





## Region 5 2023 Spring Assembly

Location: Edinburgh, IN

### Saturday, March 11, 2023 – Morning Session

- 1) The 2023 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, a moment of silence for those who are still suffering, and the Serenity Prayer.
  - b) For Today was read by Barbara H.
  - c) The 12 Steps were read by Mellissa B.
  - d) 12 Traditions were read by Cecelia S.
  - e) Welcomed the everyone, especially the visitors.

- 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:	20
Voting Officers Present:	4
<b>Eligible Voters Present:</b>	<b>24</b>
Non-voting Alternates, Guests	3
Parliamentarian	1
Region Trustee Liaison	1
<b>Total Attendance</b>	<b>29</b>

- c) The full Credentials Report can be found in Packet C: "C03\_Region 5 2023 Spring Assembly Credentials Report".
- 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) Announced update/change to the Standing Rules. Packet A, Page 58, Item 9.
  - i) Update in bold: 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 the Saturday of the Fall Assembly and prior to **5:30 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 the Assembly.
- b) The Standing Rules, distributed in Packet A, were read by Bylaws Committee Chair – Pam P.
- c) Hearing no objections, the Standing Rules were adopted, with the bolded update from above.

- 4) Agenda:

- a) House cleaning corrections announced for the Proposed Agenda for the Assembly.
  - i) Correct Central Time to Eastern time under the session headings on pages 2 and 3.
  - ii) Remove all listed meeting rooms, as they continued to change until Friday evening. Rooms announced verbally in sessions for clarity.
  - iii) Change "New Business Motions" note at the bottom of page 2 to say 5:30 pm, as discussed in the Standing Rules section of the Minutes.
- b) Hearing no objections, the Assembly Agenda was adopted, with the corrections listed above.
- c) The adopted Agenda will be in Packet C as file "C04\_Region 5 2023 Spring Assembly Adopted Agenda".

- 5) Consent Agenda:

- a) The Consent Agenda (CA), distributed in Packet B (Packet Page 27), will now only include the Motion B1. B3 is being removed from the CA and added back to the original Motions in Packet A, which will be reviewed on Sunday morning.
  - b) Hearing no objections, the Consent Agenda was adopted, with the change discussed above.
- 6) Responses to 5 Minute Writing Exercise (From Fall Assembly) – Scheduled, but did not do this during the session.
- 7) Mini-Countdown for years of Abstinence was conducted.
- 8) Introduction of Assembly Newcomer Reps (Green Dots) was conducted.
- 9) Former Region 5 Officers and Trustees were introduced.
- 10) Volunteer Services:
- a) Minutes Approval Committee – Mary Ann M. and Pam L.
  - b) Timer – Sheryl G.
  - c) Copy Coordinator – Mike B.
  - d) Nominating Committee – Kathy C. (KY), Cecilia S. (MI), Pam L. (IN), Melissa B. (OH), Lisa O. (IL), Lynn H. (WI). Deanna is the Committee Liaison.
- 11) Executive Committee Reports and 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) Linda has a receipt book for anyone that paid cash for Registrations at Assembly.
    - ii) Announced that there are updated forms in the back for Donations, PIPO funding, and Funding Assistance.
    - iii) Q and A discussion.
    - iv) No additional questions.
  - e) Region 5 Trustee
    - i) Reminded Reps to make sure all meetings are signed-up as R5 or will automatically go to Virtual Region.
    - ii) Discussed updated links, literature, etc. that was in her report.
    - iii) Q and A discussion.
    - iv) No additional questions.
- 12) Announcements were made.
- 13) The 2023 Spring Morning Assembly was adjourned at 9:35 AM ET, 8:35 AM CT for Business Committee Meetings and then lunch, with the Seventh Step Prayer.
- 14) Business Committee Meetings met in their established locations.
- a) Bylaws Committee
  - b) Convention Committee
  - c) Finance Committee
  - d) Media Committee
- 15) Luncheon at 12:00 PM ET, 11:00 AM CT.

**Saturday, March 11, 2023 – Afternoon Session**

- 1) The 2023 Spring Assembly Saturday Afternoon Session was called to order by the Chair – Eileen C. at 1:30 PM ET, 12:30 PM CT. Opened with:
  - a) The OA Responsibility Pledge followed by the Serenity Prayer.

- b) OA Concepts 1-7 were read by Preston F.
- c) OA Concepts 8-12 were read by Laura H.
- 2) Eileen C. shared 2022 Fall Assembly Five Minute Writing Exercise responses.
- 3) Credentials Report:
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- c) The full Credentials Report can be found in Packet C: “C03\_Region 5 2023 Spring Assembly Credentials Report”.
- d) There was no objection to the Credentials Report as presented. The Credentials Report was approved.
- 4) Minutes Approval for the 2022 Fall Assembly.
  - a) No corrections were proposed.
  - b) As there were no objections to the 2022 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. 7<sup>th</sup> Tradition was collected.
- 6) Parliamentarian Moment was presented by Gerri M.
  - a) Explained why we do Credential Reports.
  - b) Discussed some responses to the Survey.
- 7) Outreach Committee of the Whole goals discussion, brainstorming, and vote for the coming year.
  - a) Reviewed the updated “Important Points Region 5 Inventory.”
  - b) Selected tasks to support the primary goals for R5.
  - c) Divided into two task Sub-Committees, IG2IG and PIPO.
- 8) Outreach Committee of the Whole Sub-committee Meetings.
  - a) IG2IG Sub-committee.
  - b) PIPO Sub-committee.
- 9) Announcements were made, including:
  - a) Information about the ENB Motions that the Assembly will review on Sunday morning.
- 10) The 2023 Spring Saturday Afternoon Assembly was adjourned at 4:58 PM ET, 3:58 PM CT with The OA Promise.

**Sunday, March 12, 2023 – Morning Session**

- 1) The 2023 Spring Assembly Sunday Morning Session was called to order by the Region 5 Chair – Eileen C. at 8:31 AM ET, 7:31 AM CT. Opened with:
  - a) The OA Responsibility Pledge and the Serenity Prayer.
  - b) For Today was read by Ed L.
  - c) The OA Diversity Statement was read by Mike B.
- 2) Volunteer Services:
  - a) Timer – Sheryl G.

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d) There was no objection to the Credentials Report as presented. The Credentials Report was approved.

