Alaska, Idaho, Montana, Oregon, Washington, Wyoming (except Torrington, WY) <b>Canada:</b> Alberta, British Columbia, Northwest Territories, Saskatchewan, Yukon
<b>Region Two</b>	<b>US:</b> California, Hawaii, Reno/Lake Tahoe area of Nevada Mexico
<b>Region Three</b>	<b>US:</b> Arizona, Colorado, Nevada, New Mexico, Oklahoma, Texas, Utah and Outstates IG, which includes Scottsbluff, NE and Torrington, WY
<b>Region Four</b>	<b>US:</b> Illinois (except the Greater Chicago area and Central Illinois IG), Iowa, Kansas, Minnesota, Missouri, Nebraska (except Outstates IG, which includes Scottsbluff, NE), North Dakota, South Dakota <b>Canada:</b> Manitoba, Northwestern Ontario, territory of Nunavut
<b>Region Five</b>	<b>US:</b> Greater Chicago area and Central Illinois IG, Indiana, Kentucky, Michigan, Ohio, Wisconsin <b>Canada:</b> Southwestern Ontario
<b>Region Six</b>	<b>US:</b> Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont <b>Canada:</b> New Brunswick, Newfoundland, Nova Scotia, Ontario, Prince Edward Island, Quebec Bermuda
<b>Region Seven</b>	<b>US:</b> Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, West Virginia
<b>Region Eight</b>	<b>US:</b> Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, Virgin Islands Aruba, Central and South America
<b>Region Nine</b>	Africa, Europe, Middle East, Western Asia
<b>Region Ten</b>	Australia, Far East, New Zealand, Southeast Asia, Western Pacific Basin
<b>Virtual Region</b>	Virtual meetings and Virtual intergroups.

# OA REGIONS



**Region 1** shall be the Pacific Northwest region composed of Alaska, Idaho, Montana, Oregon, Washington, Wyoming, Alberta, British Columbia, Northwest Territories, Saskatchewan, and Yukon.

**Region 2** shall be the Pacific Southwest Region composed of California, Hawaii, Reno/Tahoe area of Nevada, and Mexico.

**Region 3** shall be the Southwest Region composed of Arizona, Colorado, Nevada, New Mexico, Oklahoma, Texas, and Utah.

**Region 4** shall be the West Central Region composed of Illinois (except the Greater Chicago area and Central Illinois Intergroup), Iowa, Kansas, Minnesota, Missouri, Nebraska, North Dakota, South Dakota, Manitoba, Northwestern Ontario, and the territory of Nunavut.

**Region 5** shall be the Central Region composed of the Greater Chicago area and Central Illinois Intergroup, Indiana, Kentucky, Michigan, Ohio, Wisconsin, and Southwestern Ontario.

**Region 6** shall be the Northeast Region composed of Connecticut, Maine, Massachusetts, New Hampshire, New York, Rhode Island, Vermont, New Brunswick, Newfoundland and Labrador, Nova Scotia, Ontario, Prince Edward Island, Quebec, and Bermuda.

**Region 7** shall be the Eastern Region composed of Delaware, District of Columbia, Maryland, New Jersey, Pennsylvania, Virginia, and West Virginia.

**Region 8** shall be the Southeast Region composed of Alabama, Arkansas, Florida, Georgia, Louisiana, Mississippi, North Carolina, Puerto Rico, South Carolina, Tennessee, the Virgin Islands, Central America, and South America.

**Region 9** shall be composed of countries and territories in Africa, Europe, the Middle East, and Western Asia, including all of Russia.

**Region 10** shall be composed of countries and territories in Australia, East Asia, New Zealand, South East Asia, and the Western Pacific Basin.

**Virtual Region** is nongeographic and is primarily composed of virtual groups and virtual intergroups.

**A Brief History of Region 5**  
(which started as Region V)

From the Region 5 Policy and Procedures Manual, Revised July 2004:

**REGION V COMES ALIVE - - - A HISTORY**

The fifteenth annual Conference of Overeaters Anonymous (1976) adopted changes that were designed to give the Board of Trustees a more comprehensive representation from the various regions of the United States.

The first change was to form geographical regions, each of which was to choose a regional trustee to sit on the board. Region V consisted of Minnesota, Wisconsin, Michigan, Indiana, and Ohio.

