

OA REGION 5 SECRETARY LETTER

November 10, 2023

RE: Region 5 2023 Fall Assembly

Friday, October 27th through Sunday, October 29th, 2023.



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

The Fall Assembly Packet C has been posted on the Assemblies page of region5oa.org.

There are 12 documents in Packet C as follows:

- C01_Region 5 2023 Fall Assembly Secretary Letter
- C02_Region 5 2023 Fall Assembly Minutes
- C03_Region 5 2023 Fall Assembly Credentials Report
- C04_Region 5 2023 Fall Assembly Agenda_Adopted
- C05_Region 5 2023 Fall Assembly Consent Agenda_Adopted
- C06_Region 5 2023 Fall Assembly 2024 Budget_Approved
- C07_Region 5 Bylaws_UPDATED 11_23
- C08_Region 5 Policies and Procedures_UPDATED 11_23
- C09_Region 5 StandingRules_UPDATED 11_23
- C10_Region 5 2023 Fall Assembly Business Committee Reports
- C11_Region 5 2023 Fall Assembly Outreach Sub Committee Reports
- C12_Intergroup Rotation of Service_Call to Action Examples

Don't forget to mark your calendars:

2024

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

Thanks for a great Assembly!

Keri E.

Region 5 Secretary

R5Secretary@outlook.com



Region 5 2023 Fall Assembly

Location: Edinburgh, IN

Saturday, October 28, 2023 – Morning Session

- 1) The 2023 Fall Assembly Saturday 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, a moment of silence for those who are still suffering, and the Serenity Prayer.
 - b) For Today was read by Marilyn D.
 - c) The 12 Steps were read by Evelyn S.
 - d) 12 Traditions were read by Laura H.
 - e) Welcomed 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:	19
Voting Officers Present:	4
Eligible Voters Present:	23
Non-voting Alternates, Guests	2
Parliamentarian	1
Region Trustee Liaison	1
Total Attendance	27

- c) The full Credentials Report can be found in Packet C: "C03_Region 5 2023 Fall 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 proposed Amendment to update/change to the Standing Rules item 9. Submitted by Bylaws Committee Chair – Pam P.
 - i) **Updated Wording:** Emergency new business consists of items that should not wait until the next Assembly. Motions must be submitted in writing or electronically on Saturday of the Assembly. The Business Committee emergency motions must be submitted prior to 12:30 pm. The Committee of the Whole Subcommittee emergency motions must be submitted prior to 4:30 pm. The Emergency New Business Committee shall determine if these are urgent matters that should be considered at this assembly.
 - ii) Motion seconded by Christine G.
 - iii) Vote taken and the Motion was passed by the Assembly.
- b) The Standing Rules, distributed in Packet A, were read by Bylaws Committee Chair – Pam P.
- c) Hearing no further objections, the Standing Rules were adopted, with the new Item 9 as listed above.

4) Agenda:

- a) Hearing no objections, the Assembly Agenda was adopted.
- b) The adopted Agenda will be in Packet C as file "C04_Region 5 2023 Fall Assembly Adopted Agenda".

5) Consent Agenda:

- a) The Consent Agenda (CA) distributed in Packet B was reviewed.
- b) Hearing no objections, the Consent Agenda was adopted.

- 6) Mini-Countdown for years of Abstinence was conducted.
- 7) Introduction of Assembly Newcomer Reps (Green Dots) was conducted.
- 8) Former Region 5 Officers and Trustees were introduced.
- 9) Volunteer Services:
 - a) Minutes Approval Committee – Mellissa B. and Yvonne C.
 - b) Timer – Laura H.
 - c) Copy Coordinator – Denis O.
 - d) Polling Volunteers – Barb K.
- 10) Executive Committee Reports and Letter with Q/A:
 - a) Region 5 Chair
 - i) Q and A discussion.
 - ii) No additional 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) Q and A discussion.
 - ii) No additional questions.
 - e) Region 5 Trustee
 - i) Barb shared some items from her Report.
 - ii) Q and A discussion.
 - iii) No additional questions.
- 11) Announcements were made.
- 12) The 2023 Fall Morning Assembly was adjourned at 9:28 AM ET, 8:28 AM CT for Business Committee Meetings and then lunch, with a prayer.
- 13) Business Committee Meetings met in their established locations.
 - a) Bylaws Committee
 - b) Convention Committee
 - c) Finance Committee
 - d) Media Committee
- 14) Luncheon at 12:00 PM ET, 11:00 AM CT.

Saturday, October 28, 2023 – Afternoon Session

- 1) The 2023 Fall 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 Mellissa B.
- 2) Eileen C. shared 2023 Spring 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:	19
Voting Officers Present:	4
Eligible Voters Present:	
Non-voting Alternates, Guests	2
Parliamentarian	1
Region Trustee	1
Total Attendance	27

c) The full Credentials Report can be found in Packet C: "C03_Region 5 2023 Fall 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 2023 Spring Assembly Minutes and Summer Conference Minutes as presented, both Minutes were approved by the Assembly.