4) Business Committee Reports:

a) Bylaws Committee

i) Report presented by the Bylaws Committee Chair – Pam P.

ii) No questions.

b) Convention Committee 2022

i) Report was presented by the Convention Committee Co-Chair – Mary Ann M.

ii) Q and A discussion.

iii) No additional questions.

c) Media Committee

i) Report presented by the Media Committee Chair – Kevin F.

ii) No questions.

d) Finance Committee

i) Report presented by the Finance Committee Chair – Linda P.

ii) Q and A discussion.

iii) No additional questions.

e) Nominating Committee

i) Report presented by the **acting** Nominating Committee Chair – Deanna B.

ii) Need to find a Rep for thus Chair position.

iii) Q and A discussion.

iv) No additional questions.

5) Committee of the Whole Reports:

a) IG2IG Sub-committee

i) Presented by Sub-committee Chair – Cecelia S.

ii) Q and A discussion.

iii) No additional questions.

b) PIPO Sub-committee

i) Presented by Sub-committee Chair – Melissa B.

ii) No questions.

6) New Business:

- a) **Bylaws Motion B2.** The Chair has ruled Motion B2 to be out of order and so it will not be considered. The Motion is out of order because it conflicts with the World Service Bylaws.
- b) **Bylaws Motion B3.**

**MOVE TO AMEND:**

ByLaws ARTICLE VII. A.5 - page B-6 to remove the requirement of residency of Trustee Liaison.

**SUGGESTED LANGUAGE:** *Delete item #5.*

5. ~~All Region 5 trustee nominees shall live within the boundaries of Region 5.~~

- i) Did not require a second because it is from the Bylaws Business Committee.
  - ii) The Bylaws Motion B3 was reviewed by the Bylaws Committee and approved to move forward.
  - iii) The Bylaws Motion B3 was presented as pro by the creator, Bylaws Committee Chair Pam P.
  - iv) The proposed Bylaws Motion B 3 was debated pros and cons.
  - v) The proposed Bylaws Motion B3 was allowed five to seven minutes for Q and A discussion.
  - vi) The proposed Bylaws Motion B3 was brought to a vote.
  - vii) The Bylaws Motion B3 was adopted with a vote of 24 out of 24.
- c) **Policy Motion P1.**

**MOVE TO AMEND:**

Policies & Procedures I.C, page 6, add #8 to clarify a Trustee Liaison nominee's expense coverage to WSBC.

**SUGGESTED LANGUAGE:** *Add item #8.*

8. If the Trustee Liaison nominee is a Delegate to WSBC for their intergroup, then expenses to WSBC will be covered by the nominee's intergroup, supplemented by Region 5 as necessary. If the Trustee Liaison nominee is not a Delegate to WSBC for their intergroup, then expenses to WSBC will be covered by Region 5.

- i) Did not require a second because it is from the Bylaws Business Committee.
- ii) The Policy Motion P1 was reviewed by the Bylaws Committee and approved to move forward.
- iii) The Policy Motion P1 was presented as pro by the creator, Bylaws Committee Chair Pam P.
- iv) The proposed Policy Motion P1 was debated pros and cons.
- v) The proposed Policy Motion P1 was allowed five to seven minutes for Q and A discussion.
- vi) The proposed Policy Motion P1 was brought to a vote.
- vii) The Policy Motion P1 was adopted with a vote of 24 out of 24.

7) Emergency New Business:

a) **Emergency Policy Motion ENB1.**

**MOVE TO AMEND:** Revise the Secretary Position information from the Responsibilities and Duties of Officers and Reps of R5 Section.

**SUGGESTED LANGUAGE:** *Update section as follows.*

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

### **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 distributed with 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:~~ and emails links to the posted online Packets (housed on the R5 website), 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 information. ~~form with pre-addressed envelope when email address is unavailable.~~
  11. Any other current pertinent information.
- h. Assists with online Assembly registration when needed.
- i. Prepares ~~sign-in sheets, name tags, forms, and committee member lists,~~ digital check-in materials, and the R5 iPad with installed Apps for check-in and registration at each assembly.
- j. Prepares a list of new region representatives and sends to Trustee Liaison.
- k. Receives assembly registration fee forms with checks and forwards the checks to Region 5 treasurer to deposit.
- l. Assembles and ~~has posted a~~ emails links to the posted online 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.
- m. Perform duties as designated by chair.

2. Management

- a. Maintains knowledge of the Digital Community Coordinator's (DCC) duties and will act as back-up for this work, as needed.
  1. Trains DCC in their duties and provides access to all of the digital information (accounts, Apps, locations, logins, etc.)
  2. Assigns DCC work when needed (online registration forms, etc.).
  3. Stays informed about the DCC project requests and assists with establishing deadlines, as needed.
- b. Coordinates with the Webmaster to manage, create, update, and change information and elements for the Region 5 website.
  1. Enlists the DCC for website assistance, as needed.
- c. 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.
- d. Keeps and maintains all appropriate Region 5 equipment.
- e. Digitally maintains and archives R5 information, via the Secretary's Microsoft One Drive, whenever possible.

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

- i) The Emergency Policy Motion ENB1 was reviewed by the Bylaws Committee and approved to move forward and read by Bylaws Committee Chair Pam P.
- ii) The Emergency Policy Motion ENB1 was presented as pro by the creator, R5 Secretary Keri E.
- iii) The proposed Emergency Policy Motion ENB1 debate of pros and cons started.
  - (1) Con presented that the Motion should not name a specific online storage drive.
  - (2) Moved to Table ENB1 discussion for the creation of a new Amendment to ENB1 **item 2. e.** (changed from 5 to 2 with housekeeping adjustment).
  - (3) Cecelia S., maker of the Amendment to 2.e., read the proposed wording, as noted above with the highlighted strike-though.
  - (4) The proposed Amendment to 2.e. was debated pros and cons.
  - (5) The proposed Amendment to 2.e. was allowed five to seven minutes for discussion.
  - (6) The proposed Amendment to 2.e. was brought to a vote.
  - (7) The proposed Amendment to 2.e. was adopted with a vote of 24 out of 24.
- iv) The FULL, UPDATED proposed Emergency Policy Motion ENB1 was brought back to debate pros and cons.
- v) The proposed Emergency Policy Motion ENB1 was allowed five to seven minutes for discussion.
- vi) The proposed Emergency Policy Motion ENB1 was brought to a vote.
- vii) The Policy Emergency Policy Motion ENB1 was adopted with a vote of 24 out of 24.



b) **Emergency Policy Amendment ENB2.**

**MOVE TO AMEND:** Update the Digital Community Coordinator Position information from the Responsibilities and Duties of Officers and Reps of R5 Section.

