



**OVEREATERS ANONYMOUS – REGION 5 SECRETARY**

November 14, 2025

**RE: Region 5 2025 Fall Assembly – October 31st – November 2nd, 2025**

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

The 2025 Fall Assembly Packet C has been posted on the Assemblies page of [region5oa.org](http://region5oa.org).

**Region 5 2025 Fall Assembly Packet C Documents:**

- **C01\_Region 5 2025 Fall Assembly Secretary Letter**
- **C02\_Region 5 2025 Fall Assembly Minutes**
- **C03\_Region 5 2025 Fall Assembly Credentials Report**
- **C04\_Region 5 2025 Fall Assembly Adopted Agenda**
- **C05\_Region 5 2025 Fall Assembly 2025 Adopted 2026 Budget**
- **C06\_Region 5 2025 Fall Assembly Adopted Amendments and Motions**
- **C07\_Region 5 Policies and Procedures\_UPDATED 11\_12\_25**
- **C08\_Region 5 Fall Assembly Business Committee Reports**
- **C09\_Region 5 Fall Assembly Bridging Sub-Committee Reports**
- **C10\_Region 5 Post Office Box Change Flyer**

If you have any questions, please contact the Region 5 Board or your Trustee Liaison.

NOTE: Watch for updates from the Region 5 Board about the upcoming 2026 Virtual Spring Assembly and the in-person Fall Assembly.

**Thanks for allowing me to be your Region 5 Secretary these past four years.**

Keri E.

Outgoing Region 5 Secretary

[R5Secretary@outlook.com](mailto:R5Secretary@outlook.com)



# Overeaters Anonymous

## 2025 Fall Assembly Minutes

Location: Chesterton, IN

### Saturday, November 1 – Morning Session

- 1) The 2025 Fall Assembly Saturday Morning Session was called to order by the Region 5 Chair – Pam P. at 8:34 AM CT and 9:34 AM ET, Opened with:
  - a) The OA Responsibility Pledge, a moment of silence for those who are still suffering, and the Serenity Prayer.
  - b) 5 Minute Get to Know You Share – Ali E.
  - c) For Today was read by Allen B.
  - d) The 12 Steps were read by Marilyn D.
  - e) The 12 Traditions were read by Hudson S.
  - f) 5 Minute Get to Know You Share – Thomas M.

2) Credentials Report:

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

Voting Reps Present:	19
Voting Officers Present:	4
<b>Eligible Voters Present:</b>	<b>23</b>
Non-voting Alternates, Guests	0
Parliamentarian	1
Region Trustee Liaison	1
<b>Total Attendance</b>	<b>25</b>

- c) The full Credentials Report can be found in Packet C: “C03\_Region 5 2025 Fall Assembly Credentials Report”.
- d) There was no objection to the Credentials Report as presented. The Credentials Report was approved.
- e) The Region 5 Chair declared a quorum to be present.

3) Hotel Liaison:

- a) Thank you to Kevin F. for taking on these additional responsibilities for the Fall Assembly.
- b) Shared information about what to do when there are issues with the meeting rooms and/or sleeping rooms.

4) Standing Rules:

- a) The Standing Rules, distributed in Packet A, were read by Bylaws Committee Chair – Susan M.
- b) Hearing no objections, the Standing Rules were adopted.

5) Agenda:

- a) The Proposed Agenda, distributed in Packet A, was reviewed. Note that minor, housekeeping text edits were suggested before the Assembly and will be included in the adopted Agenda.
- b) Hearing no further objections, the Assembly Agenda was adopted.
- c) The adopted Agenda will be in Packet C as file “C04\_Region 5 2025 Fall Assembly Adopted Agenda”.

6) 5 Minute Get to Know You Share – Carol Ann M.

- 7) Consent Agenda:
  - a) Consent Agenda (CA) was presented in Packet B Page 26 as list items, P4 and P5 P & P Amendments (the original Motions were in Packet A Pages 20 and 21).
  - b) Called for discussion and/or objections.
  - c) No objection to CA as is, and it was adopted by the Assembly.
- 8) Countdown for years of Abstinence was conducted.
- 9) Introduction and welcome of Assembly Newcomer Reps (Green Dots) was conducted.
- 10) Former Region 5 Officers and Trustees were introduced.
- 11) Thanks to the Region 5 Intergroups that helped at the Assembly over the weekend.
- 12) Welcomed Juliette to her new Trustee Liaison position.
- 13) Volunteer Services:
  - a) Nomination Committee for open positions for Next Fall – Barbara D. (MI), Theresa per Barb K. (IN), Marylyn B. (OH), Susan M. (IL), Carol Ann M. (WI), Suzy R. (KY), and Amy G. (MO).
  - b) Minutes Approval Committee – Kerry M. and Sally L.
  - c) Copy Coordinator – Contact Pam P. for copies of Committee rosters, etc.
  - d) Timer – Liz Z.
- 14) 5 Minute Get to Know You Share – Barb K.
- 15) Executive Committee Reports with Q/A:
  - a) Region 5 Chair
    - i) Three important things report presentation.
    - ii) Q and A discussion.
  - b) Region 5 Vice-Chair
    - i) Three important things report presentation.
    - ii) Q and A discussion.
  - c) Region 5 Secretary
    - i) Three important things report presentation.
    - ii) Q and A discussion.
  - d) Region 5 Treasurer
    - i) Three important things report presentation.
    - ii) No questions.
  - e) Region 5 Trustee Liaison
    - i) Three important things report presentation.
    - ii) Q and A discussion.
- 16) Announcements were made.
- 17) The 2025 Fall Morning Assembly was adjourned at 10:10 AM CT, 11:10 AM ET, for Business Committee Meetings and then lunch, with the OA Promise.
- 18) Business Committee Meetings met at their listed locations.
  - a) Bylaws Committee - Executive Boardroom, lower level.
  - b) Convention Committee – Sand Creek, lower level
  - c) Finance Committee – Coffee Creek, first floor, front of room
  - d) Media Committee – Coffee Creek, first floor, back of room
- 19) Luncheon at 12:00 PM CT, 1:00 PM ET in the hotel lobby.

## Saturday, November 1 – Afternoon Session

- 1) 5 Minute Get to Know You Share – Keri E.
- 2) The 2025 Fall Assembly Saturday Afternoon Session was called to order by the Chair – Pam P. at 1:33 PM CT, 2:33 PM ET, Opened with:
  - a) The OA Responsibility Pledge followed by the Serenity Prayer.
  - b) OA Concepts 1-7 were read by – Amy G.
  - c) OA Concepts 8-12 were read by – Liz Z.