5) Linda P. instructed the Assembly on how to make a 7th Tradition donation and 7th Tradition was collected.

6) Parliamentarian Moment was presented by Gerri M.

7) Executive Board Candidate presentations and Q & A.

a) Kevin F. – Vice-chair

b) Keri E. – Secretary

8) Outreach Committee of the Whole Sub-committee Meetings.

a) IG2IG Sub-committee.

b) PIPO Sub-committee.

9) Region 5 Convention Bids

10) Announcements were made.

11) The 2023 Fall Saturday Afternoon Assembly was adjourned at 4:08 PM ET, 3:08 PM CT with The OA Promise.

Sunday, October 29, 2023 – Morning Session

1) The 2023 Fall 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 Marilyn D.

c) The OA Diversity Statement was read by Kevin F.

2) Volunteer Services:

a) Timer – Laura H.

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:	19
Voting Officers Present:	4
Eligible Voters Present:	23
Non-voting Alternates, Guests	1
Parliamentarian	1
Region Trustee Liaison	1
Total Attendance	26

- c) The full Credentials Report can be found in Packet C: "C03_Region 5 2023 Fall 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 acting Bylaws Committee Secretary – Carolyn S.
 - ii) No questions.
 - b) Convention Committee 2024
 - i) Report was presented by the Convention Committee Chair – Marilyn D.
 - ii) Q and A discussion.
 - iii) No additional questions.
 - c) Finance Committee
 - i) Report presented by the Finance Committee Chair – Linda P.
 - ii) Q and A discussion about the Budget.
 - iii) No additional questions.
 - d) Media Committee
 - i) Report presented by the Media Committee Chair – Yvonne C.
 - ii) No questions.
- 5) Committee of the Whole Reports:
- a) IG2IG Sub-committee
 - i) Presented by acting IG2IG Sub-committee Chair – Jeanine F.
 - 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:
- i) No new Business to consider.
- 7) Elections for Officers:
- a) Election of Vice-chair.
 - i) Vote taken by Assembly.
 - ii) Tally of votes, majority yea.
 - iii) Kevin was elected as Vice-chair.
 - b) Election of Secretary.
 - i) Vote taken by Assembly.
 - ii) Tally of votes, majority yea.
 - iii) Keri was elected as Secretary.
 - c) The Assembly voted to destroy the ballots.
- 8) Approval of the Adjusted 2024 Budget:
- a) Pros and Cons were presented.
 - b) Q and A discussion.
 - c) No additional questions.
 - d) Hearing no objections, the Adjusted 2024 Budget was approved.
- 9) Unfinished Business.
- a) No unfinished business.

- 10) Recognized outgoing Representatives.
- 11) New Representative Graduation (Green Dot) Ceremony was conducted.
- 12) Announcements were made.
- 13) Chair's Drawing was conducted.
- 14) The 2023 Fall Assembly was adjourned at 9:48 AM ET, 8:48 AM CT.

Thank you.

Keri J. Evans

Region 5 Secretary

Region 5 Credentials Report - Fall 2023

Registered Intergroups: 24 Registered Groups: 409 Unaffiliated Groups: 26

Total Groups: 435 Eligible # of Region 5 Reps: 53 Virtual Meetings in R5: 104

St/Prov	Intergroup Name	Number	Groups	Eligible Reps	Sat A.M.	Sat PM	Sun AM
IL	Suburban North	9118	27	3	2	2	2
IL	Chicago West Intergroup Farout	9168	18	2	1	1	1
IL	Turning Point	9467	18	2			
IL	Central Illinois	9482	6	1			
IL	Chicago Suburban Southwest	9539	21	3	1	1	1
IL	Forest City	9625	2	1			
		Illinois	92	12	4	4	4
IN	Central Indiana	9096	27	3	3	3	3
IN	Northwest Indiana	9291	8	1	1	1	1
IN	Kiss Intergroup	9311	4	1			
IN	Let Go Let God (LG2)	9642	5	1	1	1	1
		Indiana	44	6	5	5	5
KY	Louisville Metro	9022	23	3	2	2	2
		Kentucky	23	3	2	2	2
MI	Greater Detroit Intergroup	9026	37	4			
MI	Southwest Michigan	9141	5	1			
MI	Western Michigan	9208	13	2			
MI	Greater Ann Arbor Area	9251	26	3			
		Michigan	81	10	0	0	0
OH	Greater Cincinnati	9040	17	2	1	1	1
OH	Cleveland Central	9041	41	5	3	3	3
OH	Greater Canton Area	9122	4	1			
OH	Central Ohio Service	9134	18	2	1	1	1
OH	Greater Dayton	9175	11	2	1	1	1
OH	Crossroads of Hope	9274	7	1			
		Ohio	98	13	6	6	6
WI	Milwaukee Area	9053	39	5	2	2	2
WI	Rock River	9073	9	1			
WI	Madison Area	9161	23	3			
		Wisconsin	71	9	2	2	2
Voting Reps Present			409	53	19	19	19
Voting Officers Present				4	4	4	4
Eligible Voters Present					23	23	23
Non-voting alternates, guests					2	2	1
Parliamentarian					1	1	1
Region Trustee Liaison					1	1	1
Total Attendance					27	27	26



REGION 5 FALL ASSEMBLY
October 27th, 28th, and 29th, 2023

Hilton Garden Inn
Edinburgh, IN

NOTE: Located in EASTERN time zone.