**SUGGESTED LANGUAGE:** *Update section as follows.*

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

**J. Digital Community Coordinator**

The Digital Community Coordinator is responsible for assisting with the Region 5 online presence, including virtual meetings, -website support, online event registrations, and email distribution lists.

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

1. Manage the R5 Host Email accounts and Zoom 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, as needed.
8. Assists Region 5 Secretary with Website support, as needed.
9. Maintains Region 5 email distribution lists. ~~Supports broadcasting events being produced by a Region 5 Board or Committee.~~
10. Assists Secretary with the creation of and use of Region 5 Online Registrations, as needed.
11. Reports to the ~~Region 5 Board~~ Secretary.
  - 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.
12. May be invited to Region Executive Board Meetings as needed on request.
13. Digital Community Coordinator will have at least one year of continuous abstinence and declared themselves practicing 12 steps to the best of their ability and be committed to the Twelve Traditions of OA and Twelve Concepts of OA Service."
14. Digital Community Coordinator will be appointed by the Region 5 Chair to a 2-year term, with a limit of 8 years of total service. Term commences at time of appointment.

- i) The Emergency Policy Amendment ENB2 was reviewed by the Bylaws Committee and approved to move forward and read by Bylaws Committee Chair Pam P.
- ii) The Emergency Policy Amendment ENB2 was presented as pro by the creator, R5 Secretary Keri E.
- iii) The proposed Emergency Policy Amendment ENB2 was debated pros and cons.
- iv) The proposed Emergency Policy Amendment ENB2 was allowed five to seven minutes for discussion.
- v) The proposed Emergency Policy Amendment ENB2 was brought to a vote.
- vi) The Policy Emergency Policy Amendment ENB2 was adopted with a vote of 24 out of 24.

c) **Emergency Policy Amendment ENB3.**

**MOVE TO AMEND:** Revise the Webmaster Position information within the Responsibilities and Duties of Officers and Reps of R5 Section.

**SUGGESTED LANGUAGE:**

1. Reports to the Region 5 ~~Digital Community Coordinator~~ Secretary.

- i) The Emergency Policy Amendment ENB3 was reviewed by the Bylaws Committee and approved to move forward and read by Region 5 Chair Eileen C.
  - ii) The Emergency Policy Amendment ENB3 was presented as pro by the creator, R5 Secretary Keri E.
  - iii) The proposed Emergency Policy Amendment ENB3 was debated pros and cons.
  - iv) The proposed Emergency Policy Amendment ENB3 as allowed five to seven minutes for discussion.
  - v) The proposed Emergency Policy Amendment ENB3 was brought to a vote.
  - vi) The Policy Emergency Policy Amendment ENB3 was adopted with a vote of 24 out of 24.
- 8) Unfinished Business.
- a) 2024 Convention bid discussion and reminder to the Reps.
- 9) Recognized outgoing Representatives.
- 10) Announcements were made.
- 11) Chair's Drawing was conducted.
- 12) New Representative Graduation (Green Dot) Ceremony was conducted.
- 13) The 2023 Spring Assembly was adjourned at 10:18 AM ET, 9:18 AM CT.

**Keri J. Evans**

Region 5 Secretary



## Region 5 2023 Spring Assembly

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ii) No questions.

b) Convention Committee 2022

i) Report was presented by the Convention Committee Co-Chair – Mary Ann M.

ii) Q and A discussion.

iii) No additional questions.

c) Media Committee

i) Report presented by the Media Committee Chair – Kevin F.

ii) No questions.

d) Finance Committee

i) Report presented by the Finance Committee Chair – Linda P.

ii) Q and A discussion.

iii) No additional questions.

e) Nominating Committee

i) Report presented by the **acting** Nominating Committee Chair – Deanna B.

ii) Need to find a Rep for thus Chair position.

iii) Q and A discussion.

iv) No additional questions.

5) Committee of the Whole Reports:

a) IG2IG Sub-committee

i) Presented by Sub-committee Chair – Cecelia S.

ii) Q and A discussion.

iii) No additional questions.

b) PIPO Sub-committee

i) Presented by Sub-committee Chair – Melissa B.

ii) No questions.

6) New Business:

- a) **Bylaws Motion B2.** The Chair has ruled Motion B2 to be out of order and so it will not be considered. The Motion is out of order because it conflicts with the World Service Bylaws.
- b) **Bylaws Motion B3.**

**MOVE TO AMEND:**

ByLaws ARTICLE VII. A.5 - page B-6 to remove the requirement of residency of Trustee Liaison.

**SUGGESTED LANGUAGE:** *Delete item #5.*

5. ~~All Region 5 trustee nominees shall live within the boundaries of Region 5.~~

- i) Did not require a second because it is from the Bylaws Business Committee.
  - ii) The Bylaws Motion B3 was reviewed by the Bylaws Committee and approved to move forward.
  - iii) The Bylaws Motion B3 was presented as pro by the creator, Bylaws Committee Chair Pam P.
  - iv) The proposed Bylaws Motion B 3 was debated pros and cons.
  - v) The proposed Bylaws Motion B3 was allowed five to seven minutes for Q and A discussion.
  - vi) The proposed Bylaws Motion B3 was brought to a vote.
  - vii) The Bylaws Motion B3 was adopted with a vote of 24 out of 24.
- c) **Policy Motion P1.**

**MOVE TO AMEND:**

Policies & Procedures I.C, page 6, add #8 to clarify a Trustee Liaison nominee's expense coverage to WSBC.

**SUGGESTED LANGUAGE:** *Add item #8.*

8. If the Trustee Liaison nominee is a Delegate to WSBC for their intergroup, then expenses to WSBC will be covered by the nominee's intergroup, supplemented by Region 5 as necessary. If the Trustee Liaison nominee is not a Delegate to WSBC for their intergroup, then expenses to WSBC will be covered by Region 5.

- i) Did not require a second because it is from the Bylaws Business Committee.
- ii) The Policy Motion P1 was reviewed by the Bylaws Committee and approved to move forward.
- iii) The Policy Motion P1 was presented as pro by the creator, Bylaws Committee Chair Pam P.
- iv) The proposed Policy Motion P1 was debated pros and cons.
- v) The proposed Policy Motion P1 was allowed five to seven minutes for Q and A discussion.
- vi) The proposed Policy Motion P1 was brought to a vote.
- vii) The Policy Motion P1 was adopted with a vote of 24 out of 24.

