

# REGION 5 2026 Spring Assembly March 6-7, 2026- Virtual- UPDATED

## Amendments and Motions

### Contents

Region 5 Policies and Procedures Amendment P1 .....	2
Region 5 Policies and Procedures Amendment P2 .....	3
Region 5 Policies and Procedures Amendment P3 .....	4
Region 5 Policies and Procedures Amendment P4 .....	5
Region 5 Policies and Procedures Amendment P5 .....	6
Region 5 Policies and Procedures Amendment P6 .....	7
Region 5 Policies and Procedures Amendment P7 .....	8
Region 5 Bylaws Amendment B1.....	9
Region 5 New Business Standing Rules Amendment NB1 .....	10

# Region 5 Policies and Procedures Amendment

P1

May 30, 2025

Move to amend Region 5 Policies, Article I. Region 5 General Policies, Section A. Date and Location of Assemblies, Paragraph 2, as follows:

**Current Wording:**

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.

**Proposed Wording:**

~~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.~~ In person assembly location will be determined at the discretion of the Region 5 Board.

**Submitted By:**

Region 5 Bylaws Committee

Contact: Committee Chair Susan M Phone: 847-710-8823 Email: [susan.m.oe@gmail.com](mailto:susan.m.oe@gmail.com)

**Intent:** To update and simplify the policy

**Implementation:** Update the Region 5 Policies

**Cost:** Minimal

**Rationale:** To update the current wording, which is complicated and almost contradictory, and to acknowledge that not all assemblies are face to face.

# Region 5 Policies and Procedures Amendment

P2

December 2025

Move to amend the Region 5 Policies, Article I. Region 5 General Policies by adding Section I. Conflict of Interest Policy as follows:

**Current Wording:**

None

**Proposed Wording:**

- I. Region 5 Board members, Parliamentarian, Hotel Liaison, and anyone else who could potentially benefit financially from actions taken by Region 5, whether through reimbursement, travel points, funding assistance, or business that Region 5 engages in, needs to sign and comply with the Region 5 Conflict of Interest Policy.

**Submitted by:**

Region 5 Bylaws Committee

Contact: Committee Chair Susan M      Phone: 847-710-8823      Email: [susan.m.oa@gmail.com](mailto:susan.m.oa@gmail.com)

**Intent:** To avoid conflict of interest issues.

**Implementation:** Update the Region 5 Policies, create the Region 5 Conflict of Interest Policy and signature forms.

**Cost:** Time, effort, some printing.

**Rationale:** To protect Region 5 from potential conflict of interest issues.

## Region 5 Policies and Procedures Amendment

P3

Move to amend Region 5 Policies and Procedures, Article V. Preassembly Connection with New Representatives, Section C. The Trustee Liaison, Paragraphs 1 and 4 by striking and inserting as follows:

### Current Wording:

1. Electronically sends out a welcome to new representatives with the *OA Handbook for Members, Groups and Service Bodies: Recovery Opportunities*.
  
4. Reminds the New Representatives about the Orientation Meeting at the Assembly on Friday evening.

### Proposed Wording:

1. Electronically sends out a welcome to new representatives ~~with the~~
  - a. If the assembly will be held in person, informs new representatives that they will be receiving a copy of *OA Handbook for Members, Groups and Service Bodies: Recovery Opportunities*, the "Twelve Concepts of OA Service" pamphlet and a Parliamentary Procedures pamphlet at the Assembly.
  - b. If the assembly will be held virtually, informs new representatives that these items will be sent directly to them.
  
4. Reminds Invites the Nnew Rrepresentatives about to the Orientation Meeting which will be held virtually about one week before the Assembly. at the Assembly on Friday evening.

### Final Wording:

1. Electronically sends out a welcome to new representatives.
  - a. If the assembly will be held in person, informs new representatives that they will be receiving a copy of *OA Handbook for Members, Groups and Service Bodies: Recovery Opportunities*, the "Twelve Concepts of OA Service" pamphlet and a Parliamentary Procedure pamphlet at the Assembly.
  - b. If the assembly will be held virtually, informs new representatives that these items will be sent directly to them.
  
4. Invites the new representatives to the Orientation Meeting which will be held virtually about one week before the Assembly.