Responsibility Pledge

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

OA Promise

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

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

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

Third Step Prayer

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

7th Step Prayer

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

PROPOSED AGENDA

2023 Region 5 Fall Assembly

FRIDAY (October 27th, 2023)

All times listed are EASTERN TIME

3:00 PM ET	Region 5 Board Meeting (Board Room D, open to visitors)
5:15 PM ET	Open OA Meeting [Room C, hosted by Northwest IN Intergroup (Kevin F. contact)]
6:15 PM ET	Check-in [Outside of Room C, hosted by Louisville Metro Intergroup (Kathy C. contact)]
6:25 PM ET	New Representative Orientation (Board Room D, Region 5 Trustee Liaison)
7:00 PM ET	Evening Session (Room C, Intros, Announcements, Region 5 Updates)
8:00 PM ET	Break
8:10 PM ET	Intergroup Sharing Meeting (Room C - Note: This session will be broadcast over Zoom for OA members who register in advance for this opportunity).
9:15 PM ET	State/Province Meetings (Room C, or as determined by each state)

SATURDAY (October 28th, 2023)

All times listed are EASTERN TIME

7:00 AM ET	Hotel Kitchen Opens for Breakfast
7:45 AM ET	Check-in [Outside of Room C, hosted by Louisville Metro Intergroup (Kathy C. contact)]
8:30 AM ET	MORNING BUSINESS SESSION (Room B/C) <ul style="list-style-type: none">• Call to Order• Opening Ceremonies (OA Responsibility Pledge, Serenity Prayer, For Today, 12 Steps, 12 Traditions) – <i>Readings assigned by Eileen at the Assembly.</i>• Morning Business<ol style="list-style-type: none">1. Roll Call (Credentials Report in Packet B – PAGE 4)2. Adoption of Credentials Report3. Assembly Standing Rules (Packet A – PAGE 58)4. Agenda (Packet A – PAGE 4)5. Consent Agenda (Packet B – PAGE 37)6. Responses to 5 Minute Writing Exercise (From previous Assembly)7. Mini-Countdown (Years of Abstinence)8. Recognitions (New representatives, Former region officers, Former trustees)9. Appointments (Minutes approval committee, Copy coordinator, Timer, Tellers) – <i>Appointed by Eileen at the Assembly.</i>10. Executive Committee Reports Q & A [Reports from Chair (Packet B – PAGE 6), Vice-Chair (Packet B – PAGE 8), Secretary Letters (Packets A & B – PAGE 1), Trustee Liaison (Packet B – PAGE 10), and Treasurer (Packet B – PAGE 18)].11. Announcements12. Adjournment
9:15 AM ET	Break
9:30 AM ET	Committee Meetings (Pre-Assembly Committee Reports, as received for their work since Spring Assembly, provided in Packet B and in the Committee folders). <ol style="list-style-type: none">1. Bylaws Committee (Board Room D)2. Convention Committee (Room B/C, back of room left)3. Finance Committee (Room B/C, front by Linda's table)4. Media Committee (Room B/C, back of room right)
12:00 PM ET	Luncheon (Room A)

9/14/23 – Updated KE

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

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

Five Minute Writing Exercise (Room B/C)

AFTERNOON BUSINESS SESSION (Room B/C)

- **Call to Order**
- **Opening Ceremonies** (Welcome, OA Responsibility Pledge, Serenity Prayer, Concepts of Service 1-7, Concepts of Service 8-12, and More Responses to 5 Minute Writing Exercise)
– *Readings assigned by Eileen at the Assembly.*
- **Afternoon Business** | *NOTE: Packet B page numbers will be added when uploaded in October.*
 1. Roll Call (Credentials Report in **Packet B – PAGE 4**)
 2. Adoption of Credentials Report
 3. Minutes Approval of the Spring Assembly (**Packet A – PAGE 11**) and Summer Conference Minutes (**Packet A – PAGE 21**)
 4. 7th Tradition Collection
 5. Parliamentary Moment (**Packet B – PAGE 57**)
 6. Executive Board Candidate presentations and Q&A (3 minutes to talk, 5 minutes for questions)