The second change was to restrict the number of conference delegates to ONE delegate for every TEN groups. This meant forming Intergroups and designing a system for delegate selection.

A Regional Committee needed to be formed, representing as many groups as possible and/or Intergroups to facilitate the decision making process involved in this reorganization.

The Detroit Intergroup hosted the first Regionalization Meeting in Taylor, MI on July 17, 1976. Because of a very limited mailing list, only around fifty notices were sent out for this meeting and a total of two Intergroups were present. (We know that success in this program cannot be measured in numbers!!!)

Much was accomplished at the First Regionalization Meeting: a regional chairman was selected, a funding policy for the trustee was adopted (each Group/Intergroup was to set a quarterly pledge for a given amount "to help defray the travel expenses of the trustee to the Quarterly BOT meetings.); policy was adopted for the trustee selection ("The Selection Committee will be composed of the delegates to the Regional Meeting to be held in December, 1976. The delegates will review the applications, and vote by simple majority on the candidates." The regions were to present the World Service Conference with at least one and not more than three names. The candidate receiving the most votes will be our Regional Trustee, the additional candidates will have their names submitted as candidates for Trustee-at-Large."); qualifications were set for the Regional Trustee (As stated in the OA bylaws, two years of continuous abstinence were required with the last year being that of maintenance. "Additional considerations are: 1. Service experience, preferably as delegate or as an Intergroup Officer. 2. Professional experience or qualifications. 3. Knowledge of the Twelve Traditions of the AA Service Manual and their applications. 4. Personal growth through the Twelve Steps."), and the next meeting date and place were selected.

The North Central Service Office hosted the second Regionalization Committee meeting in Minneapolis on September 18, 1976. There were representatives from Michigan, Ohio, Minnesota and Wisconsin.

(Unfortunately, we have not even had a correspondence from Indiana. Are you there, Indiana?)

Policies adopted are as follows: Regional Conferences will be held quarterly on a rotating basis throughout the Region by invitation of the various member Intergroups. Three meetings each year will rotate through the Region, the fourth meeting each year will be held in Los Angeles, California, prior to the start of the World Service Conference; "delegates serving a two year term beginning May, 1977"; "all Regional communications will be the responsibility of the Regional Committee Chairperson and will be financed by an equalized donation by the various member Intergroups"; the Regional Chairperson will serve a term of two years to coincide with the term of office of all World Service Conference delegates and shall be chosen from the Intergroup member delegates"; all business conducted by the Regional Committee, including the election of Regional Trustee, will be by simple majority of delegates present at the meeting"; the Regional Committee recommended that financing for our Regional Trustee be the moral responsibility of each Intergroup in the Regions and that each Intergroup should pledge a minimum of one dollar per group they represent, per quarter, ... to defray the expenses of the Regional Trustee for attending quarterly meetings in Los Angeles and three meetings each year throughout the Region" (funds were to be paid directly to the Regional Trustee and are due on a quarterly basis at the Regional Conferences. The Regional Trustee is directly accountable to the Regional Committee regarding disbursement of these funds"); and "the Regional Trustee Selection Committee will consist of all voting delegates attending the December 1976 Regional Conference..."

The third meeting of Region V, hosted by the Milwaukee Area Intergroup, was held December 4, 1976, in Greendale, Wisconsin. There were twenty-two Reps present from all five states. "A motion was made and passed that for this meeting only, Indiana be allowed two votes as they do not have an Intergroup and two separate areas were present at the meeting." The following Intergroups were present: Detroit, Minnesota, Cleveland and Cincinnati.

At this meeting our first Regional Trustee was elected from the two applicants; the second applicant's name was submitted to WSO as a Trustee-at-Large nominee.

It was determined that the "Regional Meetings will be held at least two weeks prior to Trustee meetings."

In regard to the next Regional mailing, "a motion was made and passed that each Intergroup handle the mailing for groups in their areas."

The first Region Chairperson sent reports following the first two meetings; a secretary took minutes of the third meeting.

Region V Rep's held three meetings during the 1977 World Service Conference at the Biltmore Hotel in Los Angeles. Region V now had a Treasurer. (Seventh Tradition checks were to be designated either for "Trustee expenses" or "office expense".) A new Region Chairperson was also elected.

The next Region V meeting was held July 30, 1977, in Cincinnati. Rep's examined and revised the proposed bylaws.

