



## OVEREATERS ANONYMOUS

## REGION 5 SECRETARY

July 7, 2023

**RE: Region 5 2023 Summer Online Conference**  
**Saturday July 15th, 2023 – 8:00 AM Central Time, 9:00 AM Eastern Time**

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

The conference will be held online using Zoom Cloud Conferencing on July 15<sup>th</sup>, beginning at 8:00 AM Central Time, 9:00 AM Eastern Time, and is **open to all Region 5 OA members**. The Zoom room will open at 7:30 AM Central Time, 8:30AM Eastern Time.

Instructions on how to connect will be emailed to you a day before the Assembly. If you have not received the connection document by July 15<sup>th</sup>, please email me. Please check your junk folder also before emailing me.

This letter is part of the 2023 Summer Online Conference Packet. This is the only Packet that will be provided for this event. It contains Reports for the upcoming Zoom sessions. There will be one more packet released after the Conference containing the Meeting Minutes and other supporting documents.

### **Region 5 Summer Conference Documents:**

- **A01\_R5 Secretary Letter Summer Conference 07\_23**
- **A02\_R5 Agenda Summer Conference 07\_23**
- **A03\_R5 Spring Assembly Minutes 03\_23**
- **A04\_R5 Summer Conference Credentials 07\_23**
- **A05\_R5 Chair Report Summer Conference 07\_23**
- **A06\_R5 Vice Chair OA WSBC Report 07\_23**
- **A07\_R5 Treasurer Report Summer Conference 07\_23**
- **A08\_R5 Trustee Liaison Report Summer Conference 07\_23**
- **A09\_R5 Media Committee Report Summer Conference 07\_23**
- **A10\_R5 Bylaws Committee Report Summer Conference 07\_23**
- **A11\_R5 Convention Committee Report Summer Conference 07\_23**
- **A12\_R5 PIPO Sub-Committee Report Summer Conference 07\_23**
- **A13\_R5 IG2IG Sub-Committee Report Summer Conference 07\_23**
- **A14\_Summary Financials April to June\_2023**
- **A15\_World Service Business Conference Wrap-Up-Report 2023**
- **A16\_Application for Region 5 Officer**
- **A17\_Region 5 Policies and Procedures\_UPDATED 3\_23**
- **A18\_Region 5 Bylaws\_UPDATED 3\_23**
- **A19\_Region 5 Funding Assistance Form-2022**

- **A20\_ Standing Rules for Region 5 Virtual Assembly 2021-11-02**
- **A21\_ Region 5 Assembly Handbook**
- **A22\_ Region 5 Updated Convention Guidelines\_2022**
- **A23\_ A2023ConventionFlyerRegistration**
- **Packet A Combined Print Document**

### **Region 5 Officer Elections**

At the 2023 Fall Assembly, we will be holding an election for the R5 Secretary and R5 Vice-Chair. There is an Officer Application form in Packet A, PLEASE APPLY! If you want to run for these service positions, please fill out the application and send it to me, no later than September 29<sup>th</sup>, 2023. Please do not forget to sign the document before sending it to me. If you scan the document, you can also send me the application by email. However, it is not actually received until I have the signed paper copy of the Application.

Thank you.

Keri E.

Region 5 Secretary

R5Secretary@outlook.com

## REGION 5 SUMMER ONLINE CONFERENCE

Saturday, July 15th, 2023

8:00 AM Central Time (CT)/9:00 AM Eastern Time (ET)

[\*\*CLICK HERE TO REGISTER!\*\*](#)

### ***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 will power.

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.

### ***The Third Step Prayer.***

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

### ***7th Step Prayer***

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

# Proposed Agenda

## Region 5 Summer Online Conference

### Saturday July 15, 2023

*Please connect at least 5 minutes before the start of the conference Call.  
Please mute yourself if you are not talking.*

7:30 AM CT | 8:30 AM ET

- Meeting Room Open

8:00 AM CT | 9:00 AM ET

- Summer Conference Commences **(30 minutes)**
- *Welcome - Open with Third Step Prayer and Responsibility Pledge*
- Roll Call
- Report of the Minutes Approval Committee of the Region 5 Spring 2023 Assembly Minutes
  - The minutes of this assembly are available on the Region 5 Website.
- Executive Committee Reports Q & A
  - Chair, Vice Chair, Secretary, Treasurer, and Trustee Liaison
- Region WSBC Delegate Reports

8:30 AM CT | 9:30 AM ET

- Split into breakout rooms for Business Committee check-in meetings **(20 minutes)**
  - Bylaws, Finance, and Convention, Media

8:55 AM CT | 9:55 AM ET

- Reconvene general conference
- Split into breakout rooms for Outreach Sub-Committees check-in meetings **(20 minutes)**
  - IG2IG and PIPO

9:20 AM CT | 10:20 AM ET

- Reconvene General Conference **(30 minutes)**
- Business Committee Reports: Bylaws, Finance, Convention, and Media
- Committee of the Whole Reports: IG2IG and PIPO
- Nominating Committee Report
- Intergroup Sharing – Would anyone like to share about issues, successes, and experience strength and hope?
- Announcements for Region 5
- Close with OA

*Zoom log-in will be emailed a few days before the Conference. This Zoom Conference meetings will be recorded.*



## REGION 5 TIMELINE

### 2023

July 15	Region 5 Summer Online Conference – Zoom
September 9 (8 am to 4 pm CT)	Region 5 Virtual Convention via Zoom
Oct. 27–29	Region 5 Fall Assembly, Hilton Garden Inn, Edinburgh, IN.

### 2024

March 8-10	Region 5 Spring Assembly, Cleveland, OH
July 20	Region 5 Summer Online Conference – Zoom
Sept. 6th-8th	Region 5 Convention, Holiday Inn in Cleveland, OH, hosted by Cleveland Intergroup.
TBD	Region 5 Fall Assembly, Location TBD



## 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:
  - a) The Credential Report Update Roll Call was conducted by 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	5
Parliamentarian	1
Region Trustee	1
<b>Total Attendance</b>	<b>31</b>

- 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.

3) Credentials Report

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

b) Counts were:

Voting Reps Present:	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) 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.

*ENB1 continued from page 6*

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 Credentials Report - Summer 2023**

<b>St/Prov</b>	<b>Intergroup Name</b>	<b>Number</b>	<b>Groups</b>	<b>Eligible Reps</b>	<b>Sat A.M.</b>
IL	Suburban North	9118	29	3	
IL	Chicago West Intergroup Farout	9168	18	2	
IL	Turning Point	9467	18	2	
IL	Central Illinois	9482	7	1	
IL	Chicago Suburban Southwest	9539	22	3	
IL	Forest City	9625	2	1	
		<b>Illinois</b>	<b>96</b>	<b>12</b>	
IN	Central Indiana	9096	26	3	
IN	Northwest Indiana	9291	8	1	
IN	Kiss Intergroup	9311	4	1	
IN	Let Go Let God (LG2)	9642	5	1	
		<b>Indiana</b>	<b>43</b>	<b>6</b>	
KY	Louisville Metro	9022	23	3	
		<b>Kentucky</b>	<b>23</b>	<b>3</b>	
MI	Greater Detroit Intergroup	9026	35	4	
MI	Southwest Michigan	9141	5	1	
MI	Western Michigan	9208	13	2	
MI	Greater Ann Arbor Area	9251	26	3	
		<b>Michigan</b>	<b>79</b>	<b>10</b>	
OH	Greater Cincinnati	9040	17	2	
OH	Cleveland Central	9041	42	5	
OH	Greater Canton Area	9122	4	1	
OH	Central Ohio Service	9134	20	2	
OH	Greater Dayton	9175	11	2	
OH	Crossroads of Hope	9274	7	1	
		<b>Ohio</b>	<b>101</b>	<b>13</b>	
WI	Milwaukee Area	9053	39	5	
WI	Rock River	9073	8	1	
WI	Madison Area	9161	2	3	
		<b>Wisconsin</b>	<b>49</b>	<b>9</b>	
Voting Reps Present			391	53	
Voting Officers Present				4	
<b>Eligible Voters Present</b>					
Non-voting alternates, guests					
Parliamentarian					
Region Trustee Liaison					
<b>Total Attendance</b>					



## OVEREATERS ANONYMOUS REGION 5 CHAIR

Good Morning all,

I can't believe that it is almost summer already! About the call on July 15<sup>th</sup>, since this is just to see where we need help to get things rolling, I am asking **ALL** committee chairs to meet with your groups **BEFORE** July 15<sup>th</sup>. I am working to end the meeting after 2 hours, not 4 hours. I have made the decision that unless something critical has come up, there will be **NO** extra committee meetings. The summer conference call is to see who needs help with their committees.

I have been meeting with the region chairs and we are all having issues with finding people to fill positions, We found out that Region 4 is folding after their fall assembly in 2024. This makes me so sad! If we are folding regions because people aren't signing up for service, could we be next? We struggle to find people to serve at the IG levels, region and world service. There was a time when there were 2-3 people wanting to do these service positions, now it feels like begging people to step up. Does your IG send the maximum people allowed? Why not? What can **YOUR** region do to help your groups?

Please look over the requirements for the 2 positions for the fall assembly, Vice-chair and secretary. Look in the policy and procedures for what the people in these positions do. Next year Linda and I are leaving the board, please consider doing one of these positions. Feel free to contact the person in that job now and ask questions.

Lastly, the DCC position is still open, call Keri, look in P & P for description of the position, if you are interested. I said for many years that would ever be qualified to be on the board, look at me now! We all need each other, to help each other, if

I could do this by myself, I would. I would isolate, eat and eat. I need you all in my life and recovery. Hugs to all, Eileen



**2023 World Service Business Conference  
Albuquerque, New Mexico  
WRAP-UP REPORT**

**“Concepts of Service: The Heart of Fellowship”**

Dear Delegates,

This brief summary contains only voting results, which you may submit to your service bodies. The motions are printed in their final format as amended.

The minutes, all speeches, presentation/discussion items, committee reports, workshop reports, names of delegates and trustees, bylaws, and the Business Conference Policy Manual will be published in the Final Conference Report. The Final Conference Report (excluding full delegate names and contact information) will be available on the OA website in late August. Delegates will be notified, and a list of delegate names and contact information will be emailed directly to you.

There were 176 voting delegates and fourteen countries present.

**THURSDAY, APRIL 27, 2023 – BUSINESS MEETING I**

**Credentials Report**

The first item of business was to adopt the Credentials Report. The report was presented as follows:

176 eligible voters

The Credentials Report was **adopted** as presented.

**Conference Standing Rules**

**Amendment One**

Motion to amend Standing Rule #2 to read as follows:

- 2) General and Communications
  - F) There will be no smoking, eating, or chewing gum, except for medical purposes, in the business meetings, committee meetings, or educational workshops, except that the Reference Subcommittee shall be free to eat meals, if necessary, during their sessions.

Amendment One **adopted** as amended.

The Conference Standing Rules were **adopted** as amended.

**Consent Agenda**

- New Business Motion **D** (WSBC Policy 1979e)
- New Business Motion **G** (WSBC Policy 1992e)
- New Business Motion **H** (WSBC Policy 1993c)
- New Business Motion **J** (WSBC Policy 2001)
- New Business Motion **L** (WSBC Policy 2009b and 2019c)
- New Business Motion **N** (WSBC Policy 2014b)
- New Business Motion **O** (WSBC Policy 2017a)

New Business Motion **Q** (WSBC Policy 2019b)  
New Business Motion **R** (WSBC Policy 2021)  
Proposal Item **2** (Bylaws, Subpart B, Article IX, Section 5)  
Proposal Item **3** (Bylaws, Subpart B, Article V, Section 2)

Motion required 2/3 vote to adopt. The Consent Agenda was **adopted** as amended.

**Conference Agenda**

The Conference agenda was **adopted** as distributed.

**Remaining Business**

The remainder of business consisted of officers' reports, region reports, and committee reports.

**THURSDAY, APRIL 27, 2023 – BUSINESS MEETING II**

**Credentials Report**

The first item of business was to adopt the Credentials Report. The report was presented as follows:

175 eligible voters

The Credentials Report was **adopted** as presented.

There were committee reports, trustee nominee speeches, and time for questions and answers.

***New Business Motion A-a***

Move to grant the Conference Seal of Approval to the manuscript *Diverse Voices: A Common Solution*.

Motion required 2/3 vote to adopt. New Business Motion A-a **adopted**.

***New Business Motion A-b***

Move to grant the Conference Seal of Approval to the manuscript *Sponsorship in OA: Guiding Others into Recovery*.

Motion Required 2/3 vote to adopt. New Business Motion A-b **failed**.