**Submitted By:** Region 5 Bylaws Committee

Susan M. Bylaws chair, 847-710-8823, [susan.m.oe@gmail.com](mailto:susan.m.oe@gmail.com)

**Intent:** To update policies to account for current practices and changes due to virtual assemblies.

**Implementation:** Update the Region 5 Policies and Procedures

**Cost:** Postage for mailing material to new reps before virtual assemblies

**Rationale:** We now have virtual assemblies and we no longer offer the new rep training Friday evening at in-person assemblies.

## Region 5 Policies and Procedures Amendment

P4

Move to amend the Region 5 Policies and Procedures, Article II. Responsibilities and Duties of Officers and Representatives of Region 5, Section B. Duties of the Region 5 Chair, Paragraph 3 and subparagraphs as follows:

<p><b>Current Wording:</b></p> <p>3. Schedules and Chairs the Summer Board/Committee Conference Call.</p> <p>a. Schedules call to be held no later than the first week of August.</p> <p>b. Provides agenda to include (at the minimum):</p> <ol style="list-style-type: none"> <li>1. Time of questions of all reports</li> <li>2. Time for intergroup sharing</li> </ol> <p>c. The agenda may also include time for meetings for all Business Committees and Outreach Committee of the Whole.</p> <p>d. Except for Committee business, no motions or official business shall be conducted during this meeting.</p> <p>e. Attendance shall be taken</p> <p>f. Minutes of the call shall be made available on the Region 5 website.</p>	<p><b>Proposed Wording:</b></p> <p>3. Schedules <u>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.</u> <del>and Chairs the Summer Board/Committee Conference Call.</del></p> <p><del>a. Schedules call to be held no later than the first week of August.</del></p> <p><del>b. Provides agenda to include (at the minimum):</del></p> <ol style="list-style-type: none"> <li><del>1. Time of questions of all reports</del></li> <li><del>2. Time for intergroup sharing</del></li> </ol> <p><del>c. The agenda may also include time for meetings for all Business Committees and Outreach Committee of the Whole.</del></p> <p><del>d. Except for Committee business, no motions or official business shall be conducted during this meeting.</del></p> <p><del>e. Attendance shall be taken</del></p> <p><del>f. Minutes of the call shall be made available on the Region 5 website.</del></p>
---	--

**Submitted By:**

Region 5 Bylaws Committee

Contact: Committee Chair Susan M Phone: 847-710-8823 Email: [susan.m.oat@gmail.com](mailto:susan.m.oat@gmail.com)

**Intent:** To update the policy to conform with current practices.

**Implementation:** Update the Region 5 Policies

**Cost:** Minimal

**Rationale:** We decided last fall that we were not going to have summer conference calls though we still had a Summer Packet.

## Region 5 Policies and Procedures Amendment

P5

Move to amend the Region 5 Policies and Procedures, Article II. Responsibilities and Duties of Officers and Representatives of Region 5, Section D. Duties of the Region 5 Secretary, Paragraph I by striking and inserting as follows:

<b>Current Wording:</b>	<b>Proposed Wording:</b>
I. 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 application forms (support fund applications, assembly funding request, officer application forms), etc.	I. Assembles and emails links to the posted <u>Summer Packet</u> <del>online packet for the Summer Board/Committee Update Conference Call (no fewer than 14 days prior to meeting)</del> 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 application forms (support fund applications, assembly funding request, officer application forms), etc.

**Submitted By:**

Region 5 Bylaws Committee

Contact: Committee Chair Susan M Phone: 847-710-8823 Email: [susan.m.oat@gmail.com](mailto:susan.m.oat@gmail.com)

**Intent:** To update the policy to conform with current practices.

**Implementation:** Update the Region 5 Policies

**Cost:** Minimal

**Rationale:** We decided last full that we were not going to have summer conference calls though we still had a Summer Packet.

## Region 5 Policies Amendment

Date: January 18, 2026

P6

**MOVE TO AMEND:** Move to amend Region 5 Policies and Procedures Manual, Article II. Responsibilities and Duties of Officers and Representatives of Region 5, Section H. Hotel Liaison by inserting and striking as follows:

### CURRENT WORDING:

#### 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.

### PROPOSED WORDING:

#### H. Hotel Liaison

The ~~Chair~~ Region 5 Board appoints a Board member, a Representative, another OA volunteer, or a professional service or employee to be 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 (and if not the Region 5 Vice Chair), reports to the Region 5 Vice Chair.
13. ~~a. May be outsourced to professional service or employee.~~
  - ~~b. a.~~ 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. b.~~ OA members may serve a maximum of eight (8) consecutive years.
14. May be invited to Region Executive Board Meetings as needed on request.