On September 19, 1977, the Region Chairperson sent information and an agenda for October 22, 1977 meeting to be held in Detroit. At this particular meeting, the Bylaws for Region V were adopted. The Minnesota representative announced that Minnesota was petitioning WSO to transfer from Region V to Region IV.

At the January 7, 1978 meeting, hosted by the Akron Intergroup, the Trustee announce that WSO was now publishing a newsletter, "WSO Notebook." Minnesota's petition was denied, the Region was to remain the same for a couple years to get "working experience." A Speaker's List" and Sponsor by Mail or Tape" list was started. A Regional Convention was discussed for the first time. The meeting adjourned at MIDNIGHT!

Five Intergroups offered to host the first Regional Convention; Cincinnati was selected.

On May 2, 1979 our first quarterly newsletter came into being. This was also the first time a Regional Representative from Southwest Ontario was mentioned in the past minutes; Southwest Ontario officially became a part of Region V on August 22, 1981.

Our first Region Convention was held June 15-17, 1979 at the University of Dayton.

May 2, 1980 the newsletter masthead, "Freedom from Bondage" was adopted. Our logo was adopted on July 9, 1983, and a Chicago Intergroup joined us on November 21, 1981.

This is a brief history of Region V, starting with two Intergroups present at an "assembly" and a treasurer's report with a balance of \$247.21 (October 20, 1977) to what we have today.

N.B. Quotation marks indicate quotes from early reports of minutes of meetings.

This concludes the original history written in 1982. Since then these are the major changes that have occurred. This was gathered by reviewing past minutes. No minutes exist prior 1985.

- 1985 12 Step With-in Committee Established, Rule established 1 Region Rep for every 10 groups
- 1986 Region V Delegate Scholarship was established, Board members and Trustee must live within the borders of the Region , Dinner is no longer included
- 1991 Assembly changes from 4 to 3 Assemblies. The Winter Assembly was dropped.
- 1998 Assembly to meet for 1 year in central location FT Wayne for the year 2000
- 2000 Assembly meet in a central location in FT Wayne, IN starting in 2002, Created a Region 5 Website. Webmaster is a board appointed service position.
- 2002 Region Reps will have at least 1 year of Abstinence
- 2006 New Convention Guidelines were adopted
- 2007 Only US Currency will be accepted. Changed the Committee Name H.I.P.M. to Professional Outreach (PO).
- 2008 Board applicants should have regular access to Email. Newsletter is only available electronically - printed copies are no longer distributed.
- 2009 Merged Public Information Committee and Professional Outreach Committee to form a single PI/PO Committee. Close Assemblies with the Serenity Prayer, the Third Step Prayer, Seventh Step Prayer or OA Promise (prior to this it was the Chairs choice and often the Lord's Prayer was used).
- 2010 Changed from using the Roman numeral V to the Arabic numeral 5. New Region 5 Logo was adopted.
- 2011 Toll Free Phone Number Discontinued
- 2012 Merrillville, IN will be the central location beginning with the year 2014 or sooner for the March and November assemblies. The July assembly location shall rotate to different areas of Region 5 beginning July 2015