7) Emergency New Business:

a) **Emergency Policy Motion ENB1.**

**MOVE TO AMEND:** Revise the Secretary Position information from the Responsibilities and Duties of Officers and Reps of R5 Section.

**SUGGESTED LANGUAGE:** *Update section as follows.*

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

### **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 distributed with 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:~~ and emails links to the posted online Packets (housed on the R5 website), 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 information. ~~form with pre-addressed envelope when email address is unavailable.~~
  11. Any other current pertinent information.
- h. Assists with online Assembly registration when needed.
- i. Prepares ~~sign-in sheets, name tags, forms, and committee member lists,~~ digital check-in materials, and the R5 iPad with installed Apps for check-in and registration at each assembly.
- j. Prepares a list of new region representatives and sends to Trustee Liaison.
- k. Receives assembly registration fee forms with checks and forwards the checks to Region 5 treasurer to deposit.
- l. Assembles and ~~has posted a~~ emails links to the posted online 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.
- m. Perform duties as designated by chair.



2. Management

- a. Maintains knowledge of the Digital Community Coordinator's (DCC) duties and will act as back-up for this work, as needed.
  1. Trains DCC in their duties and provides access to all of the digital information (accounts, Apps, locations, logins, etc.)
  2. Assigns DCC work when needed (online registration forms, etc.).
  3. Stays informed about the DCC project requests and assists with establishing deadlines, as needed.
- b. Coordinates with the Webmaster to manage, create, update, and change information and elements for the Region 5 website.
  1. Enlists the DCC for website assistance, as needed.
- c. 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.
- d. Keeps and maintains all appropriate Region 5 equipment.
- e. Digitally maintains and archives R5 information, via the Secretary's Microsoft One Drive, whenever possible.

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

- i) The Emergency Policy Motion ENB1 was reviewed by the Bylaws Committee and approved to move forward and read by Bylaws Committee Chair Pam P.
- ii) The Emergency Policy Motion ENB1 was presented as pro by the creator, R5 Secretary Keri E.
- iii) The proposed Emergency Policy Motion ENB1 debate of pros and cons started.
  - (1) Con presented that the Motion should not name a specific online storage drive.
  - (2) Moved to Table ENB1 discussion for the creation of a new Amendment to ENB1 **item 2. e.** (changed from 5 to 2 with housekeeping adjustment).
  - (3) Cecelia S., maker of the Amendment to 2.e., read the proposed wording, as noted above with the highlighted strike-though.
  - (4) The proposed Amendment to 2.e. was debated pros and cons.
  - (5) The proposed Amendment to 2.e. was allowed five to seven minutes for discussion.
  - (6) The proposed Amendment to 2.e. was brought to a vote.
  - (7) The proposed Amendment to 2.e. was adopted with a vote of 24 out of 24.
- iv) The FULL, UPDATED proposed Emergency Policy Motion ENB1 was brought back to debate pros and cons.
- v) The proposed Emergency Policy Motion ENB1 was allowed five to seven minutes for discussion.
- vi) The proposed Emergency Policy Motion ENB1 was brought to a vote.
- vii) The Policy Emergency Policy Motion ENB1 was adopted with a vote of 24 out of 24.

b) **Emergency Policy Amendment ENB2.**

**MOVE TO AMEND:** Update the Digital Community Coordinator Position information from the Responsibilities and Duties of Officers and Reps of R5 Section.

**SUGGESTED LANGUAGE:** *Update section as follows.*

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

**J. Digital Community Coordinator**

The Digital Community Coordinator is responsible for assisting with the Region 5 online presence, including virtual meetings, -website support, online event registrations, and email distribution lists.

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

1. Manage the R5 Host Email accounts and Zoom 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, as needed.
8. Assists Region 5 Secretary with Website support, as needed.
9. Maintains Region 5 email distribution lists. ~~Supports broadcasting events being produced by a Region 5 Board or Committee.~~
10. Assists Secretary with the creation of and use of Region 5 Online Registrations, as needed.
11. Reports to the ~~Region 5 Board~~ Secretary.
  - 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.
12. May be invited to Region Executive Board Meetings as needed on request.
13. Digital Community Coordinator will have at least one year of continuous abstinence and declared themselves practicing 12 steps to the best of their ability and be committed to the Twelve Traditions of OA and Twelve Concepts of OA Service."
14. Digital Community Coordinator will be appointed by the Region 5 Chair to a 2-year term, with a limit of 8 years of total service. Term commences at time of appointment.

- i) The Emergency Policy Amendment ENB2 was reviewed by the Bylaws Committee and approved to move forward and read by Bylaws Committee Chair Pam P.
- ii) The Emergency Policy Amendment ENB2 was presented as pro by the creator, R5 Secretary Keri E.
- iii) The proposed Emergency Policy Amendment ENB2 was debated pros and cons.
- iv) The proposed Emergency Policy Amendment ENB2 was allowed five to seven minutes for discussion.
- v) The proposed Emergency Policy Amendment ENB2 was brought to a vote.
- vi) The Policy Emergency Policy Amendment ENB2 was adopted with a vote of 24 out of 24.

c) **Emergency Policy Amendment ENB3.**

**MOVE TO AMEND:** Revise the Webmaster Position information within the Responsibilities and Duties of Officers and Reps of R5 Section.

**SUGGESTED LANGUAGE:**

1. Reports to the Region 5 ~~Digital Community Coordinator~~ Secretary.

- i) The Emergency Policy Amendment ENB3 was reviewed by the Bylaws Committee and approved to move forward and read by Region 5 Chair Eileen C.
  - ii) The Emergency Policy Amendment ENB3 was presented as pro by the creator, R5 Secretary Keri E.
  - iii) The proposed Emergency Policy Amendment ENB3 was debated pros and cons.
  - iv) The proposed Emergency Policy Amendment ENB3 as allowed five to seven minutes for discussion.
  - v) The proposed Emergency Policy Amendment ENB3 was brought to a vote.
  - vi) The Policy Emergency Policy Amendment ENB3 was adopted with a vote of 24 out of 24.
- 8) Unfinished Business.
- a) 2024 Convention bid reminder to the Reps.
- 9) Recognized outgoing Representatives.
- 10) Announcements were made.
- 11) Chair's Drawing was conducted.
- 12) New Representative Graduation (Green Dot) Ceremony was conducted.
- 13) The 2023 Spring Assembly was adjourned at 10:18 AM ET, 9:18 AM CT.