- 3) Credentials Report:
  - a) The Credential Report Update Roll Call was conducted by the Region 5 Vice-Chair – Kevin F.
  - b) Counts were:

Voting Reps Present:	19
Voting Officers Present:	4
<b>Eligible Voters Present:</b>	<b>23</b>
Non-voting Alternates, Guests	0
Parliamentarian	1
Region Trustee Liaison	1
<b>Total Attendance</b>	<b>25</b>

- c) The full Credentials Report can be found in Packet C: “C03\_Region 5 2025 Fall Assembly Credentials Report”.
  - d) There was no objection to the Credentials Report as presented. The Credentials Report was approved.
  - e) The Region 5 Chair declared a quorum to be present.
- 4) Minutes Approval for the 2025 Spring Assembly.
  - a) No corrections were proposed.
  - b) As there were no objections to the 2025 Spring Assembly Minutes as presented, the Minutes were approved by the Assembly.
- 5) 7<sup>th</sup> Tradition for the Assembly was collected.
- 6) 5 Minute Get to Know You Share – Marilyn D.
- 7) Parliamentary Moment was presented by Gerri M.
- 8) Executive Board candidate presentations and Q & A.
  - a) Kevin F., Vice-chair
    - i) No questions.
  - b) Kerry M., Secretary
    - i) No questions.
- 9) 5 Minute Get to Know You Share – Betsy D.
- 10) How do we operate going forward?
  - a) Discussion about in-person in Spring and virtual in the Fall? Should we flip it?
  - b) Discussion about how we want to operate as a Region moving forward, hopefully including a fuller group of Representation from the Intergroups.
  - c) Discussion about what Region 5 wants to accomplish moving forward.
- 11) 5 Minute Get to Know You Share – Juliette R.
- 12) Outreach Committee of the Whole Sub-committee Meetings
  - a) Intergroup 2 Intergroup
  - b) PIPO
  - c) 12 Step Within
- 13) 5 Minute Get to Know You Share – Barbara H.

14) Region 5 Convention bids.

- a) St Louis is considering for 2026 (St. Louis Committee will vote on it in January, 2026).

15) Announcements were made.

16) 5 Minute Get to Know You Share – Suzy R.

11) The 2025 Fall Saturday Afternoon Assembly adjourned at 4:36 PM CT, 5:36 PM ET, with The OA Promise.

### **Sunday, November 2 – Morning Session**

1) The 2025 Fall Assembly Sunday Morning Session was called to order by the Region 5 Chair – Pam P. at 8:35 AM CT, 9:35 AM ET, Opened with:

- a) The OA Responsibility Pledge and the Serenity Prayer.
- b) For Today was read by Betsy D.
- c) The OA Diversity Statement was read by Mary Ann P.

2) 5 Minute Get to Know You Share – Kerry M.

3) Volunteer Services:

- a) Timer – Liz Z.

4) Credentials Report:

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

Voting Reps Present:	17
Voting Officers Present:	4
<b>Eligible Voters Present:</b>	<b>21</b>
Non-voting Alternates, Guests	0
Parliamentarian	1
Region Trustee Liaison	1
<b>Total Attendance</b>	<b>23</b>

- c) The full Credentials Report can be found in Packet C: “C03\_Region 5 2025 Fall Assembly Credentials Report”.
- d) There was no objection to the Credentials Report as presented. The Credentials Report was approved.
- e) The Region 5 Chair declared a quorum to be present.

5) 7<sup>th</sup> Tradition Collection on November 1 = \$275

6) Business Committee Reports:

a) Bylaws Committee

- i) Report presented by the Bylaws Committee Chair – Susan M.
- ii) No questions.

b) Convention Committee 2025

- i) Report was presented by the Convention Committee member – Marilyn D.
- ii) Q and A discussion.

c) Finance Committee

- i) Report presented by the Finance Committee Chair – Barbara H.
- ii) Q and A discussion.

d) Media Committee

- i) Report presented by the Media Committee incoming Chair – Carol Ann M.
- ii) Q and A discussion.

7) 5 Minute Get to Know You Share – Amy G.

- 8) Building Bridges Outreach of the Whole Sub-committee Reports:
  - a) Intergroup 2 Intergroup Sub-committee
    - i) Report presented by acting Sub-committee incoming Chair – Ali E.
    - ii) Q and A discussion.
  - b) PIPO Sub-committee
    - i) Report presented by Sub-committee member – Amy G.
    - ii) Q and A discussion.
  - c) 12 Step Within Sub-committee
    - i) Report presented by Sub-committee member – Allen B.
    - ii) Q and A discussion.
- 9) Approval of the 2026 Budget, as presented by Region 5 Treasurer Barbara H.
  - a) Discussion and Q & A.
  - b) Vote taken, more than 2/3 voted Pro.
  - c) Budget Adopted.
- 10) 5 Minute Get to Know You Share – Evelyn S.
- 11) Election of Officers:
  - a) Vice Chair – Kevin F.
    - i) Unanimously elected Vice-Chair
  - b) Secretary – Kerry M.
    - i) Unanimously elected Vice-Chair
- 12) 5 Minute Get to Know You Share – Pam P.
- 13) New Business:
  - a) New Business Motion NB1 (Packet A Page 23)

**Region 5 New Business Motion**

**NB1**

**Date: 3/17/25**

**MOVE TO:** Hold the Spring Assembly virtually and the Fall Assembly in person starting in 2026, instead of the Spring Assembly held in person and the Fall Assembly virtually, as decided on at the Spring 2025 Assembly.

**SUBMITTED BY:** Susan M., 847-710-8823, susan.m.oe@gmail.com

**INTENT:** To allow representatives to meet the nominees in person during elections. Also, make it easier for us to consider combining the assembly with the convention, since our conventions are usually in the fall.

**IMPLEMENTATION:** Find assembly venue in fall instead of in the spring.

**COST:** No additional cost.

**RATIONALE:** It will be easier to get to know nominees face to face than through virtual means. If we ever want to combine the assembly and the convention, it would be better to do that in the fall, so that we do not compete with the Milwaukee Area Intergroup's spring convention.

- 
- i) The proposed NB1 was presented by the maker and Bylaws Chair Susan M.
  - ii) Pro presented by the maker and Bylaws Chair Susan M.
  - iii) NB1 was allowed a debate of pros and cons.
  - iv) NB1 was allowed five to seven minutes for discussion.
  - v) NB1 was brought to a vote.
  - vi) NB1 was adopted by the Assembly.
- b) New Business Motion NB2 Motion 1 (Packet A Pages 24)

**Region 5 New Business Motions (4 total)**

**NB2**

August 18,2025

**Motion 1:**

Move to recommend that WSO dissolution the Greater Canton Intergroup.

**Submitted by:**

Intergroup to Intergroup Subcommittee

Contact: Subcommittee Chair Megan P, Phone 502-468-5651, email megpindy@gmail.com

**Intent:**

To have inactive intergroups removed from the official list of current intergroups.

**Implementation:**

Region 5 recommends to WSO the closing of the Greater Canton IG.

Inform meetings affiliated with Greater Canton Intergroup that they are no longer affiliated and offer assistance to affiliate with an active intergroup.

Update the Intergroup List on Region5OA.org.

**Cost:**

Time/effort

**Rationale:**

To ensure that meetings are affiliated with functioning intergroups.