**Region 5 Handbook**

**Revised November 2019**

**Page A-4-3**



- 2014 No animals will be present at assembly except service animals as defined by law. Two new Website New Pages: For the Newcomer and For the Professional.
- 2015 Officers shall have at least two years of current continuous abstinence. Treasurer servers as Chair of Finance Committee and Vice Chair servers as Hotel Liaison to Convention Committee. Electronic devices are permitted at Assembly Meetings only to assist attendees to conduct assembly related business.
- 2016 Newsletter Committee becomes the Media Committee. New motions and committee reports may be presented electronically or using the correct form. The Assembly changes from 3 Assemblies to 2 starting in 2017. The summer assembly was changed to mid-summer update conference call. Assembly locations may rotate at the discretion of the Region 5 board. Assembly adopted new format that stretches from Friday to Sunday. Business Committees are Bylaws, Finance, Convention, and Media. A new committee was formed called the Outreach Committee is a "Committee of the Whole" to address issues regarding: Twelfth Step Within, Public Information/Professional Outreach, and Intergroup Outreach. The spring assembly sets the agenda for the Outreach Committee. The fall assembly sets holds elections.
- 2017 The Hotel Liaison service responsibilities was removed from the Vice-Chair service responsibilities. New board appointed service position was created Hotel Liaison responsible for finding, negotiating, and assisting with Hotels for Assemblies and Conventions.
- 2018 Region 5 Outreach Committee of the Whole formed two sub-committees: Each One Reach One subcommittee and Intergroup to Intergroup (IG2) subcommittee. The Policies and Procedures (P & P) was cleaned up. Table of Contents was added to the front of the P & P. The Hotel Liaison responsibilities from the Vice-Chair. All officers and the Hotel Liaison will be Bonded. A clarification was added to the P & P concerning scholarships for the Region 5 Convention. The first Summer conference Call was conducted on July 14<sup>th</sup> by phone. The guidelines for the Media committee was amended in the P & P to include content other than the Newsletter including the Website. Guidance for the reimbursement for meals for Region 5 Officers to remove the cap of \$40.00. Committee budget requests shall be given to the Finance Committee chair three weeks before the Fall Assembly. Ad-hoc committee was formed to research and review the use of video conference services. Intergroup-to-Intergroup (IG2) Subcommittee held an Intergroup Renewal workshop in Lansing, MI on October 7th, 2018. The fall Assembly held elections. A budget and a plan were approved for an upgrade and redesign to the Region 5 website. Online registrations were moved from the Region 5 website to RegFox.
- 2019 The Region 5 Website was completely redesigned and upgraded. Zoom was adopted as the Region 5 service provider for online video meetings. The Outreach committee of the whole formed 3 sub-committees: "Intergroup to intergroup", "Each one Reach one", and "Public Information / Professional Outreach (PI/PO)". The Intergroup to Intergroup sub-committee held an Intergroup Renewal workshop in Elmhurst, IL. The Policies and Procedures (P & P) was amended to remove the responsibility of Nominating Committee Chair from the Region 5 Secretary and indicate that the Region 5 Vice-Chair is to be a member of nominating committee. The Chair of the Nominating committee is appointed. The Nominating committee is chaired by a member appointed by the Region 5 Chair and shall consist of at least one member from each state or province when available. An adjustment to the agenda for the Summer Conference Call in the P & P was adopted to optionally include time for Business Committee meetings. The P & P was amended to no longer have Merrillville, IN as the central location. Instead the central location is determined by the Region 5 board. The Region 5 Delegate Support Fund guidelines were changed.

- 2019 At the 2019 Fall Assembly the Assembly approved the use of the Region 5 Zoom Account to be used by the Region Chair's Committee. The Assembly also approved to broadcast the Assembly Friday Night Session over Zoom.
- 2020 The very first broadcast of the Assembly Friday night session occurred on March 13<sup>th</sup>, 2020 with 12 participants. The session was a success, though there were some minor technical issues. The Outreach committee of the whole formed 2 sub-committees: "Intergroup to Intergroup" and "Each One Reach One". The "PI/PO" sub-committee from last year is rolling into sub-committee "Each One Reach One". Sub-committee "Intergroup to Intergroup" will include working on the Speakers List. The Assembly decided to add a new service position called "Coordinator of Virtual Meetings". The Assembly updated the Policy and Procedures for the Web Master and Hotel Liaison service positions to clarify eligibility requirements if the service position is held by an OA Member. The Region 5 Chair became a General Service Trustee. The Vice-Chair was elected as the Region 5 Chair. Because of the COVID-19 Pandemic this was the first year the Convention and Fall Assembly went virtual. A modified set of Standing Rules were voted in specific for Virtual Assemblies.
- 2021 The Convention and both the Spring and Fall assemblies were virtual. The Outreach committee of the whole formed 2 sub-committees: "Intergroup to Intergroup Sub-committee", "Sponsorship Task Force Sub-committee", "PI/PO Sub-committee". The Region 5 Bylaws were amended to where an Assembly can take place including electronically. The Virtual Standing rules were amended to clarify roll call and voting. The Policy and Procedures were amended to change the Coordinator of Virtual Meetings to the Digital Community Coordinator (DCC) and to expand the service responsibility of this position to include the website and email distribution lists. The DCC reports to the Region 5 Board and the Web Master reports to the DCC.