**Keri J. Evans**

Region 5 Secretary

**Region 5 Credentials Report - Spring 2023**

**Registered Intergroups: 25 Registered Groups: 409 Unaffiliated Groups: 31**

**Total Groups: 440 Eligible # of Region 5 Reps: 54 Virtual Meetings in R5: 86**

<u>St/Prov</u>	<u>Intergroup Name</u>	<u>Number</u>	<u>Groups</u>	<u>Eligible Reps</u>	<u>Sat A.M.</u>	<u>Sat PM</u>	<u>Sun AM</u>
IL	Suburban North	9118	29	3	3	3	3
IL	Chicago West Intergroup Farout	9168	18	2	0	0	0
IL	Turning Point	9467	17	2	0	0	0
IL	Central Illinois	9482	5	1	0	0	0
IL	Chicago Suburban Southwest	9539	22	3	2	2	2
IL	Forest City	9625	2	1	0	0	0
		<b>Illinois</b>	<b>93</b>	<b>12</b>	<b>5</b>	<b>5</b>	<b>5</b>
IN	Central Indiana	9096	28	3	2	2	2
IN	Northwest Indiana	9291	8	1	1	1	1
IN	Kiss Intergroup	9311	4	1	0	0	0
IN	Let Go Let God (LG2)	9642	5	1	1	1	1
		<b>Indiana</b>	<b>45</b>	<b>6</b>	<b>4</b>	<b>4</b>	<b>4</b>
KY	Louisville Metro	9022	23	3	2	2	2
		<b>Kentucky</b>	<b>23</b>	<b>3</b>	<b>2</b>	<b>2</b>	<b>2</b>
MI	Greater Detroit Intergroup	9026	40	4	0	0	0
MI	Southwest Michigan	9141	5	1	0	0	0
MI	Western Michigan	9208	13	2	0	0	0
MI	Greater Ann Arbor Area	9251	24	3	1	1	1
MI	Jackson Area	9354	3	1	0	0	0
		<b>Michigan</b>	<b>85</b>	<b>11</b>	<b>1</b>	<b>1</b>	<b>1</b>
OH	Greater Cincinnati	9040	16	2	0	0	0
OH	Cleveland Central	9041	36	4	4	4	4
OH	Greater Canton Area	9122	4	1	0	0	0
OH	Central Ohio Service	9134	21	3	1	1	1
OH	Greater Dayton	9175	11	2	1	1	1
OH	Crossroads of Hope	9274	7	1	0	0	0
		<b>Ohio</b>	<b>95</b>	<b>13</b>	<b>6</b>	<b>6</b>	<b>6</b>
WI	Milwaukee Area	9053	36	5	2	2	2
WI	Rock River	9073	8	1	0	0	0
WI	Madison Area	9161	24	3	0	0	0
		<b>Wisconsin</b>	<b>68</b>	<b>9</b>	<b>2</b>	<b>2</b>	<b>2</b>
	Voting Reps Present		409	54	20	20	20
	Voting Officers Present			4	4	4	4
	<b>Eligible Voters Present</b>				<b>24</b>	<b>24</b>	<b>24</b>
	Non-voting alternates, guests				3	5	3
	Parliamentarian				1	1	1
	Region Trustee Liaison				1	1	1
	<b>Total Attendance</b>				<b>29</b>	<b>31</b>	<b>29</b>



**REGION 5 SPRING ASSEMBLY**  
**March 10th, 11th, and 12th, 2023**

**NEW LOCATION!**  
**Hilton Garden Inn**  
**Edinburgh, IN**

**NOTE: Located in EASTERN time zone.**

***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.

# ADOPTED AGENDA

## 2023 Region 5 Spring Assembly

### FRIDAY (March 10th, 2023)

*All times listed are EASTERN TIME*

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

### SATURDAY (March 11th, 2023)

*All times listed are EASTERN TIME*

7:00 AM ET	<b>Hotel Kitchen Opens for Breakfast</b>
7:45 AM ET	<b>Check-in</b> (hosted by Central Indiana Intergroup)
8:30 AM ET	<b>MORNING BUSINESS SESSION</b> <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) – <i>Readings assigned by Eileen at the Assembly.</i></li><li>• <b>Morning Business</b><ol style="list-style-type: none"><li>1. Roll Call (Credentials Report in <b>Packet B – PAGE 4</b>)</li><li>2. Adoption of Credentials Report</li><li>3. Assembly Standing Rules (<b>Packet A – PAGES 57– 58</b>)</li><li>4. Agenda (<b>Packet A – PAGES 4 – 7</b>)</li><li>5. Consent Agenda (If needed, it will be in <b>Packet B – PAGES 27–32</b>)</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) – <i>Appointed by Eileen at the Assembly.</i></li><li>10. Executive Committee Reports Q &amp; A [Reports from Chair (<b>Packet B – PAGES 6–7</b>), Vice-Chair (<b>Packet B – PAGE 9</b>), Secretary Letters (<b>Packets A &amp; B – PAGES 1–2</b>), Trustee Liaison (<b>Packet B – PAGES 11–12</b>), and Treasurer (<b>Packet B – PAGES 14–15</b>)].</li><li>11. Announcements</li><li>12. Adjournment</li></ol></li></ul>
9:15 AM ET	<b>Break</b>
9:30 AM ET	<b>Committee Meetings</b> (Pre-Assembly Committee Reports, as received for their work since Fall Assembly, provided in <b>Packet B</b> and in the Committee folders. <ol style="list-style-type: none"><li>1. Bylaws Committee</li><li>2. Convention Committee</li><li>3. Finance Committee</li><li>4. Media Committee</li></ol> <p><b>Note: New Business Motions are due to the Trustee Liaison by 5:30 PM.</b></p>
12:00 PM ET	<b>Luncheon</b>

*Updated 3/30/23 – KE*

1:00 PM ET  
1:24 PM ET  
1:30 PM ET

**Emergency New Business Committee Meetings** (reconvene, if necessary, in same locations)

**Five Minute Writing Exercise**

**AFTERNOON BUSINESS SESSION**

- **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)  
– *Readings assigned by Eileen at the Assembly.*
- **Afternoon Business**
  1. Roll Call (Credentials Report in **Packet B – PAGE 4**)
  2. Adoption of Credentials Report
  3. Minutes Approval of the Fall Assembly Minutes (**Packet A – PAGES 12 – 17**)
  4. 7th Tradition Collection
  5. Parliamentary Moment (Parliamentarian)

2:00 PM ET

**Outreach Committee of the Whole**

1. Discussion, brainstorm, and vote on Outreach Goals for the coming year (SMART Goal forms in **Packet A – PAGES 114 – 115**, review the updated “Important Points Region 5 Inventory” (**Packet B – PAGES 59–60**))
2. Select tasks to support the Goals.
3. Divide into task Sub-Committees.