- 
- i) The proposed NB2 Motion 1 was presented by the incoming Intergroup 2 Intergroup Chair Ali E.
  - ii) Pro presented by Ali E.
  - iii) NB2 Motion 1 was allowed a debate of pros and cons.
  - iv) NB2 Motion 1 was allowed five to seven minutes for discussion.
  - v) NB2 Motion 1 was brought to a vote.
  - vi) NB2 Motion 1 was adopted by the Assembly.

c) New Business Motion NB2 Motion 2 (Packet A Pages 24)

**Motion 2:**

Move to close any Greater Canton IG financial accounts and disperse any excess funds to World Service and Region 5 based on an 80%/20% split.

**Submitted by:**

Intergroup to Intergroup Subcommittee

Contact: Subcommittee Chair Megan P, Phone 502-468-5651, email megpindy@gmail.com

**Intent:**

To properly handle those nonprofit moneys.

**Implementation:**

Determine who has control of the Greater Canton Intergroup funds and follow nonprofit protocol for dispersal of funds.

**Cost:**

Time/effort

**Rationale:**

Funds of nonprofit organizations that close are to be passed on to nonprofit organizations.

- 
- i) The proposed NB2 Motion 2 was presented by the incoming Intergroup 2 Intergroup Chair Ali E.
  - ii) Pro presented by Ali E.
  - iii) NB2 Motion 2 was allowed a debate of pros and cons.
  - iv) NB2 Motion 2 was allowed five to seven minutes for discussion.
  - v) NB2 Motion 2 was brought to a vote.
  - vi) NB2 Motion was adopted by the Assembly.

d) New Business Motion NB2 Motion 3 (Packet A Pages 25)

**Motion 3:**

Move to recommend that WSO dissolution the Central Illinois Intergroup.

**Submitted by:**

Intergroup to Intergroup Subcommittee

Contact: Subcommittee Chair Megan P, Phone 502-468-5651, email megpindy@gmail.com

**Intent:**

To have inactive intergroups removed from the official list of current intergroups.

**Implementation:**

Region 5 recommends to WSO the closing of the Central Illinois IG.

Inform meetings affiliated with Central Illinois Intergroup that they are no longer affiliated and offer assistance to affiliate with an active intergroup.

Update the Intergroup List on Region5OA.org.

**Cost:**

Time/effort

**Rationale:**

To ensure that meetings are affiliated with functioning intergroups.

- 
- i) The proposed NB2 Motion 3 was presented by the incoming Intergroup 2 Intergroup Chair Ali E.
  - ii) Pro presented by Ali E.
  - iii) NB2 Motion 3 was allowed a debate of pros and cons.
  - iv) NB2 Motion 3 was allowed five to seven minutes for discussion.
  - v) NB2 Motion 3 was brought to a vote.
  - vi) NB2 Motion 3 was adopted by the Assembly.

e) New Business Motion NB2 Motion 4 (Packet A Pages 25)

**Motion 4:**

Move to close any Central Illinois IG financial accounts and disperse any excess funds to World Service and Region 5 based on an 80%/20% split.

**Submitted by:**

Intergroup to Intergroup Subcommittee

Contact: Subcommittee Chair Megan P, Phone 502-468-5651, email megpindy@gmail.com

**Intent:**

To properly handle those nonprofit funds

**Implementation:**

Determine who has control of the Central Illinois Intergroup funds and follow nonprofit protocol for dispersal of funds.

**Cost:**

Time/effort

**Rationale:**

Funds of nonprofit organizations that close are to be passed on to nonprofit organizations.

- 
- i) The proposed NB2 Motion 4 was presented by the incoming Intergroup 2 Intergroup Chair Ali E.
  - ii) Pro presented by Ali E.
  - iii) NB4 Motion 4 was allowed a debate of pros and cons.
  - iv) NB4 Motion 4 was allowed five to seven minutes for discussion.
  - v) NB4 Motion 4 was brought to a vote.
  - vi) NB4 Motion was adopted by the Assembly

## Region 5 Policies and Procedures Amendment

**P3**

August 13, 2025

Move to amend the Region 5 Policies and Procedures, Article I. Region 5 General Policies, Section E. Miscellaneous, by adding a new Paragraph 6 as follows (and renumbering subsequent paragraphs);

**Current Wording:** None

**Proposed Wording:**

6. Intergroups may apply for funding assistance to send representatives to Region 5 in person assemblies by complying to the Region 5 Funding Assistance Guidelines and completing the application accordingly.

**Submitted By:**

Region 5 Bylaws Committee

Contact: Committee Chair Susan M. Phone: 847-7108823 Email: [susan.m.oe@gmail.com](mailto:susan.m.oe@gmail.com)

**Intent:** To have the existence of available funding assistance documented in our policies

**Implementation:** Update the Region 5 Policies

**Cost:** Minimal

**Rationale:** To have the funding assistance officially documented in our policies.

- 
- i) The proposed P3 was presented by the maker and Bylaws Chair Susan M.
  - ii) Pro presented by the maker and Bylaws Chair Susan M.
  - iii) P3 was allowed a debate of pros and cons.
  - iv) P3 was allowed five to seven minutes for discussion.
  - v) P3 was brought to a vote.
  - vi) P3 was adopted by the Assembly.
- 14) New Business Out of Order Items (per Parliamentarian) may be addressed at a future Assembly.
- a) P1 (Packet A Page 17)
  - b) P2 (Packet A Page 18)
  - c) B1 (Packet A Page 22)
  - d) NB3 (Packet A Page 26)
- 15) Emergency New Business – None.
- 16) New Representative Graduation (Green Dot) Ceremony was conducted.
- 17) Chair’s Drawing - Free for all instead of a drawing because of time.
- 18) Thanks to Outgoing Secretary Keri E.

- 19) Outgoing Representatives acknowledged.
- 20) Announcements were made.
- 21) The 2025 Fall Assembly was adjourned at 10:38 AM CT, 11:38 AM ET.

Thank you.

*Keri E.*

Region 5 Secretary

*Approved on 11/14/25 by the Minutes Approval  
Committee – Kerry M. and Susan M. (substitute).*