The old Region 5 logo prior to 2010:



## Locations of Conventions and Assemblies\*

Year	Convention	Assembly Winter	Assembly Spring	Assembly Summer	Assembly Fall
2021	Virtual (Central OH IG)		Virtual (Central OH IG)	Virtual Conference	Virtual (Turning Point IG)
2020	Virtual (Cleveland OH IG)		Chesterton, IN	Virtual Conference	Virtual (Central OH IG)
2019	Milwaukee, WI		Milwaukee, WI	Virtual Conference	Chesterton, IN
2018	Indianapolis, IN		Indianapolis, IN	Phone Conference	Chesterton, IN
2017	Cincinnati, OH		Merrillville, IN	Phone Conference	Indianapolis, IN
2016	Detroit MI		Merrillville, IN	Madison, WI	Merrillville, IN
2015	Chicago IL		Merrillville, IN	Merrillville, IN	Merrillville, IN
2014	Columbus, OH		Merrillville, IN	Merrillville, IN	Merrillville, IN
2013	Milwaukee, WI		Merrillville, IN	Merrillville, IN	Merrillville, IN
2012	Cleveland, OH		FT Wayne, IN	FT Wayne, IN	Merrillville, IN
2011	Indianapolis, IN		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2010	Detroit MI		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2009	Oak Brook, IL		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2008	Cincinnati, OH		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2007	Louisville Metro IG		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2006	Columbus OH		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2005			FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2004	Indianapolis, IN		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2003	Schaumburg, IL		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2002	Milwaukee, WI		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
2001			Toledo, OH	Ann Arbor, MI	Chicago IL
2000	Cleveland, OH		FT Wayne, IN	FT Wayne, IN	FT Wayne, IN
1999	Chicago, IL		FT Wayne, IN	Windsor, Ontario	Cincinnati, OH
1998			Muskegon, MI	Green Bay WI	Milwaukee, WI
1997	Central Indiana IG		Columbus, OH	Suburban North IG	Northwest, IN
1996	Michigan City, IN		Ann Arbor, MI	Toledo, OH	Madison WI
1995	Northwest Indiana IG		Rosemont, IL	London, Ontario	Indianapolis, IN
1994	Cincinnati, OH		FT Wayne, IN	Canton, OH	Rosemont, IL
1993	Chicago, IL		South Bend, IN	Lansing, MI	Akron, OH
1992	Toledo, OH		Muskegon, MI	Milwaukee, WI	West Lake, OH
1991		Cincinnati, OH	Chicago, IL	Madison, WI	Detroit, MI
1990					
1989					
1988		Dayton, OH	Columbus OH	Flint, MI	Arlington Heights, IL
1987	Cincinnati, OH	South Bend, IL	Carol Stream, IL	Indianapolis, IN	Bowling Green, OH
1986	N.W. Indiana	Palatine, IL	Youngstown, OH	Green Bay WI	FT Wayne, IN
1985		Merrillville, IN	Cleveland, OH	Kenosha, WI	Lansing, MI

\* The above list was gathered by reviewing the minutes from previous years. Conventions and assemblies have occurred every year and are mentioned in the minutes but locations were not included. No minutes exist prior to 1985.

<b>Principles of the OA Program</b>		
<b>The Principles of the 12 Steps</b>	<b>The Principles of the 12 Traditions</b>	<b>The Principles of The 12 Concepts of Service</b>
Step One: Honesty	Tradition One: Unity	Concept One: Unity
Step Two: Hope	Tradition Two: Trust	Concept Two: Conscience
Step Three: Faith	Tradition Three: Identity	Concept Three: Trust
Step Four: Courage	Tradition Four: Autonomy	Concept Four: Equality
Step Five: Integrity	Tradition Five: Purpose	Concept Five: Consideration
Step Six: Willingness	Tradition Six: Solidarity	Concept Six: Responsibility
Step Seven: Humility	Tradition Seven: Responsibility	Concept Seven: Balance
Step Eight: Self-discipline	Tradition Eight: Fellowship	Concept Eight: Delegation
Step Nine: Love for others	Tradition Nine: Structure	Concept Nine: Ability
Step Ten: Perseverance	Tradition Ten: Neutrality	Concept Ten: Clarity
Step Eleven: Spiritual Awareness	Tradition Eleven: Anonymity	Concept Eleven: Humility
Step Twelve: Service	Tradition Twelve: Spirituality	Concept Twelve:
		a) Selfishness
		b) Realism
		c) Representation
		d) Dialogue
		e) Compassion
		f) Respect

## Decorum in Debate

Robert's Rules of Order Newly Revised, 11<sup>th</sup> Edition pages 391-394

"The following practices and customs observed by speakers and other members in an assembly assist the carrying on of debate in a smooth and orderly manner." (RONR p. 391)

**1. Confining remarks to the merits of the pending question.**

Remarks must be germane to the question being addressed – must have a bearing on whether the motion should be adopted.