2:30 PM ET

Outreach Committee of the Whole Sub-committee Meetings

1. IG2IG Sub-Committee (Room B/C, back of room)
2. PIPO Sub-Committee (Room B/C, front of room)

4:00 PM ET

Afternoon Session Continued (Room B/C)

1. Region 5 Convention bids
2. Announcements
3. Adjournment

4:30 PM ET

Special Committee Meetings

1. Bylaws Committee (consider emergency new business, if necessary, Board Room D)

5:00 PM ET

Dinner on Your Own

8:00 PM ET

Open OA Meeting [Room C, hosted by Northwest IN Intergroup (Kevin F. contact)]

SUNDAY (October 29th, 2023)

All times listed are EASTERN TIME

7:00 AM ET

Hotel Kitchen Opens for Breakfast

8:30 AM ET

MORNING BUSINESS SESSION (Room B/C)

- **Call to Order**
- **Opening Ceremonies** (Welcome, Serenity Prayer, For Today, The OA Unity with Diversity Policy Statement) – *Readings assigned by Eileen at the Assembly.*
- **Morning Business**
 1. Opening Ceremonies
 2. Roll Call and Adoption of Credentials Report (Credentials Report in **Packet B – PAGE 4**)
 3. Business Committee Reports (Please be ready to report at the front microphone).
 - a. Bylaws Committee (Pam P.)
 - b. 2023 Virtual Convention Committee (Mary Ann M.)
 - c. 2024 Convention Committee (Marilyn D.)
 - d. Finance Committee (Linda P.- Pre-Assembly documents in **Packet B – PAGES 21 through 35**)
 - e. Media Committee (Kevin F.)
 4. Growing Recovery Outreach Committee of the Whole:
 - a. IG2IG Sub-Committee (Cecelia S.)
 - b. PIPO Sub-Committee (Melissa B.)

5. New Business (Amendments and Motions in **Packet A – PAGE 25**)
 - a. Emergency New Business (if needed)
6. Election for Secretary and Vice-Chair
7. Approval of the 2024 Budget
8. Unfinished Business (If any)
9. Recognition of Outgoing Representatives
10. Green Dot Ceremony
11. Announcements
12. Chair’s Drawing
13. Adjournment and OA Promise

10:30 AM ET

Good of the Order (Room B/C, front of room), for Region 5 Officers, Trustee, Committee Chairs (current, outgoing, and incoming, all others are asked to leave the room).

11:00 AM ET

Hotel Checkout

11:30 AM ET

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

REGION 5 TIMELINE

2023

Oct. 27–29

Region 5 Fall Assembly, Hilton Garden Inn, Edinburgh, IN.

2024

March 8-10

Region 5 Spring Assembly, Holiday Inn in Cleveland, OH, hosted by Cleveland Intergroup.

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 FALL ASSEMBLY
October 27, 28, and 29 2023**

**Region 5 2023 Fall Assembly
Consent Agenda**

The Chair has determined the following motions be placed on the Assembly Consent Agenda: Bylaws motions as of 02/20/23. These are housekeeping motions.

Region 5 Policies and Procedures Amendment P1 2
Region 5 Bylaws Amendment B1 3



Format for Submission of Proposed Region 5 **POLICIES** Amendments

P1

Amendments to the Region 5 Policies (which includes the R5 Policies and Procedures, the R5 Convention Guidelines, and the R5 Standing Rules) may be proposed by any Registered Intergroup of Region 5 or Region 5 Committee and shall be submitted to the Region 5 Chair and the Region 5 Secretary. If the motion is to be sent out with the preassembly packet, please submit it by March 1st or October 1st for the Spring or Fall assembly respectively.

Use this as a guide for filling out the form on the next page.

Date: July 15, 2023

To AMEND:

I. Duties of the Region 5 Delegate to WSBC

3. Application and Selection Process
 - b. Change the due date

Article number and name, section number and name, paragraph number and name, by (description of the change or statement of action to be taken).

CURRENT WORDING

Article # - I. Duties of the Region 5 Delegate to WSBC

Section # - Application and Selection Process

- 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.

PROPOSED WORDING

Article # - I. Duties of the Region 5 Delegate to WSBC

Section # - Application and Selection Process

- b. Applications shall be submitted to the Region 5 Board ~~30 days before the fall Region 5 assembly~~ by December 1 in the year(s) Region 5 is eligible to send delegates.

SUBMITTED BY:

Region 5 Bylaws Committee

Please also include the following:

Contact Name: Phone #: Email Address:

Pam P.

INTENT:

To bring the Policy and Procedure Manual into alignment with the practice and website.

IMPLEMENTATION:

How would this motion/change be carried out? Update the Policy and Procedures Manual as described.

COST:

\$ amount (if known). None

RATIONALE:

The Policy and Procedures Manual should reflect current process.

Submit to the Region 5 Chair and the Region 5 Secretary.



Format for Submission of Proposed Region 5 *BYLAWS* Amendments

B1

Date: xx/xx/xxxx

To AMEND:

To amend Bylaws, Article III, Subpart B to eliminate the reference to a specific World Service Article and Sections as those may change when renumbering occurs.