Region 5 Credentials Report - Fall 2025

Registered Intergroups: 27 Registered Groups: 529 Unaffiliated Groups: 24

Total Groups: 553 Eligible # of Region 5 Reps: 66 Virtual Meetings in R5: 153

St/Prov	Intergroup Name	Number	Groups	Eligible Reps	Sat A.M.	Sat P.M.	SUN A.M.
IA	Promises of Eastern Iowa	9021	5	1	0	0	0
		<b>Iowa</b>	<b>5</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
IL	Suburban North	9118	25	3	1	1	1
IL	Chicago West Intergroup Farout	9168	17	2	1	1	1
IL	Turning Point	9467	17	2	1	1	1
IL	Central Illinois	9482	7	1	0	0	0
IL	Chicago Suburban Southwest	9539	20	2	1	1	1
IL	Two Rivers	9690	15	2	1	1	0
		<b>Illinois</b>	<b>101</b>	<b>12</b>	<b>5</b>	<b>5</b>	<b>4</b>
IN	Midwest Crossroads	9096	35	4	1	1	0
IN	Let Go Let God (LG2)	9642	6	1	0	0	0
		<b>Indiana</b>	<b>41</b>	<b>5</b>	<b>1</b>	<b>1</b>	<b>0</b>
KY	Louisville Metro	9022	19	2	2	2	2
		<b>Kentucky</b>	<b>19</b>	<b>2</b>	<b>2</b>	<b>2</b>	<b>2</b>
MI	Greater Detroit Intergroup	9026	42	5	1	1	1
MI	Southwest Michigan	9141	13	2	0	0	0
MI	Greater Ann Arbor Area	9251	21	3	0	0	0
		<b>Michigan</b>	<b>76</b>	<b>10</b>	<b>1</b>	<b>1</b>	<b>1</b>
MN	Northern Serenity	9422	7	1	0	0	0
MN	Unity	9589	51	6	1	1	1
		<b>Minnesota</b>	<b>58</b>	<b>7</b>	<b>1</b>	<b>1</b>	<b>1</b>
MO	Saint Louis Bi-State	9029	34	4	1	1	1
MO	Greater Kansas City Areaa	9525	20	2	0	0	0
		<b>Missouri</b>	<b>54</b>	<b>6</b>	<b>1</b>	<b>1</b>	<b>1</b>
ND	Red River Valley	9211	10	1	0	0	0
		<b>North Dakota</b>	<b>10</b>	<b>1</b>	<b>0</b>	<b>0</b>	<b>0</b>
OH	Greater Cincinnati	9040	19	2	1	1	1
OH	Cleveland Central	9041	43	5	3	3	3
OH	Greater Canton Area	9122	3	1	0	0	0
OH	Central Ohio Service	9134	18	2	1	1	1
OH	Greater Dayton	9175	12	2	1	1	1
OH	Crossroads of Hope	9274	7	1	0	0	0
		<b>Ohio</b>	<b>102</b>	<b>13</b>	<b>6</b>	<b>6</b>	<b>6</b>
WI	Milwaukee Area	9053	38	5	2	2	2
WI	Rock River	9073	9	1	0	0	0
WI	Madison Area	9161	16	3	0	0	0
		<b>Wisconsin</b>	<b>63</b>	<b>9</b>	<b>2</b>	<b>2</b>	<b>2</b>
Voting Reps Present			529	66	19	19	17
Voting Officers Present				4	4	4	4
<b>Eligible Voters Present</b>					<b>23</b>	<b>23</b>	<b>21</b>
Non-voting alternates, guests					0	0	0
Parliamentarian					1	1	1
Region Trustee Liaison					1	1	1
<b>Total Attendance</b>					<b>25</b>	<b>25</b>	<b>23</b>



## **OVEREATERS ANONYMOUS**

### **2025 Fall ASSEMBLY**

**Building bridges, connecting, and spreading hope**

**Oct 31, Nov 1, 2nd 2025**

**Hilton Garden Inn, Chesterton, IN**

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

#### ***Setting Our Intent For This Meeting***

Help me to put aside everything I think I know about:

Focus on the Principles

Being present with each other, listening attentively and speaking with kindness.

Fostering a spirit of camaraderie and mutual support, valuing the unique contributions of each person.

Being grateful for the opportunity to gather and cherishing the connections shared.

#### ***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

## 2025 Region 5 Fall Assembly

### FRIDAY (October 31st, 2025)

*All times listed are CENTRAL TIME*

4:30 PM CT	<b>Region 5 Board Meeting</b> (Executive Boardroom, Lower Level, open to visitors)
5:15 PM CT	<b>Open OA Meeting</b> (Sand Creek, Lower Level, hosted by Saint Louis Bi-State Intergroup)
6:15 PM CT	<b>Check-in</b> (Outside of Sand Creek, Lower Level, hosted by Louisville Metro and Central OH Service Intergroups)
October 25	<b>New Representative Orientation</b> (Before Assembly on October 25)
7:00 PM CT	<b>Workshop – Dealing with a disruptive member</b>
8:15 PM CT	<b>Break</b>
8:30 PM CT	<b>Intergroup Sharing Meeting</b> (Sand Creek, Lower Level, hosted by Chicago West Farout Intergroup) Note: This session will be broadcast over Zoom for OA members who register in advance for this opportunity). Come with two best practices or two questions.
9:30 PM CT	<b>State/Province Meetings</b>

### SATURDAY (November 1, 2025)

*All times listed are CENTRAL TIM*

7:00 AM CT	<b>Hotel Kitchen Opens for Breakfast</b>
7:45 AM CT	<b>Check-in</b> (Outside Coffee Creek, First Floor, hosted by Louisville Metro and Central OH Service Intergroups)
8:30 AM CT	<b>MORNING BUSINESS SESSION</b> (Coffee Creek, First Floor) <ul style="list-style-type: none"><li>• <b>Call to Order</b></li><li>• <b>Opening Ceremonies</b> (OA Responsibility Pledge, Serenity Prayer, For Today, 12 Steps, 12 Traditions) – <i>Readings assigned by Pam P. at the Assembly.</i></li><li>• <b>Morning Business</b><ol style="list-style-type: none"><li>1. Roll Call (Credentials Report in <b>Packet B – PAGE 3</b>)</li><li>2. Adoption of Credentials Report</li><li>3. Assembly Standing Rules (<b>Packet A – PAGE 54</b>)</li><li>4. Agenda [<b>Packet A – PAGE 3 (cover sheet) and 4 (schedule)</b>]</li><li>5. Consent Agenda (<b>Packet B – PAGE 26</b>)</li><li>6. Mini-Countdown (Years of Abstinence)</li><li>7. Recognitions (New Representatives, Former Region Officers, Former Trustees)</li><li>8. Appointments (Nominating Committee, Teller, Minutes Approval Committee, Copy Coordinator, Timer) – <i>Appointed by Pam P. at the Assembly.</i></li><li>9. Executive Committee Reports Top Three Things Presentations with Q &amp; A<ul style="list-style-type: none"><li>▪ [Reports from Chair (<b>Packet B – PAGE 4</b>),</li><li>▪ Vice-Chair (<b>Packet B – PAGE 7</b>),</li><li>▪ Secretary Letters (<b>Packets A &amp; B – PAGE 1</b>),</li><li>▪ Trustee Liaison (<b>Packet B – PAGE 8</b>),</li><li>▪ Treasurer (<b>Packet B – PAGE 10</b>)].</li></ul></li><li>10. Announcements</li><li>11. Adjournment</li></ol></li></ul>
9:45 AM CT	<b>Break</b>
10:00 AM CT	<b>Committee Meetings</b> (Pre-Assembly Committee Reports, as received for their work since Fall Assembly, provided in <b>Packet B</b> and in the Committee folders). <ol style="list-style-type: none"><li>1. Bylaws Committee (Executive Boardroom, Lower Level)</li><li>2. Convention Committee (Sand Creek, Lower Level)</li><li>3. Finance Committee (Front of Coffee Creek, First Floor, by treasurer)</li><li>4. Media Committee (Back of Coffee Creek, First Floor)</li></ol>