**2. Refraining from attacking a member's motives.**

Can speak against the consequences of the action being proposed, but avoid personalities or attack motives of the member who has spoken or who has proposed the issue.

**3. \*\*Addressing all remarks through the chair.**

Speaker should not address comments to another member. If a member wishes to question comments made by the previous speaker, he/she must seek recognition from the chair and address the assembly. The speaker can then ask the chair to request an answer from the previous speaker.

**4. Avoiding the use of members' names. (used in large assemblies)**

It is better to say "the member who spoke last" or "the delegate from \_\_\_\_\_". Officers should be referred to by their office. The speaker may use first person in relating their views.

**5. Refraining from speaking adversely on a prior action not pending.**

Speaking on an action previously taken is allowed only when the issue is being reconsidered, rescinded, or amended.

**6. Refraining from speaking against one's own motion.**

A person can vote against their own motion but cannot speak against it. If the maker decides that the action should not be taken, he/she can ask permission to withdraw the motion.

**7. Reading from reports, quotations, etc .....\*\*only with permission.**

A member may ask permission to read a report or quotation, etc. while speaking in debate.

**8. Being seated during an interruption by the chair. (used in large assemblies)**

If the chair is asked to make a ruling, the speaker should be seated....and may resume speaking after the chair is finished.

**9. Refraining from disturbing the assembly.**

During debate or during voting, members should not talk to others or move about the assembly. (side conversations!!)

Jan Strand, PRP

March 1, 2014

## Parliamentary 'Tips.' or What to Do & Why

The following summary will help you determine when to use the actions described in Robert's Rules.

**A main motion must be moved, seconded, and stated by the chair before it can be discussed.**

**If you want to move, second, or speak to a motion,** *stand and address the chair.*

**If you approve the motion as is,** *vote for it.*

**If you disapprove the motion,** *vote against it.*

**If you approve the idea of the motion but want to change it,** *amend it or submit a substitute for it.*

**If you want advice or information to help you make your decision,** *move to refer the motion to an appropriate group or committee with instructions to report back.*

**If you feel they can handle it better than the assembly,** *move to refer the motion to a group or committee with power to act.*

**If you feel that there the pending question(s) should be delayed so more urgent business can be considered,** *move to lay the motion on the table.*

**If you want time to think the motion over,** *move that consideration be deferred to a certain time.*

**If you think that further discussion is unnecessary,** *move the previous question.*

**If you think that the assembly should give further consideration to a motion referred to a committee,** *move the motion be recalled.*

**If you think that the assembly should give further consideration to a matter already voted upon and you voted on the prevailing side,** *move that it be reconsidered.*

**If you do not agree with a decision rendered by the chair,** *appeal the decision to the assembly.*

**If you think that a matter introduced is not germane to the matter at hand,** *raise a point of order.*

**If you think that too much time is being consumed by speakers,** *you can move a time limit.*

**If a motion has several parts, and you wish to vote differently on these parts,** *move to divide the motion.*

**If there are several motions that are similar, and you feel the outcome for all of them should be the same,** *move to consider by paragraph (or 'in seriatim').*

**If you would like the Assembly to say the Serenity Prayer at any time,** *raise a point of privilege.*

## Bylaws / Policy / Parliamentary Procedure/ Standing Rules

Bylaws (which include the 12 Steps, 12 Traditions and 12 Concepts) take precedence over all other rules of the assembly. They describe things such as who can vote at an Assembly and Roles (e.g. officers), how often meetings are held, etc.

Policy discusses how bylaws are to be implemented and practiced. They include things such as Officer Duties, financial practices, Committee responsibilities, etc.

Standing Rules limit the practice of Parliamentary Law with regards to the Assembly being held. They speak to items such as limiting debate, election procedures, etc.