CURRENT WORDING

ARTICLE III - MEMBERSHIP AND VOTING

Section 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.

Write out **current** wording.

PROPOSED WORDING

Article III – Membership and Voting

Section 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.

SUBMITTED BY:

Region 5 Bylaws Committee

Contact Name:

Pam P.

Phone #:

216-5363218

Email Address:

pmp301@cox.net

INTENT:

To remove references to specific sections of WSO bylaws

IMPLEMENTATION:

Secretary of Region 5 would make the change and update the bylaws

COST:

none

RATIONALE: To eliminate Region 5 from changing their bylaws every time World Service changes numbering of articles and sections.

Submit to the Region 5 Chair and the Region 5 Secretary.

Revised
2024 Budget to Actual
OA Region 5

Fall Assembly 2023

Line #		2023	2023	2024	Notes
		Budget	Actual	proposed	
Income					
1	Convention	\$ 5,000.00	\$ 3,649.63	\$ 30,000.00	Face to face convention
2	Assembly Income	\$ 6,000.00	\$ 1,869.00	\$ 3,000.00	
3	Contributions	\$ 29,000.00	\$ 30,646.65	\$ 32,000.00	
4	Savings Interest	\$ 8.00	\$ 4.27	\$ 6.00	
5	Region 5 Workshops	\$ 100.00	\$ -		
6	Lunch Bag Sales		\$ -		
7	Credits/returns		\$ (20.00)		ATM error
8	Total Income	\$ 40,108.00	\$ 36,149.55	\$ 65,006.00	
Expense					
9	Conventions	\$ -	\$ 763.85	\$ 20,000.00	assumes we meet attendee numbers
10	Assemblies	\$ 6,000.00	\$ 5,364.19	\$ 11,000.00	assumes at least 20 attendees
11	Region 5 IG Travel Support Fund	\$ 4,000.00	\$ -	\$ 3,000.00	Maintained to increase participating groups and IGs
12	Standing Committees (finance, media, nominating, convention, etc.)	\$ 200.00	\$ -	\$ -	
13	Outreach Subcommittee - Professional Outreach/Public Information projects	\$ 3,000.00	\$ 223.42	\$ 1,000.00	
14	Outreach Subcommittee - IG Outreach programs	\$ 1,000.00	\$ 998.67	\$ 1,500.00	Primarily IG renewal
15	Equipment/Maintenance	\$ 200.00	\$ 2,484.35	\$ 100.00	new sound equipment; no new 2024
16	Insurance	\$ 1,200.00	\$ 1,180.00	\$ 1,200.00	
17	Officer Operating Expenses	\$ 3,000.00	\$ 1,055.03	\$ 2,000.00	adjusted for travel to IG
18	Postage	\$ 200.00	\$ -	\$ 200.00	PO box charge
19	Processing Fees	\$ 1,000.00	\$ 1,070.59	\$ 1,600.00	increasing use for registrations
20	Professional Fees - Accountant	\$ 1,500.00	\$ 2,425.00	\$ 2,000.00	New accountant vs, corrected books to match standard 990EZ
21	Parliamentarian	\$ -	\$ -	\$ 200.00	(travel costs)

Revised
2024 Budget to Actual
OA Region 5

Line #		2023	2023	2024	Notes
		Budget	Actual	proposed	
22	Record Storage/Shredding		\$ 940.00	\$ 1,320.00	
23	Region Chair Committee Expenses	\$ 1,500.00	\$ -	\$ 2,500.00	Includes travel and lodging for 2 meetings per year
24	Region Chair Committee Travel Assistance Fund	\$ 1,000.00	\$ -	\$ -	
25	Web Expense -Virtual Meetings	\$ 500.00	\$ 563.68	\$ 300.00	Zoom costs; reduced for in person convention instead of virtual
26	Web Expense -Website Security	\$ 1,500.00	\$ 148.50	\$ 300.00	
27	Web Expense - Webmaster	\$ 5,000.00	\$ 5,250.00	\$ 6,500.00	
28	Web Expense -software and fees	\$ 1,500.00	\$ 98.99	\$ 300.00	domain, WordPress
29	Taxes & Filing Fees	\$ 50.00	\$ 50.00	\$ 50.00	
30	Chair to WSBC	\$ 2,500.00	\$ 2,535.41	\$ 2,500.00	
31	Region 5 Delegates to WSBC	\$ 4,000.00	\$ 3,024.91	\$ 5,000.00	
32	Intergroup Assistance for WSBC	\$ 5,000.00	\$ -	\$ 3,000.00	
33	Chair to OA Convention		\$ -	\$ -	
34	WSO Delegate Support Fund	\$ 1,000.00	\$ 1,000.00		
35	WSO General Fund	\$ 8,000.00	\$ 10,000.00	\$ 20,000.00	\$5000.00+
40	WSO Translation Fund	\$ 1,000.00	\$ 1,000.00		
41	WSO Prof. Exhibits Fund	\$ 1,000.00		\$ -	
42	Trustee Candidate Expenses			\$ 2,000.00	For candidates not already delegates
43	Total Expense	\$ 54,850.00	\$ 40,176.59	\$ 87,570.00	
44					
45	Difference between income and expense	\$ (14,742.00)	\$ (4,027.04)	\$ (22,564.00)	
	Current Assets/assets with projected deficit		\$ 73,114.16	\$ 50,550.16	