**Remaining Business**

The remainder of business consisted of announcements.

**FRIDAY, APRIL 28, 2023 – BUSINESS MEETING III**

**Credentials Report**

The first item of business was to adopt the Credentials Report. The report was presented as follows:

174 eligible voters

The Credentials Report was **adopted** as presented.

**Trustee Elections**

The results of the trustee elections were as follows:

Beverly M.  
BJ J.  
Gary D.  
Lee R.  
Meg M.

Michael K.

***New Business Motion B***

Move to create the following public communications policy and rescind WSBC Policies 2008b, 2008c, 2008d, and 2008e.

It is proposed that Overeaters Anonymous adopt a Public Communications Policy. The purpose of the public communications policy is to assist Overeaters Anonymous to continue to grow the Fellowship and to carry its message to the compulsive eater who still suffers.

We fulfill our primary purpose most effectively by attraction and cooperation—not promotion or affiliation.

Overeaters Anonymous is attracting when it tells people why we are, what we are, what we do, and how; we let them know that we are available if and when help is needed. We state the facts, which are communicated via all available forms of public media, always stressing personal anonymity at the public level. Overeaters Anonymous is cooperating when it works with others, rather than alone. Working with others broadens our scope and contacts, and we reach more of those in need.

Overeaters Anonymous and registered service bodies may purchase ads or send press releases and public service announcements, including those in relation to special events and promotions, in all forms of public media, provided personal anonymity is maintained for members of Overeaters Anonymous (contact names on media communication can include any special worker associated with public communications, as well as the first names of individual members).

For more information on the implementation of this policy, see Overeaters Anonymous board-approved guidelines.

~~WSBC Policy 2008b~~

~~It was adopted to:~~

~~Create an Overeaters Anonymous media policy.~~

~~To raise public awareness, Overeaters Anonymous and associated service bodies may send press releases to or make use of special events/promotions in newspapers, magazines, television, radio, websites, billboards, and other means of public media, providing personal anonymity is maintained for members of Overeaters Anonymous. Contact names on media communication can include any special worker associated with public awareness as well as the first names of individual Overeaters Anonymous members.~~

~~WSBC Policy 2008e~~

~~It was adopted to:~~

~~Create an Overeaters Anonymous public relations policy.~~

~~If Overeaters Anonymous is to continue to exist, it must continue to grow in order to fulfill its primary purpose of carrying its message to the compulsive eater who still suffers and to reach those who are not yet aware of the existence of our Fellowship.~~

~~We fulfill this primary purpose most effectively by attraction and cooperation—not promotion or affiliation. For the guidance of our Fellowship, here are definitions of those terms:~~

~~To Attract: To draw by other than physical influence; to invite; to draw to; to encourage approach~~



~~To Promote: To push forward; to further advance, as in a business venture (implies “hard sell,” advancement for profit)~~

~~Cooperation: Joint operation or action (implies coming together of two or more people to work together for a common goal or benefit or on a common problem)~~

~~Affiliation: Association or close connection; a uniting (implies lending one’s name, endorsement, legal, or financial partnership)~~

~~Overeaters Anonymous is attracting when it tells people why we are, what we are, what we do, and how; we let them know that we are available if and when help is needed. We state the facts, which are communicated via the press, radio, TV, internet, and films, always stressing personal anonymity at the public level.~~

~~Overeaters Anonymous is cooperating when it works with others\*, rather than alone. Working with others broadens our scope and contacts and we reach more of those in need. Hiring outside contractors or service companies is not considered an affiliation.~~

~~\*Examples could include, but are not limited to, hospitals, doctors, nurses, clergymen, treatment centers, educators, dieticians, nutritionists, employee assistance programs, and health spas.~~

~~WSBC Policy 2008d~~

~~It was adopted to:~~

~~Create an Overeaters Anonymous public service announcements policy.~~

~~To raise public awareness, Overeaters Anonymous and associated service bodies may make use of public service announcements in appropriate newspapers, magazines, television, radio, websites, billboards, and other means of public media.~~

~~WSBC Policy 2008e~~

~~It was adopted to:~~

~~Create an Overeaters Anonymous paid ads policy.~~

~~To raise public awareness, Overeaters Anonymous and associated service bodies may purchase ads in appropriate newspapers, magazines, television, radio, websites, billboards, and other public media.~~

Motion required majority to adopt. New Business Motion B **adopted**.

***Substitute New Business Motion A***

Move to create the following policy.

All official documents and communications issued at the World Service level will avoid, wherever possible, the use of acronyms and abbreviations. The acronym for Overeaters Anonymous, “OA”, and literature will be exempt from this policy.

Motion required majority to adopt. Substitute New Business Motion A **adopted**.

***Substitute New Business Motion C***

Move to amend WSBC Policy 1978 to read as follows:

It was adopted that:

Service bodies may obtain permission to translate and/or publish or republish OA literature, including translated literature, through the established licensing process. Published translated literature shall conform to existing OA-approved literature.

Motion required majority to adopt. Substitute New Business Motion C **adopted**.

***New Business Motion K***

Move to rescind WSBC Policy 2009a.

~~It was adopted that:~~

~~The World Service Office provides website templates for optional use by OA service bodies and groups in creating or revising their websites.~~

Motion required majority to adopt. New Business Motion K **adopted**.

**Remaining Business**

The remainder of business consisted of announcements.

**FRIDAY, APRIL 28, 2023 – BUSINESS MEETING IV**

**Credentials Report**

The first item of business was to adopt the Credentials Report. The report was presented as follows:

174 eligible voters

The Credentials Report was **adopted** as presented.

***New Business Motion M***

Move to amend WSBC Policy 2013 to read as follows:

WSBC Policy 2013

The following policy statement was adopted:

**Statement on Individual Member Donations to the OA World Service Office**

- 1) A member may contribute up to US\$7,500 per year to the general fund, up to US\$7,500 per year to any special fund, and up to US\$7,500 per year to honor the memory of a deceased member.
- 2) OA, Inc. may accept a bequest from the will of a deceased member in cash or cash equivalent. There is no limit on the amount of such a bequest.

Motion required majority to adopt. New Business Motion M **adopted**.

***New Business Motion P***

Move to rescind WSBC Policy 2018a.

~~WSBC Policy 2018a~~

~~It was adopted that:~~

~~The World Service Business Conference 2018 direct the Board of Trustees of Overeaters Anonymous to establish an ad hoc committee to research and delineate the best means and costs of improving, upgrading, and expanding the electronic “front door” of OA for the purpose of defining a budgetary amount for a “Welcome to OA” capital campaign. OA’s “front door” includes the oa.org website data~~

~~systems and could include the development of a geolocator and real time Find a Meeting app for smartphones, or other means revealed to be useful in the research.~~

Motion required majority to adopt. New Business Motion P **adopted**.

***New Business Motion S***

Move to amend WSBC Policy 2008f to read as follows:

WSBC Policy 2008f

It was adopted that:

The Overeaters Anonymous World Service Office (WSO) sell recovery chips marked with years from 1 to 20, 25, 30, 35, 40, 45, and 50.

Motion required majority to adopt. New Business Motion S **adopted** as amended.

***New Business Motion V***

Move that the Board of Trustees investigates and, if appropriate, establishes a digital lending library to serve new and returning members. Access to the lending library will be limited to no more than ninety days per member. Licensed translated literature will be provided through the lending library if the license holder chooses to participate. The Board of Trustees will determine which OA literature will be available through the lending library.

New Business Motion V **referred to committee**.

***Substitute New Business Motion E-1***

Move to amend WSBC Policy 1982c to read as follows:

WSBC Policy 1982c

Group (meeting) definitions of Overeaters Anonymous are as follows:

Meeting with Visitors (Open): Open to everyone. All meetings are considered open to visitors unless otherwise indicated.

Meeting without Visitors (Closed): Open to those who desire to stop eating compulsively. (This includes newcomers, OA members, and others who think they have a problem with food.)

Motion required majority to adopt. Substitute New Business Motion E-1 **adopted**.

***Substitute New Business Motion E-2***

Move to amend WSBC Policy 1982c to read as follows:

WSBC Policy 1982c

Specific-Focus Meeting: Designed for individuals who may feel they can more readily identify with fellow members of Overeaters Anonymous with similar attributes. For a full list, see the oa.org Find a Meeting page. All OA members are welcome at these meetings.

Specific-Topic Meeting: Designed for a specific subject matter or format. For a full list, see the oa.org Find a Meeting page. All OA members are welcome at these meetings.

Motion required majority to adopt. Substitute New Business Motion E-2 **adopted**.

***Substitute New Business Motion F***

Move to amend WSBC Policy 1992a to read as follows:

The following policy statement was adopted:

**“Unity with Diversity” Policy**

THE FELLOWSHIP of Overeaters Anonymous encourages and promotes acceptance and inclusivity. All are welcome to join OA and are not excluded because of race, creed, nationality, religion, gender identity, sexual orientation, or any other attribute. We welcome all who share our compulsion. Everyone with the desire to stop eating compulsively is welcome in Overeaters Anonymous.

THE FELLOWSHIP recognizes the existence of individual approaches and different structured concepts to working our Twelve Step program of recovery; that the Fellowship is united by our disease and our common purpose; and that individual differences in approaches to recovery within our Fellowship need not divide us.

THE FELLOWSHIP respects the rights of members, groups, and service bodies to follow a particular concept of recovery within Overeaters Anonymous and encourages each member, group, and service body to respect those rights as they extend the hand of fellowship to those who still suffer.

THE FELLOWSHIP encourages each duly registered group and service body to affirm and maintain the Twelve Traditions of Overeaters Anonymous by allowing members to share their experience, strength, and hope in meetings regardless of the individual approach or specific concept that member may follow. Duly registered is defined as being in full compliance with Bylaws, Subpart B, Article V.

Motion required majority to adopt. Substitute New Business Motion F **adopted**.

**Remaining Business**

The remainder of business consisted of announcements.

**SATURDAY, APRIL 29, 2023 – BUSINESS MEETING V**

**Credentials Report**

The first item of business was to adopt the Credentials Report. The report was presented as follows:

172 eligible voters

The Credentials Report was **adopted** as presented.

***Substitute New Business Motion I***

Move to amend WSBC Policy 1994b to read as follows:

WSBC Policy 1994b

It was adopted that:

Overeaters Anonymous recognizes the existence of specific-focus meetings comprised of persons with similar attributes. For a list of these meetings, see the oa.org Find a Meeting page.

According to the Traditions, bylaws, and policies of OA, the only requirement for membership is a desire to stop eating compulsively. Therefore, we ask each person attending a meeting to respect and consider the group conscience of the whole Fellowship and welcome and give a voice to any person who has a desire to stop eating compulsively.

Motion required majority to adopt. Substitute New Business Motion I **adopted**.

***Substitute New Business Motion T***

Move to amend WSBC Policy 2010a to read as follows:

WSBC Policy 2010a

The following Policy statement was adopted:

**Statement on Approved Literature**

In accordance with our Traditions, we suggest that OA groups maintain unity and honor our Traditions by using, selling, and displaying only approved books and pamphlets at their meetings. This includes OA Conference- and board-approved literature; the current editions of the book *Alcoholics Anonymous* and the Alcoholics Anonymous book *Twelve Steps and Twelve Traditions* and locally produced OA literature. Locally produced literature must be developed according to the *OA Guidelines for Locally Produced Literature*, and should be used with the greatest discretion. Local literature should be considered temporary and discontinued when OA literature approved for general use is available to cover the topic.

Motion required majority to adopt. Substitute New Business Motion T **failed**.

***New Business Motion U***

Move to amend WSBC Policy 2010a to read as follows:

WSBC Policy 2010a

The following policy statement was adopted:

**Statement on Approved Literature**

In accordance with our Traditions, we suggest that OA groups maintain unity and honor our Traditions by using, selling, and displaying only approved books and pamphlets at their meetings. This includes OA Conference- and board-approved literature; AA Conference-approved books, booklets, and all future editions thereof, with original edition copyright 2010 or earlier; and locally produced OA literature. Although groups may choose to focus on only one piece of OA-approved literature, individuals and groups are encouraged to use any and all OA-approved literature. Locally produced literature must be developed according to the *OA Guidelines for Locally Produced Literature*, and should be used with the greatest discretion. Local literature should be considered temporary and discontinued when OA literature approved for general use is available to cover the topic.

Motion required majority to adopt. New Business Motion U **adopted**.

**Updated Credentials Report**

171 eligible voters

***Bylaw Amendment Proposal One***

Withdrawn by maker.