Parliamentary Procedure provides the Assembly with rules so that the business of an Assembly can be processed effectively and efficiently and more than anything else, *fairly.*

*Parliamentary information is based on contents of Robert's Rules of Order, Newly Revised (11<sup>th</sup> edition) [RONR] and Region 5 Bylaws, Policies & Procedures and Standing Rules*

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[www.region5oa.org](http://www.region5oa.org)



OA REGION 5

# Parliamentary Overview

*What every member should know in  
order to fully participate in a  
Region 5 Assembly*

*“American Parliamentary Law is  
built on the principle that rights  
must be respected: rights of the  
majority, of the minority, of  
individuals, of absentees and  
rights of all these together.”  
Roberts Rules of Order;  
11<sup>th</sup> edition*

*“Anonymity is the spiritual  
foundation of all these traditions,  
ever reminding us to place  
principles before personalities.”  
The 12th Tradition of OA*

## Parliamentary Procedures: Placing principles before personalities

### Basic Principles Include:

- x Only one question can be considered at a time. It must be put in the form of a Motion by one member and seconded by another (or from a committee, where no second is required) and must be stated by the presiding officer, after which it is open to debate and amendment.
- x No one can make a motion or speak in debate until they have come to the Pro or Con microphone have been "recognized" by the presiding officer.
- x No member can speak a second time on the same question provided anyone desires to speak who has not spoken on that question.
- x Remarks should not be addressed to another member; they must be addressed to the presiding officer.
- x When a question is before the assembly it must be adopted or rejected by a vote, or disposed of in some other way before any other subject can be introduced (except for certain privileged motions).
- x All members are equal. Every member has the same rights.
- x A quorum (minimum number of members) must be present to transact business.
- x A question once settled may not be presented again in the same form in the same session. The only way to bring it back in the same meeting is to move to reconsider (some motions may not be reconsidered).
- x A majority vote decides a question except in cases where basic rights of members are involved.
- x A two thirds vote is necessary for any motion that deprives a member of their rights – such as changing rules of debate, cutting off debate, closing nominations, closing polls, rescinding action without notice, etc.
- x Silence gives consent. Those who do not vote when a vote is taken, by their silence, agree to go along with the decision of the majority.

### Basic Principles (continued)

A motion is the means by which all business is introduced to an Assembly. There are six (6) steps necessary to putting a motion on the floor and disposing of it:

1. Make the Motion ("I move that...")
2. Second the Motion (a seconder need not rise or address the chair)
3. Chair states the motion
4. Chair calls for debate and questions
5. Chair puts the question to a vote
6. Chair announces the results.

### The 'Rules'

**Point of Privilege:** Pertains to noise, personal comfort, etc. - may interrupt only if necessary!

**Parliamentary Inquiry:** Inquire as to the correct motion - to accomplish a desired result.

**Request for Information:** Ask a question. If the chair feels that the question is actually debate (i.e. Asking "Is it not true..." followed by a statement is probably not a question), he/she may choose not to answer.

**Orders of the Day (Agenda):** A call to adhere to the agenda (a deviation from the agenda requires Suspending the Rules).

**Point of Order:** Infraction of the rules, or improper decorum in speaking. Must be raised immediately after the error is made

**Main Motion:** Brings new business (the next item on the agenda) before the assembly.

**Divide the Question:** Divides a motion into two or more separate motions (each must be able to stand on their own).

**Consider by Paragraph ('in Seriatum'):** Adoption of multiple similar motions (or a single, highly complex motion) may be considered at the same time. Adoption is held until all parts of the motions are debated and amended.

**Amend:** Inserting or striking out words or paragraphs, or substituting whole paragraphs or resolutions.

**Withdraw/Modify Motion:** Applies only after question is stated; mover can accept an amendment without obtaining the floor.

**Commit /Refer/Recommit to Committee:** State the committee to receive the question or resolution; if no committee exists include size of committee desired and method of selecting the members (election or appointment).

**Extend Debate:** Applies only to the immediately pending question; extends until a certain time or for a certain period of time.

**Limit Debate:** Closing debate at a certain time, or limiting to a certain period of time.

### The 'Rules' (continued)

**Postpone to a Certain Time:** State the time the motion or agenda item will be resumed.

**Object to Consideration:** Objection must be stated before discussion or another motion is stated.

**Lay on the Table:** Temporarily suspends further consideration/action on pending question; may be made after motion to close debate has carried or is pending.