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, 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

POLICIES & PROCEDURES

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

I. REGION 5 GENERAL POLICIES

A. Date and Location of Assemblies

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

B. Events at the Assembly

1. The Intergroup Sharing Meeting will be held on Friday evening of the assembly weekend. The Region 5 Chair shall solicit volunteers and assign a leader for this meeting. (See suggested format in Article III.)
2. A presentation/discussion may be given at the assembly when time allows. The format will be the same as at WSBC if a presentation is planned. The Region 5 chair may appoint a committee to present the topic for discussion.
3. Saturday lunch at the assembly will be paid for by Region 5 for all Region representatives and alternates provided that registration fees are received by the deadline.
4. Region 5 will pay for the Region 5 Trustee 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 by December 1 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*



OVEREATERS ANONYMOUS

STANDING RULES FOR REGION 5 ASSEMBLY

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

(Continued on opposite side)

9. Emergency new business consists of items that should not wait until the next Assembly. Motions must be submitted in writing or electronically on Saturday of the Assembly. The Business Committee emergency motions must be submitted prior to 12:30 pm. The Committee of the Whole Sub-committee emergency motions must be submitted prior to 4:30 pm. The Emergency New Business Committee shall determine if these are urgent matters that should be considered at this assembly.
10. All voting Region Reps and Alternates will sit in the front of the room. Visitors (all are welcome) and nonvoting alternates are requested to sit in the rear of the room.
11. No personal tape recorders are to be used at the assembly. The meeting is taped by the Secretary for the purpose of clarity in transcribing the minutes.
12. No merchandise, raffle tickets or other group or intergroup fundraising items shall be sold or displayed in any assembly business session.
13. As a courtesy to those with allergies please avoid perfumes, fragrances, and other strong scents in meeting rooms.
14. No food of any kind shall be consumed in the meeting room during the business sessions.
15. All cell phones, pagers and other electronic devices are to be turned off or muted during business sessions. All private conversation will be conducted outside the meeting rooms.
16. Region Representatives shall be present for the roll call when their Intergroup is named in order to be eligible to vote.
17. No animals will be present at assembly except service animals as defined by law.
18. Electronic devices are permitted at Assembly Meetings only to assist attendees to conduct assembly related business.
19. The Chair shall determine the items to be placed on a Consent Agenda. Items for the Consent Agenda may be considered if they are of a routine, non-controversial or of a housekeeping nature.

The Region 5 Finance_ Committee Meeting Minutes

for Saturday, _October 28, 2023

Acting Secretary: Pam L

Chair: Linda P

Others members present: Preston F, Lynn H, Barb H, Linda P, Pam L, Sally L

Notes:

Opened with Third Step prayer.

Pam L agreed to serve as notetaker.

Chair reviewed Committee purpose and Treasurer job description.

Discussed changes to Chase Bank accounts – charge after 20 teller or paper transactions. (Updated note – the new accounts require that we maintain \$2000 in the checking and no longer link the account to the Savings Account).

Reviewed Committee expectations – treasurer will send committee bank reconciliation and updated Statement of Financial Position via email to review and either ask questions (like “what does this charge for Microsoft mean?”) and/or approve the information.

Reviewed the statement of Financial Position and noted changes that will be made to the Financial Activity page in the future.

No money has had to be moved from the Savings account at this time and our current net revenue is \$1657.61.

Reviewed Proposed 2024 budget.

The Chair noted that in order to make money on the Convention we will need to have 100 rooms rented each night to keep the cost of the meeting rooms down. We have set the registration fees based on this at \$169 early-bird and \$185 later. This will include food on Saturday.

Region Assembly and Convention at the same time might be more cost effective.

The committee requested that the term “professional” be limited to actual trained/certified personnel.

Decided that we should move our WSO contributions into a “General Fund” contribution instead of directing the monies to specific funds. This allows the Board of Trustees to move the money into specific projects as needed. This recommendation was supported by the Region Trustee Liaison. The line was altered in the Budget.

Reviewed how increased potential spending in 2024 would still result in adequate funds in our Savings to cover 2025 with minimal changes (move Assembly to virtual for example).

Recognized that once Intergroups from Region 4 join our Region the budget will need to be changed. The proposed budget reflects Region 5 as it stands now.

The committee agreed to send an additional 5K to WSO now and 20K in January 2024, both to the general fund.