***Bylaw Amendment Proposal Four***

Move to amend OA, Inc. Bylaws, Subpart B, Article VI – Service Bodies to read as follows:

Article VI – Service Bodies

Service bodies are formed to support the groups in matters the group cannot accomplish on their own.

There shall be five types of service bodies to provide services beyond the group level. Service bodies provide support and representation of the groups and intergroups from which they are formed and act as guardians of the Twelve Steps, Twelve Traditions, and Twelve Concepts of OA Service.

Service Bodies

- a) Intergroups
- b) National Service Boards
- c) Language Service Boards
- d) Specific Focus Service Boards
- e) Regions

Motion required 2/3 vote to adopt. Bylaw Amendment Proposal Four **adopted** as amended.

***Housekeeping Motions – WSBC Bylaw Amendment Proposal 4***

**Motion #1**

Move to amend OA, Inc. Bylaws, Subpart B, Article VI – Service Bodies, Section 1 – Composition, Part d to read as follows:

Article VI – Service Bodies  
Section 1 – Composition

- d) Specific-focus service boards are composed of two or more groups or intergroups to serve the common needs of groups and intergroups with the same specific-focus, regardless of geographic proximity.

**Motion #2**

Move to amend OA, Inc. Bylaws, Subpart B, Article VI – Service Bodies, Section 2 – Registration, Part a to read as follows:

Article VI – Service Bodies  
Section 2 – Registration

- a) Each service body shall be duly registered with the World Service Office of Overeaters Anonymous by submitting:
  - 3) complete registration information on:
    - i) intergroups—each affiliated group;
    - ii) national service boards—each affiliated intergroup and group;
    - iii) language service boards—each participating group, intergroup, and/or national service board; and
    - iv) specific-focus boards—each participating group.

**Motion #3**

Move to amend OA, Inc. Bylaws, Subpart B, Article VI – Service Bodies, Section 3 – Affiliation and Participation, Part d to read as follows:

Article VI – Service Bodies  
Section 3 – Affiliation and Participation

A specific-focus service board may affiliate with one region. When the specific-focus service board spans more than one region, it may choose which region to affiliate with. Should a specific-focus service board choose to not affiliate with a region, the BOT chair shall assign a trustee to serve as liaison to that specific-focus service board. The groups that participate in a specific-focus service board retain their original affiliation.

**Motion #4**

Move to amend OA, Inc. Bylaws, Subpart B, Article VI – Service Bodies, Section 4 – Functioning and WSBC Representation, Part b to read as follows:

Article VI – Service Bodies  
Section 4 – Functioning and WSBC Representation

- b) Minimal requirement for registered service bodies to maintain their registration at the WSO:
  - 4) Specific-focus service boards shall convene at least once a year, after prior notice has been given to all member groups for election of officers and selection, when necessary, of one delegate/alternate to the World Service Business Conference of Overeaters Anonymous.

**Motion #5**

Move to amend OA, Inc. Bylaws, Subpart B, Article VI – Service Bodies, Section 4 – Functioning and WSBC Representation, Part d to read as follows:

Article VI – Service Bodies  
Section 4 – Functioning and WSBC Representation

- d) In order to deregister, a service body submits a written request to the World Service Office, region chair, and trustee liaison; or in the case of a language service board or specific-focus service board that is not affiliated with a region, the World Service Office, and the trustee liaison.

**Motion #6**

Move to amend OA, Inc. Bylaws, Subpart B, Article VI – Service Bodies, Section 4 – Functioning and WSBC Representation, last sentence to read as follows:

Article VI – Service Bodies  
Section 4 – Functioning and WSBC Representation

Any group or service body may participate in the activities (including voting) of another intergroup, national service board, language service board, and/or specific-focus service board, and region with their permission.

**Motion #7**

Move to amend OA, Inc. Bylaws, Subpart B, Article VIII – Meetings of Delegates, Section 3 – Delegates, Part a to read as follows:

Article VIII – Meetings of Delegates  
Section 3 – Delegates

The delegates to the World Service Business Conference shall be as follows:

- a) Voting delegates shall consist of the following persons chosen in accordance with OA, Inc. Bylaws, Subpart B, Article VI, Section 4(c) or Article VIII, Section 3(c)1:
  - 4) Each language or specific-focus service board is entitled to have one qualified delegate only, regardless of the number of groups or service bodies (at least two meetings) that compose the language or specific-focus service board.

**Motion #8**

Move to amend OA, Inc. Bylaws, Subpart B, Article VIII – Meetings of Delegates, Section 3 – Delegates, Part c to read as follows:

Article VIII – Meetings of Delegates  
Section 3 – Delegates

The delegates to the World Service Business Conference shall be as follows:

- c) Qualifications/Selection

- 4) Each language or specific-focus service board is entitled to have one qualified delegate only, regardless of the number of groups or service bodies (at least two meetings) that compose the language or specific-focus service board.

***Bylaw Amendment Proposal Five***

Withdrawn by maker.

***Bylaw Amendment Proposal Six***

Withdrawn by maker.

***Bylaw Amendment Proposal Seven***

Withdrawn by maker.

***Bylaw Amendment Proposal Eight***

Withdrawn by maker.

***Bylaw Amendment Proposal Nine***

Withdrawn by maker.

***Bylaw Amendment Proposal Ten***

Withdrawn by maker.

**Updated Credentials Report**

170 eligible voters

***Bylaw Amendment Proposal Thirteen***

Move to amend OA, Inc. Bylaws, Subpart B, Article VI – Service Bodies, Section 3 – Affiliation and Participation, Part a to read as follows:

Article VI – Service Bodies  
Section 3 – Affiliation and Participation

For the purpose of registration and WSBC representation:

- a) An intergroup may affiliate with one national service board if it exists, shall be affiliated with one region, and may participate in one or more language service boards. If the intergroup affiliates with a national service board, that intergroup may choose to affiliate with the national service board's region or choose to remain in the currently assigned region.

Motion required 2/3 vote to adopt. Bylaw Amendment Proposal Thirteen **adopted**.

***Bylaw Amendment Proposal Fourteen***

Bylaw Amendment Proposal Fourteen was **ruled out of order** due to passage of Proposal Thirteen.

**Consent Agenda Motions**

***New Business Motion D***

Move to amend WSBC Policy 1979e to read as follows:

WSBC Policy 1979e

It was adopted:

To ensure personal anonymity be maintained, the online version of the Final World Service Business Conference Report will only include first names and last initials in minutes and reports. The contact section of the report, which includes names, phone numbers, and email addresses of delegates will be



emailed to all service bodies and delegates following Conference. "For Use Within OA Only" will appear at the top of this list.

New Business Motion D **adopted** on the Consent Agenda.

***New Business Motion G***

Move to rescind WSBC Policy 1992e.

~~WSBC Policy 1992e~~

~~It was adopted that:~~

~~The World Service Board of Trustees incorporates the job description of the general service trustee on the trustee application form.~~

New Business Motion G **adopted** on the Consent Agenda.

***New Business Motion H***

Move to amend WSBC Policy 1993c to read as follows:

WSBC Policy 1993c

It was adopted that:

The World Service Office shall contact all service bodies annually requesting contributions for the Delegate Support Fund to help delegates to attend World Service Business Conferences. Delegates selected to receive funding will be those from intergroups and service boards demonstrating need. Priority will be given to those intergroups and service boards that have not previously sent delegates to Conference.

New Business Motion H **adopted** on the Consent Agenda.

***New Business Motion J***

Move to amend WSBC Policy 2001 to read as follows:

WSBC Policy 2001

It was adopted that:

There will continue to be a delegate registration fee adjusted as deemed necessary by the Board of Trustees. A portion of this fee is nonrefundable based on cost.

New Business Motion J **adopted** on the Consent Agenda.

***New Business Motion L***

Move to rescind WSBC Policy 2009b and add to WSBC Policy 2019c.

~~WSBC Policy 2009b~~

~~It was adopted that:~~

~~December 12 (12/12) each year be designated as OA's International Twelfth Step Within Day, the purpose of which will be to encourage OA service bodies, meetings, and individual members to reach out to those within the Fellowship who are still suffering from compulsive eating behaviors.~~

WSBC Policy 2019c

The following policy statement was adopted:

The World Service Business Conference established the following annual events.

**OA Birthday:** The third full weekend (Friday included) of January as the annual celebration of the January 19, 1960 founding of Overeaters Anonymous.

**Unity Day:** The last Saturday in February in even years and the last Sunday in February in odd years at 11:30 a.m. local time.

**Sponsorship Day:** The third full weekend (Friday included) in August.

**International Day Experiencing Abstinence (IDEA):** The third full weekend (Friday included) in November.

**Twelfth Step Within Day:** December 12 (12/12) each year be designated as OA's International Twelfth Step Within Day, the purpose of which will be to encourage OA service bodies, meetings, and individual members to reach out to those within the Fellowship who are still suffering from compulsive eating behaviors.

New Business Motion L **adopted** on the Consent Agenda.

***New Business Motion N***

Move to amend WSBC Policy 2014b to read as follows:

WSBC Policy 2014b

It was adopted that:

**Meetings of Delegates**

Annual Business Conference

- 3) Oral committee and workshop reports shall be made on the final day of the Business Conference when time allows. Written reports are due in the World Service Office four weeks following the close of the Business Conference.

New Business Motion N **adopted** on the Consent agenda.

***New Business Motion O***

Move to rescind WSBC Policy 2017a.

WSBC Policy 2017a

~~The following policy statement was adopted:~~

~~Overeaters Anonymous will establish an ad hoc committee to consider the implementation/registration of a Spanish language service board (SLSB). The Spanish speaking Fellowship will work with the BOT in order to establish how the SLSB will fit into the OA service structure.~~

New Business Motion O **adopted** on the Consent Agenda.

***New Business Motion Q***

Move to amend WSBC Policy 2019b to read as follows:

WSBC Policy 2019b

It was adopted to:

Apply for and, if approved, accept non-profit status from Google.

New Business Motion Q **adopted** on the Consent Agenda.

***New Business Motion R***

Move to amend WSBC Policy 2021 to read as follows:

WSBC Policy 2021

The following policy statement was adopted:

**Diverse Voices Policy**

When developing new and updating existing literature published by Overeaters Anonymous World Service, the Literature committees will make a concerted effort to include stories and/or quotes from members of diverse populations that are underrepresented in OA.

New Business Motion R **adopted** on the Consent Agenda.

***Bylaw Amendment Proposal Two***

Move to amend OA, Inc. Bylaws, Subpart B, Article IX – Conference Committees, Section 5 – Disbanding Conference Committees, Part b to read as follows:

Article IX – Conference Committees  
Section 5 – Disbanding Conference Committees

- b) A Conference committee established by an act of the World Service Business Conference may only be suspended by an act of the World Service Business Conference.
- c) If such a committee is found not to have been working or meeting outside of WSBC for more than one year, a motion to disband the committee shall be placed on the agenda of the next World Service Business Conference by the Board of Trustees for consideration at that World Service Business Conference.

Bylaw Amendment Proposal Two **adopted** on the Consent Agenda.

***Bylaw Amendment Proposal Three***

Move to amend OA, Inc. Bylaws, Subpart B, Article V – Overeaters Anonymous Groups, Section 2 – Composition, Parts b and c to read as follows:

Article V – Overeaters Anonymous Groups  
Section 2 – Composition

- a) A group may be formed, as set forth in Article V, Section 1, by two or more persons meeting together, either
  - 1) in the same physical location (land-based);
  - 2) through some form of electronic device (virtual); or
  - 3) both (hybrid).
- b) Groups compose the service bodies set forth in Article VI hereof.
- c) Affiliation/Participation:
  - 1) A group may affiliate with only one intergroup or national service board through the registration process.
  - 2) Unaffiliated groups that are not ready to form a service body or new groups without any intergroup or national service board in their language may affiliate with an intergroup or national service board that supports groups in their language including translation of OA literature.
  - 3) Any group or service body may participate in the activities (including voting) of another service body with their permission.

Bylaw Amendment Proposal Three **adopted** on the Consent Agenda.

Bylaw Amendments 11, 12, 15, 16, 17, and 18 were not considered due to lack of time.

**Remaining Business**

The remaining business consisted of the green dot ceremony, and acknowledgements.

**Seventh Tradition Total:** \$2,477.75

**World Service Business Conference 2023**  
**Intergroup/Service Board Representation**

Per the November 2004 BOT meeting, a motion was passed that states “On the final morning of the Conference, a count of those represented intergroups and service boards shall be made.” Therefore, the counts below are based on the final morning (4/29/23) of World Service Business Conference 2023.