12:00 PM CT  
1:00 PM CT  
1:24 PM CT  
1:30 PM CT

**Luncheon** (Lobby)

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

**Round Robin – one word on how you are feeling** (Coffee Creek, First Floor)

**AFTERNOON BUSINESS SESSION** (Coffee Creek, First Floor)

- **Call to Order**
- **Opening Ceremonies** (Welcome, OA Responsibility Pledge, Serenity Prayer, Concepts of Service 1-7, Concepts of Service 8-12)  
– *Readings assigned by Pam P. at the Assembly.*
- **Afternoon Business**
  1. Roll Call (Credentials Report in **Packet B – PAGE 3**)
  2. Adoption of Credentials Report
  3. Minutes Approval of the Spring Assembly (**Packet A – PAGE 8**)
  4. 7th Tradition Collection
  5. Parliamentary Moment (**Packet B – PAGE 25**)
  6. Executive Board candidate presentations and Q&A (3 minutes to talk, 5 minutes for questions)
    - a. Kevin F., Vice-chair Application (**Packet A – PAGE 106**)
    - b. Kerry M., Secretary Application (**Packet A – PAGE 103**)

2:00 PM CT

**How do we operate going forward** (Coffee Creek, First Floor)

1. In person in spring and virtual in fall
2. How do we want to operate
3. What do we want to accomplish

3:00 PM CT

**Break**

3:15 PM CT

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

1. Intergroup 2 Intergroup (Executive Boardroom, Lower Level)
2. PIPO (Sand Creek, Lower Level)
3. 12 Step Within (Coffee Creek, First Floor)

4:15 PM CT

**Afternoon Session Continued** (Coffee Creek, First Floor)

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

4:30 PM CT

**Special Committee Meetings** (if needed)

1. Bylaws Committee (consider Emergency New Business, if necessary)

5:00 PM CT

**Dinner on Your Own**

7:00 PM CT

**Open OA Meeting** (Sand Creek, Lower Level, hosted by Saint Louis Bi-State Intergroup)

## **SUNDAY (November 2nd, 2025)**

*All times listed are CENTRAL TIME*

7:00 AM CT

**Hotel Kitchen Opens for Breakfast**

8:30 AM CT

**MORNING BUSINESS SESSION** (Coffee Creek, First Floor)

- **Call to Order**
- **Opening Ceremonies** (Welcome, Serenity Prayer, For Today, The OA Unity with Diversity Policy Statement) – *Readings assigned by Pam P. at the Assembly.*
- **Morning Business**
  1. Opening Ceremonies
  2. Roll Call and Adoption of Credentials Report (Credentials Report in **Packet B – PAGE 3**)
  3. Business Committee Reports (Please be ready to report at the front microphone).
    - a. Bylaws Committee (Chair)
    - b. 2025 Convention Committee (Chair)

- c. Finance Committee (Barbara H. - Pre-Assembly documents in **Packet B – PAGES 11 – 24**)
- d. Media Committee (Chair)
- 4. Building Bridges Outreach Committee of the Whole:
  - a. Intergroup 2 Intergroup (Chair)
  - b. PIPO (Chair)
  - c. 12 Step Within (Chair)
- 5. New Business (Amendments and Motions in **Packet A – PAGE 16**)
  - a. Emergency New Business (if needed)
- 6. Election for Officers (Vice-Chair and Secretary)
- 7. Approval of the 2026 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 CT

**Good of the Order** [Front of the room, for *Region 5 Officers, Trustee, Committee Chairs* (current, outgoing, and incoming, all others are asked to leave the room)].

11:00 AM CT

**Hotel Checkout**

## REGION 5 TIMELINE

### 2026

**March 6 – 8?**

Spring Conference – in person – or Move to May 1-3?

**July 18**

Region 5 Summer Online Conference – Zoom (do we want this check-in)

**October 30 – Nov 1**

Region 5 Fall Assembly Virtual

### 2027

**March 12 – 13?**

Spring Conference – in person or May 1-3?

**July ?**

Region 5 Summer Online Conference – Zoom (do we want this check-in)

**October 29 – 31**

Region 5 Fall Assembly Virtual

2025 Budget Proposal Compared To Actual 2024

Accounts	2025 Budget	2025 Actual (\$) as of		2026 Budget (\$)	Notes
		Oct. 16, 2025			
<b>Income</b>					
<b>Assembly Income</b>	0.00	0.00	0.00	0.00	
Registrations+Doc	2800.00	1,567.00	1,567.00	1,500.00	
Collection	500.00	285.00	285.00	300.00	
<b>Meeting Contributions</b>	50000.00	36,964.00	36,964.00	50,000.00	
<b>Convention</b>	40000.00				
Registrations		20,866.00	20,866.00	25,000.00	
Market Place		1,868.00	1,868.00	2,000.00	
50/50		422.00	422.00	500.00	
Interest Income	6.00	3.00	3.00	6.00	
Miscellaneous Revenue		780.00	780.00	0.00	
<b>Total Income</b>	93306.00	62,755.00	62,755.00	79,306.00	
<b>Expenses</b>					
<b>EVENTS</b>					
<b>Assemblies</b>					
Hotel Expense	7000.00	4,881.00	4,881.00	7,000.00	
Officer Registration	430.00	19.00	19.00	430.00	
Officer Travel	6000.00	1,326.00	1,326.00	2,500.00	
Parliamentarian/Hotel Liason Registration	100.00	0.00	0.00	0.00	
Parliamentarian/Hotel Liason Travel	2000.00	1,403.00	1,403.00	500.00	
Officer Copies/Binder	500.00	427.00	427.00	600.00	
Intergroup Funding Assistance	3000.00	0.00	0.00	2,000.00	
PIPO Committee of the Whole	4000.00	598.00	598.00	5,000.00	
Region Convention Expenses - 2025	30000.00	22,774.00	22,774.00		
<b>Region Convention Expenses - 2026</b>					
Host Region Seed Money	2000.00				
Hotel / Food Expense		14,000.00	14,000.00	14,000.00	
Committee Expenses		2,130.00	2,130.00	2,400.00	
Officer Registration/Travel		709.00	709.00	1,000.00	
Hotel Liason Registration/Travel		2,000.00	2,000.00	2,000.00	
Other					
<b>Region Convention Expenses - 2027</b>					