**Take from the Table:** Resumes consideration of item previously "laid on the table."

**Reconsider:** Can be made only by a member who voted on the prevailing side of a question who has changed position or view.

**Postpone Indefinitely:** Kills the question/resolution for this session - exception: the motion to reconsider can be made this session.

**Previous Question:** Closes debate if successful - may be moved to "Close Debate" if preferred.

**Informal Consideration:** When the assembly goes into a "Committee of the Whole," a (possibly time-limited) discussion [chaired by someone other than the R5 Chair] is held. All votes if taken during an informal consideration are considered recommendations. NOTE: Robert's Rules of Order prohibits straw polls calling them "meaningless and dilatory" as they

neither adopt nor reject a measure (RONR 11 ed. p 429).

**Appeal from the Decision of the Chair:** Appeal for the assembly to decide - must be made before other business is resumed; NOT debatable if relates to decorum, violation of rules or order of business.

**Suspend the Rules:** Allows a violation of the assembly's own rules (except Bylaws); the object of the suspension must be specified.

OA REGION 5

[www.region5oa.org](http://www.region5oa.org)

## **Tabs**

Cut the labels listed below for each divider with tabs

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# **Region 5 Organization**

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## **Suggested Committee Meeting Agenda:**

*(This guide may be used by the committee chair to make a more specific agenda.)*

- 1) Open with prayer of choice.
- 2) Identify volunteer to act as secretary to take notes.
- 3) Fill in contact information form for those present. *(Make copies for the committee folder and each member.)*
- 4) Read the purpose of this committee.
- 5) Read the minutes of the last committee meeting.
- 6) Unfinished business: Anything scheduled for last meeting that was not addressed or completed.
- 7) New Business: New projects or issues to be addressed.
- 8) Decide who will write the report and who will present it to the assembly.
- 9) Close the meeting with prayer of choice.

*Fill in the committee minutes and report forms. (Make copies for the committee folder and each member.)*

### **Notes:**

**The Region 5 \_\_\_\_\_ Committee Meeting Minutes**

**for Saturday, \_\_\_\_\_, 20\_\_\_\_**

***Acting secretary:* \_\_\_\_\_**

***Chair:* \_\_\_\_\_**

***Others members present:* \_\_\_\_\_**

\_\_\_\_\_

\_\_\_\_\_

***Notes:***

**The Region 5 \_\_\_\_\_ Committee Meeting Report**  
**for Saturday, \_\_\_\_\_, 20\_\_\_\_**

*Business:*

**Decisions made:**

**Actions taken:**

**Assignments made:**

**Issues for later:**

# The Region 5 Outreach Committee of the Whole Sub-Committee Meeting Report

Sub-Committee Name: \_\_\_\_\_

Sub-Committee Chair \_\_\_\_\_ Date: \_\_\_\_\_

**S.M.A.R.T. Goal:**

- Specific
- Measurable
- Achievable
- Relevant
- Time-bound

<p>Use the S.M.A.R.T. Goal guide on the back of this form</p>
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**Tasks to accomplish the smart goal**

	Task Description	Assigned to
1.		
2.		
3.		
4.		
5.		
6.		
7.		
8.		
9.		
10.		
11.		
12.		

**Issues for Later**

1.	
2.	
3.	
4.	
5.	

## S.M.A.R.T. Goal Guide

Crafting S.M.A.R.T. Goals are designed to help you identify if what you want to achieve is realistic and determine a deadline. When writing S.M.A.R.T. Goals use concise language but include relevant information. These are designed to help you succeed, so be positive when answering the questions.

**Initial Goal** (*Write the idea you have in mind*):

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**1. Specific** (*What do you want to accomplish? Who needs to be included? When do you want to do this? Why is this a goal?*)

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**2. Measurable** (*How can you measure progress and know if you've successfully met your goal?*):

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**3. Achievable** (*Do you have the skills required to achieve the goal? If not, can you obtain them? What is the motivation for this goal? Is the amount of effort required on par with what the goal will achieve?*):

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**4. Relevant** (*Why am I setting this goal now? Is it aligned with overall objectives?*):

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**5. Time-bound** (*What's the deadline and is it realistic?*):

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Review what you have written above and craft a new goal statement based on what the answers to the questions above have revealed. Write this S.M.A.R.T. Goal in the box provided on the front of this form.