<b>Region</b>	<b>Total # of Intergroups/Service Boards (as of 4/29/23)</b>	<b>Total # of Intergroups/Service Boards Represented at Conference 2023</b>	<b>Percentage of Intergroups/Service Boards Represented at Conference 2023</b>
<b>Region 1</b>	24	8	<b>33%</b>
<b>Region 2</b>	31	15	<b>48%</b>
<b>Region 3</b>	20	13	<b>65%</b>
<b>Region 4</b>	14	5	<b>36%</b>
<b>Region 5</b>	25	9	<b>36%</b>
<b>Region 6</b>	36	16	<b>44%</b>
<b>Region 7</b>	19	10	<b>53%</b>
<b>Region 8</b>	55	11	<b>20%</b>
<b>Region 9</b>	65	10	<b>15%</b>
<b>Region 10</b>	13	2	<b>15%</b>
<b>Virtual Region</b>	20	11	<b>55%</b>

Per OA, Inc. Bylaws, Subpart B, Article VIII, Section 3, Part a) 6: A region that was represented at the last WSBC by fewer than 40 percent of its intergroups and other eligible service bodies may send up to five additional delegates from the region. When selecting these delegates, the region shall give preference to delegates from intergroups and service bodies which would not otherwise be represented.

Therefore, Regions One, Four, Five, Eight, Nine, and Ten are eligible to send up to five additional delegates to World Service Business Conference 2024.

## 2023 Summer Conference Call Treasurer's Report

Welcome to our summer conference call!

I recently got to accompany Barb K on an Intergroup Renewal session with one of our Intergroups. This was so much fun! It's so nice to get out and see people from local meetings. Thank you for the opportunities we get to do this service! Please remember that your officers are available to help with this and also do presentations regarding Steps, Traditions, and Concepts.

It's also been a challenging few months since the last assembly as I worked with Gerri M to move us to Quickbooks Online as our financial software. It looks a lot like our old software but has changes that will make the day to day work of the Treasurer easier. You will see that we have a new format for our Financial Reports as well, generated right off the QB website.

At the same time, Chase bank decided to change all of its business accounts, giving them a new name and adding charges for deposits made at the bank. The result is that we have come into the 21st Century and have to make mobile deposits of our checks. Oy!

Fortunately, I love a good challenge and learning new skills.

Thank you for letting me serve as your Treasurer and thank you to both the Finance Committee and the Region Officers for their patience!



## July 2023 Region 5 Trustee Liaison Report

---

### **WSBC 2023 Update**

Here is the link to the decisions that were made at WSBC 2023

<https://oa.org/news/wrap-up-report-world-service-business-conference-2023/>

### **Safeguard Your Virtual Meetings with Our New Suggestions**

New Document on oa.org

Videoconference Meeting Training and Security/Preventive Measures

<https://oa.org/news/new-videoconference-meeting-training-and-security-preventive-measures/>

### **OA's Professional Exhibits Fund**

**Is Your Intergroup Considering a Professional Exhibit?**

New Rolling Deadline

Attention all professional outreach committees: OA has a new rolling deadline for Professional Exhibits Fund applications, which is the 10th of every month. Applications received by this deadline will be reviewed on the 15th of the same month.

The Professional Exhibits Fund has money available to help your service body participate in a trade conference or a convention for professionals who may refer patients and clients to OA. Take a look at the application to see what expenses OA can help cover. Find the application in the Document Library at oa.org under the category "Public Information."

### **"For Professionals" Document**

This is a link to OA's document for professionals: "The Courier"

<https://oa.org/news/professional-community-courier-issue-two-available-for-outreach/>

**Make sure your Intergroup's meetings are up to date link:**

Find your Intergroup's List of meetings here: <https://oa.org/find-a-meeting/?type=3>

### **Updated: Lifeline Meeting Format**

In keeping with the recent revival of our Lifeline content via the brand-new blog, <https://lifeline.oa.org/>, the Suggested Lifeline Meeting Format has been revised and posted in the Document Library on oa.org under the category “Meeting Formats.” <https://oa.org/document-library/>

### **We need your story on Lifeline**

Here is the link to submit your story!

<https://form.jotform.com/220035565825050>

Groups looking to include new perspectives and insights on compulsive eating can use this meeting format as a guided way to discover the wealth of Lifeline articles and shares available to our Fellowship. Back issues of our print Lifeline are available at [bookstore.oa.org](http://bookstore.oa.org), and new testimonials can be found on [lifeline.oa.org](http://lifeline.oa.org). Download the Suggested Life-line Meeting Format for your group today!

OA Blog link: <https://lifeline.oa.org/>

New podcasts on Lifeline – OA’s Professional Opinions :

<https://lifeline.oa.org/tag/appendices-to-overeaters-anonymous-third-edition/>

### **Region 5 Liaison Activities**

- Continue Intergroup Renewal
  - 2023 – Another Intergroup had their F2F workshop on their renewal plan. We had a great workshop building community and more commitment to our own recovery!
  - We just scheduled another renewal! So much recovery in Region 5!
- IG2IG Committee work
  - Contact Intergroups who we have not seen for a while at Assembly
  - Continue to help update meeting lists
- Region 5 Bylaws Committee
- Answering emails from Region 5 members
- World Service Activities
  - Second Vice Chair of the Executive Committee
  - Chair of the Board Reference Manual
    - A guide for what we need to do as Trustees
    - Updating as motions come forward
  - Chair of the IIC [Internal Information Committee]
    - Oversees the Lifeline Blog
    - Reviews any Internal Information as requested
  - Member of the Website Review for oa.org
  - Temporary co-chair for the Young People’s Committee
- Attendance at Executive Committee as well as BOT Meetings



## **Media Committee Report**

The Media Committee met June 4. We decided to send more articles to Keri for the online newsletter. We will meet again on August 20 and see if we need more articles.

Kevin Firme

P.S.

From Keri – All articles received after the Spring Assembly have been added to the Online Newsletter on the R5 website. More articles are needed and are welcome from anyone in R5 and OA.

## The Region 5 \_Bylaws Committee Meeting Minutes

for , June 28,2023

*Acting secretary:* \_Pam P.\_\_\_\_\_

*Chair:* \_\_\_Pam P.

*Others members present:* \_\_\_Barb K. Gerri M.

### **Notes:**

- Opened with the serenity prayer
- Waited for more members to attend - only had 3 participants. Discussed making calls to members not attending.
- The 3 attendees reviewed the current Region 5 Bylaws to see if there are references to WSO bylaws specific sections. We did find one section of our bylaws and a proposal will be developed and submitted for members' approval. The change is in Article III.B – that reads:
  - o 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.
  - o The change will be to as follows:
    - 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~~
- We reviewed the WSBC approved bylaws proposals to see if anything needs to be updated for Region 5. We determined that no changes will be needed based on proposals approved. However, when the new WSO Bylaws are posted we will review against Region 5's to determine if changes are needed.
- We discussed the WSBC Policy and Procedures proposals that were adopted and discussed that we will wait until the Policies & Procedures are updated and posted and then review against Region 5's to determine if changes are needed.
- Finally, we set up our next meeting for July 26 at 7:30pm est. Our meetings will be monthly on the last Wednesday of the month.

## **Convention Committee Report**

The program is set. We are still looking for a male speaker on relapse and recovery.

The speakers still need to be vetted. The Convention will start at 8 CT and 9 ET and run to 3 CT and 4ET. Cleveland Inner Group will present a skit at the end to advertise the 2024 Region 5 Convention in Cleveland. Both the Program Comm and the Region 5 Convention Committees are meeting on a monthly basis.

Mary Ann M

## Public Information /Professional Outreach Sub-Committee Report

### Summer Conference 2023

Committee members: Melissa (Chair) Pam L. (Secretary) Preston, Lynn H, John P, Wanda C, Ed L, Linda P (Board), Sally L, 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); [sml45@live.com](mailto:sml45@live.com); [secondstepper@gmail.com](mailto:secondstepper@gmail.com); [pkaylee@me.com](mailto:pkaylee@me.com); [mbb.brundage@gmail.com](mailto:mbb.brundage@gmail.com); [pf308@icloud.com](mailto:pf308@icloud.com);

The committee met on 4/10/23 to discuss the smart goal formulated at the Spring Assembly. The committee will meet again on 7/10/23.

#### 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.

The Committee discussed updates on this goal from their IGs:

Central Indiana IG: Spring Fling was in June and IG shared the interest in focusing on marginalized and under-represented communities in OA. This IG has explored sharing information with Black churches as well. 2 OA events in August are planned – 1) IG will purchase posters and talk about idea of focusing on diversity with the primary goal of building community (in person workshop) this will include posters/encouragement; 2) “Hoosier Recovery Day” (IG PIPO committee will add posters to this)

Suburban North IG: Rep is ordering posters for distribution and POSTER 🎨 PARTY “training sets” for the October SNI EVENT.

Chicago Suburban SW IG: No PIPO chair yet. Will continue to share info.

Cleveland Central IG: 12 Step Within Comm is planning a “Plaster a Poster” event in October including posters in Spanish for Cleveland’s Hispanic communities.

Central Ohio IG: IG PIPO committee focused on reaching out to Ohio State University students during their health fair by offering meetings. PIPO committee printed and shared 60 posters at the June picnic, offering 2 posters to each person for distribution in their community. Posters included a QR code to link via smartphone to the website. PIPO committee chair resigned, and committee is seeking a new chair. Some projects are on hold.

Greater Dayton IG: One of the meetings had a poster party in May.

Milwaukee Area IG: They did posters last year. They are focusing on participating in a Health Fair August 5 10-2, where they will share literature. They are exploring ways to increase diversity and reach underrepresented communities.

The committee identified a future goal of focusing on technology to share information about OA.

Diane A and Sheryl G (Toledo-visitors) needed to stop serving the committee due to joining the Cleveland Central IG.

Marilyn D will be stepping down from the committee due to serving as Chair for the 2024 Region 5 Convention

R5 Secretary created a PIPO link on the R5 website and shared the poster party flyer and the 12-step messaging.



## **IG2IG Sub-Committee Report**

Eight members of the committee met on June 22nd to work on our two goals:

- Build up IGs by increasing number of IGs participating in Region 5
- Develop and communicate digital best practices

We began with the "Build up IGs" effort by identifying 12 IGs who have not recently attended any R5 events. These groups and their contact info were distributed among committee members who will reach out to encourage participation, especially at our 7/15 Summer Conference. Talking points for this conversation were developed.

Thanks

Cecilia

# Management Report

Region 5 OA

For the period ended June 13, 2023

Prepared on

**June 13, 2023**

## Table of Contents

---

Statement of Activity .....	3
Statement of Financial Position .....	7



# Statement of Activity

April 1 - June 13, 2023

	<b>Total</b>
<b>REVENUE</b>	
Assembly Income	
Registrations	73.00
<b>Total Assembly Income</b>	<b>73.00</b>
Contributions	
#13 Illinois	
- Personal Donations	135.00
-00417 Normal Wed 515pm	116.67
-01232 Chgo Wash Pk Sat 1015 am	111.50
-04500 Naperville Mon 730 pm	15.00
-04667 Burbank Thu 1000 am	63.60
-04737 Burbank Tue 730 pm	12.00
-08909 Aurora Wednesday 930 am	40.00
-09168 CHIWIF Intergroup	225.00
-09539 CSSI Intergroup	378.94
-13044 Arlington Hgts Sat 230 p	27.90
-14691 Palos Hgts Fri 1000 am	63.00
-31397 Tuesday PM	30.40
-32222 Elmhurst Sat 1015 am	40.00
-33054 Oak Lawn Fri 700 pm	16.90
-34562 Evanston St M Sat 900 am	27.00
-34571 River Grove Mon 730 pm	10.00
-35752 Darien Tue 530 pm	25.00
-36157 Roselle Sat 830 am	16.00
-39338 Chgo Masonic Sat 730 am	60.00
-39340 Chgo Thorek Sun 915 am	63.20
-41015 Chi St. Johns Tue 700 pm	14.50
-45986 Oak Forest Wed 730 pm	31.90
-46915 Orland Park Sat 830 am	65.70
-51048 Darien Wed 630	58.30
-51233 Oak Park Wed 700 pm	38.05
-53693 Orland Park Wed 930 am	17.00
-54010 Northbrook Mon 1000 am	14.50
-57330 Crystal Lake Thurs noon	26.90
-57518 Burbank Tues 6;30 Newcom	37.60
-89078 Saturday 8 am Virtual	129.00
-89941 Monday Chi No 7PM Zoom	15.00
<b>Total #13 Illinois</b>	<b>1,925.56</b>
#14 Indiana	
-01026 Indianapolis Thu 1200 pm	10.00
-02327 Elkhart Mon 600 pm	35.28
-14137 Michigan City Mon 700 pm	13.00