Linda P will present the proposed budget to the Assembly for approval.

Closed with Serenity Prayer.

The Region 5 Convention Committee Report
For Saturday, October 28, 2023

Business:

Decisions made:

Decided to have intergroups design a model house or birdhouse to offer in a silent auction.

Actions taken:

Reviewed prior minutes; updated members on committee theme and helped make possible the viewing of the promotional Skit made by Cleveland Central Intergroup that was presented at the 2023 Region 5 Convention; Discussed and filled some committee rolls; Discussed literature options; Received good ideas on decorations.

Assignments made:

Mike is checking on what is allowable and available in the Hospitality Room.

Marilyn to add Region 5 Assembly Convention Committee members to Planning Committee email group that meets the 3rd Tuesday of the month at 7pm, Zoom ID: 273 862 8468 Password: 12Promises.

Issues for Later:

Big push is on upcoming flyers and Registration Form.

Keep building sub-committees and fill chairperson positions for them.

Yours in service,

Marilyn D.

Cleveland Central Intergroup

The Region 5 Bylaws Committee

Acting Secretary: Carolyn S.

Chair: None

Other Members Present:

Barb K, R5 Trustee Liaison
Pat K, Central Indiana IG
Carolyn S, Suburban North IG
Gerri M, Parliamentarian
Melissa B, Central Ohio IG

Notes:

Old Business

- Review of the Bylaws that passed on Saturday morning's consent agenda.

Decisions Made:

- A suggestion was made for the Bylaws Committee to be an ad hoc committee without a chair. We will meet on an as-needed basis to review and discuss tasks. Before the Spring Assembly, a member will need to act as the Committee Chair to present the motions to the Assembly.

Actions Taken:

- We discussed changing the section of the Bylaws pertaining to Nominations of Trustees. We wrote up a motion to amend the Bylaws. The motion is not an emergency motion and will be submitted for Assembly review at the Spring Assembly.

Issues for Later:

- In light of the absorption of additional intergroups from Region 4, we will need to review our Policies and Procedures manual to evaluate how it may be affected.

Closed with Rosanne's Promise

Media Committee Meeting

10/28/23

Kevin F., Evelyn S., Keri E., Ed L., Yvonne C., and Christine G.

Meeting opened by outgoing Chair, Kevin F. The newly elected Chair, Yvonne C. directed the meeting.

The Media Committee has been focused on obtaining articles for our Region 5 Online Newsletter, Freedom from Bondage. In addition to articles from committee members, the group has worked on obtaining poems, short stories, graphics, any expressive medium, or thoughts on any events for submissions.

Yvonne C. reported that the WSO Literature Committee's goal is to produce a book or pamphlet as it relates to OA and mental health. This is being done to be more inclusive for all members. Ed mentioned how beneficial the Body Image book has been.

The next order of business is for the Media Committee to start back with regularly reviewing the Region 5 website again. Yvonne C. requested that each of the committee members review the website on a selected month between the Assemblies. Then report any issues back to her and/or Keri E. via email or text. All content of the Region 5 website should be reviewed, and should leave it to the Board to continue to check the content and that Traditions are being followed, etc. Months assigned as follows:

- November – Christine G.
- December – Keri E.
- January – Ed L.
- February – Yvonne C.
- March – Evelyn S.

There was a lengthy side conversation about the current WS Budget gap. Media Committee members can remind their groups and Intergroups about making 7th Tradition donations. \$7,500 is the max. commitment an individual OA member and contribute a year.

Meeting closed with the Third Step Prayer.

Respectfully submitted,

Christine G. – Acting Secretary

**The Region 5 Intergroup to Intergroup Committee Meeting Report
For Saturday, October 28, 2023**

Business:

Decisions made:

1. Use existing "R5 Assembly Information for Reps & Visitors" material
2. Personal contact from IG2IG member to:
 - a. New R5 Reps – welcome letter, assembly info material, attend new rep orientation with them as "green dot mentor"
 - b. New IGs to R5 who attend assembly – welcome letter, assembly information material, attend new rep orientation with them as "green dot mentor"
 - c. New IGs to R5 who do NOT attend assembly – welcome letter – possible personal chat
3. Offer to each a FREE printed copy of Packet A&B with binder when they arrive.
4. Include a Region 5 pen, pad of paper 12 concepts OA Group Handbook in a "swag" bag as a welcome gift

Actions Taken:

1. Use email to communicate with committee/no ZOOM!

Assignments Made:

1. Kathy C Louisville – draft greeting letters – send to R5Board for review
2. Jeanine F – coordinate packets
3. Barb K to cost pens & bags – present to R5 Board
4. Barb K to get list of Fall 2023 Assembly "missing IGs" to Cecelia and split up contact numbers to IG2IG members to reach out and give Assembly report – if possible, in person
5. Barb K to draft updates to Section V of P7P manual – consider pilot for Spring 2024 Assembly and implement Fall 2024 Assembly

Issues for later

Jan & Feb solicit input on 7th Tradition online collections – be ready to discuss Spring 2024 Assembly

The Region 5 PIPO Sub-Committee Meeting Minutes

Oct 28, 2023

Acting Secretary: Pam L

Chair: Melissa B

Other members present: Lynn H, Laura H, Christine G, Linda P, Edward L, Preston F, Kevin F, Marilyn D

Meeting opened with the Serenity Prayer

Group reviewed previous projects to include the poster party guide, the elevator speech guide and Diversity PIPO resource list all of which are available to IGs on the R5 website. OA pens were ordered for IGs as a PIPO project and these will be provided at Spring Assembly.