**SUBMITTED BY:** Region 5 Bylaws Committee  
Contact: Susan M, Bylaws Committee Chair  
Phone: 847-710-8823 Email: [susan.m.oe@gmail.com](mailto:susan.m.oe@gmail.com)

**INTENT:** To expand the possibilities for who may be the hotel liaison

**IMPLEMENTATION:** Update the Region 5 Policies and Procedure Manual

**COST:** Nominal

**RATIONALE:** Originally, Hotel Liaison was a duty of the Vice Chair. That shifted when that became a deterrent to running for Vice Chair. Now we are looking for someone to fill that position. Since the position requires a particular skill set, we would like to expand where we look for such a person.

## Region 5 Policies Amendment

P7

December 31, 2025

**Move to amend** Region 5 Policies and Procedures, Article II. Responsibilities and Duties of Officers and Representatives of Region 5, Section D. Duties of the Region 5 Secretary, Paragraph 2. Management, Subparagraph c. Maintains legal, historical, and current files: Item 1, by inserting as follows:

**Current Wording:**

1. Bylaws.

**Proposed Wording:**

1. Region 5 Bylaws.

**Submitted by:** the Bylaws Committee

Susan M. Bylaws Committee Chair, 847-710-8823, [susan.m.oa@gmail.com](mailto:susan.m.oa@gmail.com)

**Intent:** To avoid confusion as to what bylaws the R5 Secretary is responsible for (Region 5 as opposed to intergroup bylaws)

**Implementation:** Update the Region 5 Policies and Procedures

**Cost:** Minimal

**Rationale:** There was confusion regarding who keeps copies of the intergroup bylaws.

# Region 5 Bylaws Amendment

**B1**

March 31, 2025

**Move to amend Region 5 Bylaws, Article X Meetings, Section D** by inserting as follows:

**Current Wording:**

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.

**Proposed Changes:**

D. At a Region 5 Assembly held upon proper notification, two Region 5 officers and any Region 5 representatives present (a minimum of one (1)) shall constitute a quorum for the transaction of any Region 5 business.

**Submitted by:** Bylaws Committee

Chair Susan M 847-710-8823 [susan.m.oe@gmail.com](mailto:susan.m.oe@gmail.com)

**Intent:** To make it clear that 2 officers do not constitute a quorum.

**Implementation:** Update Bylaws

**Cost:** Nominal

**Rationale:** The current wording could be interpreted that two officers constitute a quorum.

## Region 5 New Business Amendment

NB1

March 31, 2025

**Move to amend the Standing Rules for Region 5 Assembly** by striking and inserting as follows:

**Current Wording:**

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.
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.
18. Electronic devices are permitted at Assembly Meetings only to assist attendees to conduct assembly related business.

**Proposed Changes:**

1. Two (2) Officers and any Region Representatives present (a minimum of one (1)) shall constitute a quorum for the transaction of any Region 5 business.
2. Parliamentary Rules shall be followed except when they conflict with Region 5 Bylaws.
15. All cell phones, pagers and other electronic devices are to be turned off or muted during business sessions and are permitted at Assembly Meetings only to assist attendees in conducting assembly related business. ~~All private conversation will be conducted outside the meeting rooms.~~
18. ~~Electronic devices are permitted at Assembly Meetings only to assist attendees to conduct assembly related business.~~ All private conversation will be conducted outside the meeting rooms

**Submitted by:** Region 5 Bylaws Committee

Susan M. Chair, 847-710-8823, [susan.m.oa@gmail.com](mailto:susan.m.oa@gmail.com)

**Intent:** 1) To clarify what constitutes a quorum, 2) To prioritize Region 5 Bylaws over Parliamentary Procedure. 15 and 18) To combine related rules and separate unrelated rules.

**Implementation:** Update Region 5 Standing Rules

**Cost:** Nominal

**Rationale:** Clarification and simplification of standing rules.