2025 Budget Proposal Compared To Actual 2024

<u>Accounts</u>	<u>2025 Budget</u>	<u>2025 Actual (\$) as of</u>		<u>2026 Budget (\$)</u>	<u>Notes</u>
		<u>Oct. 16, 2025</u>			
Host Region Seed Money		2,000.00		2,000.00	Seed \$ for Milwaukee Convention in 2025
<b>World Service Business Conference</b>					
Chair Registration/Travel	200.00	247.00		2,000.00	
Copies/Binder	120.00			200.00	
Delegate Fund	1000.00			2,000.00	
<b>World Service Convention</b>					
Chair Registration/Travel	2000.00	2,120.00		0.00	
Basket Raffle donation	150.00	166.00		170.00	
Region Chair Reg/Travel to Other Regions	1000.00			1,000.00	
Workshop Travel and Expenses	500.00			500.00	
<b>Total Event Expenses</b>					
<b>Operating Expenses</b>					
Insurance	2000.00	1,511.00		2,000.00	
Bank Fees	40.00	81.50		40.00	
Postage, Mailing	400.00	155.00		400.00	
Print, Copying, Ink, Supplies	2000.00	417.00		1,500.00	
Processing Fees				0.00	
WePay	2000.00				
Webconnex	1000.00	2,426.00		3,000.00	
Storage/Shredding	2000.00	1,210.00			
Web Expenses					
Virtual Meeting Expenses	300.00	336.00		350.00	
Web Site Security	300.00	387.00		400.00	
Webmaster	5200.00	3,150.00		6,000.00	
Website Hosting & Domain	650.00	98.00		200.00	
Facilities & Equipment	1000.00			1,000.00	
Officer Expense Budget	1000.00	709.00		1,000.00	
Software Subscriptions	500.00	79.00		500.00	
Tax	50.00	0.00		0.00	
Accounting Fees	2000.00	800.00		1,000.00	
Appreciation Fund	600.00			600.00	
World Service General Fund	10000.00			10,000.00	
Intergroup 2 Intergroup Fund				5,000.00	

2025 Budget Proposal Compared To Actual 2024

Accounts	2025 Budget	2025 Actual (\$) as of		2026 Budget (\$)	Notes
		Oct. 16, 2025			
Total Expense	91040.00	66,159.50		78,290.00	
Total Net Income	2266.00	-3,404.50		1,016.00	

# **REGION 5 2025 Fall Assembly October 31 – November 2, 2025**

## **ADOPTED Amendments and Motions**

### **Contents**

<b>Region 5 Policies and Procedures Amendment P3.....</b>	<b>4</b>
<b>Region 5 New Business Motion Assembly Calendar NB1.....</b>	<b>8</b>
<b>Region 5 New Business Motion Inactive R5 Intergroups NB2.....</b>	<b>9</b>

# Region 5 Policies and Procedures Amendment

P3

August 13, 2025

Move to amend the Region 5 Policies and Procedures, Article I. Region 5 General Policies, Section E. Miscellaneous, by adding a new Paragraph 6 as follows (and renumbering subsequent paragraphs);

**Current Wording:** None

**Proposed Wording:**

6. Intergroups may apply for funding assistance to send representatives to Region 5 in person assemblies by complying to the Region 5 Funding Assistance Guidelines and completing the application accordingly.

**Submitted By:**

Region 5 Bylaws Committee

Contact: Committee Chair Susan M. Phone: 847-7108823 Email: [susan.m.oe@gmail.com](mailto:susan.m.oe@gmail.com)

**Intent:** To have the existence of available funding assistance documented in our policies

**Implementation:** Update the Region 5 Policies

**Cost:** Minimal

**Rationale:** To have the funding assistance officially documented in our policies.

## Region 5 New Business Motion

**NB1**

**Date:** 3/17/25

**MOVE TO:** Hold the Spring Assembly virtually and the Fall Assembly in person starting in 2026, instead of the Spring Assembly held in person and the Fall Assembly virtually, as decided on at the Spring 2025 Assembly.

**SUBMITTED BY:** Susan M., 847-710-8823, susan.m.oa@gmail.com

**INTENT:** To allow representatives to meet the nominees in person during elections. Also, make it easier for us to consider combining the assembly with the convention, since our conventions are usually in the fall.

**IMPLEMENTATION:** Find assembly venue in fall instead of in the spring.

**COST:** No additional cost.

**RATIONALE:** It will be easier to get to know nominees face to face than through virtual means. If we ever want to combine the assembly and the convention, it would be better to do that in the fall, so that we do not compete with the Milwaukee Area Intergroup's spring convention.

## Region 5 New Business Motions (4 total)

NB2

August 18,2025

### **Motion 1:**

Move to recommend that WSO dissolution the Greater Canton Intergroup.

#### **Submitted by:**

Intergroup to Intergroup Subcommittee

Contact: Subcommittee Chair Megan P, Phone 502-468-5651, email megpindy@gmail.com

#### **Intent:**

To have inactive intergroups removed from the official list of current intergroups.

#### **Implementation:**

Region 5 recommends to WSO the closing of the Greater Canton IG.

Inform meetings affiliated with Greater Canton Intergroup that they are no longer affiliated and offer assistance to affiliate with an active intergroup.

Update the Intergroup List on Region5OA.org.

#### **Cost:**

Time/effort

#### **Rationale:**

To ensure that meetings are affiliated with functioning intergroups.

### **Motion 2:**

Move to close any Greater Canton IG financial accounts and disperse any excess funds to World Service and Region 5 based on an 80%/20% split.

#### **Submitted by:**

Intergroup to Intergroup Subcommittee

Contact: Subcommittee Chair Megan P, Phone 502-468-5651, email megpindy@gmail.com

#### **Intent:**

To properly handle those nonprofit moneys.

#### **Implementation:**

Determine who has control of the Greater Canton Intergroup funds and follow nonprofit protocol for dispersal of funds.

#### **Cost:**

Time/effort

#### **Rationale:**

Funds of nonprofit organizations that close are to be passed on to nonprofit organizations.

**Motion 3:**

Move to recommend that WSO dissolution the Central Illinois Intergroup.

**Submitted by:**

Intergroup to Intergroup Subcommittee

Contact: Subcommittee Chair Megan P, Phone 502-468-5651, email megpindy@gmail.com

**Intent:**

To have inactive intergroups removed from the official list of current intergroups.

**Implementation:**

Region 5 recommends to WSO the closing of the Central Illinois IG.

Inform meetings affiliated with Central Illinois Intergroup that they are no longer affiliated and offer assistance to affiliate with an active intergroup.

Update the Intergroup List on Region5OA.org.

**Cost:**

Time/effort

**Rationale:**

To ensure that meetings are affiliated with functioning intergroups.

**Motion 4:**

Move to close any Central Illinois IG financial accounts and disperse any excess funds to World Service and Region 5 based on an 80%/20% split.

**Submitted by:**

Intergroup to Intergroup Subcommittee

Contact: Subcommittee Chair Megan P, Phone 502-468-5651, email megpindy@gmail.com

**Intent:**

To properly handle those nonprofit funds

**Implementation:**

Determine who has control of the Central Illinois Intergroup funds and follow nonprofit protocol for dispersal of funds.

**Cost:**

Time/effort

**Rationale:**

Funds of nonprofit organizations that close are to be passed on to nonprofit organizations.