Each intergroup rep was provided with a new PIPO manual (or has a plan to obtain one) from WSO. The committee decided to focus on using the manual at the IG level by encouraging IG to review the manual, and choose a PIPO project to work on. The work should be written up and sent to the R5msecretary for the R5 newsletter or blog. The projects that IGs work on using the manual will be discussed at the Spring Assembly.

A new chair will be elected in the Spring.

Meeting closed with 3rd Step Prayer



join us at
**CENTRAL INDIANA
INTERGROUP (CII)**

**ROTATION OF SERVICE IS CRUCIAL TO THE HEALTH AND
SURVIVAL OF OUR PROGRAM (TRADITION 2)**

- Do you like knowing what's happening in OA as a whole?
- Did you find your first meeting or other meetings on the OAindy.org website?
- Did you want your voice to continue to be represented at OA World Service Business Conference?
- Did you hear about OA from a therapist or health professional?
- Has OA on social media (Instagram, facebook) enhanced your recovery?
- Did you get more recovery after attending an OA event?
- Were you able to attend OA meetings or workshops during COVID because of zoom?
- Do you want more newcomers to hear about OA?
- Do you want a strong OA fellowship?

If you said yes, to any of these questions, then thank those who have given service at CII. Do you want to know how you can be a part and help carry the message?

📅 **THIRD WEDNESDAY OF THE MONTH
(EXCEPT JULY & DEC)
AUGUST 19 • SEPT 16
OCT 21 • NOV 18**

🕒 **9 AM - 11 AM • ZOOM
MEETING ID: 886 2204 0785
PASSCODE: CIISERVICE**

To: Overeaters Anonymous members in meetings served by Central Indiana Intergroup (CII)
From: CII board members

AN OA CALL TO ACTION

In case you aren't already aware, Central Indiana Intergroup (CII) was forced to postpone the October election of new intergroup officers. This letter, from the current CII board, will explain why. We ask each meeting served by CII to read it, make it available to attendees and consider taking action,

Sobering statistics:

- The CII board consists of a chair, vice chair, treasurer, secretary, public outreach chair, and two people to represent CII at Region 5 and the World Service Organization. Because all current board members have completed their terms, with some having served multiple stints, multiple OA members with past intergroup experience were sought for board service. However, only **two** people have come forward.
- CII serves 24 meetings in Indianapolis, central Indiana and northeast Indiana. Each meeting is allowed to send two representatives to CII meetings, and any OA member can attend as a visitor. However, **only six to seven of the 24 meetings** have any regular representation at CII.

These facts cast doubt on CII's ability to fulfill its mission to create opportunities to carry the OA message, strengthen recovery and empower the individual compulsive eater's spiritual journey. However, we believe that facing our challenges can spark renewed commitment and offer fresh ideas for how CII operates. After all, we have amazing resources: Higher Power, the Steps, Traditions and much more.

We're asking:

- OA members to consider serving on the CII board or become an intergroup representative.
- Each meeting to confirm that it has an intergroup rep and, if it doesn't, to select at least one. Please forward the name(s) and contact info of your rep(s) to Patty K. at pjkrn9876@aol.com.

Service is a tool of recovery. Please consider this opportunity to strengthen yours. To learn more, visit oaindy.org, email oaindy317@gmail.com or contact a current CII board member.

Next steps:

- CII will meet on Nov. 18, and begin considering how to move forward — including possibly revising requirements that may be a barrier to service. To get info for the virtual meeting, see the meeting calendar on oaindy.org and click on Nov. 18. CIIService is the password.
- In January we hope to elect a new board.
- Soon, we expect to distribute a survey to members. Your responses will help us address our challenges and set a clear direction for 2024.

The area CII serves has long been viewed as having outstanding recovery options, and CII plays a vital role through the website, events and public outreach. Please help us stay strong!

Yours in recovery,

Patty K., chair, 317-809-9575
Laura H., vice chair, 317-605-0260
Melissa M., recording secretary, 317-967-0238
Carol L., treasurer, 317-341-0309
Michelle K., public outreach chair, 914-804-7760

Pat K., region/WSO representative, 317-437-5753
Pam L., region/WSO representative, 317-440-6707