	<b>Total</b>
-22495 Goshen Sat 1000 am	31.40
-22838 Indianapolis Fri 1200 pm	75.00
-23081 Indianapolis Mon 1200 pm	15.00
-24741 Highland Fri 900 am	10.00
-26994 Indianapolis Sat 830 am	18.25
-36536 Indianapolis Mon 630 pm	30.00
-40309 Indianapolis Wed 530 pm	50.00
-46764 Michigan City Fri 700 pm	19.80
-52025 Indianapolis Sun 4pm	28.30
-54446 Crown Point Tue 700pm	6.00
-56544 Indianapolis Tue 1200 pm	11.00
-56555 Dyer Thu 700pm	84.00
-57348 Hebron Sat 11AM	8.67
800787 Friday night zoom	31.29
<b>Total #14 Indiana</b>	<b>476.99</b>
<b>#18 Kentucky</b>	
-23706 Louisville Thu 630 pm	32.30
-53648 Louisville Thu 6pm	50.00
-57702 Louisville TGIF	6.60
-800265 Lexington Sat AM online	48.90
<b>Total #18 Kentucky</b>	<b>137.80</b>
<b>#22 Michigan</b>	
-00549 Rochester Thu 730 pm	30.00
-09026 Greater Detroit IG	179.50
-11595 Grand Blanc Sat 1000 am	10.00
-19743 St Clair Shr Sat 1000 am	20.00
-22761 Sterling Hgts Thu 100 pm	7.50
-32527 Bloomfield H Wed 1000 am	20.00
-35412 Ferndale Fri 1000 am	58.99
-46110 Rochster Sun 700 pm	17.50
-51645 Livonia Wed 800 am	25.00
-53463 Kalamazoo Mon noon	40.00
-54538 Livonia Sat 1000 am	30.00
-57508 Ann Arbor Thurs 6PM BB	20.00
<b>Total #22 Michigan</b>	<b>458.49</b>
<b>#35 Ohio</b>	
- Personal	166.00
-02612 Parma Heights Mon 930 am	30.00
-04811 Seven Hills Fri 730	47.20
-07447 Lyndhurst Fri 10 am	45.00
-08503 N Olmsted Wed 1000 am	106.98
-09175	799.39
-21586 Kettering Sun 630 pm	22.35
-22079 Westlake Sun 10 am	64.50

	<b>Total</b>
-22635 Lakewood Tue 930 am	20.00
-24484 Toledo Tue 930 am	43.30
-40943 Concord Twp Sun 700 pm	60.00
-53001 Athens Mon 600 pm	34.20
-53969 Westerville Wed 700 pm	9.00
-54299 Athens Saturday 1000 am	75.00
-57174 Montezuma Tue 730 pm	23.50
-57288 Fort Thomas Tuesday 730	23.10
-57419 Kenwood Sober Eating	19.00
-800061 Elyria Thursday S&T	16.50
-88762 - Reg Sunday Morning C&R 800367	260.55 25.00
<b>Total #35 Ohio</b>	<b>1,890.57</b>
<b>#49 Wisconsin</b>	
-00347 Racine Mon 700 pm	5.00
-02346 Green Bay Wed 7 pm	72.00
-03478 West Bend Thu 300 pm	17.50
-03631 New Berlin Wed 930 am	44.68
-09053 Milwaukee Intergroup	197.90
-20992 Wauwatosa Wed 630 am	19.40
-21024 Menomonee Falls Tues 10A	23.00
-22626 Madison Thu 1200 pm	10.00
-30176 Whitefish Bay Mon 700 pm	45.60
-32315 Madison Mon 1200 pm	10.00
-32466 Fox Point Sat 930 am	42.50
-38390 Wauwatosa Sat 730 am	59.29
-39166 Neenah Mon 600 pm	46.20
-40998 Moniowoc Mon 130 pm	25.60
-46721 Delavan Fri 845 am	10.00
-49816 Slinger Mon 630 pm	35.00
-56006 Menomonee Fls Wed 630pm	4.00
-56592 Oconomowoc Tue 1030 am	7.00
-57013 Milwaukee Sat AM	24.00
-57585 Grafton Thurs 630 PM	31.20
-88911 Zoom BB Mon 830 AM	13.00
-89909 Zoom Tues 10AM	14.30
-89919 Zoom Sun 630PM	27.00
-89998 Zoom Fri 5PM	9.50
<b>Total #49 Wisconsin</b>	<b>793.67</b>
<b>Total Contributions</b>	<b>5,683.08</b>
Interest Income	0.66
<b>Total Revenue</b>	<b>5,756.74</b>
<b>GROSS PROFIT</b>	<b>5,756.74</b>
<b>EXPENDITURES</b>	

	<b>Total</b>
2022 Convention Expenses	353.50
Assemblies	
Hotel Liaison - Assembly Exp	392.72
Officers Assembly Expenses	
Chair Assembly Expense	238.93
<b>Total Officers Assembly Expenses</b>	<b>238.93</b>
<b>Total Assemblies</b>	<b>631.65</b>
Operating Expenses	
Officer Operating Expenses	
Chair Office Expense	17.73
Secretary Office Expense	213.98
<b>Total Officer Operating Expenses</b>	<b>231.71</b>
Processing Fees	
Wepay	119.46
<b>Total Processing Fees</b>	<b>119.46</b>
Record Storage/Shredding	100.00
Web Expenses	
Web Site Security	49.50
Webmaster	1,050.00
Website Hosting & Domain	19.99
<b>Total Web Expenses</b>	<b>1,119.49</b>
<b>Total Operating Expenses</b>	<b>1,570.66</b>
Tax	
Non Profit Status	50.00
<b>Total Tax</b>	<b>50.00</b>
Unapplied Cash Bill Payment Expenditure	10.00
World Service Organization	
World Service Business Conf	
Chair to WSBC	1,764.01
Region 5 Delegate to WSBC	1,663.87
<b>Total World Service Business Conf</b>	<b>3,427.88</b>
<b>Total World Service Organization</b>	<b>3,427.88</b>
<b>Total Expenditures</b>	<b>6,043.69</b>
<b>NET OPERATING REVENUE</b>	<b>-286.95</b>
<b>OTHER EXPENDITURES</b>	
Reconciliation Discrepancies-1	-10.00
<b>Total Other Expenditures</b>	<b>-10.00</b>
<b>NET OTHER REVENUE</b>	<b>10.00</b>
<b>NET REVENUE</b>	<b>\$ -276.95</b>

# Statement of Financial Position

As of June 13, 2023

	<b>Total</b>
<b>ASSETS</b>	
<b>Current Assets</b>	
<b>Bank Accounts</b>	
Chase Checking Ohio	21,184.33
Chase Savings	44,168.56
<b>Total Bank Accounts</b>	<b>65,352.89</b>
<b>Total Current Assets</b>	<b>65,352.89</b>
<b>TOTAL ASSETS</b>	<b>\$65,352.89</b>
<b>LIABILITIES AND EQUITY</b>	
<b>Liabilities</b>	
<b>Current Liabilities</b>	
<b>Credit Cards</b>	
Chase Checking Acct	2,870.71
<b>Total Credit Cards</b>	<b>2,870.71</b>
<b>Total Current Liabilities</b>	<b>2,870.71</b>
<b>Total Liabilities</b>	<b>2,870.71</b>
<b>Equity</b>	
Opening Bal Equity	36,892.48
Retained Earnings	29,733.36
Net Revenue	-4,143.66
<b>Total Equity</b>	<b>62,482.18</b>
<b>TOTAL LIABILITIES AND EQUITY</b>	<b>\$65,352.89</b>

## OA WORLD SERVICE BUSINESS CONFERENCE (wsbc)

April 25-29 2023

Albuquerque, NM

There were 176 eligible voters from 14 different countries represented at this year's WSBC; Israel, Spain, Sweden, Italy, Greece, Iran, Ukraine, Russia, Italy, United Kingdom, Australia, New Zealand, Canada, Sweden, and the United States. Almost half of the delegates were green dots (first timers). It was exciting to witness the workings of OA again as a delegate representing Region 5. The magic that takes place in the rooms is indiscernible and I am filled with awe and gratitude that I have been blessed to be a witness again

Workshops:

- .As usual the Q and A regarding the conference is always informative and interesting and the Forum presented by all the Region Chairs, was humorous, informative, and really got the message of the importance of rotation of service across.

**Officer Reports:** All reports adopted. There were many questions regarding the Treasurer Report such as; sales of literature, member numbers dropping considerably over the past year, cost of translating literature etc. The Treasurer and Managing Director fielded questioning.

### **Elections of Trustee's**

**BJ J.**

**Beverly M.**

**Gary D.**

**Lee R.**

**Meg M.**

**Michael K.**

All ran and were elected. There continue to be openings that need to be filled.

**Committees** – All delegates are required to serve on a committee for the upcoming year:

1. Bylaws
2. Region Chairs

3. Twelfth Step Within
4. PI/PO
5. Conference Literature
6. Unity with Diversity
7. Virtual Services
8. Web Technology
9. Young Persons

**I will be serving on the Young Persons committee this coming year.**

**Business Motions:**

**Consent Agenda adopted as amended:** New Business Motion D, G, H, J, L, N,O,Q,R. and Proposal Item 2, and 3. See details on the Wrap-up report.

I am attaching the **“World Service Wrap-Up-Report “** at the end of my summary for a more detailed explanation of the outcome of the Motions and proposal items.

RESPECTFULLY SUBMITTED,

Deanna B. SNI, Delegate to WSBC







## **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
H. Committee Purpose .....	8
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
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).

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



## REGION 5 FUNDING ASSISTANCE GUIDELINES

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

*Funding Assistance Guidelines Form Page 2*

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

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

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

Assembly for which this funding is requested:

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## **STANDING RULES FOR REGION 5 VIRTUAL ASSEMBLY**

1. Amendments must be submitted to the Region 5 Secretary electronically. The Secretary will forward the amendment to the Chair and Parliamentarian.
2. Please wait until you are recognized by the Chair before you speak. Give your name and intergroup and then state your business.
3. 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.
4. The group conscience is more important than the technicalities of the actual motion.
5. All committee reports are to be made electronically 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. Those motions will be placed on the subsequent Assembly agenda for consideration unless determined to be of an emergency nature.
6. Emergency new business consists of items that must not wait until the next assembly. These must be submitted electronically, prior to 12:30 pm on Saturday of the fall assembly and prior to 5:00 pm on the Saturday of the spring assembly. The Emergency New Business Committee shall determine if these are urgent matters that should be considered at this assembly.
7. Naming Conventions:
  - All Region Reps will name themselves R: NAME; INTERGROUP
  - All Board members will name themselves: B: NAME; OFFICE
  - Non-voting appointees (e.g., Parliamentarian, etc.) will name themselves: X: NAME; OFFICE
  - Visitors will name themselves: V: NAME; CITY, STATE
8. The meeting is not to be recorded by anyone other than the Secretary, Host, or Chair. The recording is made for the purpose of clarity in transcribing the minutes.
9. If an attendee chooses to eat during a session, they must turn off their video.
10. Credentials / Roll Call- all R5 attendees shall register and identify themselves on the chosen virtual platform using naming conventions provided by the presiding officer in advance. See naming conventions in Standing Rule #7.
11. 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 Five Handbook

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

## Region 5 Handbook Table of Contents

### ORGANIZATION

Service Structure	A-1
Region 5 Map	A-2
List and Map of OA Regions	A-3
History of Region V (5)	A-4

### BYLAWS

Article I	Name	B-1
Article II	Purpose	B-1
Article III	Membership and Voting	B-3
Article IV	Intergroups	B-3
Article V	Election and eligibility of Region Representatives	B-4
Article VI	Officers	B-4
Article VII	Region 5 Trustee	B-5
Article VIII	Executive Board	B-6
Article IX	Standing Committees	B-6
Article X	Meetings	B-7
Article XI	Financial Structure	B-7
Article XII	Region 5 Records	B-7
Article XIII	Region Delegates to WSBC	B-7
Article XIV	Amendments to Bylaws	B-7
Article XV	Parliamentary Authority	B-8
Article XVI	Legal Disclaimer	B-8

### POLICIES & PROCEDURES

#### I. General Policies

A	Date and Location of Assemblies	C-1
B	Events at the Assembly	C-1
C	Elections	C-1
D	Amendments to the Standing Rules and Policies	C-2
E	Miscellaneous	C-3
F	Region 5 Convention	C-3
G	Committees	C-3
H	Committee Purpose	C-4