## **REGION 5**

# **POLICIES & PROCEDURES**

# Table of Contents

- I. REGION 5 GENERAL POLICIES .....4
  - A. Date and Location of Assemblies .....4
  - B. Events at the Assembly.....4
  - C. Elections .....5
  - D. Amendments to Standing Rules and Policies .....6
  - E. Miscellaneous .....6
  - F. Region 5 Convention .....6
  - G. Committees.....7
  - H. Committee Purpose.....8
    - 1. Bylaws Committee: .....8
    - 2. Convention Committee: .....8
    - 3. Finance Committee: .....8
    - 4. Media Committee:.....8
    - 5. Outreach Committee of the Whole:.....8
    - 6. Nominating Committee:.....9
- II. RESPONSIBILITIES AND DUTIES OF OFFICERS AND REPRESENTATIVES OF REGION 5 .....9
  - A. General Duties .....9
    - 1. Officer Expenses .....9
    - 2. Bills/Receipts .....9
    - 3. Bonding.....9
    - 4. Intergroup Sharing.....9
    - 5. Service, Traditions and Concepts workshops.....10
    - 6. Board Liaisons .....10
  - B. Duties of the Region 5 Chair .....10
    - 1. Region Assembly, Board and Special Meetings .....10
    - 2. Region Committees .....10
    - 3. Schedules and Chairs the Summer Board/Committee Conference Call..... **Error! Bookmark not defined.**
    - 4. Region Convention.....11
    - 5. World Service Business Conference .....11
    - 6. Management.....11
    - 7. Traditions and Concepts.....11
  - C. Duties of the Region 5 Vice Chair.....11
    - 1. Region Assembly .....11
    - 2. Other Functions. ....11
  - D. Duties of the Region 5 Secretary .....12
    - 1. Region Assembly ..... **Error! Bookmark not defined.**
    - 2. Management..... **Error! Bookmark not defined.**
    - 3. Other Functions ..... **Error! Bookmark not defined.**
  - E. Duties of the Region 5 Treasurer.....12

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

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

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

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

1. The Region 5 assembly will be held in the months of March or April and October or November where it does not conflict with a major US or Canadian holiday or scheduled Board of Trustees meeting or World Service Convention.
2. Assemblies will be held in a 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, a hosting intergroup will be solicited by the vice chair from all intergroups on a rotating basis.
4. 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 Liaison nominees when appropriate) shall take place simultaneously on one 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 as instructed.
  - d. Do not vote for more candidates than instructed.
  - e. Submit ballot as instructed.
  - f. All eligible ballots collected by the teller or submitted electronically 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. Intergroups may apply for funding assistance to send representatives to Region 5 in person assemblies by complying to the Region 5 Funding Assistance Guidelines and completing the application accordingly.
7. Registrations for assemblies are not refundable.
8. 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. Expenses shall include but not be limited to:
  - a. Travel: All officers and positions as listed in this policy under "Officers" are to be reimbursed for their travel expenses to and from Region 5 events. (If an officer is traveling with another intergroup, it is suggested they share expenses.) Officers are careful guardians of our Region funds.
  - b. Personal auto: Region 5 follows OA World Service Office mileage reimbursement standards plus all tolls and parking fees.
  - c. Car rental: Region 5 will reimburse an officer for the use of a rental vehicle, tolls, and parking fees when necessary or the cost will be less than use of a personal auto or airline flight. It is the responsibility of the Officer to obtain the least expensive rental package.
  - d. Air: Region 5 will reimburse airfare for an officer to get to and from Region 5 events, WSBC, and Chair activities as required. An officer may elect to travel by air when the location 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. Region 5 will reimburse up to \$70.00 per day.
  - f. Lodging: Region 5 will provide officers with individual rooms. When possible and appropriate, 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.
  - h. These policies shall apply to all those who are receiving funds directly from the Region.
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 the date for the posting of the summer reports and for the final submission of all reports to be posted no later than the first week of August.

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 Summer Packet consisting of:
    - 1. Officer Reports,
    - 2. Trustee Liaison 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. Performs 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. PREASSEMBLY CONNECTION WITH NEW REPRESENTATIVES

- A. The Secretary posts the registration form including options to identify mentors and new representatives.
- B. When registration closes, the Secretary sends the Trustee Liaison information about new representatives and returning representatives who volunteered to be mentors.

- C. The Trustee Liaison
  - 1. Electronically sends out a welcome to new representatives with the *OA Handbook for Members, Groups and Service Bodies: Recovery Opportunities*.
  - 2. Assigns mentors to new representatives.
  - 3. Electronically sends out mentor assignments.
  - 4. Reminds the New Representatives about the Orientation Meeting at the Assembly on Friday evening.

## VI. 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*

# Region 5 Convention Committee Report

Indianapolis Labor Day weekend.

November 1, 2025

Acting secretary: Kerry M in place of Megan

Chari: Barb K

Other members present: Marilyn D., Ali E

**Discussions:** Reviewed Timeline. Seed money received. Monthly meetings in place. DJ had been contacted. Chairs of subcommittees will go to hotel for taste testing to avoid problems similar to Milwaukee's convention. Agenda in process. Venue is in place and will provide shuttle from the airport if needed.

## **Subcommittees: Are in place**

Programming, Publicity, Huggers, Table Decorations, Hotel Liasons, Volunteers, Literature, Raffle, Hospitality. Still looking for Registration Chair. Consider adding a entertainment committee.

**Actions:** Barb K will talk to Barb H Treasurer regarding mail in registrations.

Barb K will communicate with the Board regarding the fee.

The flier needs to be posted in Linline and presented to Region 5 and World Service.

Taping company needs to be approached.

DJ needs to be firmed up.

Need to move on registration prices; Registration committee will discuss with Region 5 secretary regarding set up on RegFox. The registration form will include a la cart options for food. There will be a plated dinner on Saturday which will be included in Registration. Members can bring food to eat in the Hospitality Room.

Volunteer Coordinator will contact all volunteers. Audio visual volunteers will be needed. See Milwaukee report from last convention for details. The volunteer coordinator will work with Sober Voices in order to coordinate these volunteers. See Convention guideline for description for Audio Visual position.

Barb K will send the Nov 1<sup>st</sup> minutes out to the subcommittee chairs.

Next meeting November 20<sup>th</sup> 7pm via Zoom.

Zoom Meeting ID: 825 8251 0593. Passcode: 12 Freedoms

# BYLAWS COMMITTEE MEETING Report

11/1/25

Attendance: Susan Mc – Chair  
Juliette R – Trustee  
Allen B – Representative  
Barbara – D – Representative  
Betsey – D – Representative  
Suzy R – Representative  
Gerri M - Parliamentarian

Opened with Serenity Prayer

Gerri volunteered to write the minutes.

Susy read the purpose of the committee, Betsy read the Fall Assembly Report, including the many motions presented for voting at this Assembly.