3:15 PM ET

**Break**

3:30 PM ET

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

1. IG2IG Sub-Committee, if it continues for 2023
2. Sponsorship Sub-Committee, if it continues for 2023
3. PIPO Sub-Committee, if it continues for 2023

**Note: New Business Motions are due to the Trustee Liaison by 5:30 PM.**

4:45 PM ET

**Afternoon Session Continued**

1. Region 5 Convention bids (If any)
2. Announcements
2. Adjournment

5:00 PM ET

**Special Committee Meetings**

1. Bylaws Committee (consider emergency new business, if necessary)
2. Nominating Committee

5:30 PM ET

**Dinner on Your Own**

8:00 PM ET

**Open OA Meeting** (hosted by Central Indiana Intergroup)

**SUNDAY** (March 12th, 2023)

*All times listed are EASTERN TIME*

7:00 AM ET

**Hotel Kitchen Opens for Breakfast**

8:30 AM ET

**MORNING BUSINESS SESSION**

- **Call to Order**
- **Opening Ceremonies** (Welcome, Serenity Prayer, For Today, The OA Unity with Diversity Policy Statement) – *Readings assigned by Eileen at the Assembly.*
- **Morning Business**
  1. Opening Ceremonies
  2. Roll Call and Adoption of Credentials Report (Credentials Report in **Packet B – PAGE 4**)
  3. Business Committee Reports (Please be ready to report at the front microphone).
    - a. Bylaws Committee (Pam P.)
    - b. 2023 Virtual Convention Committee (Mary Ann M.)
    - c. Finance Committee (Linda P.- Pre-Assembly documents in **Packet B – PAGES 17-23**)

**Updated 3/30/23 – KE**

- d. Media Committee (Shirley L.)
  - e. Nominating Committee (Chair)
  - 4. Growing Recovery Outreach Committee of the Whole:
    - a. Sponsorship Sub-Committee, if it continues for 2023 (Marylyn D.)
    - b. IG2IG Sub-Committee, if it continues for 2023 (Cecelia S.)
    - c. PIPO Sub-Committee, if it continues for 2023 (Melissa B.)
  - 5. New Business (Amendments and Motions in **Packet A – PAGES 19 – 26**)
    - a. Emergency New Business (if needed)
  - 6. Unfinished Business (If any)
  - 9. Recognition of Outgoing Representatives
  - 10. Green Dot Ceremony
  - 11. Announcements<sup>1</sup>
  - 12. Chair’s Drawing
  - 13. Adjournment and OA Promise<sup>2</sup>
- Good of the Order**<sup>3</sup> (Region 5 Officers, Trustee, Committee Chairs (current, outgoing, and incoming, all others are asked to leave the room)).

10:30 AM ET

11:00 AM ET

11:30 AM ET

**Hotel Checkout**

**Closed Board Meeting** (all Officers (current, outgoing, and incoming need to attend)).

## REGION 5 TIMELINE

### 2023

March 10-12	Region 5 Spring Assembly, <b>Edinburgh, IN - NEW!</b>
July 15	Region 5 Summer Conference via Zoom
September 9 (8 am to 4 pm CT)	Region 5 Virtual Convention via Zoom
TBD (Oct. 27–29 OR Nov.3–5)	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.





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 5:30 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**

# **POLICIES & PROCEDURES**

# Table of Contents

- I. REGION 5 GENERAL POLICIES .....4
  - A. Date and Location of Assemblies .....4
  - B. Events at the Assembly .....4
  - C. Elections .....5
  - D. Amendments to Standing Rules and Policies.....6
  - E. Miscellaneous.....6
  - F. Region 5 Convention.....6
  - G. Committees .....7
    - 1. Bylaws Committee: .....8
    - 2. Convention Committee:.....8
    - 3. Finance Committee:.....8
    - 4. Media Committee: .....8
    - 5. Outreach Committee of the Whole:.....8
    - 6. Nominating Committee: .....9
  - H. Committee Purpose .....8
- II. RESPONSIBILITIES AND DUTIES OF OFFICERS AND REPRESENTATIVES OF REGION 5 .....9
  - A. General Duties.....9
    - 1. Officer Expenses .....9
    - 2. Bills/Receipts .....9
    - 3. Bonding.....9
    - 4. Intergroup Sharing .....10
    - 5. Service, Traditions and Concepts workshops .....10
    - 6. Board Liaisons .....10
  - B. Duties of the Region 5 Chair.....10
    - 1. Region Assembly, Board and Special Meetings.....10
    - 2. Region Committees .....10
    - 3. Schedules and Chairs the Summer Board/Committee Conference Call.....10
    - 4. Region Convention .....11
    - 5. World Service Business Conference .....11
    - 6. Management .....11
    - 7. Traditions and Concepts .....11
  - C. Duties of the Region 5 Vice Chair .....11
    - 1. Region Assembly.....11
    - 2. Other Functions. ....11
  - D. Duties of the Region 5 Secretary .....12
    - 1. Region Assembly.....12
    - 2. Management .....13
    - 3. Other Functions .....13
  - E. Duties of the Region 5 Treasurer .....12

1.	Management .....	13
2.	Region 5 Convention .....	14
3.	Mail.....	14
4.	Finance Committee.....	14
5.	Equipment and Supplies .....	14
6.	Other Functions .....	14
F.	Responsibilities of the Region 5 Representatives and/or Alternates .....	14
1.	Assemblies .....	14
2.	Region 5 Handbook.....	15
3.	Other Functions .....	15
G.	Webmaster.....	15
H.	Hotel Liaison.....	15
I.	Duties of the Region 5 Delegate to WSBC.....	16
1.	Funding.....	16
2.	Applicants.....	16
3.	Application and Selection Process.....	16
4.	Responsibilities.....	16
J.	Digital Community Coordinator .....	17
K.	Region 5 Delegate Support Fund .....	17
1.	Funding .....	17
2.	Applicants.....	17
3.	Intergroup Responsibilities.....	18
III.	INTERGROUP SHARING MEETING SUGGESTED FORMAT .....	18
IV.	SUGGESTED FORMAT FOR OPEN OA MEETING.....	18
V.	INSTRUCTIONS FOR LEADER OF FIRST TIME REGION 5 REPS ORIENTATION MEETING .....	19
A.	Introductions .....	19
B.	Format of Assembly Weekends .....	19
C.	Booklets available from Region 5.....	19
D.	Other Printed Sources of Information .....	19

**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 Liaison'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 Liaison 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 Liaison 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 Liaison 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.
8. If the Trustee Liaison nominee is a Delegate to WSBC for their intergroup, then expenses to WSBC will be covered by the nominee's intergroup, supplemented by Region 5 as necessary. If the Trustee Liaison nominee is not a Delegate to WSBC for their intergroup, then expenses to WSBC will be covered by Region 5.