#### II. Responsibilities and Duties of Officers and Representatives

A	General	C-5
B-F	General	C-6
G	Duties of Region 5 Chair	C-6



## Region 5 Handbook Table of Contents

	H	Duties of Region 5 Vice Chair	C-7
	I	Duties of Region 5 Secretary	C-7
	J	Duties of Region 5 Treasurer	C-9
	K	Duties of Region 5 Reps and/or Alternates	C-10
	L	Webmaster	C-10
	M	Hotel Liaison	C-10
	M	Duties of Region 5 Delegate to WSBC	C-11
	N	Region 5 Delegate Support Fund	C-12
<b>III.</b>		<b>Intergroup Sharing Meeting Suggested Format</b>	<b>C-13</b>
<b>IV.</b>		<b>Suggested Format for Open Meeting</b>	<b>C-13</b>
<b>V.</b>		<b>Instructions for Leader of New Representative Orientation</b>	<b>C-13</b>
<b>CONVENTION GUIDELINES</b>			
		Region 5 Convention Definition	D-1
		Purposes of a Region 5 Convention	D-1
		Hosting a Region 5 Convention	D-1
		Region 5 Convention Activities/Events	D-1
		Region 5 Convention Committee Requirements	D-1
		Convention Chairperson	D-1
		Hotel Liaison Duties	D-2
		Selecting the Accommodations for the Convention	D-3
		Convention Committees	D-4
		Hosting Intergroups of Region 5 Conventions	D-8
		<b>STANDING RULES</b>	<b>E-1</b>
		<b>ASSEMBLY INFORMATION</b>	<b>F-1</b>
		<b>MISCELLANEOUS</b>	
		Principles of the OA Program	G-1
		Decorum in Debate	G-2
		Parliamentary Procedures	G-3
		<b>CURRENT ASSEMBLY DOCUMENTS (Packet A)</b>	
		Agenda	
		Hotel Floor Plan	
		Roster	
		Proposals	
		Reports	
		Minutes of Previous Assembly	
		Other	

# The Structure of OA

## Individual members

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

## Groups

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

## Intergroups and Service Boards

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

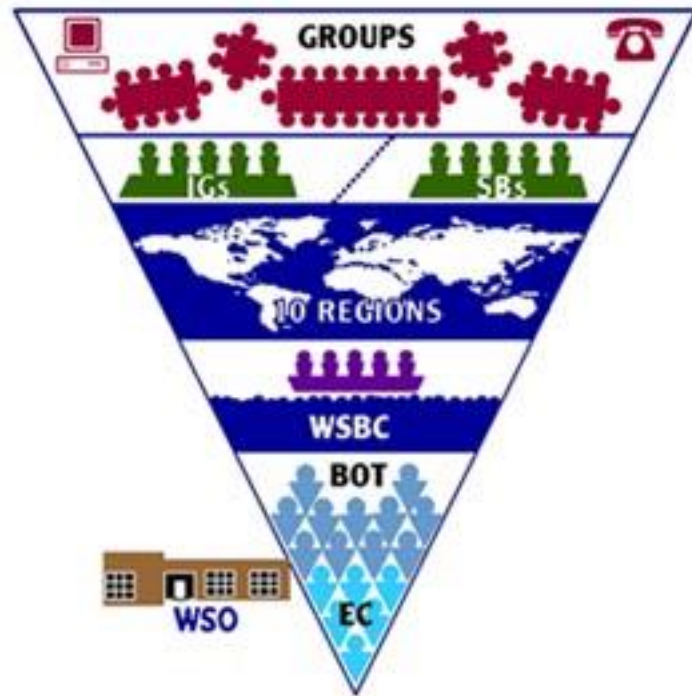
within the existing service structure. This includes national service boards (NSBs), language service boards (LSBs), and virtual service boards (VSBs). NSBs serve groups and intergroups that speak one language (usually not English). LSBs serve groups and/or IGs, usually in different countries, that share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

## Regions

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

## World Service

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



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

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



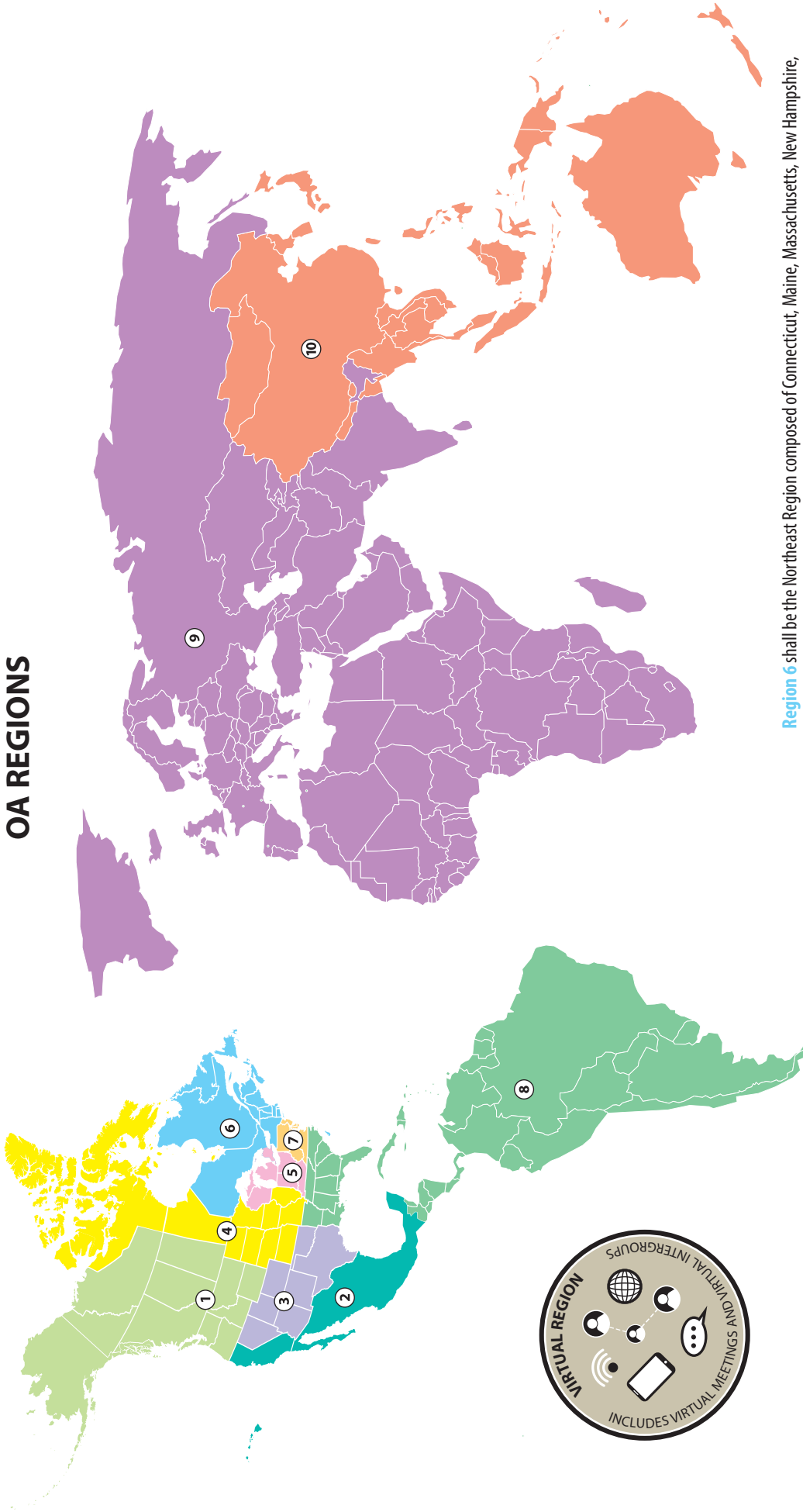
**REGION 5:**

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

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

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

# OA REGIONS



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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

**Region 5 Handbook**

**Revised November 2019**

**Page A-4-3**



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

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

The old Region 5 logo prior to 2010:



**Locations of Conventions and Assemblies\***

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

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

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

## Decorum in Debate

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

Jan Strand, PRP

March 1, 2014

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

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

## Bylaws / Policy / Parliamentary Procedure/ Standing Rules

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

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

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

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

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

©2015; Region 5 of Overeaters Anonymous

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



OA REGION 5

# Parliamentary Overview

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

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

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

## Parliamentary Procedures: Placing principles before personalities

### Basic Principles Include:

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

### Basic Principles (continued)

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

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

### The 'Rules'

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

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

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

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

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

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

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

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

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

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

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

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

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

### The 'Rules' (continued)

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

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

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

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

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

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

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

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

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

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

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

OA REGION 5

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



## **Tabs**

Cut the labels listed below for each divider with tabs

**TABLE OF  
CONTENTS**

**ORGANIZATION**

**BYLAWS**

**POLICIES AND  
PROCEDURES**

**CONVENTION  
GUIDELINES**

**STANDING RULES**

**ASSEMBLY  
INFORMATION**

**MISCELLANEOUS**

**CURRENT ASSEMBLY**



# **Region 5 Organization**

# **Region 5**

# **BYLAWS**

# **Region 5 Policies And Procedures**

# **Region 5 Convention Guidelines**

# **Region 5 Standing Rules**

# **Region 5 Assembly Information**

# **Region 5**

# **Miscellaneous**

# **Region 5 Current Assembly**



## **REGION 5 CONVENTION GUIDELINES**

The general duties and responsibilities listed below are meant to be guidelines only. The hosting intergroups have restrictions or opportunities unique to them. They will have the right to modify the duties and responsibilities as appropriate as long as the Region 5 Convention Committee agrees. Any discrepancies will need to be shared with the Region 5 Executive Board.

### **REGION 5 CONVENTION DEFINITION:**

It is a special event, usually lasting from 8 p.m. Friday evening until Sunday noon when in person. The actual length of time is determined by the group conscience of the Region 5 Convention Committee as a Whole. There may be some early bird sessions if the committee wants.

During virtual conventions hosting Intergroups have held their conventions within the same perimeters. Some Intergroups have not had events on Friday night. Some Intergroups have had OA meetings on Friday night. Most virtual conventions included Saturday sessions in the morning and afternoon. Possible virtual entertainment options include virtual dances, comedy hours, and talent shows. Sunday morning sessions during virtual conventions continue to be well attended. The actual length of time for a virtual convention is determined by the group conscience of the Region 5 Convention Committee as a Whole.

### **PURPOSES OF A REGION 5 CONVENTION:**

1. To stimulate unity; to bring people together from many groups within our region as well as from distant areas to share with each other.
2. To contribute to a greater understanding of the OA program and the people who are part of it through open meetings to which the public, professionals, and media are invited. (This avenue has not been explored during virtual conventions.)
3. To provide an opportunity to experiment with new formats not usually done at a regular meeting. Some suggestions for formats may include panel discussions, skits, writing workshops and guided meditation. (It is Region policy that these new formats be within the framework of the 12 Steps and 12 Traditions.)
4. To provide a variety of program options, which strengthens those recovering from compulsive overeating as well as to those with a desire to stop compulsive overeating.
5. To allow for raising money for Region purposes.

**HOSTING A REGION 5 CONVENTION:**

A Region 5 Convention is sponsored by Region 5 with organization initiated by the Region Assembly. The Intergroup or Intergroups in the area where the Convention is held serves as the "host" group(s).

**REGION 5 CONVENTION ACTIVITIES/EVENTS:**

Activities and events are determined by the hosting Intergroup Convention Committee as a Whole in conjunction with the Region 5 Board. Events should reflect the 12 Steps, 12 Traditions, and 12 Concepts. In addition to a banquet with a speaker, other possible events are:

1. Speaker meetings
2. Panel Discussions
3. Workshops (fourth step, for example)
1. Special focus meetings for OA young people, men in OA, couples in the program, etc

**REGION 5 CONVENTION COMMITTEE REQUIREMENTS:**

The hosting Intergroup Convention Chairperson(s) should be a region representative or past Region Representative who has 1 year of current continuous abstinence, is practicing the 12 Steps, 12 Traditions and 12 Concepts who has been active in OA events or workshops, and who lives near the site of the Convention. The Convention Chairperson(s) is approved by the Region 5 Assembly. The chairperson of the Convention Committee as a Whole will then select the committee chair(s) from volunteers who are also abstaining and practicing the 12 Steps, 12 Traditions and 12 Concepts. In some instances, it has been suggested that a state or province within a region take responsibility for a sub-committee with one person as sub-committee chairs. All committees are responsible for their own signage. In other instances, neighboring intergroup may join together to host the Region 5 Convention. In this case it is suggested that each intergroup take responsibility for a subcommittee.