## Meeting Recap

- Allen and Susan: Draft motion regarding hotel liaison position – move to have the board assign someone with appropriate skill set to handle hotel liaison duties which may or may not be the Vice President or even a Board Member or Representative.
- Juliette: World Service requests intergroups to submit/renew their bylaws. Juliet will determine frequency even if changes are not made, the address to email them to, \*\*\*
- Bylaws Committee: Update Policies and Procedures Manual, Article II, Section D, Paragraph 2, C,1 (under Secretary duties) to specify "Region 5 bylaws" instead of just "bylaws"
- Juliette: Found and sent the Central Illinois bylaws to the Susan Mc
- Gerri: Provide wording for suspension of bylaws language for committee consideration (Bylaws Article V, Section C [Permission for any exception (in R5 Representative eligibility) may be requested ....])
- Bylaws Committee: Consider adding reminder language to Assembly Information document about intergroups keeping bylaws current and submitting them to WSO

The meeting was closed with the Serenity Prayer.

Three take-aways:

- 1) The writing of a motion to address the change in Hotel Liaison position has been assigned.
- 2) Information regarding how and when intergroups are expected to submit bylaws to WSO will be determined.
- 3) A motion will be written to make an editorial update to the Region 5 Bylaws concerning the Secretary duties.

# Region 5 Media Committee Meeting Report

for Saturday November 1, 2025

Acting secretary Evelyn S.

Acting Chair Carol Ann M.

Media Committee R5 Board Liaison – Keri E.

Other members present: Thomas M. and Amy G.

Notes:

1) Reviewed past work done since Spring 2025

-Added " What's New " section on Region 5 website

- Encouraged group to submit articles to region website.

2) New Focus and items to work on going forward:

- Articles to be submitted to website before Spring Assembly 2026

-More discussion of this committee's duties will be done by current / remaining members @ Spring 2026 Assembly

-3 current committee members will be leaving their service positions after the Fall Assembly.

# Finance Committee Report

**Nov. 1, 2025**

Present: Barbara H., Treasurer; Liz Z., Lynn H., Hudson S., Sally L., Mary Ann P., Beverly B.

Last committee meeting was at March 2025 Business Assembly. Another meeting was planned, but life happened and a meeting was not possible and did not seem necessary at the time. It would be nice to meet before the next Business Assembly. Barbara would appreciate a co-chair to help with organizing meetings.

Look at Budget for 2026 and review 2025 Budget vs Actuals YTD

- Reduce amount for assembly registrations and collection because of one business assembly being virtual (registrations 1500, collections 300).
- Convention registration – reduced attendance in 2025 so reduced income prediction for 2026 to 25,000.
- Hotel expenses went up tremendously so increased budget for assembly costs.
- Officer and parliamentarian travel reduced because convention will be centrally located. Reduced to 2500.
- Change line items to parliamentarian/hotel liaison expenses (instead of broken out with registration and travel)
- Reduce Intergroup funding assistance to 2000 because only 1 assembly in person.
- Looking for input from outreach committee of the whole re: budget request. Divide the amount between Outreach and Professional Exhibit Fund (2000 each).
- Left predicted 2026 convention expenses the same as actuals from Milwaukee 2025.
- Seed money is given one year ahead of convention. Need to straightened out in budget vs actual report to reflect seed money given for conventions.
- Increased money for Chair expenses to go to 2026 WSO business conference – to 2000 at least
- Delegate fund for Region 5 delegate to attend World Service Business Conference – increase to 2000.
- Reduced cost of chair expenses to WSO convention because will not be held in 2026.
- Operating expenses – big increase in printing budget. Cost of copies has gone way up.
- Webconnex - Cost of accepting donations by credit card so it is not paid by the donating group
- Storage and shredding – storage has been closed down as of Nov. so reduced expense to 0. If individual officers pay for shredding, they can charge it to their expenses.
- Webmaster fee (1500/quarter so increase total to 6000)
- Equipment – keep some in there in case a new computer is needed.
- Officer expenses can be broken down by officer if needed.
- Software subscriptions
- Accounting fee – was at 2000 last year but only paid 800. Estimated 1000 for 2026.

- WSO donation – will try to give 10,000 again depending on prudent reserve
- Professional exhibit funds – if PIPO wants to do something. No \$ amount listed right now but there is money that could be used.

#### Problems and Goals:

- At last convention, we did not have a way to accept charge card for convention walk-in registrations. Need a Zelle account or something to be able to accept charges. Goal to look into how to do it.
- With changes, budget now shows a surplus income of about 7000. Increase budget to outreach committee of the whole and professional exhibit funds to 5000 each to support intergroups. Gets closer to a balanced budget.

# Region 5 12<sup>th</sup> Step Within Sub-Committee Report

November 1, 2025

Present: Barbara D., Barb K., Allen B., CarolAnn M., Betsy D., Thomas M., Mary Ann P., Evelyn S., Liz Z., Juliette R.

- Agenda items to include:
  - Review October meeting notes -
  - Develop list of breakout discussion questions
  - Practicing Zoom breakout rooms
  - Developing script for announcements to be posted in the chat with times

Discussion:

- WSO needs a URL to post it on the website. Need to send the link from the R5 website to WSO.
- Note re: meeting notes – make sure it is clear that Barb K is the 3<sup>rd</sup> speaker.
- Breakout group questions:
  1. What fear and/or shame keeps someone from reaching out for help? How can we help each other with fear and shame?
  2. Do I believe that this is a devastating, chronic and ultimately fatal disease?
  3. Am I willing to believe in a Higher Power to give the comfort & security that food used to give me? How do I cultivate an effective relationship with such a Higher Power?
  4. Can I bring my will into line with my Higher Power's will?
  5. What specific actions can I take immediately or support a fellow in taking to fully commit to recovery?
  6. How does denial play a part in relapse?
- Practicing Zoom breakout rooms – Juliette, Allen and Liz will practice after meeting. Allen advocating for slightly larger breakout groups (maybe 10 people) because small groups can have low energy if no one wants to speak. Larger groups have more energy.
- Developing script for announcements to be posted in the chat with times – next time
- Promoting the workshop
  1. Ask Pam to send flyers to Region chairs – Ask them to send to their IG chairs.
- Skit – get a volunteer at the workshop or ask in advance? Need 3 people (slip and slider, steady recovery and waitress). If committee members know someone who would be good, email to Allen B. Allen will send them the info.

Next meeting: Nov. 10<sup>th</sup> 3:30 pm Eastern via Zoom – Barbara will send a reminder

**PIPO Sub-Committee Report**

**Intergroup 2 Intergroup Sub-Committee Report**

# REGION

Serving areas in IL, IN, IA, KY, MI, MN, MO, ND, OH, & WI



## Overeaters Anonymous

### New Mailing Address

Hello my name is Barbara H. and it is my pleasure to be the new Treasurer for Region 5 of Overeaters Anonymous. We have changed our PO Box from Shaker Heights, OH to Louisville, KY, closer to my home.

The new address is:

Region 5 of Overeaters  
Anonymous

P.O. Box 22175

Louisville, Ky., 40252