**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 Outreach

The 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 Liaison. 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 Liaison 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 Liaison.
  - 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 is distributed with 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 and emails links to the posted online Packets (housed on the R5 website), 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 information.
    - 11. Any other current pertinent information.
  - h. Assists with online Assembly registration when needed.
  - i. Prepares name tags, forms, committee member lists, digital check-in materials, and the R5 iPad with installed Apps for check-in and registration at each assembly.
  - j. Prepares a list of new region representatives and sends to Trustee Liaison.
  - k. Receives assembly registration fee checks and forwards the checks to Region 5 Treasurer to deposit.
  - l. Assembles and emails links to the posted online 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.
  - m. Perform duties as designated by chair.
2. Management
    - a. Maintains knowledge of the Digital Community Coordinator's (DCC) duties and will act as back-up for this work, as needed.
      1. Trains DCC in their duties and provides access to all of the digital information (accounts, Apps, locations, logins, etc.)
      2. Assigns DCC work when needed (online registration forms, etc.).
      3. Stays informed about the DCC project requests and assists with establishing deadlines, as needed.
    - b. Coordinates with the Webmaster to manage, create, update, and change information and elements for the Region 5 website.
      1. Enlists the DCC for website assistance, as needed.
    - c. 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.
    - d. Keeps and maintains all appropriate Region 5 equipment.
    - e. Digitally maintains and archives R5 information whenever possible.
  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 Secretary.
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 assisting with the Region 5 online presence, including virtual meetings,-website support, online event registrations, and email distribution lists. The Chair appoints a Digital Community Coordinator to fulfill the following duties:

1. Manage the R5 Host Email accounts and Zoom 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, as needed.
8. Assists Region 5 Secretary with Website support, as needed.
9. Maintains Region 5 email distribution lists.
10. Assists Secretary with the creation of and use of Region 5 Online Registrations, as needed.
11. Reports to the Secretary.
  - 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.
12. May be invited to Region Executive Board Meetings as needed on request.
13. Digital Community Coordinator will have at least one year of continuous abstinence and declared themselves practicing 12 steps to the best of their ability and be committed to the Twelve Traditions of OA and Twelve Concepts of OA Service.”
14. Digital Community Coordinator will be appointed by the Region 5 Chair to a 2-year term, with a limit of 8 years of total service. Term commences at time of appointment.

**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*

# 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 Trustee Liaison shall attend each Region 5 Assembly as liaison to and from the World Service Office. The Trustee Liaison 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 LIAISON**

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

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 Liaison 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 Liaison is submitted to the WSO. Specifically, such Trustee Liaison 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 Liaison application forms. Upon election, the Region 5 Trustee Liaison 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.

#### **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.
- E. The Chair may create an ad hoc committee, if necessary, with board approval and assembly notification.

#### **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 Liaison 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 Overeaters Anonymous Twelve Traditions and Twelve Concepts, Region 5 Bylaws, Policies & Procedures or Standing 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 Liaison, 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).

Nominating Committee Meeting Minutes  
3/11/23

Present: Deanna, Cecilia S, Lisa O, Melissa B, Kathy C, Pam L, Lynn H, Deanna B

Email list:

[Cecilia.sinc@gmail.com](mailto:Cecilia.sinc@gmail.com); [cssichair@gmail.com](mailto:cssichair@gmail.com); [mbb.brundage@gmail.com](mailto:mbb.brundage@gmail.com);  
[mkchristianemail@gmail.com](mailto:mkchristianemail@gmail.com); [pkaylee@me.com](mailto:pkaylee@me.com); [lynnhly2@sbcglobal.net](mailto:lynnhly2@sbcglobal.net);  
[ddhopel2@aol.com](mailto:ddhopel2@aol.com)

Purpose of committee:

Find nominations for:

R5 Vice Chair

R5 Secretary

Chair of committee: Deanna

R5 qualifications for Vice Chair and Secretary:

1. No Region 5 representative or former Region 5 representative shall be considered for an office until he/she has
  1. Served actively for one year at Region 5 as a Region 5 representative.
  2. Attended at least three (3) Region 5 assemblies, not necessarily consecutively, prior to submitting an application.
  3. 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.
  4. 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.
2. All elected officers shall live within the boundaries of Region 5.
3. 2 year term – will start when elected

Voting and new term starts in Oct (Fall Assembly)

Follow suggested committee meeting agenda (PK A 110) -

Committee will recruit members for these roles and give their information to Deanna to discuss with them or they can apply through the application on the website

Application is due 60 days prior to election (before end of August)

If running, must attend the Fall Assembly

Committee will meet at the Summer Conference TBA

***ByLaws Committee - March 2023***  
***Saturday - 3/11/23***

Decisions Made –

- a. Reviewed last year's proposals. Bylaws proposal 3 and Policy and Procedure motion 1 will be going for a vote at assembly.
- b. Reviewed emergency new business motions and put forth 3 new business proposals clarifying rolls and responsibilities for secretary and digital coordinator.

Actions Taken

- a. Put forth 3 new business proposals.
- b. Set up future meetings – 1<sup>st</sup> Wednesday of the month at 8pm starting June 7<sup>th</sup>.
- c. Established goal for the year to review the Region 5 Bylaws where World Service Bylaws were copy and pasted to have a reference to World Service instead of copying and pasting text.