**HOSTING INTERGROUP CONVENTION CHAIRPERSON:**

General duties and responsibilities:

1. May select an assistant Convention Chairperson immediately after being approved as chairperson.
2. Works with the Region 5 Vice Chair and hotel liaison to plan the Convention events.
3. Selects subcommittee chairs and delegates to work as the committee chairs, and may also appoint coordinators as desired (i.e. volunteer coordinator, graphics coordinator, etc). Listed below are examples of typical subcommittees:
  - a. In-person subcommittees:
    - i. Hotel Liaison
    - ii. Program

- iii. Registration/Finance
- iv. Huggers/Greeters
- v. Hospitality
- vi. Publicity
- vii. Literature
- viii. Fundraising/Raffles
- ix. Decorations
- x. Volunteer Coordinator
- xi. Timer Coordinator
- xii. Digital Coordinator
- b. Virtual Meeting Subcommittees
  - i. Program
  - ii. Registration/Finance
  - iii. Decorations/Signage
  - iv. Volunteer Coordinator
  - v. Timer Coordinator
  - vi. Digital Coordinator
  - vii. Host/Cohost Committee
  - viii. Virtual Greeters

4. Chairs the first general Convention Committee meeting after the outgoing Convention Chairperson from that year has passed the baton to the new Convention Chairperson at first Region 5 Assembly following the previous Convention.
5. During the first session the Convention Committee chair should
  - a) Get acquainted
  - b) Pass out guidelines and go over each page with entire group
  - c) Remind each subcommittee chair that each must set up their own timetable, that must fit within the overall event timetable.
  - d) Discuss a theme. The theme is typically communicated to the Board by the Fall Assembly the year before the Convention is to occur.
6. Meets with Convention Subcommittee chairs to work out problems and finalize plans.
7. Is an ex-officio member of EVERY convention committee and is to be invited to all meetings. If unable to attend, they should be informed of ALL happenings, especially dates, to coordinate with other convention committees. Monthly subcommittee meetings are highly suggested.
8. Maintains the convention timetable to keep subcommittees on track.

9. Encourages and supports all workers, attempts to involve as many people as possible.
10. Becomes thoroughly familiar with all aspects of the Convention Guidelines.
11. Proposes necessary changes to Convention Guidelines to the Bylaws Committee.
12. Encourages reading of the Third Step Prayer, 12 Traditions or similar program material at all Convention Committee planning meetings.
13. Selects emcee(s) for the Convention.
14. Works with the Programming Subcommittee to select keynote, panelist, general session and dinner speakers with Board approval.
15. Selects someone to present the invocation if desired.
16. Is responsible for putting a script together for the opening and closing of Convention. The opening ceremony should include the Serenity Prayer and reading of the Preamble, Our Invitation to You, the Steps, the Traditions, and the Concepts.
17. Maintains and provides a roster of Convention Committee chairs and assistants including last names, mailing addresses and best phone numbers to use, etc., to all Convention subcommittee chairs.
18. Arranges for a taping company to record speakers when applicable.
19. Reports to the first Region 5 Assembly following the Convention and files a written report with Region.
20. Submits reports to Region 5 Secretary prior to Spring Assembly and Summer Conference.
21. Maintains all electronic files (subcommittee reports, minutes and agendas, scripts, signage, etc) for further reference by future committees.
22. Passes on electronic files to the incoming chair (co-chair) after the Convention.

**HOTEL LIAISON DUTIES:**

The Hotel Liaison will serve as liaison with the hotel. All subcommittee chairs need to communicate directly to the hotel liaison for any hotel concerns.

Duties and responsibilities as Hotel Liaison:

1. All arrangements with the hotel should be in a written contract to be signed by the Hotel Liaison at least one year or more prior to the Convention. This is done as soon as possible after the site is selected. The Region 5 Board reviews and approves the contract terms, and the Convention Chairperson is approved. (See timeline)
2. Confirm that the facility will provide meeting space for periodic convention planning meetings and its accessibility for registrants with physical limitations.
3. Confirms the facility's capacity for hybrid meetings if desired.
4. Become thoroughly familiar with all hotel facilities and services.
5. Negotiate all arrangements for meals including planning the menus.

Region 5 Convention Guidelines

Revised October 2022

Section D-4

6. Work with the Program Committee chair(s) for arrangements of meeting rooms and audio equipment. Communicate with the Board regarding all costs.
7. Work with the Program Committee and hotel to arrange rooms with tables for literature display, recording, discussion and/or meditation, hospitality, etc., and a secure area for literature and Intergroup Marketplace.
8. Arrange for a registration area in a central location.
9. Negotiate with the hotel for complimentary rooms. The Region 5 Board will decide how these rooms will be used.
10. Negotiate room rates and prices of meals to determine the cost of the package for the weekend.
11. Keep the hotel informed of the number of meals and room guarantees.
12. Negotiate with the hotel to offer the convention sleeping room rate and access to hotel accommodations, including parking, one day prior to the Convention and one day after the Convention.
13. Communicate with the hotel during the event regarding room set up and temperature control.
14. Relay information from the hotel to the Convention registrants in the form of announcements at the start of large group sessions.

**SELECTING THE ACCOMMODATIONS FOR THE CONVENTION:**

The hotel Liaison will work with the upcoming Convention Committee chair(s) and subcommittee chair(s) to choose a hotel 1 year prior from the Convention. If the upcoming Hosting Intergroup is known sooner the Hotel Liaison can look for hotel space sooner than 1 year.

1. Verify the capacity of various meeting rooms.
2. Verify the capacity and availability of restaurants or cafeterias in the hotel or within the vicinity of the hotel for “on your own” meals. Communicate the information with the Hospitality Subcommittee.
3. Verify the capacity of the banquet room, allowing for people who are listening to the speaker only.
4. Inquire whether we can provide our own coffee, and tea. If not, see if the hotel will be able to provide coffee and tea for purchase during all meeting times, and find out how much they will charge.
5. Verify the capacity and number of sleeping rooms.
6. Determine the current and/or projected costs of sleeping accommodations.
7. Determine the current and/or projected costs of meeting rooms.
8. Determine the current and/or projected costs of meals.
9. Inquire about the times meeting rooms will be available.

Region 5 Convention Guidelines

Revised October 2022

Section D-5

10. Verify the availability of elevators if the hotel is more than one story.
11. Verify that meeting rooms will be heated or air-conditioned as appropriate.
12. Verify that sleeping rooms will be heated or air-conditioned as appropriate.
13. Determine if the hotel can provide food selections to fit a majority of different types of meal plans.
14. Verify that good speaker systems are available for large meeting rooms. See if they will allow us to bring in outside equipment.
15. See if there is a stage or platform available for meeting rooms.
16. Inquire as to whether there are any other rules or restrictions for use of the facility.
17. Determine the availability of transportation to the facility from public transportation such as buses, trains, or airplanes.
18. Check the accessibility of getting to the Convention site from other areas of Region 5.
19. Determine the capacity of restrooms near the meeting rooms. (Get contact info for housekeeping should we need more toilet paper.)
20. Verify how many functions the facility has accommodated that were the same size as we anticipate.
21. Determine check-in and check-out times for rooms.
22. Investigate local attractions.
23. Inquire whether or not we can bring in entertainment.
24. Verify pool and other recreational facilities available at the facility.
25. Confirm parking options and cost
26. Determine if other meetings will be occurring during the time of the Convention.

### **CONVENTION SUBCOMMITTEES:**

#### **REGISTRATION AND FINANCE:** Duties and responsibilities:

1. Obtain initial seed money from the Region 5 Board if needed.
2. Create registration form appropriate for both online and mail-in registrations and submit for approval from the Region 5 Executive Board. Refer to registration forms from previous years if possible. While a limited number of members will use mail-in options for registration it is still suggested to provide a mail-in option so the event can be inclusive to all.
3. Provide fliers for distribution at Regional Assemblies and Intergroup email lists. Region 5 Intergroup contact information can be obtained from the Region 5 secretary just after the Region 5 Assemblies..
4. Provided a JPEG or PNG version of the Convention flier to the Region 5 Webmater to post it on the Region 5 website 9 months prior to the event.
5. Meet with Region 5 Digital Communications Coordinator 7-8 months prior to the Convention to train on the online registration platform.

Region 5 Convention Guidelines

Revised October 2022

Section D-6

6. Maintain an on-going list of all Registrants, including any payments, meal/banquet registrations, and service commitments. Share with other Committees as appropriate.
6. Rent a post office box local to the Convention Treasurer or Region 5 Treasurer for mail-in registrations. A six month lease is suggested.
7. Identify an address for mail-in registrations. Add these members to the registration lists either manually or using the online registration process.
8. Coordinate deposit of any mailed payments with the Region 5 Treasurer.
9. Submit receipts for any reimbursements using appropriate forms with receipts attached.
10. Encourage other Region 5 intergroups to post the Convention flier on their websites. It is suggested that the registration flier be sent again 2 months, 1 month, and 2 weeks before the event date to boost registration.
11. Provide alphabetical breakdown of registrants to online hosts and co-hosts during virtual conventions.
12. Distribute meeting room links to registrants no later than 5 days prior to the oConvention. Include dial in phone numbers and any necessary passwords.

**REGISTRATION TABLE:** In-Person Convention: Duties and Responsibilities:

1. Have signs made designating the hours the registration table is open and an alphabetical breakdown of registrants.
2. Make sure that meal tickets are printed and nametags are prepared.
3. Make sure the program has been printed and is ready for distribution with the registration packets.
4. Provide registration packets for those that have pre registered.
5. Keep the Hotel Liaison informed of the number of meals guaranteed and the number registered.
6. Make sure the registration tables are stocked well with supplies, draped properly, and set up prior to registration opening up.
7. Make sure the registration tables are covered with adequate personnel from Friday afternoon until the registration packets are disbursed. Coordinate with Region 5 Board members to make sure they will be available to assist and collect all checks and money for walkin registrations.
8. Communicate with the Region 5 Treasurer regarding walk-in registrations. The Region 5 Treasurer is responsible for collection and safe storage of all checks and monies.
9. Receive and process scholarship applications in collaboration with the Region 5 Board according to the following
  - A. Scholarships will be for REGISTRATION ONLY
  - B. Only scholarships for up to the full registration fee shall be awarded
  - C. The deadline for requesting scholarships shall be the pre-registration deadline of the Region 5 Convention.

D. Scholarships may be given on a first come/first served.

Preference may be awarded to those who have not attended a previous Region 5 Convention or have not previously requested a scholarship.

F. Scholarships will be awarded to OA members living in Region 5 only.

G. Scholarship recipients will need to do service at the Convention.

H. Recipients of scholarships can only receive them once every five years.

I. Scholarships are not necessary for a virtual convention but service is highly suggested for those not contributing.

**HUGGERS/GREETERS:** In-Person Convention: Duties and responsibilities:

1. Act as hosts and hostesses, greet each person.
2. Answer questions and guide people to rooms, meetings, registration, etc.
3. Check with the front desk of the hotel to obtain updated restaurants within the vicinity of the hotel.
4. Check with the front desk of the hotel to obtain a list of area places for worship services.

**NOTE:** The committee should devise a way to make themselves easily identifiable as Huggers and Greeters Committee members in the Convention crowd. (ribbon, corsage, hat identification, for example).

5. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

**THIRSTAID STATION HOSPITALITY: HOSPITALITY ROOM:** In-Person Convention:

Duties and responsibilities:

1. Consult with the Hotel Liaison to determine hotel policies regarding limitations of bringing in foods and beverages.
2. Make sure the room is adequate with Wifi and electric outlets for registrants to plug in a variety of devices.
3. Arrange for volunteers to host the room when the room is open. It is suggested the room be closed during main speaker meetings.
4. Arrange for several tables spread around the room for a variety of activities during fellowship times. Some suggested activities include: adult coloring books, crafts, jigsaw puzzles, card and board games, etc.
5. Provide for cleanup.
6. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.



**PROGRAMMING:** Duties and responsibilities:

1. Become thoroughly familiarized with the events of the past, successes and shortcomings.
2. Call an initial meeting of the Program Subcommittee members at the Region Assembly.
3. Works with the Convention Committee as a Whole to determine the theme for the Convention. Suggestions may be pooled from the Fellowship as well.
4. Determine topics and formats for each session as they relate to the theme of the Convention.
5. Have Region 5 Board Approve Program Topics before moving forward.
5. Follow abstinence requirements for speakers.
6. It is best to limit speaker meetings and workshops going on simultaneously up to three when in- person limit to two when virtual.
7. All speakers for the Convention will need to be registered.
8. Coordinate available meeting rooms with the Hotel Liaison.
9. As a committee, assign topics and times to speakers.
10. Notify all speakers in writing of their topics and times to speak.
11. As a committee, pull together final material for the program (graphics for printed program indicating rooms, times and topics, etc).
12. Have the program printed and made available to the registration committee.
13. Names of speakers are not to be listed on flyers or programs.
14. Work with the taping company during the Convention.
15. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

**PUBLICITY:** Duties and responsibilities:

1. Keep an accurate timetable of when things have to be done (deadlines for times to be submitted to Region 5 newsletter and appropriate electronic media).
2. Remind necessary committee chairs to have information available for publication deadlines.
3. Design, print, and distribute board-approved flyers for the Convention.