# Media Committee Meeting Report

Saturday, March 11, 2023

- Shirley L. stepped down as Chair.
- New Chair: Kevin F.
- Articles can be submitted directly to Region 5 Website or to the R5 Secretary.
- The committee decided to write personal recovery stories.
- Pam L. will collect and edit Assembly articles from the Committee, edit, and email to Keri.
- Keri will post the articles after Board approval.
- The Committee will ask one other Assembly attendee to also submit articles.
- Keri will ask the Board to each submit an article after the Assembly.
- Continue asking IGs to write articles and submit.

**The next Media Committee meeting will be Sunday, June 4<sup>th</sup>, 8:00 CT.**



# Region 5 Convention Committee Meeting Report

Saturday, March 11, 2023

Acting Secretary for the meeting: Deanna B.

Program Comm. Chair: Judy W.  
Julianne  
Christine  
CJ  
Deanna B.

Registration Committee: Kathy  
Keri E.  
Linda  
Joel (volunteered to help, but Keri will do the online set-up)

Zoom Committee: Preston  
Keri E.  
New R5 DCC  
Joel (volunteered, adviser and help at Convention?)  
Recruit Lisa

## Assignments:

- Kathy, Keri, and Linda will meet to discuss and train on running registration reports and tracking registrations, etc.
- Reviewing the program and Judy passed out two sheets.
  - o How many promises are there?
  - o Promises of steps taken from 12 and 12 book.
- Registration will Open in June.
- Save the Date flyers out for Distribution

## **The Region 5 \_Finance\_ Committee Meeting Report**

**for Saturday, March 11, 2023**

### ***Business:***

#### **Decisions made:**

Will maintain current balance in Savings Account (\$43,730) as prudent reserve given that Covention is normally our Region's largest Fundraiser at nearly equal to half the total budget. As a result of not having these in person events, we have had limited income from Conventions. One reason we really need to have an in person convention in 2024.

#### **Actions taken:**

Approved the revisions to the budget for 2023. Agree with presenting to the Assembly for approval.

#### **Assignments made:**

Reviewed the issue of groups making sure they entered their Intergroup and Region when they register as either Virtual or telephonic. Committee members will continue to spread the word.

Will add monthly Profit and Loss and Account Balance reports to the bank account reconciliation/statement emails sent to the Committee monthly for review. This serves as our organization audit.

#### **Issues for later:**

PIPO Committee Meeting Minutes  
3/11/23

Present: Melissa (Chair) Pam L. (Secretary) Preston, Lynn H, John P, Wanda C, Ed L, Linda P (Board), Marilyn D, Sheryl G, Sally L, Diane A, Christine G

Email list:

[pfair@icloud.com](mailto:pfair@icloud.com); [lynnhly2@sbcglobal.net](mailto:lynnhly2@sbcglobal.net); [jmpolstra@gmail.com](mailto:jmpolstra@gmail.com); [wpcva@msn.com](mailto:wpcva@msn.com);  
[freeathome2003@yahoo.com](mailto:freeathome2003@yahoo.com); [llpmd@aol.com](mailto:llpmd@aol.com); [marde0216@aol.com](mailto:marde0216@aol.com);  
[gannonbookworm@hotmail.com](mailto:gannonbookworm@hotmail.com); [slml45@live.com](mailto:slml45@live.com); [becken@bex.net](mailto:becken@bex.net);  
[secondstepper@gmail.com](mailto:secondstepper@gmail.com); [pkaylee@me.com](mailto:pkaylee@me.com); [mbb.brundage@gmail.com](mailto:mbb.brundage@gmail.com)

Purpose of committee:

To explore the best way to share the message of Overeater's Anonymous with compulsive overeaters and the professional community

Chair of committee: Melissa B

Committee provided with R5's top priorities for PIPO to include focusing on diversity outreach (BIPOC, men, young people) and doctors, professionals and bariatric surgery clinics; other focus areas may include newcomers and social media

The following ideas were presented and discussed:

1. How do you we reach these targeted groups?
2. Are we doing this ourselves or guiding our IGs with these projects
  - a. we are giving resources to IGs but we part of our IGs so we will carry them out on that level as well
3. Region 5 board is available to do workshops
4. The IGs could use the poster parties in a more focused way (explore historically African American colleges, high schools, African American churches, synagogues)
5. Committee members could go to "men, BIPOC, young" meetings and ask how we could reach these groups with our message and gather ideas
6. The posters on oa.org can be accessed as pdf's and printed or sent electronically through zoom meetings
  - a. Are the posters relevant to these groups?
  - b. R5 has funds that can be requested to pay for printing

The group explored the possibility of subgroups to address different topics

The group was reminded that copies of the poster party flyer are in Packet B for review

Smart Goal:

1. Each rep will review the poster party flyer, discuss the idea with their intergroup and gather information about whether they are planning an event. Reps will bring forward

the diversity focus for the poster party and share suggestions with IGs regarding ideas for targeting these groups.

- a. PIPO R5 reps will gather information from meetings about status of plan and needed support and resources
- b. The poster party resource flyer will be made available to each committee member as a pdf to share with their groups

Committee will meet on 4/10/23 7p Eastern zoom to discuss updates and next steps.

Committee will meet on the 2<sup>nd</sup> Monday 7p Eastern of the month (zoom).

## ***IG-2-IG Subcommittee Mtg***

- Current workings of IG-2-IG - came up with 9 areas & sent out a survey
- Goal for today is to make Smart Goals for this subcommittee
- What could come out based on the green post-it's from large group activity
- 2 possible big goals
  - “Build Up Intergroups by increasing the number of intergroups participating in Region 5”
    - Task 1 - Obtain contact information for missing IG's (Barb will acquire contact info)
    - Task 2 - Identify IG's that are strong and willing to mentor smaller and/or struggling IG's
    - Task 3 - Develop regular and ongoing “Chat with Chairs”
    - Task 4 - Identify IG with experience to share
  - “Develop and communicate digital best practices”
    - Task 1 - Identify IG with experience to share
    - Task 2 - Encourage to create a generic email for the IG and/or IG board members
    - Task 3 - Create knowledge base about accepting electronic payments
  - Survey categories
    - “Build Up Intergroups by...”
      - Not-for-profit status
      - Liability Insurance
      - Host workshops, conventions, retreats
      - Support sponsorship
      - Encourage newcomers
    - “Develop and communicate digital...”
      - Name/Email of your intergroup
      - Have website?
      - Have phone service?
      - Accept electronic donations
  - Survey areas being sent to PIPO subcommittee
    - Social Media
    - Specifically provide outreach to healthcare professionals

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Cecilia A. Sinclair  
419-690-9503