**NOTE:** Flyers should be sent to all intergroups listed with Region 5 and to nearby Intergroups outside of Region 5 at least three months prior to the Convention.

4. Send information to appropriate electronic media. This information should include: date of event, Region 5 Convention site with address when in-person, email address, one or two telephone numbers and names to contact.
5. Enlist help from each state/province or intergroup for local publicity.
6. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

**LITERATURE:**Duties and responsibilities:

1. It is Region policy that only OA and AA conference approved literature may be sold at the Convention.
2. The host Intergroup(s) literature bank is used, unless prior approval is received from the Region for other arrangements.
3. Transport literature to and from the display area.
4. Set up display.
5. Keep only one copy of each item out. The rest should be kept in boxes behind the display table.
6. Obtain a cash box with funds for change from the Registration and Finance committee.
7. Have the committee chair and one (1) collector sign the outside of a sealed collection envelope. Arrange for the Region 5 Treasurer to pick up the collection envelope before closing the display. .
8. Make sure that someone is there at all times to oversee the display. When the literature table is not open, keep literature locked up.
9. Keep an accurate inventory of literature before and after the Convention. Report amount ordered and sold for reference by future committees.
10. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

**FUNDRAISING AND RAFFLES:** In-Person Convention: Duties and responsibilities:

Intergroup Marketplace: Intergroups may rent a table(s) to sell fundraising items, which are consistent with OA's 12 traditions when room space is available. Each Intergroup is responsible for its own table(s).

Raffles: Should the Convention Committee elect this option the Convention Committee will set up all the details included in implementing a raffle. Some raffle suggestions include: 50/50 Drawing, Convention Scholarship, Lifeline subscription, and Basket raffles.

**BANQUET TABLE DECORATIONS:** In Person Convention: Duties and responsibilities:

1. Work with the Hotel Liaison to see what type of decorations the hotel can provide for the banquet tables.
2. Present ideas and costs to the Convention Chair(s) and subcommittees for approval.
3. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.
4. Put finishing touches on banquet tables.
5. Clean up Convention decorations. Store the decorations and materials for future years.

**VOLUNTEER COORDINATOR:** In- Person Convention: Duties and responsibilities:

The purpose of the Volunteer Committee is to schedule volunteers that will be serving during the actual Convention. The main source of these volunteers is the registration form. The Volunteer Committee will coordinate who is needed, where and when, and contact volunteers to notify them of their assignment(s).

**TIMER COORDINATOR:** In Person Convention: Duties and responsibilities:

1. Schedule volunteers for each session to act as a timer.
2. Inform each volunteer that they are to facilitate/moderator the assigned session.
3. Supplies for each session (script, signs with Stop, 1 Minute, 3 Minutes & 5 Minutes).
4. If the timer does not show up for the session please ask for a volunteer from the floor.
5. Stress the importance of leaving supplies – timer, script, signs with Stop, 1, 3, and 5 Minutes at the podium for future sessions.

**GUIDELINE SPECIFIC TO VIRTUAL CONVENTIONS:**

The Region 5 Convention Chair(s) and subcommittee chairs shall meet with the Region 5 Digital Communications Coordinator to establish direct lines of communication. The Convention Committee as a Whole will meet with the Digital Communications Coordinator at least once, one week prior to the virtual Convention.

**SIGNAGE:** Signage is developed and distributed by the Convention Committee. For virtual conventions Intergroups have used virtual backgrounds promoting the Convention before and during the Convention. Convention Committee members have also used a unique background to distinguish themselves during the course of the Convention in order to be visible to members that may have questions.

**TECHNICAL CHAIR: Duties and responsibilities:**

1. Train with Region 5 Digital Coordinator to establish the virtual platform to be used, determine operational skill levels and establish meeting settings used during the Convention.
2. Meet regularly prior to the Convention to establish a schedule of times and responsibilities for all virtual Hosts and Co-hosts.
3. Recruit, schedule, training and support virtual Hosts and Co-host volunteers during the Convention.
4. Establish a communication link with virtual Host and Co-Hosts to communicate off screen with each other to ensure rooms are adequately secured during the Convention.

5. Notify participants of appropriate on-screen behaviors and monitor screens for inappropriate on-screen behavior (No eating, chewing gum, exercising, nudity)
6. Notify participants on appropriate name conventions and assist with renaming if necessary.
7. Mute all participants during the speakers to avoid distractions. Unmute participants when it is their time to share when applicable.
8. Monitor digital on screen timer if applicable.
9. Disable chat and monitor it during large group sessions.
10. Allow access to rooms if the waiting room is enabled.
11. Remove intruders when appropriate.
12. Share all documents with Convention Chair (s) for documentation purposes.

**Virtual Hospitality: Duties and responsibilities:**

1. Meet regularly prior to the Convention to establish a schedule and responsibilities for all hospitality subcommittee volunteers during the Convention.
2. Recruit, schedule, training and support hospitality subcommittee volunteers during the Convention.
3. Greet registrants as they enter the Convention. It is suggested the room be opened 15 to 30 minutes prior to the Convention for fellowship.
4. Provide fellowship opportunities in off hours during the Convention (meetings, open sharing, Question and Answer sessions.
5. Share all documents with Convention Chair (s) for documentation purposes.

**OPTIONAL COMMITTEES:**

**CLOTHING EXCHANGE:** In-Person Convention

The local hosting intergroup(s) Convention Committee as a Whole may choose to have a clothing exchange if room space is available. Seventh Tradition is suggested.

**ENTERTAINMENT: Duties and Responsibilities::**

1. Will depend on what the local intergroup(s) Convention Committee as a Whole wants to do for the Convention. It has become customary to have a dance after the banquet which means a DJ from the local area would be hired. Here are other ideas such as skits, which need Region 5 Approval, improv, song and dance, karaoke, and plays.
2. The Convention Committee as a Whole also needs to check with the next hosting Intergroup to see if they want to present a skit after the banquet or after the closing to present where the next Region 5 Convention will be held
3. Work with Region 5 Board regarding taping if necessary.

Region 5 Convention Guidelines

Revised October 2022

Section D-12

4. Submit receipts for any reimbursements using appropriate forms with receipts attached no later than the last day of the Convention.

**HOSTING INTERGROUPS FOR REGION 5 CONVENTIONS**

1979	June	None Held at University of Dayton
1980	July	Greater Detroit & Southwestern Ontario (Detroit)
1981	October	MidNorth Indiana (Lafayette)
1982	October	Greater Dayton
1983	June	Central Indiana & Mid Hoosier (Anderson)
1984	September	Southwestern Ontario
1985	November	CHI WIF & Milwaukee (Fontana, WI)
1986	October	Northwest Indiana (Merrillville)
1987	October	Cincinnati
1988	October	Southwestern Ontario (Chatham)
1989	September	Western Michigan (Muskegon)
1990	October	Cleveland
1991	November	Wisconsin at the Abbey
1992	October	Toledo
1993	September	INI (Chicago)
1994	October	Cincinnati
1995	September	Northwest Indiana (Michigan City)
1996	October	Cleveland
1997	September	Indianapolis
1998	October	Greater Ann Arbor, Jackson Area, Greater Grand Rapids
1999	October	Turning Point (Chicago)
2000	October	Cleveland Central
2001	October	Dayton
2002	October	Milwaukee
2003	October	TPI, CSSI, CHI-WIF, SNI (Chicago)
2004	November	Indianapolis
2005	October	Cleveland
2006	October	Columbus
2007	October	Louisville
2008	October	Cincinnati
2009	October	TPI, CSSI, CHI-WIF, SNI (Chicago)

Region 5 Convention Guidelines

Revised October 2022

Section D-13

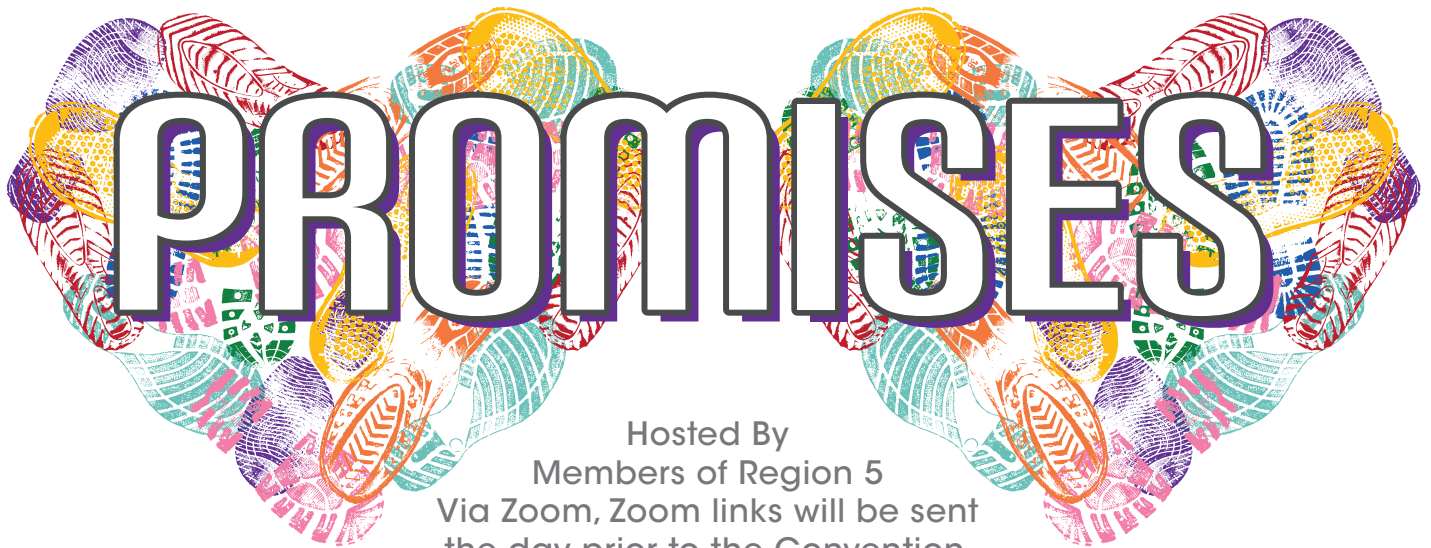
2010	October	Greater Detroit, Ann Arbor, Southwestern Ontario
2011	October	Indianapolis
2012	October	Cleveland
2013	April	Milwaukee
2014	October	Columbus
2015	September	SNI, TPI, CSSI, CHI-WIF, NWII (Chicago area)
2016	September	Land Between the Lakes, Greater Detroit, Jackson Area (Detroit area)
2017	October	Cincinnati 2018 Indianapolis
2018	Indiana	polis
2019	Milwaukee	
2020	Cleveland	
2021	October	Central Ohio Service
2022	September	TPI, SNI, CSSI, CHI-WIF (Chicago area)
2023		

# Region 5 2023 Virtual Convention

**Saturday, September 9th, 2023**

One Day Virtual Convention – 8 AM to 4 PM CT/9 AM to 5 PM ET

# STEPPING INTO THE



Hosted By  
Members of Region 5  
Via Zoom, Zoom links will be sent  
the day prior to the Convention.

**The Convention will feature Guest Speakers focusing  
on the OA Promises within each of the 12 Steps.**

**Pitches from attendees.**

**Newcomers session.**

**Recovery from relapse session.**

---

**Click [HERE](#) to register online.**

Online registration open through **September 8, 2023.**

---

**Click [HERE](#) to download mail-in registration (due on or before **August 26th, 2023**).**

All mail-in registrations and checks should be sent to:

Region 5 Overeaters Anonymous

P.O. Box 221224

Shaker Heights, Ohio 44122

**Attn: Convention Registration**

*Donations for the event are welcome.*

*The Convention is the main annual*

*fundraiser for Region 5. Everyone is*

*invited, regardless of ability to pay.*

*Please join us!*

**Contact Convention Chair Mary Ann M. at  
[maryannpm2468@gmail.com](mailto:maryannpm2468@gmail.com) for more information.**